ArchivesSpace Manual for Local Usage at CJH

June 2019

Table of Contents

Overview and Scope of Manual

Application Overview

Record Types and Sub-Records

- Record Types
  - Sub-Records
- **Linear Footage Calculations**
- **Oversized Materials**

Accession Records

- Overview
- Basic Information Sub-record
- Accession Record Sub-records
- Agent and Subject Links in Accession Records

Resource Records (Finding Aids)

- Overview
- Basic Information sub-record
- Dates sub-record
- Extents sub-record
- Finding Aid Data sub-record (if applicable, not all fields required)
- Revision Statements sub-record
- Related Accessions
- Agent Links
- Subject Links
- Notes sub-records
- Instances
- Components and Multi-Level Description
- Rapid Data Entry

Agent Records

Subject Records

Managing Instances and Containers

Location Records

- Overview
- **CJH Locations Guidelines**
- **Creating and managing Location records**

Overview and Scope of Manual

This is not a users' manual, but is meant to locally supplement the ArchivesSpace User Instruction Manual available through the ArchivesSpace Help Center. It should be used in conjunction with the CJH Processing Guide (updated). Anything not in the scope of this local manual that needs to be discussed across Partner organizations will be addressed to the ArchivesSpace Committee, to be formed Fall 2019. Tickets for administrative help with ArchivesSpace will be done through the SysAid help desk system. This manual refers frequently to *Describing Archives: A Content Standard* (DACS), and is meant to be used in conjunction with it as well. Other reference sources consulted include:

- NYU ArchivesSpace User Manual
- ArchivesSpace at Yale: User Manual
- PACSCL/CLIR Hidden Collections Project Archivists' Toolkit Manual
- Archives of American Art's Guidelines for Processing Collections with Audiovisual Material
- Data Import and Export Maps from ArchivesSpace

Examples of other institutions' ArchivesSpace instances:

- https://guides.nyu.edu/archivesspace
- http://archives.nypl.org/
- https://dimes.rockarch.org/xtf/search
- https://archives.lib.umn.edu/
- https://cpparchives.org/
- https://findingaids.library.northwestern.edu/
- https://library.harvard.edu/libraries/harvard-university-archives
- https://archives.yale.edu/
- https://archives.lib.umd.edu/

Application Overview

Supported Browsers

When using ArchivesSpace, you must use Internet Explorer version 11+, Firefox 8+, Chrome, or Safari 5+.

There are two separate interfaces for accessing collections:

- Staff/Editing
- Public

Rollover texts

Rollover texts are associated with almost all of the labels in the ArchivesSpace records; hover your mouse over a particular heading or label to see the rollover 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 or to elements in export data formats, such as MARC, and examples of good practice. Currently the rollover text is the standard language in the system.

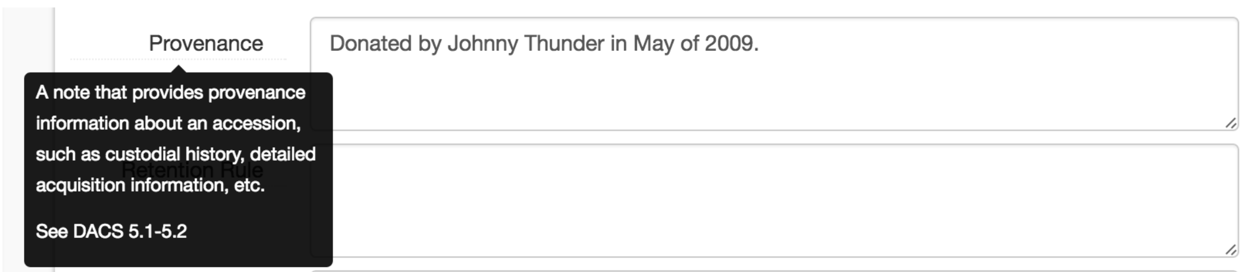


Figure 1. Rollover text explains usage of Provenance field, as well as references to the field's corresponding *DACS* element(s).

When Multiple Users Edit a Record at the Same Time

ArchivesSpace is a networked application in which more than one user can access and view the same record at the same time. A situation may occur where two people attempt to save the same record at the same time.

ArchivesSpace resolves this potential conflict with the "first to save wins" method. What this means is that if two people open the same record, both edit it independently then both save it, the first person to save will be successful, the second person to save will receive an error message indicating the local copy of the record is now outdated and they must reload the record and re-enter any unsaved changes.

Remember to save frequently when editing records that others may want to edit as well. As a default practice, open records in View mode first and only switch to Edit mode when necessary.

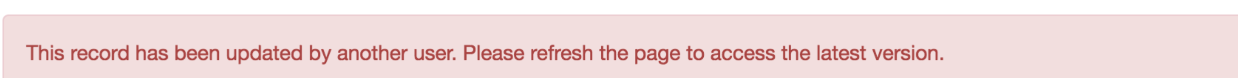


Figure 2. Warning message when multiple users edit the same record at the same time.

Required Data Fields

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

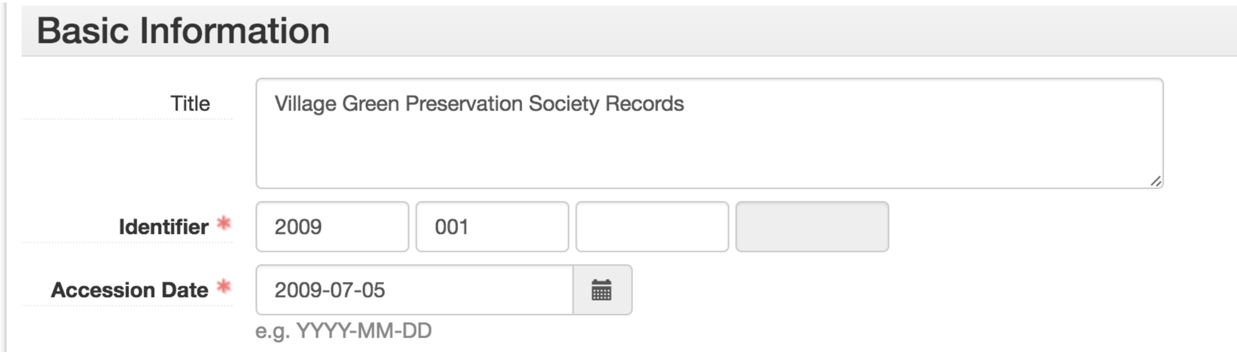


Figure 3. System required field indicated with red asterisk.

If a sub-form or 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.

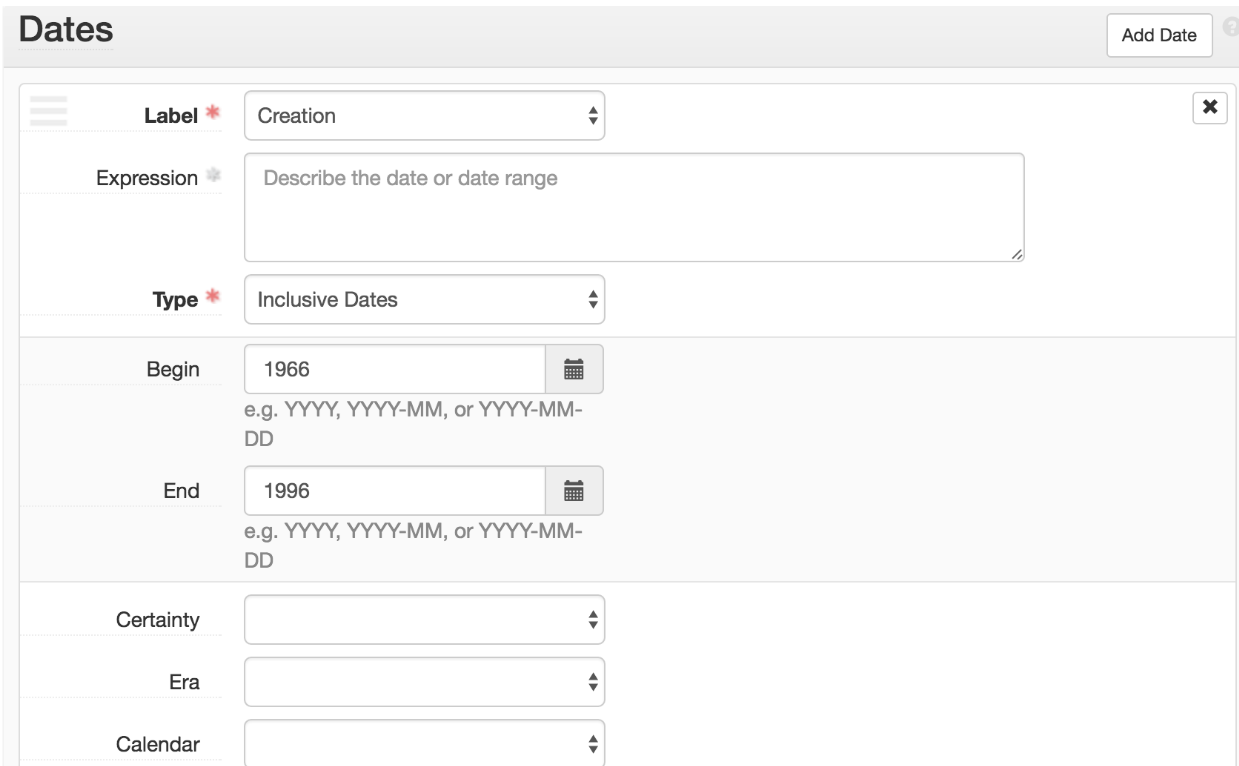


Figure 4. Conditionally required field in sub-record indicated by grey asterisk.

EAD Tagging within Data Fields

There are circumstances in which you will want to provide more granular encoding than ArchivesSpace creates fields for in its forms. To accommodate this, ArchivesSpace provides an auto-complete function for EAD tags within Notes sub-records and several other fields in the resource record. You can either directly include EAD markup within the data field or type "<" to invoke the auto-complete function.

Be careful when adding EAD tags, since mistakes can invalidate the resulting document in EAD export.

Even though the auto-complete function doesn't appear on data fields external to Notes sub-records, you can still enter EAD tags into other fields. Notice, however, that the underlying data will have a specific mapping to an EAD tag, and the particular tag may only allow for certain nested EAD tags. Data import and export maps available on the ArchivesSpace website provide a summary of export mappings from Resource record data fields into EAD.

Special Characters within Data Fields

Special characters, or text from any international writing system, can be input directly as UTF-8 Unicode using typical Mac or Windows keyboard commands in your browser. Don't copy and paste from Word, as the character encoding can be incorrect and proprietary software specific.

Punctuation within Data Fields

ArchivesSpace does not supply any end punctuation after text entered within data fields. If you want to see punctuation appear, you must include it inside of data fields.

Expanding Data Fields

Some data fields can be expanded to allow for entering multiple lines of text or long narrative statements. Select and drag the bottom right corner of the data field to expand it.

"Events" to be logged

Every time one of these actions is taken with the collection, it should be logged as an event. This ensures the stability and provenance of archival collections. It also increases transparency, accountability, and findability of any collection.

Event	**Partner**	**CJH**
Accession	x	
Accumulation	x	
Acknowledgement Received	x	
Acknowledgement Sent	x	x
Agreement Received	x	x
Agreement Sent	x	
Agreement Signed	x	x

Appraisal	x	
Assessment	x	x
Capture		x
Cataloged	x	
Collection	x	x
Component Transfer	x	x
Compression		x
Contribution	x	
Copyright Transfer	x	
Custody Transfer	x	x
Deaccession	x	
Decompression		x
Decryption		x
Deletion	x	
Digital Signature Validation		x
Fixity Check		x

Ingestion	x	x
Message Digest Calculation	x	
Migration	x	x
Normalization		x
Processed		x
Publication	x	
Replication	x	
Validation		x
Virus Check		x
Processing Started		x
Processing Completed		x
Processing in Progress		x
Processing New		x
Request	x	

Record Types and Sub-Records

Record Types

ArchivesSpace supports the creation of several different 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:

- Accessions
    - Records information documenting the accession transaction and can include information about physical, intellectual, and legal control over acquisitions to the repository.
- Resources
    - Describes a unit of materials, from an item to a manuscript collection or record group, managed according to archival principles. Resource records can be single or multi-level records as defined in ISAD(G) and DACS. Descriptions of materials in Resource records can be linked to information about physical manifestations (containers) or digital manifestations (Digital Objects).
- Digital Objects
    - The Digital Object record is the place for technical and administrative metadata about digital objects. The Digital Object record can either be single- or multi-level; that is, it can have sub-components just like a Resource record. Moreover, the record can represent the structural relationship between the metadata and associated digital files--whether as simple relationships (e.g., a metadata record associated with a scanned image, and its derivatives) or complex relationships (e.g., a metadata record for a multi-paged item; and additionally, a metadata record for each scanned page, and its derivatives). One or more file versions can be referenced from the Digital Object metadata record.[1] The Digital Object record can be created from within a Resource record, or created independently and then either linked or not to a Resource record.
- Subjects
    - Describes the principal themes or topical contents of the records being described, as well as format and genre characteristics or occupations, that are important as access points. Subject records can be simple or compound hierarchical records, and can be applied at any level of description for Accessions, Resources, and Digital Objects. The content of these records should be carefully controlled by existing subject vocabularies.
- Agents
    - Describes persons, families, or corporate entities that have a specified relationship to the records being described, such as creator, source (i.e., donor), subject, rights owner, or to an Event. The Agent record is also used for managing relationships among agents.

[1] Note that ArchivesSpace does not provide native support for storing and managing files referenced from Digital Object records. The assumption is that the files will be stored and managed in an external digital asset management system or network- or web-accessible location.

- Locations
    - Describes any storage locations--shelves, drawers, file cabinets, bins, walls, etc.--where a repository stores archival materials. Location records are designed to track both temporary locations and permanent storage locations. Location records are intended to represent physical shelving spaces and not web-accessible file locations. The latter can be represented using URIs recorded as part of Digital Object records.
      Location records must be created in accordance with the Yale schema so that other systems (Aeon, Voyager) can read the data predictably and reliably and send materials to the proper place.
- Events
    - Describes an action involving a selected object in the archival repository (at any level in a multi-level hierarchy) and an agent. Events represent a specific action that one or more agents undertook in relation to one or more archival objects at a specific date and time or a range of dates and times. Events can be used, for example, to document actions that alter archival records, create new relationships between archival records, or record validity and integrity checks for born-digital records.
- Collection Management
- Classifications
- Assessments

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

Sub-Records

Each record follows a basic template with sub-records that are found across different descriptive records. **A sub-record is a linked record that can only be created and edited through the primary descriptive record.** Some sub-records are required in some material descriptive records, based on required elements dictated by our content standard, and all sub-records have their own field and usage requirements.

Multiple sub-records can be added to a primary descriptive record by clicking the Add button in the header of the sub-record, or the + button at the bottom of the sub-record.

Dates sub-record

DACS Reference: 2.4
EAD Tag: <unitdate>

Dates sub-records are used to record different types of dates about the material or entity being described, e.g., date of creation. This sub-record is required for Accession and Resource records (at the collection level, as well as for each component level--series, file, etc.).

The following fields are required in a Dates sub-record:

- **Label**: In the majority of cases, Creation is the appropriate label.
- **Type**: Select Inclusive Dates, Bulk Dates, or Single as appropriate.
- **Begin** and **End**: Integer dates in the YYYY format is required. If additional month or day information is known, integer dates can be entered as YYYY-MM or

YYYY-MM-DD, though this level of detail is not expected.

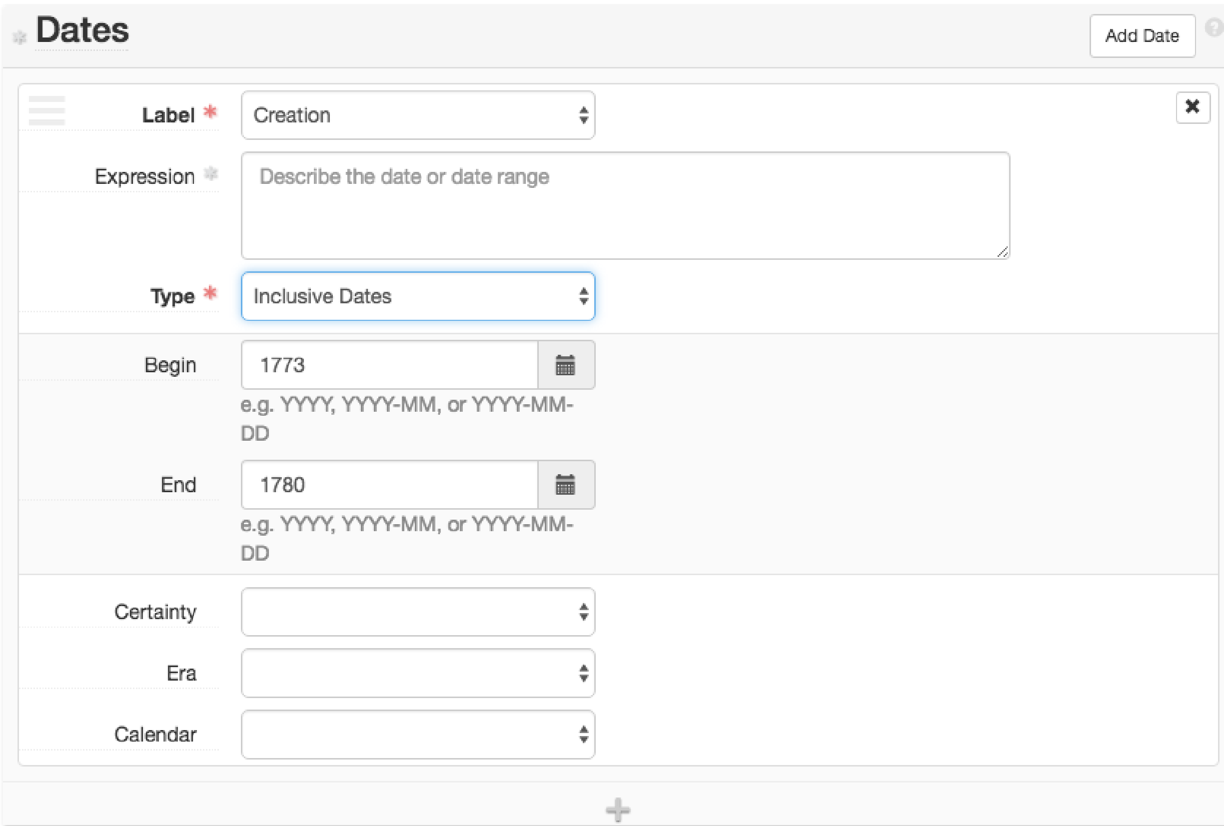


Figure 5. Date(s) sub-record with Inclusive Date range.

Use of **Inclusive Dates** or a **Single Date** (as appropriate) is highly preferred at all levels of description. In Accession records and at the collection level of a Resource record, you must always enter **Inclusive Dates** or a **Single Date**. If all the material in the collection is undated, use the creator's dates of existence or some other approximation in the **Begin** and **End** fields.

Bulk Dates can be added in a separate Dates sub-record and indicated in the **Type** field. When entering multiple Dates sub-records at the collection level in a Resource record, ensure that the **Inclusive Dates** are sequenced first, followed by the **Bulk Dates**

The **Date Expression** field is used to record a natural language expression specifying the date or date range of the materials. It is designed for human readability, and allows for the use of qualifiers, such as "circa" or "before". If you enter a circa date into the **Date Expression** field, you must enter **Inclusive Dates** that correspond to that approximate range (for example, the beginning and end dates of circa 1870s would be 1860 and 1889). Ingest of encoded EAD record does not allow for any letters before numerals, so circa would need to be manually entered post-ingest.

If you need to provide more specificity for **Inclusive Dates**, enter that information in the **Date Expression** field. Spell out words completely and do not use abbreviations: use circa for estimated dates; use undated when the date is not known. A wide circa date is always preferable to describing materials as undated.

Examples:

- 1960s
- circa 1911
- 1970-circa 1979
- 1864-1880, undated

Deaccession sub-record

Deaccession sub-records are used to record information about materials in a collection that have been discarded, returned to the donor, or transferred to another institution at some point after the materials are accessioned. This may refer to a particular subset of a collection or the collection in its entirety. Please consult with Partner as needed about the deaccessioning process.

Exclusions: Deaccession subrecords should not be used to explain appraisal or weeding that takes place during acquisition or the accessioning process; rather, it should be used to explain the official transfer of special collections materials out of the custody of CJH and Partners *after* that custody has been established.

The following fields are required in a Deaccession sub-record:

- **Portion:**
  - Whole: entire collection deaccessioned
  - Part: part of a collection deaccessioned
- **Description:** Briefly describe the materials being deaccessioned.
- **Reason:** Briefly describe the rationale for deaccessioning (e.g. Materials out of scope, Preservation concerns, Duplicate materials).
- **Disposition:** Briefly describe the type of transfer method and the materials' ultimate disposition (e.g. destruction, sale, return to donor, transfer to other repository).
- **Deaccession Date:** indicate the date materials were deaccessioned, following guidance for Dates subrecords (Use "Deaccession" for the date Label).
- **Extent:** add an extent statement to account for the materials being deaccessioned, following guidance on Extent sub-records.

Extents sub-record

DACS Reference: 2.5
EAD Tag: <physdesc><extent>

Extents are intended to be a measurement of the entire contents of described material, in whole or part. This sub-record is required for Accessions, Resources, and Resource components at the series level. One extent statement for the entirety of the Accession or Resource is required, and one or more Extents sub-records can be added to record the extent of audiovisual media, born-digital media, or web archives. Refer to the Descriptive Policies on Audiovisual and Born-Digital Materials, and Web Archives when describing these materials.

The following fields are required in an Extents sub-record:

- **Portion**: Select Whole or Part. If entering a partial extent, ensure that a Whole Extents sub-records is present to account for the entirety of the described material.
- **Number**: Enter the number of units as a whole or decimal field. A numeric value for indicating the number of units in the extent statement, e.g., 5, 11.5, 245. Used in conjunction with Type to provide a structured extent statement.

- **Type**: Select from the drop-down list. Select linear feet as the type of measurement, unless recording an extent for audiovisual media, born-digital media, or web archives.
- **Container Summary**: Enter an enumeration of the number and type of containers that house the collection. Examples**:** *in 10 record cartons, 3 manuscript boxes, and 1 oversize flat box; in 266 audio reels*.

In the Container Summary, begin the statement with the word "in." Use the standard names for container types as found in container profiles: record carton, manuscript box, oversize flat box, media box, photograph box, artifact box, card catalog drawer, etc. For materials housed in shared boxes or flat files, express this part of the container summary as the number of folders (i.e. *in 2 folders; in 2 record cartons and 1 flat-file folder*). Consult your supervisor if you don't know how to name a container.

If you have already entered Top Containers and assigned Container Profiles, you can opt to use the Calculate Extent button in the Resource record toolbar to create an Extents sub-record. The Extent Calculator creates a draft Extents sub-record that may be edited before saving. Note: this will not replace an existing Extents sub-record. If an existing sub-record becomes obsolete; the user must delete the old extent subrecord.

Linear Footage Calculations

- **AJHS / ASF / LBI**
  - For AJHS and LBI a manuscript box counts as 0.5 linear feet and a half-manuscript box counts as 0.25 linear feet.
  - *For AJHS:* If the arrangement is intellectual, note the boxes and folders in the series-level extent, like so:
    - "Box 1, Folders 1-6, Box 24, Folders 1-2, Box 25, Folders 1-2, and Box 26 (OS 1). 2.2 linear feet."

For oddly shaped boxes, consult the below table:

Length of Box	Code used in Collection Lists	Linear Feet
3.5 inches	PB (publications)	.27 lin.ft.
4.5 inches	LS (Lantern Slide)	.4 lin.ft.
5.5 inches	SB1	.5 lin.ft.
6.75 inches	Card File	.6 lin.ft.
8.25 inches	SB2	.7 lin ft.

9.5 inches	SB3	.8 lin ft.
11.5 inches	OS4	1 lin.ft.
16 inches	OS5	1.3 lin.ft.
17.5 inches	OS3	1.5 lin.ft.
20.5 inches	OS1	1.7 lin.ft.
24.5 inches	OS2	2 lin.ft.
31.5 inches	OS6	2.6 lin.ft.
13.5 inches	OS7	1.1 lin.ft.

- **YIVO**

YIVO calculates in precise feet and inches. Manuscript boxes are 5 inches, half-manuscript boxes are 2.5 inches, and flat boxes are 3 inches.

Oversized Materials

Note the presence of oversized material in the descriptive summary under extent. Also note it in the relevant series and box/folder list.

- **AJHS**
    - AJHS uses the following codes for OS materials:
        - OS1
        - OS2
        - OS1F
        - OS2F
        - MAP-1

OS1 and OS2 refers to a boxes; OS1F and OS2F refer to folders. See the table in the “Linear Footage Calculations” section above for sizes of these items. MAP-1 is usually only a folder, so no need to make a distinction between folder or box. OS1 and OS2 stay on the 5th floor. MAP-1 files are huge and go into the Map drawers on the 9th floor.

When there is only a small amount of oversized material which will be going into AJHS’s shared oversized boxes, in the container list column normally used for box write OS1F or OS2F, which will indicate to AJHS that the material is in the shared folders. Each OS folder gets a number, 1 of 1, 1 of 2, 2 of 3, etc. on its label. In the container list column normally used for folder, write 1, 2, etc. – whatever the number of the folder is.

If you have enough oversized material to warrant an entire box, then number the box within the range of all your boxes (so if it's the last box of your collection, call it 29 of 29, for example), and indicate that a box is oversized in its relevant series.

If you don't have enough oversized material to warrant an entire box, then it will go in a shared folder. Barcode and label the shared folder with the collection title, collection dates, collection number and the material type is noted as OS1F - Shared.

Example:
http://findingaids.cjh.org/?pID=546184

- **LBI**
  - LBI places OS folders from multiple collections in a single box, until the box is full. When done processing, check with LBI (Hermann) to determine the current OS box number.
  - **NOTE:** if there is an oversized component, it is especially important to be sure to include the printed finding aid in the collection, for the purpose of microfilming... otherwise OS items get separated or forgotten.
- **YUM**
  - Bonni-Dara expressly asked that we never write locations in finding aids. This was in relation to the Ina Golub Addendum oversized materials.

Notes sub-record
In material descriptive records, ArchivesSpace supports the use of 29 descriptive notes, each of which can be repeated and all of which are available in the Notes section of the Resource record template.

Notes are sequenced vertically, with the note most recently entered at the bottom of the sequence. The position of a note in the sequence can be modified by clicking on the horizontal bars in the left-hand corner of the note frame and dragging the note to a new position above or below.

Notes may be a single part note or a multi-part note, depending on which type of note you are creating.

The following fields are required in a Notes sub-record:

- **Note Type**: Choose from drop-down list. Depending on the type of note you choose, a single part note or a multipart note form will open containing some or all of the following fields.
- **Publish?**: Select or clear the check box. A selected check box indicates that the note will be published in an exported record, such as a finding aid or catalog record. If you want the note to remain internal-only, clear the check box. In multipart notes, the Publish? Option will appear for each part of the note.

- **Content**: Open text field with the content of the note.
- **Type**: Choose from drop-down list. In a multi-part note, you can choose a type for this field that is different from the upper level Note Type, but the two should match in most cases.

The **Label** field can be used to create a more specific label for the note. For instance, in the **Biographical/Historical note**, change the **Label** to “Historical Note” or “Biographical Note” based on whether the creator being described is a corporate body or person, respectively. If a **Label** is not used, the note type will be used as the label wherever required.

Multi-part notes can have one or more sub-notes. In most cases, you will not need additional sub-notes, aside from the main sub-note that is auto-created for **Content** (Text) when you select a multi-part note type. Only use additional sub-notes such as **Ordered List** and **Chronology** sparingly and in exceptional cases, as often these sub-notes do not export or display properly in our discovery systems. Check with your Partner/supervisor if you believe use of an these sub-notes is warranted.

Accession Records

Overview

An accession record documents a grouping of archival materials that comes into the custody or CJH or Partner organization. A collection may be composed of one or many accessions, each of which must 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. A new accession record should be created with any new accretions, and the

The most basic data requirements for an Accession record are **Identifier** and **Accession Date**. Other information is encouraged but not required and may be completed during the general processing of a collection.

Basic Information Sub-record

Identifier (required)

An accession identifier is a unique identifier, determined by collecting Partner, that refers to a particular accession and is comprised of up to three segments. The first box should contain the Partner-specific record group prefix. The next box should be the collection serial number within the record group. The third box can be used for identifying additional identifiers, such as an accretion suffix. The identifier field could also be named according to year and serial number, if there is no associated record group yet.

Figure 6. Accession identifier properly entered.

Accession Date (required)

The date on which the materials arrived in the repository. If the date of arrival is unknown, enter the date you create the accession record.

Title

DACS Reference 2.3

A DACS-compliant title for the accession, concatenating the creator name and the term describing the form of the materials, with an optional component to indicate the predominant topical term. The title of the initial accession for a new collection will be the same as the collection title (e.g. Peter Venkman Papers), whereas the title of a later accretion to a collection may be different due to the nature of the materials (e.g. Peter Venkman Correspondence on *The World of the Psychic*).

Content Description

DACS Reference 3.1

Describe the content and context of the materials for the accession, following the guidance for creating a Scope and Content Note. 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.

Disposition

The disposition for the materials in the accession, whether whole or in part. Be as specific as possible by identifying specific collection(s) and series, as applicable.

> ***Examples:***
> *New collection created (TEST 123)*
> *Accretion to Kilgore Trout Papers (TEST 654), added as Series V. 2025 Accretion*
> *Newspapers appraised and determined to be out of scope; discarded according to deed*
> *Correspondence an accretion to Kermit T. Frog Papers (FRG 001), Series I. Correspondence; books separated from accession and donated to Rainbow Connection Books*

Inventory

Indicate the presence and location of an inventory for the materials, including donor- or curator-supplied inventories. Do not use this field to create preliminary inventories. It is also possible to provide a direct web link to any online information.

> ***Example:*** *Donor-created box list linked as external document; stored in Google Drive.*

Provenance

DACS Reference 5.1 and 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, including the effect these changes had on the materials. When the provenance of an accession is unknown, indicate so (e.g. *There is no documentation concerning the provenance of these materials*). Refer to guidance on the Immediate Source of Acquisition and Custodial History notes, as appropriate.

Retention Rule

The criteria governing the retention or destruction of materials. Do not use this field to record appraisal recommendations.

Acquisition Type

The descriptor that best fits the type of acquisition. If you are unable to determine the acquisition type, leave the field blank.

Resource Type
DACS Reference 2.3.19

The nature of the archival unit according to DACS guidance: Papers, Collection, or Records.

- **Papers** should be used when the materials being described consist of three or more forms of documents that were created, assembled, accumulated, and/or maintained and used by a person or family.
- **Records** should be used when the materials being described consist of three or more forms of documents that were created, assembled, accumulated, and/or maintained and used by a government agency or private organization such as a business or club.
- **Collection** should be used to describe an intentionally assembled collection.

Access Restrictions Note
DACS Reference 4.1

Information about access restrictions due to the deed of gift and/or the nature of the materials being described, following guidance and recommended language for the Conditions Governing Access Note.

Use Restrictions Note
DACS Reference 4.4

Information about any restrictions on reproduction or further use of the materials, following guidance and recommended language for the Conditions Governing Use Note.

Accession Record Sub-records

The following sub-records are suggested for use when applicable for accession records. Follow general guidance on all sub-record usage.

Sub-records:

- **Date(s)**
- **Extent(s)**
- **Instances:** Add container instances to account for the tangible materials in the accession, so that we can then link these containers to their storage locations. Instances associated with accession records should later be deleted once the containers are represented in their corresponding resource record to avoid erroneous data.
- **External Documents:** Provide a complete path link to electronic documentation about the accession, such as emails, donor inventories, or other relevant information that may be stored on the local drives, OneDrive, or Google Drive.

Title documents meaningfully and consistently.

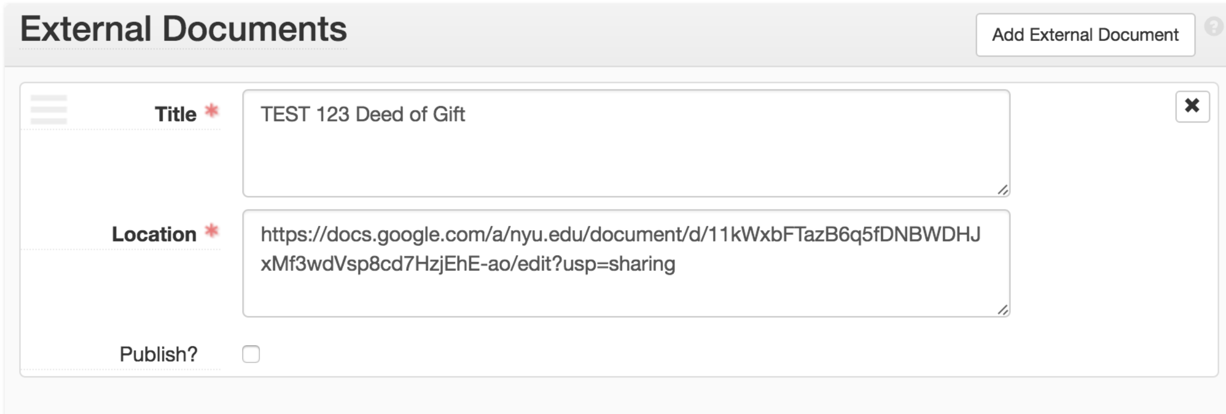


Figure 7. External document sub-record linking deed of gift to accession record.

- **Related Resource(s):** Link an accession to its corresponding resource record. For new collections, first complete all portions of the accession record and save. Select **Spawn → Resource** from the menu bar to ensure that fields and sub-records from the accession record automatically form the basis for a resource record (e.g. Content Description becomes the Scope and Content note in the resource record, Agent links transfer).

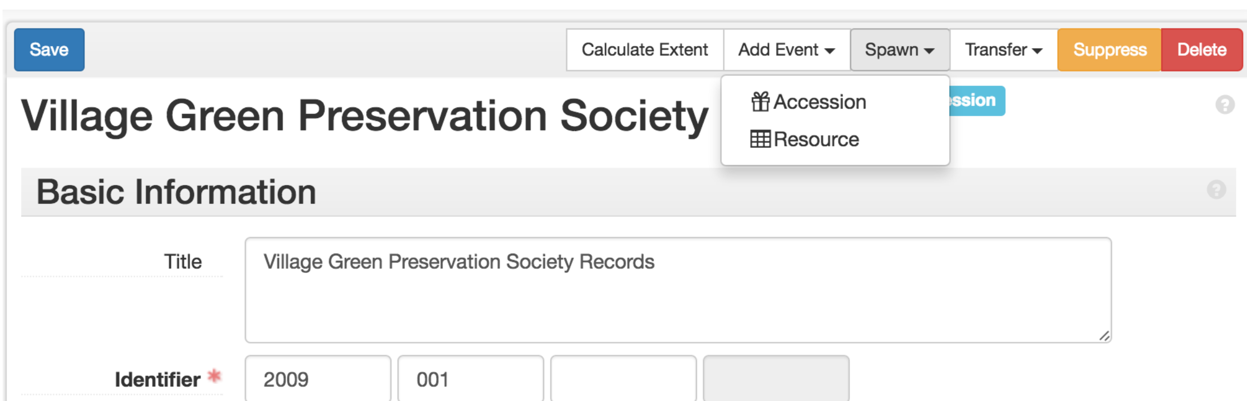


Figure 8. Spawn an accession record into a resource record by selecting Spawn → Resource..

For accretions to collections with an existing resource record, select or browse for the appropriate resource record through the **Related Resources** sub-record. Save the record.

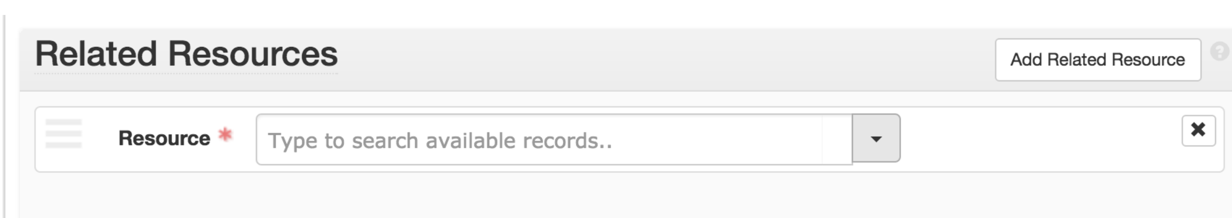


Figure 9. Related Resource(s) sub-record in accession record.

Agent and Subject Links in Accession Records

When creating or assigning agent or subject records to accession records, follow all general guidance for these record types, as well as professional best practices for subject analysis and authority work.

Agent Link(s):

DACS Reference 2.6, 9-13

Use Agent records to identify and assign the name(s) - in standardized form - of persons, families, and corporate bodies associated with the creation, accumulation, or donation of the accession. In addition, assign as subjects the names for individuals, corporate bodies, or families prominently reflected in the accession, as appropriate.

For information on creating new Agents, see: Agent Records.

- **AGENTS AS CREATORS:** Click on **Add Agent Link** and select, browse for, or create the name of the creator. Select **Role → Creator,** then save the record.
- **AGENTS AS DONORS:** Click on **Add Agent Link** and select, browse for, or create the name of the donor. Select **Role → Source,** then save the record. In **Relator** field, select **Donor**. Make sure that the contact information for the donor has been recorded in the Agent Record.
- **AGENTS AS SUBJECTS:** Click on **Add Agent Link** and select, browse for, or create the name you want to add as a subject. Select **Role → Subject,** then save the record. Do not add a person or organization as a subject if they are also linked as the creator.

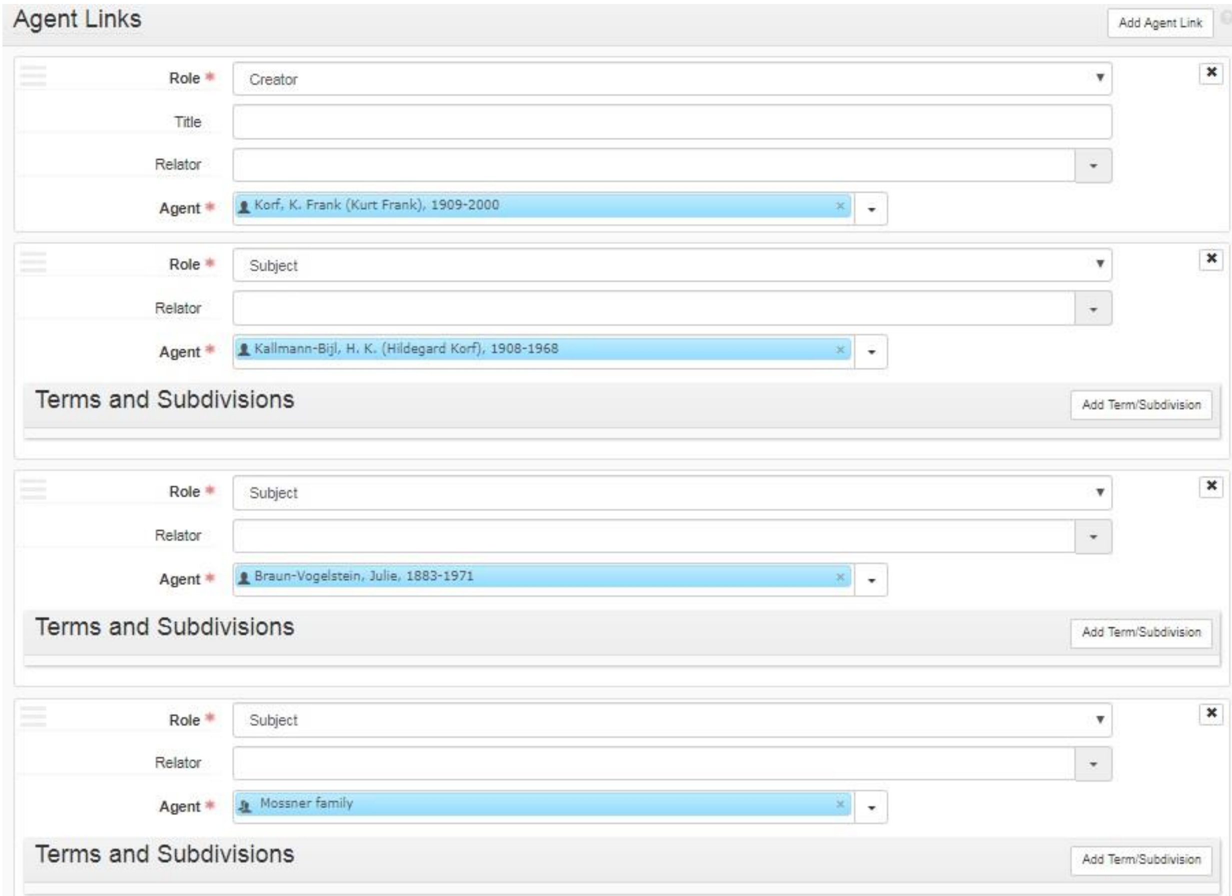


Figure 10. Agent records linked to accession record as Creator, Source, and Subject

Subject Links:
DACS Reference: 2.6, 9-12

Identify and assign standardized subject headings for topics, places, and genre/form terms related to the materials being described. Subject terms from an accession record will automatically transfer to a resource record during the spawning process. When working with an accretion to a collection, assign subject links to the accession record even if the resource record already has subject links, as the accretion may significantly change the nature of the collection as a whole.

To link Subject records:

- Begin typing the subject term in the **Subject** field box and then select a match.
- Browse the list of available Subject records to find a match. Select the matching record and then click on Link to Subjects to link the Subject record to the Resource record.
- Create a new Subject record if the one you require is not in the list.

For information on creating new Subjects, see: Subject Records.

Resource Records (Finding Aids)

Overview

Within the context of ArchivesSpace, resources can be defined as materials that are in the custody of an archival repository and are being controlled according to archival principles (or more commonly called a finding aid). An ArchivesSpace resource may be comprised of one item, or, more typically, it will be an aggregation of items that can be of any extent or complexity.

ArchivesSpace supports description of the resource as an intellectual entity and also as one or more physical or digital entities that may embody the intellectual item. The description of the archival resource can be supplemented with certain context and content descriptors (names and subjects).

A Resource record can either be created through the Create menu in the top menu, or by spawning an Accession record. If you've spawned a Resource record from an Accession record, you will notice that the Basic Description portion of the resource record is already populated with much of the basic descriptive information that had previously been entered into the accession record. The spawning of a record does not mean the information is permanently linked, it is a copy of the original information. Any updates or added information is not synced between the two records and will need to be updated as approporiate.

Following is a list of the sub-records available in the Resources record template, along with requirements and local usage guidance. For a record to save (for editing later) the minimum requirements are: Title, Identifier, Level of Description, Dates, and Extents.

Basic Information sub-record

Title (required):

DACS Reference: 2.3
EAD Tag: <unittitle>

Enter the DACS-compliant title of the collection the **Title** field. The title should be a concatenation of the creator name and a term describing the form of materials, whether general (papers, records) or specific (correspondence, diaries). See **DACS 2.3.1-2.3.22** for specific instruction. Use title case capitalization: capitalize first and last word and all nouns, pronouns, adjectives, verbs, adverbs.

Identifier (required):

DACS Reference: 2.1
EAD Tag: <unitid>

The **Identifier** is a locally-unique number assigned to the collection. These numbers will be provided by the Accessioning Archivist or the repository contact for the collection.

For the most part, the entirety of the alpha-numeric identifier should be entered into the first text box. There will be some instances when it may be appropriate to separate out alpha-numeric identifier into two boxes, with accretions for example, but these situations should be dictated by the Partners. The prefix should be entered in all caps. Do not add spaces at the beginning or end of any field.

Figure 11. Resource identifiers entered properly.

Level of Description (required):
DACS Reference: 1
EAD Tag: <archdesc level=””>

Indicate the level of hierarchy for a particular component, using only the following options: Collection, File, Item, or Series. Select **Collection** when describing at the collection level. Use **Series** when describing at the series level and any sub-series level (i.e. sub-series, sub-sub series)

Choose **File** for a folder or folder grouping. Audiovisual materials may be comprised of multiple pieces of media, or multiple copies of a single intellectual item. Describe each intellectual item as a single component at the file level, recording the number of pieces and existence of duplicates or surrogates using instances and extent statements.

Language:
DACS Reference: 4.5
EAD Tag: <langmaterial>

Select the appropriate language from the **Language** drop-down menu. If no language is the most prevalent, select “Multiple languages (mul).” Always choose the language that is the most prevalent in the collection (primary), and note additional languages separately in a **Language of Materials** *note feild* including the appropriate langcode.

Publish?:
Select or clear the check box. A selected checkbox indicates that the Resource record will be published to public (patron) interfaces. If you want the Resource record to remain internal-only, clear the check box.

Repository Processing Note:
This field can be used to record any internal information regarding processing that the repository wishes to record. This information will not be exported into any descriptive outputs for researcher use. For processing information to be included in descriptive outputs, use the **Processing Information** note.

If you like, note any important information about your processing of the collection, and also about the history of the processing of this particular collection. This is a matter of personal preference, but consider describing your “archival intervention,” so that future researchers and archivists understand what you did and why. For example, if reprocessing a previously processed collection, explain what changes were made and why.

Dates sub-record

See Dates sub-record in the Record Types and Sub-Records section of the manual.

Extents sub-record

See Extents sub-record in the Record Types and Sub-Records section above.

Finding Aid Data sub-record (if applicable, not all fields required)

Overview

Since it is more of a personal preference and not necessary to encode finding aids first before they are visible and accessible, not all of the fields will be applicable. Any applicable fields should be completed for all resource records.

Because all of the information contained in this sub-record applies to the finding aid for the Resource as a whole, this sub-record is only available through the collection level description; it is assumed that component records will inherit the information stored in sub-record from the resource record.

Fields in this sub-record help in managing descriptive outputs, in particular EAD-encoded finding aids. Many of these fields are exported into the <eadheader> and may be used in the title page of print finding aids.

EAD ID:

EAD tag: <eadid>

A unique identifier for the finding aid within a repository context. Use the collection Resource Identifier to form the identifier.

EAD Location:

EAD tag: URL attribute in <eadid>

Finding Aid Title:

EAD tag: <titleproper>

Name of the finding aid. Use the words *Guide to the* to start the title.

> **Example:** *Guide to the Harold Ramis Papers*

Finding Aid Subtitle:

EAD tag: <subtitle>

Rarely used: subtitle for the finding aid. Discuss with Partner if you feel there is a need for a subtitle.

Finding Aid Filing Title:

Do not use.

Finding Aid Date:

EAD tag: <publicationstmt><date>

The date on which the finding aid was first published. Do not change this date for revisions to the finding aid; use the **Revision Date** of the Revision Statement sub-record instead.

Example: *April 2006*

Finding Aid Author:

EAD tag: <author>

The person(s) responsible for writing the finding aid and processing the collection. If you have reprocessed, edited, or added to significant portions of the collection, add your name here rather than only using a Revision Statement.

Example: *Samuel Sorenson. Robert Sink in 1987, with further editing by Chela Scott Weber in 2009.*

Description Rules:

EAD tag: <descrules>

Select DACS.

Language of Description:

EAD tag: <language>

Language in which the finding aid is written.

Example: *Finding aid written in English*

Sponsor:

EAD tag: <sponsor>

Name of agent(s) who funded the acquisition, arrangement, and/or description of the resource. Granting programs often have specific rules about this language; ask your Partner for this language if you think this note should be used.

Claims: *Described and encoded as part of the CJH Holocaust Resource Initiative, made possible by the Conference on Jewish Material Claims against Germany*

Claims II*: made possible by the Leon Levy Foundation and the Conference on Jewish Material Claims against Germany*

CLIR: *Made possible by the Cataloging Hidden Special Collections and Archives Grant from the Council on Library and Information Resources through The Andrew W. Mellon Foundation to support "Illuminating Hidden Collections at the Center for Jewish History"*

Levy: *as part of the Leon Levy Archival Processing Initiative, made possible by the Leon Levy Foundation*

Performing Arts: *as part of the Jewish Performing Arts Digital Archive Initiative*

Edition Statement:

EAD tag: <editionstmt>

Information about the edition of the finding aid. This should not be used unless there are significant changes to large portions of the finding aid.

Example: *Second edition.*

Series Statement:
EAD tag: <seriesstmt>

Information about the series to which the finding aid belongs.

Example: *Observatories of the Carnegie Institution of Washington Collection.*

Finding Aid Status:
This field is used to record the overall status of the finding aid. The following are standard options in the system:

- Completed
- In_Process
- Under_Revision
  - “unverified-full-draft" is an auto generated status that will be merged into
- Unprocessed

Finding Aid Note:
Any information about the finding aid the repository wishes to record.

Example: *Finding aid not yet updated to meet most recent guidelines.*

Revision Statements sub-record

Overview
When changes to a record are made, either because of processing or edits to the description, a Revision Statement sub-record is required for each revision. Multiple sub-records can be added to accommodate multiple revisions or sets of changes. Including updating the Finding Aid with DAO links.

If any changes need to be made to records or you notice any discrepancies between ALEPH and Digital Collections records, contact the Partner.

Revision Date:
EAD tag: <revisiondesc><change><date>

Date of the last revision to the finding aid.

Example: *May 1998*

Revision Description:
EAD tag: <revisiondesc><change><item>

Use this field for description of each revision made, including the author of the revision and a description of changes to the record.

Example:

Updated to include materials integrated from accession number 1998-37 by Kat Fanning.

Edited by CJH Staff for compliance with DACS and ACM Required Elements for Archival Description.

Edited by Andrey Filimonov to reflect the incorporation of nonprint materials.

Related Accessions

If a link is not already in place for the accession(s) that comprise the collection being described, add links to those records here. Use the Browse and Filter feature to ensure that you are linking the correct Accession record, using the identifier as confirmation.

Agent Links

DACS Reference: 2.6, 9-12
EAD Tag: <origination label="creator">

Identify and assign Agent name(s), in standardized form, of the corporate bodies, persons and families associated with the creation or accumulation of the Resource being described. In addition, assign as subjects the names for individuals, corporate bodies or families reflected in the materials being described.

Agent Links require the following fields:

- **Role**: Indicate if the agent is linked to the materials as Creator, Source, or Subject. Remember, any Agent name being added as a subject tracing should be in the **Agent** record, *not* the **Subject** record.
- **Relator**: Required when entering sources of the collection as Agents--select Donor or the applicable term.
- **Agent**: The name of the person, family, or corporate body. To add a link, use one of these three options:
    - Begin typing the agent name in the Agent field and then select a match.
    - Browse the list of available Agent records to find a match. Select the matching record and then click on Link to Agents to link the Agent record to the Resource record.
    - Create a new Agent record if the one you require is not in the list.
- **Terms and Subdivisions:** Add where required for Agents linked as Subjects, when terms and subdivisions have been included in the authority record or are standards-compliant additions to the heading.

Do not add multiple **Agent Links** to a single sub-record; add a new sub-record for each link.

For information on creating Agents, see: Agent Records.

An important note on the order of Agents: Ensure that the **Agent Link** for the primary creator of the collection is the first listed in this sub-record. If not, drag and drop the primary creator's name to the top of the sub-record.

Subject Links

DACS Reference: xxii
EAD Tag: <controlaccess>

Identify and assign standardized subject headings for topics, places and genre/form terms related to the materials being described.

To link Subject records:

- Begin typing the subject term in the **Subject** field box and then select a match.
- Browse the list of available Subject records to find a match. Select the matching record and then click on Link to Subjects to link the Subject record to the Resource record.
- Create a new Subject record if the one you require is not in the list.

For information on creating new Subjects, see: Subject Records.

Notes sub-records

See also Notes sub-records in the Record Types and Sub-Records section of the manual.

To enter multiple paragraphs in text boxes, use two line breaks between each paragraph. To create bold or italic text, or to add links to notes, type the open angle bracket (<) to pull up the menu for wrapping text.

ArchivesSpace does not provide grammar or spell check, so it is a good idea to either write the text of the note in a word processor and then paste it into the appropriate text box after proofreading, or write the note into the text box, copy and paste the text into a word processor to proofread, and then re-paste the corrected text back into the notes field. NOTE: *If you do this, be sure to paste your text as plain text, so as not to include any formatting issues from the word processing software.* Your web browser may also have plugins available for spell check. One such example is Grammarly.

Note Types -

Abstract:
EAD Tag: <abstract>

The abstract should be 3 to 4 sentences that serve as an introduction with high-level descriptive information for the entire collection and do the following: briefly define the creator's roles or functions, summarize the topics that crop up, and list formats.

Arrangement Note:
DACS Reference: 3.2
EAD Tag: <arrangement>

At the top of your arrangement outline, you can note why the series are arranged as they are – for reasons of provenance, previous processing, or of placing professional before personal, etc. Description of organization or arrangement of materials. For large or complex collections, describe the whole-part relationship between the collection and its various series at the collection level, and the arrangement of folders within a series at the series level. If a collection has not been processed, use the following language: *This collection has not been arranged by an archivist. The materials are arranged in the order in which they were received from the donor.*

In legacy finding aids, this information was often included within the **Scope and Content** note. If you are retrospectively entering or editing an older finding aid, please separate the information into the appropriate notes.

Biographical/Historical Note:

DACS Reference: 2.7
EAD Tag: <bioghist>

Focus on the biographical or historical information that is supported by the primary source materials found in the collection. Note for information about the person or corporate body that created, assembled or accumulated the materials. For instance, if an individual won a Nobel Prize but there are few documents in the collection dealing with this fact, one should not dwell on the subject for too long. When biographical information is scant for collections, consider contacting the creator/donor if still living for biographical details.

You may include footnotes or references for Historical/Biographical Note in order to refer to specific folders in the collection you consulted or to outside sources. Use when it seems necessary. Create separate notes if more than one person/family/corporate body is responsible. If different entities are responsible for the materials in different series, create a brief note at series level. Biographical information should also be maintained in the Agent record.

Conditions Governing Access Note:

DACS Reference: 4.1
EAD Tag: <accessrestrict>

Field for indicating restrictions on access to the material due to repository policy, donor specifications or legal requirements.

This statement is applied at the collection level and should pertain to the overall access restrictions to the collection materials. In some cases you may identify other items that need restriction for other reasons (e.g. preservation issues or a donor's wishes). Note these at the appropriate level (series or file level) in addition to the collection level access note. Speak to Partner about the best way to describe these restrictions in the finding aid.

This collection is open to researchers.

Access Information *Readers may access the collection by visiting the Lillian Goldman Reading Room at the Center for Jewish History. We recommend reserving the collection in advance; please visit the LBI Online Catalog and click on the "Request" button.*

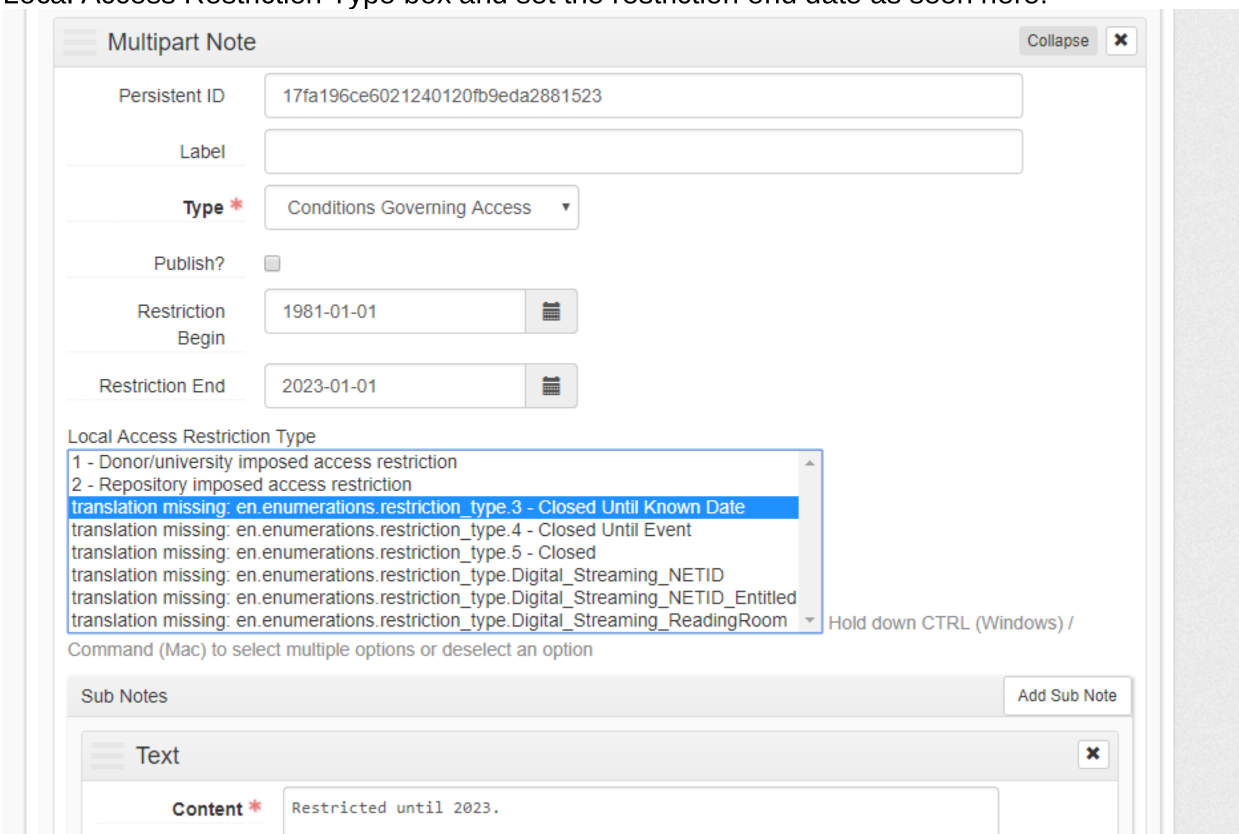
1. For collections with no restrictions, this note should read: *Materials are open without restrictions*.

2. If donor permission is required for access to the collection or to a specific set of materials, this note should read: *Donor permission is required for access. Please contact* [Repository name], [Repository e-mail, phone number].

3. If repository permission is required for access to the collection or to a specific set of materials, this note should read: *Repository permission is required for access. Please contact* [Repository name], [Repository e-mail, phone number].

4. If materials are closed until a known date, this statement should read: *Access to* [Collection or Series or Item] *is restricted until* [year].

   In cases with a date-bound access restriction, select the appropriate integer from the Local Access Restriction Type box and set the restriction end date as seen here:



5. If materials are closed until an event, this statement should read: *Access to* [Series or Item] *is restricted until* [event].

   The above statement will apply in rare cases where the donor has indicated a set of materials to remain closed until an event which has no discernable date, such as the death of an individual. Select the appropriate integer from the Local Access Restriction type. You may set a restriction end date if a safe approximation can be estimated. Consult with your supervisor for this evaluation.

6. For administrative collections with materials dating from the last 20 years, use the following: *Administrative records and unpublished reports of New York University are closed for a period of 20 years from the date of their creation. Access to files spanning*

multiple years will be opened to researchers based on the date of the most recent materials. Board of Trustees records are closed for 35 years from the date of creation. Materials related to personnel, grievances, job and fellowship searches and applications, and all files that fall under the federal Family Educational Rights and Privacy Act (FERPA) are permanently restricted. Additional restrictions may apply to other materials in this collection.

Exclusions:
Record any physical conditions or technical requirements affecting the use of the materials (i.e. researchers must use microfilm or access copies) in a **Physical Characteristics and Technical Requirements** note.

For audiovisual and born digital items where access is mediated also use a **Physical Characteristics and Technical Requirements** note. For guidance on and wording for this note see the [Descriptive Policies on Audiovisual and Born-digital Materials, and Web Archives].

Conditions Governing Use Note:

DACS Reference: 4.4
EAD Tag: <userestrict>

This field is dictated by Partners, either by them editing/updating resource themselves or indicating to processing CJH archivist. Communicates the terms of use of the materials (for example, reproduction or publication) that apply after access has been granted. This statement should represent the collection as a whole, with the understanding that archival collections are often comprised of unpublished materials and items created by people other than the donor which may carry different intellectual property considerations on the item-level.

Use this field to state information about copyright. Use accession files to gather this information; see rightsstatements.org's [Rights Review decision tree] to help determine rights (be mindful that their [statements] do not exactly correspond to our set language options). If you are unsure, please consult your supervisor. When copyright is unknown, state this.

Choose the appropriate note from the following:

1. Any rights (including copyright and related rights to publicity and privacy) held by *creator name* were transferred to *Partner Organization* in *date* by *donor*. Permission to publish or reproduce materials in this collection must be secured from *repository*. Please contact *[repository contact information]*.
2. Any rights (including copyright and related rights to publicity and privacy) held by *creator name* are maintained by *Partner Organization*. Permission to publish or reproduce materials in this collection must be secured from *repository*. Please contact [repository contact information].
3. Any rights (including copyright and related rights to publicity and privacy) held by *creator name,* the creator of this collection, were relinquished and transferred to the public domain in *date* by *donor*. These materials are governed by a Creative Commons CC0 license, which permits publication and reproduction of materials accompanied by full attribution. See, https://creativecommons.org/licenses/
4. *Repository* has no information about copyright ownership for this collection and is not authorized to grant permission to publish or reproduce materials from it. Materials in this

collection, which were created in *unitdate range,* are expected to enter the public domain in *year*.
5. Materials in this collection, which were created in *unitdate range*, are in the public domain. Permission to publish or reproduce is not required.
6. This collection is protected by copyright and/or related rights. You are free to use materials in the collection in any way that is permitted by the copyright and related rights legislation that applies to your use. For other uses you need to obtain permission from the rights-holder(s).
7. This collection is protected by copyright and/or related rights. It is made openly available by the copyright holders under a [CC BY 4.0 license](). You are free to use materials in the collection in any way that is permitted by the license that applies to your use. For other uses you need to obtain permission from the rights-holder(s).
8. Because of the assembled nature of this collection, copyright status varies across the collection. Copyright is assumed to be held by the original creator of individual items in the collection; these items are expected to pass into the public domain 120 years after their creation. *Repository* is not authorized to grant permission to publish or reproduce materials from this collection.

Immediate Source of Acquisition Note:
DACS Reference: 5.2
EAD Tag: <acqinfo>

Information about the direct source from which the materials were acquired. This could also include date and means of acquisition such as a gift or purchase. More detailed information about a collection's chain of custody should be recorded in a Custodial History note. If no information about the source of materials is known, state: *Materials found in collection; there is no documentation concerning the provenance of these materials.*

Language of Materials Note:
DACS Reference: 4.5
EAD Tag: <langmaterial>

Indicates all languages represented in the collection materials.

> **Example:** *Materials primarily in English, with some German.* Or *Collection is also in <language langcode="eng">English</language> and <language langcode="ger">German</language>.*

Preferred Citation Note:
DACS Reference: 7.1.5
EAD Tag: <prefercite>

Preferred citation may differ between Partner organizations. Suggested format for citing materials in a collection: *Identification of item, date;* ***Collection name****;* ***Collection number****; box number; folder number or item identifier;* ***Repository Name****, Partner Organization.*

Processing Information Note:
DACS Reference: 7.1.8
EAD Tag: <processinfo>

Information about the arrangement, description, and preservation actions related to the materials. Information about the author of the finding aid itself will be put in under the Finding Aid Data sub-record. Use especially to delineate between original order or original description and order or description created by the archivist.

> **Examples:**
> *Materials were placed in new acid-free folders and boxes. Original caption information, when available, was transcribed onto negative sleeves. Where captions were illegible, the archivist's interpretation is enclosed in square brackets. The language of the original captions, which includes editorializing comments was retained. Some anachronistic terms - particularly those referring to race, ethnicity, or gender - have been revised.*
>
> *The collection was arranged into series based on the original order of the records as maintained by the foundation's staff, and original folder titles were retained. Routine financial statements, duplicate publications, and documents with sensitive personal information were removed.*
>
> *Photographs were separated from this collection during initial processing and were established as a separate collection.*
>
> *Decisions regarding arrangement, description, and physical interventions for this collection prior to 2018 [have not yet been recorded / are unknown]. In 2018...*

Scope and Contents Note:

DACS Reference: 3.1
EAD Tag: <scopecontent>

Information about the materials, such as record types, dates covered, topics and persons represented, etc. Create a note at the collection level that describes the collection as a whole. For each individual series, create a note at the series level that describes that particular series in greater detail. If subseries exist for which you would like to provide more detailed information, create a note at the subseries level as well.

Provide a broad view of the collection here. List the topics, formats and individuals most represented. Leave smaller details for the series-level scope and content notes.

You can also note the following: important provenance information that assists in understanding the contents of the collection; how certain topics cut across various series; important gaps, things that a researcher might expect to find in the collection, but won’t; small summaries of the individual series….

Try not to repeat information that you cover elsewhere.

Collections that have no series (or are as a whole the equivalent of one series)

If your collection is the equivalent of one series, that is, you have not arranged it into multiple series, then you do not need to add a series-level scope and content note to the finding aid. The collection-level scope and content note will suffice. See “Collections that have no series” under

Encoding section of this processing guide for details on how to encode the container list in this case.

Accruals Note:

DACS Reference: 5.4
EAD Tag: <accruals>

Information about expected additions to the materials that are regularly scheduled or based on a records retention policy.

> **Example:** *Additional accruals are expected at the end of each calendar year.*

Appraisal Note:

DACS Reference: 5.3
EAD Tag: <appraisal>

Information about appraisal, retention scheduling, or destruction of the materials. Document appraisal actions taken at the time of acquisition, including materials which were sampled or not accessioned. In addition, document evidential, informational or other value of materials acquired. This note will often need to be provided by the curator responsible for bringing in the collection.

> **Examples:** *Series 3, Case Files is a representative sample of the case files created by the agency. Due to the large number of files, and the relative homogeneity of the kinds of information they contained, the repository decided to keep only a portion of the original case files as evidence of the way the agency operated. Case files were kept in alphabetical order, the first and last file from each letter of the alphabet were retained.*
>
> *Appraisal decisions made prior to 2018 are not documented. In 2018...*

Custodial History Note:

DACS Reference: 5.1
EAD Tag: <custodhist>

History of ownership and custody of the materials. If this information is available, describe where the collection was created and how it came to be at the repository. It should be noted here if the collection was received at different times or in multiple accessions, if it changed ownership at any time, or if it was created or compiled by different sources. Also note if anything was removed or held back from the collection before it came to the repository.

Existence and Location of Copies Note:

DACS Reference: 6.2
EAD Tag: <altformavail>

Information about copies available in additional formats, for example on microfilm, photocopies, or digital surrogates. Always use this when relevant. If copies instead of original materials must be used by researchers due to preservation concerns, use the Physical Characteristics and Technical Requirements note instead.

> **Example:** *Correspondence also available on microfilm in the Reading Room.*

Existence and Location of Originals Note:

DACS Reference: 6.1
EAD Tag: <originalsloc>

Information about the existence and location of originals, in cases where copies are being described. Always use this when relevant.

> **Example:** *Originals are in at the Lithuanian Central State Archives in Vilnius, Lithuania.*

Physical Location Note:

DACS Reference: 4.2.6
EAD Tag: <physloc>

Natural language expression of location. See Location section below.

This note is encouraged for all resources but required only if materials are located offsite. Use the language: *Materials are stored offsite and advance notice is required for use. Please contact *Partner* to request materials at least two business days prior to your research visit to coordinate access.*

Other Finding Aids Note:

DACS Reference: 4.6
EAD Tag: <otherfindaid>

Additional/external finding aids available to facilitate access to the materials. Take into account paper box lists and finding aids which go into greater detail than the AT record, microfilm guides, etc. Record the level of detail of the other finding aid, and note how it is available to the researcher.

> **Examples:** *Item-level records for images available in the Image Database for use in the library.*
>
> *Folder level paper finding aid available through YIVO in the reading room.*
>
> *Guide of the microfilmed portion of the collection available in the library.*

Physical Characteristics and Technical Requirements Note:

DACS Reference: 4.2, 4.3
EAD Tag: <phystech>

Physical conditions or characteristics, or technical requirements that affect access to the materials. Always note restrictions on access due to physical/technical characteristics here, such as required use of microfilm or audiovisual and born-digital access copies. Notes from Preservation lab can be included here.

> **Examples:** *Letterpress books are nearly illegible.*
>
> *Due to the fragile nature of the original materials, researchers must use the microfilmed version.*

Related Archival Materials Note:
DACS Reference: 6.3
EAD Tag: <relatedmaterial>

Information about related collections, either within or outside the repository.

> **Example:** *For more information about the academic career and personal life of Werner Cahnman see the Werner and Gisella Cahnman Collection *can add link to resource*.*
>
> *A related collection documenting the HIAS at YIVO *add resource link or id*.*

Usually we focus on related archival collections belonging to the partners. We also look especially at the American Jewish Archives and other Jewish archives holdings. Any collection strongly related by provenance to the creator should definitely be listed here – for example, if AJHS holds half of one individual's collection and NYU holds the other half, note NYU's collection. The New School records were removed to SUNY Albany many years ago (long story), and as many German-Jews taught there, often contains related material: "The German and Jewish Intellectual Emigre Collection". Link out to the finding aids or catalog records for these related collections if possible.

- Dec 2015: We can also link out to Internet Archive crawls, if these are relevant. AJHS has signed off on this language, which if needed we could adapt for other partners:
  - "The Hadassah website was captured by the Internet Archive Wayback Machine from 1997 to 2015. The snapshots can be viewed here: https://web.archive.org/web/*/hadassah.org. Please note that the Wayback Machine may not render the website exactly as it appeared on the live web at the time, and that AJHS has no control over how often the site was crawled or how it displays now. "
- As of August 4, 2016, AJHS requests that we list related collections in the following way: Name of collection (Call Number), i.e, Raphael Lemkin Papers (P-154).

Linking to an Aleph record (aka the OPAC) can be done by the following formula: http://67.111.179.150:80/F/?func=direct&doc_number=000126326 – with the last 6 digits (in red) being the specific Aleph record number. (If you don't know how to find this number from the catalog description in the OPAC front-end, click on the "Abbreviated View" link at the top of the record and it will give you the 9-digit "system number.")

Linking to an entry in the YIVO Archives site (via Archon) is also possible, though we usually prefer to link to our CJH resources. The root URL is: http://www.yivoarchives.org/index.php?p=collections/controlcard&id=33362 with the digits in red referring to the specific record. You can find this number only by looking in the address bar of the web browser. If you've gotten to the record from a search, there will usually be some kind of other junk after the record number (id=33362&q=meir+melman, for example) which you can delete.

- Linking to static Primo records (search.cjh.org) in an attractive way is something we're still trying to figure out with ExLibris. See below for directions from Jen Palmisano's 9/28/2012 email regarding this topic, and below for a previous error:
    - *For a "search query" result try this:*
        - *http://search.cjh.org/primo_library/libweb/action/dlSearch.do?institution=CJH&onCampus=falso&query=any,contains,jewish&dym=true&highlight=true&lang=eng&vid=beta*
    - *You can change the part that says 'jewish' to be whatever your search terms are. So that middle syntax should be **query=any,contains,[search term].** Remember that there can't be any spaces, so if there are spaces in your terms use an underscore (_).*
    - *For instance,*
        - *http://search.cjh.org/primo_library/libweb/action/dlSearch.do?institution=CJH&onCampus=falso&query=any,contains,jennifer_palmisano&dym=true&highlight=true&lang=eng&vid=beta*
    - *Here is an example of the persistent link in Primo:*
        - *http://search.cjh.org/primo_library/libweb/action/dlDisplay.do?docId=CJH_ALEPH000009780*&vid=beta
    - *With CJH_ALEPH + nine digit SYS ID.**
        - *Note: this will give you a weird-looking result.
    - *The part you want to change is the doc ID at the end. You can get this from the URL for any record. Through the course of a normal search, you want to look in the URL for the docId or recId. For Aleph records this will always start with CJH_ALEPH, then the nine digits of the call number. For DigiTool records, this gets more complex, because most DigiTool records also have an Aleph record, so in Primo they have been merged together. This means that it will have a dedupmrg number instead (de-dup manager ID).*
        - *http://search.cjh.org/primo_library/libweb/action/dlDisplay.do?docId=dedupmrg25174425*&vid=beta
    - *In this case the item has an Aleph and DigiTool record, and they have been merged together in Primo.*
    - *For EMu, the prefix is more complex:*
        - *http://search.cjh.org/primo_library/libweb/action/dlDisplay.do?docId=cjh_emuEMu.Cjh.catalogue.irn.15026*
    - *With cjh_emuEMu.Cjh.catalogue.irn. + IRN from EMu. This also refers to the EMu module that the record was harvested from.*
    - (Previously the links referred to in Jen's email above linked to a Primo test site, but by adding &vid=beta to the end of the URL, the link goes to the correct site)

Separated Materials Note:
DACS Reference: 6.3
EAD Tag: <separatedmaterial>

Information about materials related by provenance that have been physically separated or removed. This note is required only when materials have been separated from the collection. Do not use if nothing has been separated from the collection.

Examples:
Photographs have been transferred to the LBI Photograph Collection.

Published books and library material were separated out of the archival collection and cataloged in the Tarr Library Collection: st Tarr.*

Bibliography:
DACS Reference: 6.4
EAD Tag: <bibliography>

Information related to publications about the collection or based on the materials.

The bibliography is output in EAD as <bibref> tags, and therefore the note content for a bibliography consists of multiple items rather than a single large text field.

Dimensions Note:
DACS Reference: 2.5
EAD Tag: <dimensions>

Numerical data about the size of the material being described.

Example: *5 x 20 inches.*

File Plan Note:
EAD Tag: <fileplan>

Information about any classification method used by the creator(s) of the materials.

Example:
ACM used the following classification system to organize its publications:
General Literature
A.0 GENERAL
Biographies/autobiographies
Conference proceedings
General literary works (e.g., fiction, plays)
A.1 INTRODUCTORY AND SURVEY

General Note:
DACS Reference: 7.1
EAD Tag: <odd>

Any information that does not fit in a more specifically defined note. Discuss with your supervisor before using; a more specific note should be used if at all possible. In the future these notes may be repurposed for preservation or other custom utilities.

Example: *Drawings humidified, flattened, and repaired by CJH Preservation Lab, 2016.*

Physical Description Note:
EAD Tag: <physdesc>

General information about the physical characteristics of the materials that cannot be accommodated in other fields or notes that capture physical description information.

Example: *Videocassettes in this series are recorded in Hi-8 format.*

Index:
EAD Tag: <index>

List of terms and reference pointers compiled to enhance access to the materials being described.

Legal Status Note:
EAD Tag: <legalstatus>

Status of the described materials as defined in legal statutes.

Example: *Public records.*

Material Specific Details Note:
EAD Tag: <materialspec>

Information unique to the material format that cannot be assigned to any other element of description.

Examples: *Scale: 1:10000, Projection: Universal transverse Mercator projection.*

Physical Facet Note:
DACS Reference: 4.2, 4.3
EAD Tag: <physfacet>

Specific information about a physical aspect of the materials, such as color, marks, materials, or techniques. This is more of a field for Preservation comments.

Example: *Lost wax process.*

Instances

A **Container Instance** is encouraged if applicable at the level of description. If you are creating a collection level Resource record, all **Container Instances** should be added in the main Resource record. See **Managing Instances and Containers** for information on creating and adding to Containers.

Components and Multi-Level Description

ArchivesSpace supports the creation of Resource records with multiple levels of description, using Component records, referred to in the system as Archival Objects. Resource component records describe the intellectual or physical parts of a resource that make up an aggregation of archival materials, including series, files, and items.

Components are added as new Archival Objects with the *Add Child* button in the header bar of the Resource record. When one Component is present in a Resource record, the *Add Sibling* button allows you to add additional Components in the same level of hierarchy as the selected Archival Object.

The following fields and sub-records are required for a **Component** record:

- **Level**: Use *series* for any series that is a direct child component of a collection. Use *subseries* for any series that is a child of another series or subseries. Use *file* for a description of a folder or intellectually-related folders, and *item* for a description of a single item. Do not use **class**, **fonds**, **other level**, **record group**, **sub-fonds** or **sub-group** without consulting your supervisor first.
- **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**
- **Instances**: A **Container Instance** is required at the level of description applicable. That is, if you are creating file level description, all **Container Instances** should be added in the file Components. See **Managing Instances and Containers** for information on creating and adding to Containers.

For series-level **Components**, the following sub-records are required:

- **Extents sub-record**: Multiple Extents sub-records should be added if the series contains audiovisual media or born-digital materials.
- **Notes sub-record--Scope and Content note**

Agent and Subject Links: Link to Components only if the content of a Component differs significantly from the collection as a whole. If Agent or Subject Links are applicable to the entire collection, they should not be repeated in Components.

Notes sub-records: In accordance with DACS Principle 7.3, only add notes at series and lower levels that are relevant to that level of description. Do not repeat information stated at higher levels of description. Commonly used notes at the series and subseries level are **Abstract**, **Arrangement**, **Historical/Biographical**, and **Scope and Content**. In addition, for series with large media components, a **Conditions Governing Access Note** that provides more specificity for materials in the series or subseries than the collection level note may also be appropriate.

For item-level components of media in which this information is available, a **Physical Characteristics & Technical Requirements Note** can list information on Format; Color/ B&W; Sound/ Silent; Duration.

Example:

> **Original Format:** ¾" Umatic
> Color/ Sound
> **Duration:** 00:30:00

Restrictions:
When entering a Component that is restricted, check the *Restrictions Apply?* box in the Basic Information sub-record. Speak with your supervisor if you have any questions regarding the use

of these check boxes. If restricted information appears in the folder title, create a new folder title leaving out identifying information, even if that information was contained on the original folder label.

> **Example:** If the folder was originally titled "FAS Dean Candidate Files: Bunde, Janet," the new folder title should read: "FAS Dean Candidate Files RESTRICTED." The title should be entered in the Component record as well.

Publish?:
To signify that a Component--whether a series, file, or item record--is not public, uncheck the *Publish?* box in the Basic Information sub-record. If you create Components below this record in the hierarchy in which the *Publish?* box is checked, you will receive a warning from the system that the record has an unpublished ancestor. Unchecking the Publish? box at the highest level applicable is sufficient.

Rapid Data Entry

The Rapid Data Entry (RDE) tool supports repeated entry of Resource component records at the same level, thus requiring fewer mouse clicks than when adding individual resource component records and then adding instance records. Through the use of "sticky values" and other mechanisms, the RDE tool provides a more efficient interface for entering series or folder lists, where multiple components of the same level and same basic content are entered one after another. The RDE tool also includes in one data row fields from the Resource component record, the Dates sub-record, the Notes sub-record, and the Instance sub-record.

To create Resource component records using the RDE:

1. Select Rapid Data Entry at the top of the multi-level description.
2. Enter desired data. The Level of Description element and either Title or one of the Dates sub-record elements is required.
3. Instance Type and at least one Container Type and Container Indicator are necessary if locations are to be linked to the Resource component record.
4. Select Add Row to add another row, or use Shift + Return to add another row using all the data in the previous row.
5. Select Validate Rows to check that all rows are properly encoded.
6. Select Save Rows to save the row(s) to the Resource record.

You can do the following to the RDE tool during a given session:

- Remove columns from view using the Columns: ## visible display configuration option.
- Turn sticky values on and off by clicking on the label for a data column.
- Reorder the left-to-right sequence of the data columns using the Reorder Columns option.
- Designate a value to fill all occurrences within a data column using the Fill Column option.

Agent Records

Overview

Agent records identify persons, families, corporate entities, or software that have a specified relationship (such as source, creator, topic, or rights owner) to archival materials or to an event.

Agents are established and controlled separately from Accessions and Resource resource in ArchivesSpace and are associated with descriptive records through linking.

Only Agent records linked to collection-level Resource records are exported to MARCXML. Agent and Subject records linked to Accession records, Resource component records, and Digital Object component records will not be exported to MARCXML records.

Agent records can be associated with Accessions, Resources, and Digital Objects through one of three primary relational modes:

- **Creator**: Designates the primary responsibility for the origin, accumulation, or maintenance of the material being described. Creator can encompass, at varying levels in a multi-level description, the person, family, or corporate entity responsible for the archival provenance of the material being described, or for the intellectual content of that same material.
- **Source**: Designates the immediate source of acquisition for the materials being described.
- **Subject**: Indicates that the materials being described are topically about the named person, family, or corporate entity in some respect.

Think of these relationships in terms of linked open data triplets.
ArchivesSpace supports four types of Agents:

- Person
- Family
- Corporate Entity
- Software

Do not create or merge Agents without instruction from CJH Administrator. Changing the content of an Agent record changes it for every link to that record in every ArchivesSpace repository at CJH. Be extremely careful when updating Agent records, particularly when attempting to disambiguate agents with similar names. When adding Notes to Agent records, editors must create a new Add Note filed and indicate partner at the beginning of the note. Do not edit other Partners' or notes. Most Agents can be imported directly from the LCNAF Import plugin, and this method should be exhausted prior to creating any Agents.

LCNAF - http://id.loc.gov/authorities/names
LCSH - http://id.loc.gov/authorities/subjects
OCLC - http://alcme.oclc.org/srw/search/lcnaf

Name Forms sub-record

Regardless of the Agent type you are creating or editing, the following fields are required in the **Name Forms** sub-record:

- **Source**: Used to indicate that a name has been found in a standard authority file. The most commonly used authority files are the *NACO Authority File* or *Union List of Artist Names*. *Local sources* indicates the name has been formed locally and was not available in a standard authority file. Only use *Local* when all other methods are exhausted. Do not use *Unspecified ingested source*.

- ⊄ Another forward looking source is [Wikidata](). This may come in handy in the future for linked open data. It should be used as an additional or secondary Authority ID Name Form.
- **Rules**: Rules is the data field used to indicate the data content standard used to formulate the name entry. Only use the **Rules** field when you have not found the name in an existing authority file, and form the name according to DACS guidance. Select *Describing Archives: A Content Standard*.
- **Sort Name**: Always select the checkbox for Automatically Generate.

Person

Personal names are listed in the 100 fields of Library of Congress Authorities records. The following fields are required when forming an Agent record for Persons.

- **Name Order**: Select Indirect, unless the Primary Part of Name contains a forename only. Indirect names are identified by a 1 in the first indicator field of the 100 field in the Library of Congress Authorities record (i.e. 100 1_). Directly entered names are identified by a 0 in the first indicator field (i.e. 100 0_).
- **Primary Part of Name**: This field contains the last name or surname. In a Library of Congress Authorities record, this information is found preceding a comma in field 100 |a.
- **Rest of Name**: Required if applicable, this field contains the remainder of the name, including first and middle names. In a Library of Congress Authorities record, this information is found following the comma in field 100 |a.

The following fields are required if applicable, either because the fields are included in an authorities record, or the information is known when creating a locally authorized name:

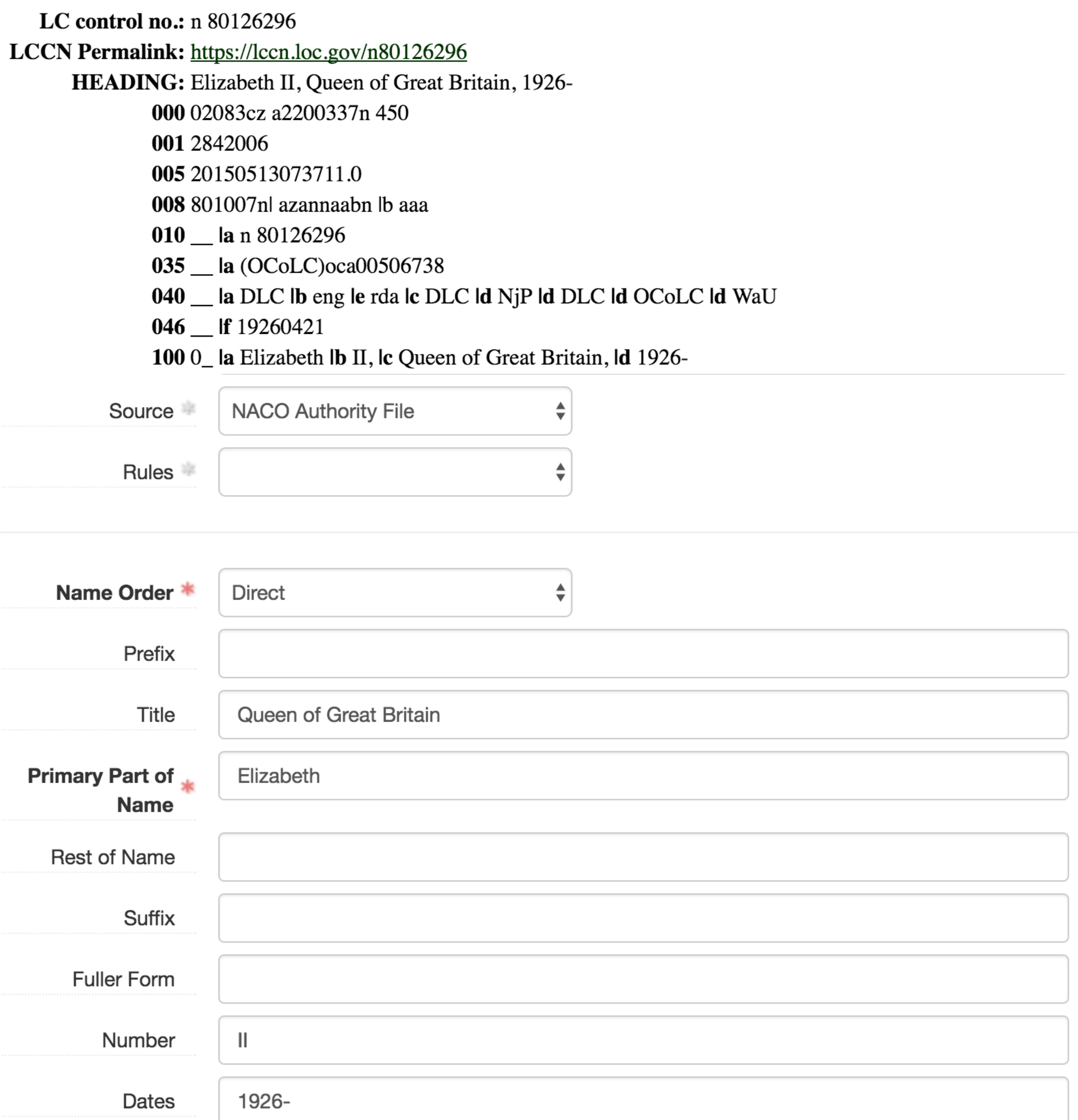
Type	Subfield	Examples
Prefix, Title, and Suffix	|c	Holy Roman Emperor King of Sweden
Fuller Form	|q	(Richard Milhous) (Edward Moore)
Number	|b	V III
Dates	|d	1931- 1913-1994
Qualifier	|j	Follower of Pupil of

Examples:

LC control no.: n 79091168
LCCN Permalink: https://lccn.loc.gov/n79091168
HEADING: Kennedy, Edward M. (Edward Moore), 1932-2009
000 03885cz a2200409n 450
001 31691
005 20130815073816.0
008 790807n| azannaabn |a aaa
010 __ **|a** n 79091168
035 __ **|a** (OCoLC)oca00323495
040 __ **|a** DLC **|b** eng **|c** DLC **|e** rda **|d** DLC **|d** WaU **|d** DCS
046 __ **|f** 19320222 **|g** 20090825
100 1_ **|a** Kennedy, Edward M. **|q** (Edward Moore), **|d** 1932-2009

Source *	NACO Authority File
Rules *	
Name Order *	Indirect
Prefix	
Title	
Primary Part of Name *	Kennedy
Rest of Name	Edward M.
Suffix	
Fuller Form	Edward Moore
Number	
Dates	1932-2009

Figure 12. LC Authority Record and corresponding fields used to enter heading Kennedy, Edward M. (Edward Moore), 1932-2009



LC control no.: n 80126296
LCCN Permalink: https://lccn.loc.gov/n80126296
HEADING: Elizabeth II, Queen of Great Britain, 1926-
000 02083cz a2200337n 450
001 2842006
005 20150513073711.0
008 801007n| azannaabn |b aaa
010 __ **|a** n 80126296
035 __ **|a** (OCoLC)oca00506738
040 __ **|a** DLC **|b** eng **|e** rda **|c** DLC **|d** NjP **|d** DLC **|d** OCoLC **|d** WaU
046 __ **|f** 19260421
100 0_ **|a** Elizabeth **|b** II, **|c** Queen of Great Britain, **|d** 1926-

Figure 13. LC Authority Record and corresponding fields used to enter heading Elizabeth II, Queen of Great Britain, 1926-

Family

Family names are listed in the 100 fields of Library of Congress Authorities records, and distinguished from Personal names with a 3 in the first indicator field of the 100 field (i.e. 100 3_). The following fields are required when forming an Agent record for Families:

- **Family Name**: This field holds the Family name in |a of the authority record.
- **Dates**: Required if applicable when |d is present in an authority record.

Corporate Entity

Corporate Names are listed in the 110 fields of [Library of Congress Authorities records](). The following fields are required when forming a Corporate Name:

- **Primary Part of Name**: This field holds the principal name by which the corporate entity is known, found in the 110 field |a of the authority record.
- **Subordinate Name 1 and 2**: Required if applicable if |b is present in an authority record, or when creating local headings with subordinate units.
- **Number**: Required if applicable when |n is present in an authority record.
- **Dates**: Required if applicable when |d is present in an authority record.

Corporate naming conventions:

For AJHS collections (and other partner collections, absent specific instructions): Corporate name authorities (temples are considered to be corporate bodies) are recorded as follows: Corporation (city, state or Canadian province) or Corporation (city, foreign country). Here are some examples from the Library of Congress authorities:
Temple Sinai (Oakland, Calif.)
Temple Sinai (Massapequa, N.Y.)
Nandikēśvara Temple (India)

Note that the state abbreviations are the LC abbreviations, not the two-letter postal abbreviations.

Contact Details

This sub-record should be used only by curatorial staff who are using ArchivesSpace to manage donor or source information. The fields used and amount of detail record in the **Contact Details** sub-record is up to the curator’s discretion.

Subject Records

Overview

Access Points

Subject records are used to control information about topics, geographic names, genre and form terms, occupations, functions, and uniform titles that serve as important access points to facilitate discovery of the materials being described. These records are established and controlled separately from resource descriptions in ArchivesSpace and are associated with Accession, Resource, and Digital Object records, by linking. Subjects can be linked to Resource component records and Digital Object component records in order to provide subject and other types of controlled vocabulary access to those materials at all appropriate levels of granularity.

Personal, family, and corporate names that are used as subjects are managed as Agent records in ArchivesSpace; therefore a name type is not an option within Subject records. Note: as with Agent records, Subject records linked to Accession records, Resource component records, and Digital Object component records will not be exported to MARCXML records.

Subjects are shared across CJH repositories using ArchivesSpace. This means that updating a subject heading in your repository will affect all other records referencing that subject -- please be very careful when creating and editing subjects.

You can also use Wikidata and other vocabularies to enhance records and facilitate leveraging linked open data applications in the future. Regardless, always include the authority ID with the source. You

***Note:** access points from LOC can be imported directly into ArchivesSpace using the LCNAF Import plugin.

LCNAF - http://id.loc.gov/authorities/names
LCSH - http://id.loc.gov/authorities/subjects
OCLC - http://alcme.oclc.org/srw/search/lcnaf

We assign access points in five categories: Individuals (agent), Organizations (agent), Subjects, Places (subject), and Document types (subject). These access points will serve as the subject headings in the MARC record.

Try to use access points with authority file numbers. Local headings are fine, but use sparingly if possible.

If possible, limit the number of access points for each type of access point to a handful. Too many access points may not be useful to a researcher.

Search around the CJH catalog to see what kind of subject headings have been assigned to related books or other materials. Also, check WorldCat Identities -- if the person of a collection has a page there, the subject headings there might prove useful. E.g. http://www.worldcat.org/identities/lccn-n85-173312/

- **LBI**

        - MARC records exist for every collection. See if the initially assigned subjects fit. However, be aware that these MARC records were often created after a very brief survey, so the subjects may be incorrect or incomplete.
        - Very common subject headings include:
            - United States -- Emigration and immigration -- 1933-1945
            - Restitution and indemnification claims (1933-)
- **AJHS**
    - If a MARC record already exists for the collection, consider using some of the assigned subjects.

Three fields are required in a Subject record:

- **Source**: Choose from a drop-down list. In most cases, the source is either Wikidata, Library of Congress Subject Headings, LCNAF, Getty, or Art & Architecture Thesaurus. Do not create local subject headings without consulting your supervisor first.
    - ⊄ Another forward looking source is Wikidata.
- **Term**: Open text field. Use this field to indicate the subject heading or controlled vocabulary term or phrase.
- **Type**: Choose from a drop-down list. This indicates the type of term being recorded (e.g. genre/form, geographic name, occupation, topic, uniform title).
- Additional **Terms** and **Types** are required if applicable for Subjects with subdivisions. See below for entry of a term with two subdivisions (Cooking, American--History--20th century or 150 Cooking, American |x History |y 20th century):

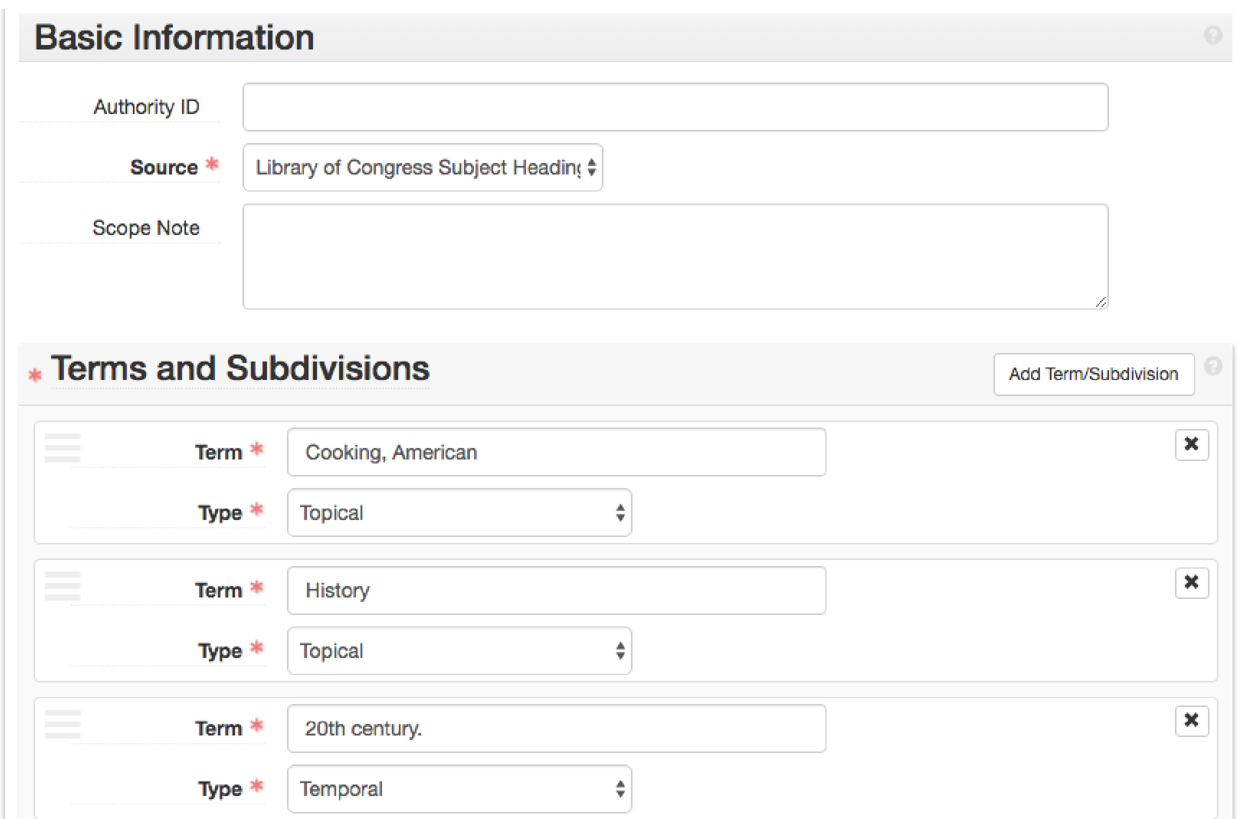


Figure 14. Topical subject record with topical and temporal subdivisions.

Term and Subdivision Types

When reviewing a Library of Congress Authorities record, note the MARC field indicator in the authority record where the term is stored (e.g. 150, 155, etc.). If you have found a subject term through a catalog search, again note the MARC field in which the term is stored (e.g. 630, 651, etc.). Use the following **Types** based on their related MARC fields in the authority records:

Term Types:

Type	From MARC Field	Examples
Genre/form	155/655	Diaries *Genre/form terms can also be taken from the Art & Architecture Thesaurus
Geographic	151/651	New York (State) United States Brooklyn (New York, N.Y.)
Topical	150/650	Cooking, American Socialism
Uniform title	130/630	New York times MLA handbook for writers of research papers

Subdivision Types:

Subdivision Type	Subfield in Authority Record	Examples
Topical	|x	Politics and government Study and teaching Social aspects
Geographic	|z	New York (State) New York United States
Temporal	|y	18th century 20th century 1945-1960 To 1900
Genre/Form	|v	Exhibitions Correspondence Selections Collections

Managing Instances and Containers

ArchivesSpace is capable of defining discrete containers and then linking a container to various archival objects, resources, and accessions. This allows the database to relate materials to their containers and allows the archivist to understand which container materials are housed in, as well as provide more stable and robust location management. “Containers” in this sense can be boxes, cartons, flat file folders, or even items. The container data model consists of a Top Container - the highest level container in which materials are stored - with potential children or grandchildren containers that are housed inside the Top Container (e.g. For a box with folders inside, the box is the Top Container and the Folders are Child Containers).

Containers can also receive Container Profile records which designate the type of container and its dimensions. In addition to aiding in extent calculations and understanding the physical representations of containers via the database, the Container Profile aids in the function of the Space Calculator.

Create a Top Container:

Top containers are created through the Instance sub-record of a particular archival object.

Instances are used to record information about the physical instantiations of materials represented in the record, as well as to describe digital objects. An instance must be declared in order to record container information. Instances should be recorded in order from largest to smallest, for example: box, then folder; or box, then box within that box, then envelope. While we should not rely on instances to perform our collections management obligations, effective and consistent usage of instances also allows us to identify where intellectual and physical arrangement do not completely correspond, as well as intellectual objects with multiple physical manifestations.

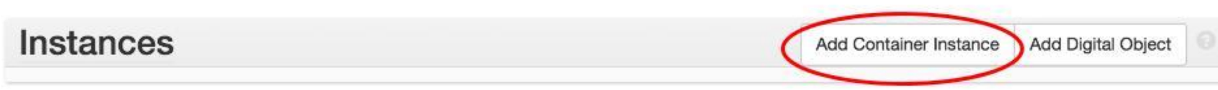


Figure 15. Add container(s) via the Instance sub-record in an accession or resource record.

Specify the **Type** of materials being described (required). Use **Mixed materials** for most materials; when describing moving image, audio, graphic or photographic materials, choose the term that most accurately identifies the materials being described.

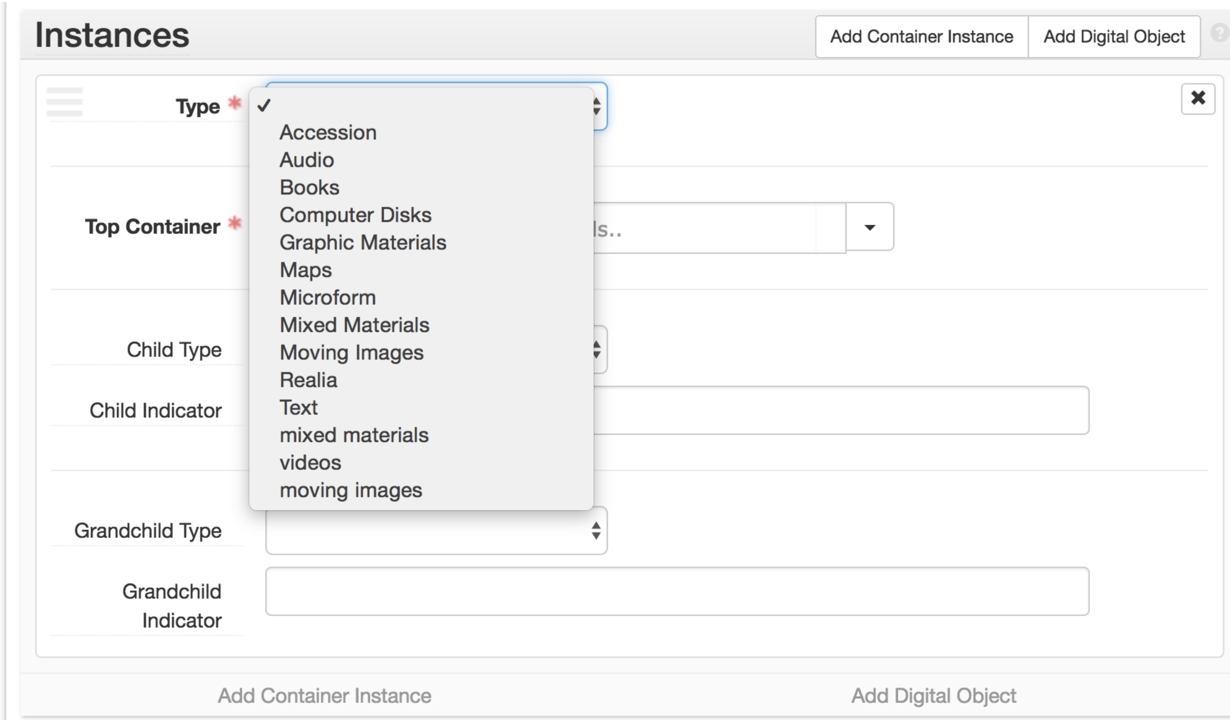


Figure 16. Container record form in Instance sub-record.

Type ahead or browse for a top container that already exists; or create a new top container by selecting the arrow at the end of the **Top Container** field:

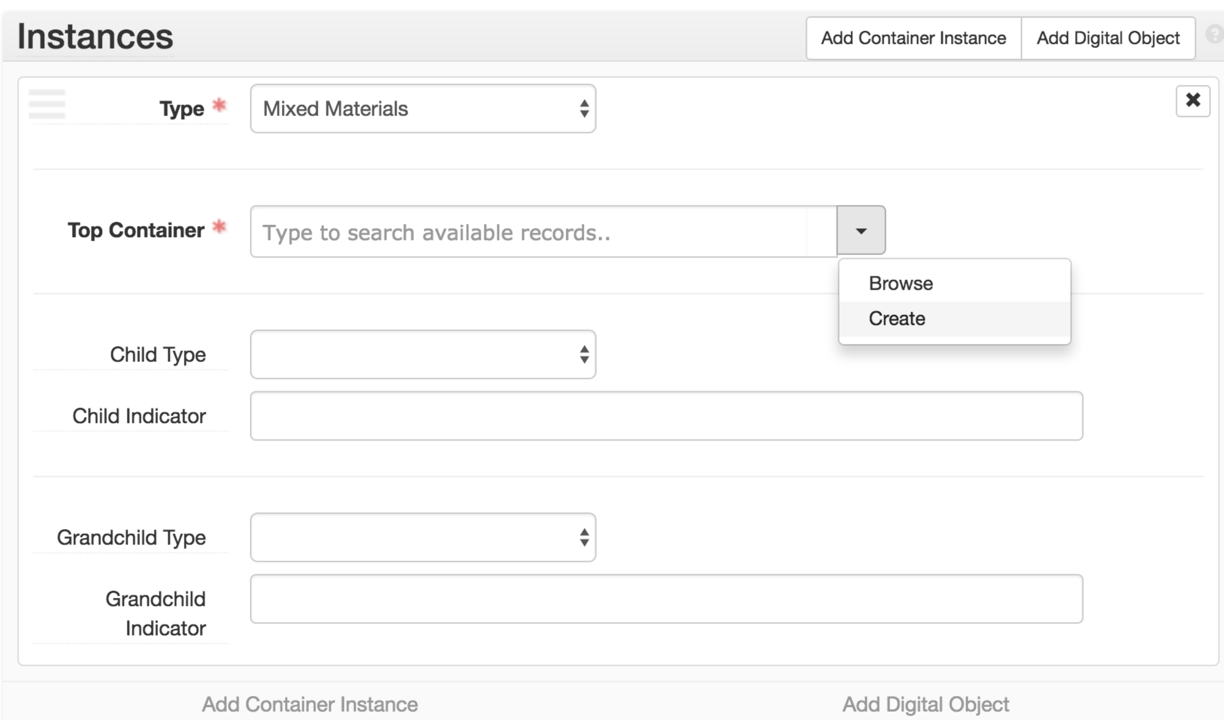


Figure 17. Create new Top Container via the Container form in the Instance Sub-record

Complete the Top Container record. At minimum, each container record should have information in the **Container Type** and **Indicator** fields.

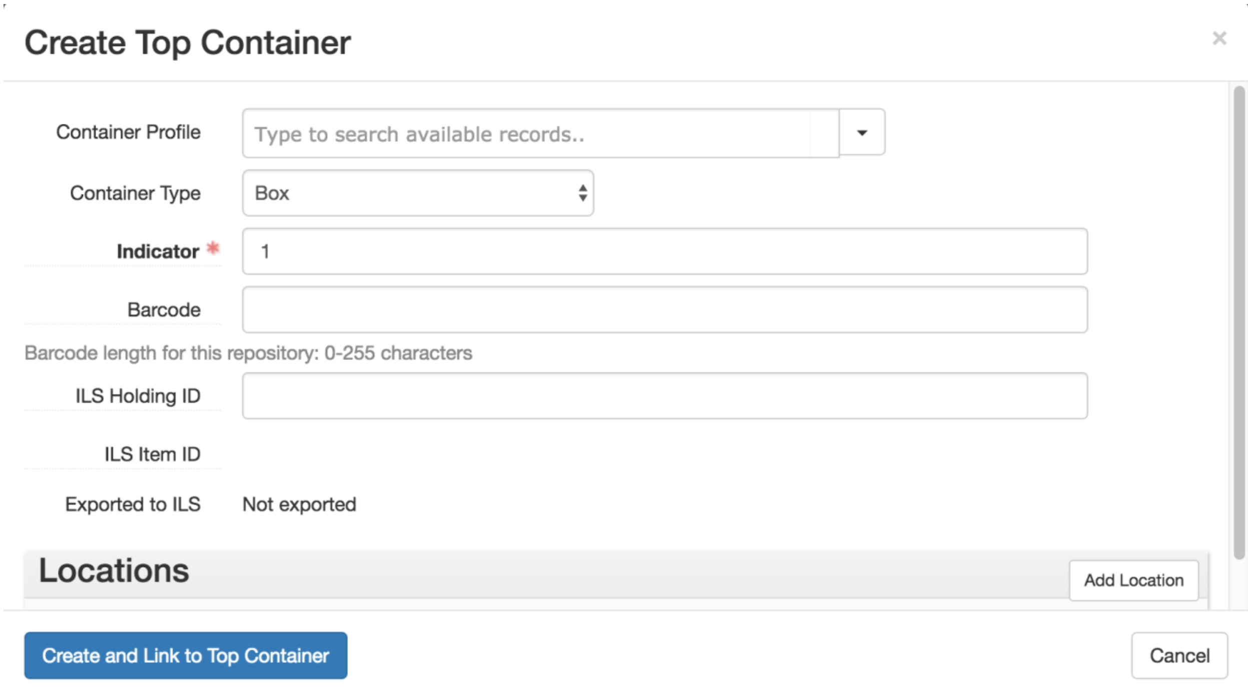


Figure 18. Top Container record form in Edit mode.

Ideally, all Top Container records should also have a particular **Container Profile** that describes the kind of container, a **Barcode** value, and a **Location** linked in the Locations sub-form.

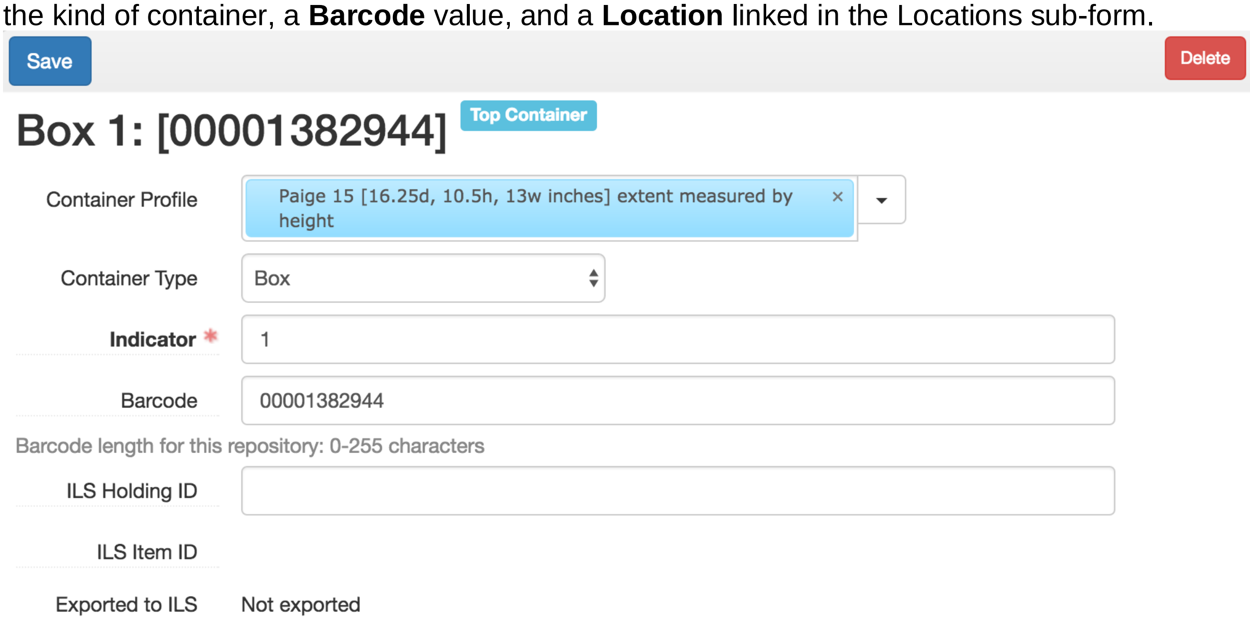


Figure 19. Complete Top Container record in View mode.

To include a subordinate container in your instance (e.g. a folder inside of a box), utilize the Container 2 (and 3, if necessary) **Type** and **Indicator**.

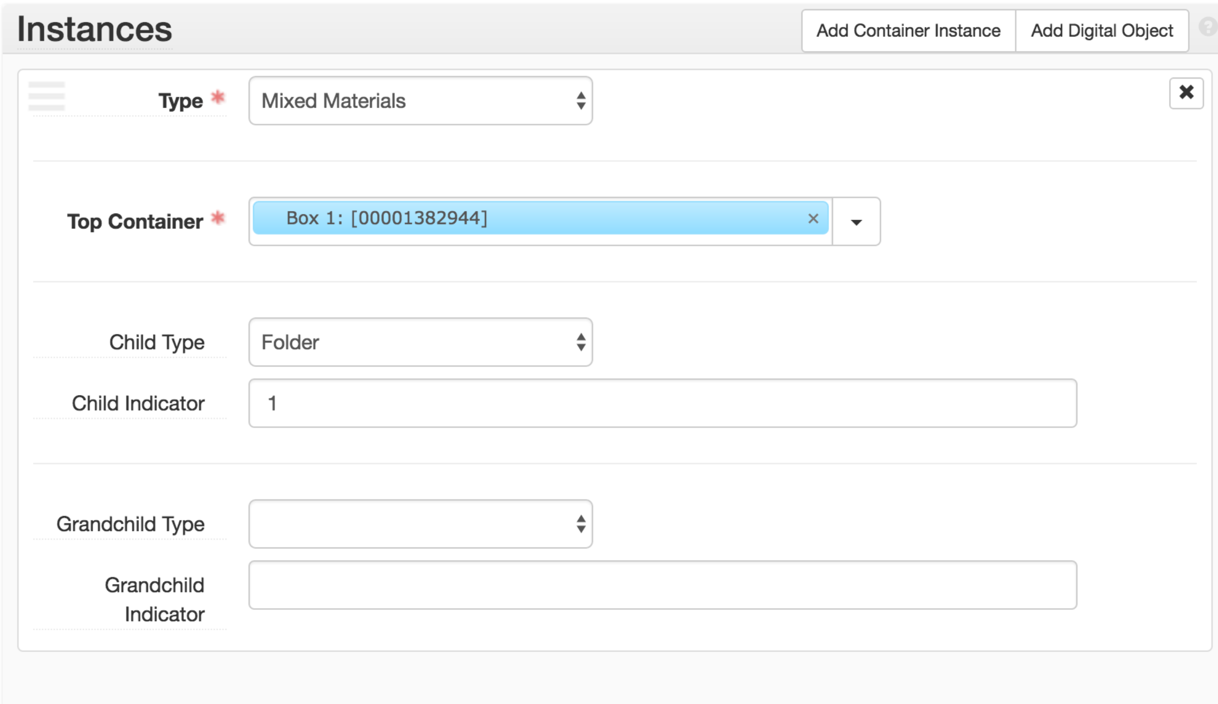


Figure 20. Container form of Instance sub-record used to enter Top Container and Child Container information.

Folder Titles

Most of us do not use italics in our folder titles to delineate publication titles or the like, and DACS refers to AACR2 on the matter, which prescribes not using italics. However, in an ideal world, AJHS would prefer the use of italics for publication titles -- whether or not you do this is up to your discretion.

- **AJHS**
    - In Nov 2014, we had a discussion about AJHS folder titles, and came up with the following:
        - if the folder titles are compound, Tanya has suggested that we consistently follow cataloging conventions, as DACS suggests we do, and use the em-dash ("—") for separations in folder titles. For example:
            - Correspondence—General Publications—Various
        - Death of Harold Light, September 10, 1974—California State Assembly—Memorial Resolution
    - Violet added this useful comment: "It's also helpful for the reader if there's as much consistency as possible within the individual finding aid in the formulation of the folder titles, and that the weight of the content/meaning of the title is toward the front of the title (which I'm sure you were thinking of, too, in your examples), to aid in scanning the list. The formatting with dashes (however that is done) would be most helpful when there are multiple folder titles that are related to each other, so one can easily spot where they differ."

The ASCII shortcut for an em-dash is alt-0151 (i.e., hold down the alt key and type 0-1-5-1 and the character will appear).

*we found that due to the variety of materials and partner practice, crafting a useful rule for folder titles would be difficult.

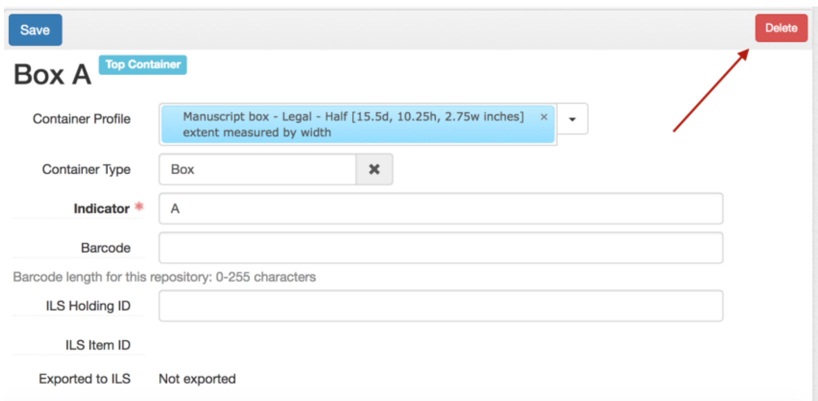
So, here are some *principles of folder title construction:*

1) Try to create concise folder titles.
2) Put additional information either in a scope note below the title, or in the series description one level up.
3) Try to avoid spaces between dashes or hyphens.

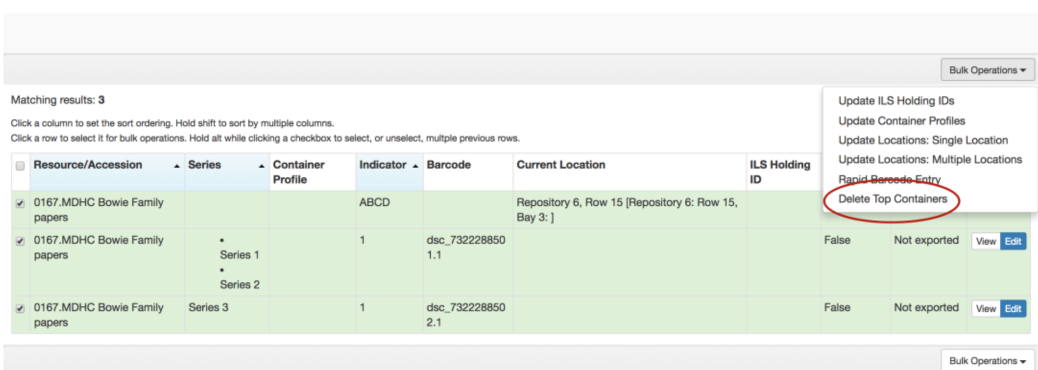
Deleting Top Containers:

Top container records may be deleted by either:

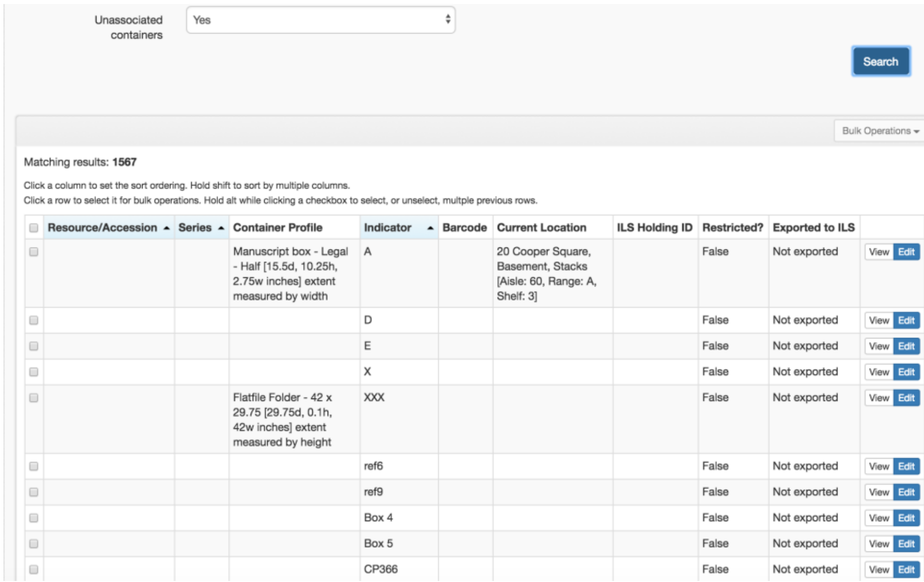
- navigating to the top container record directly and selecting the "Delete" option in the upper right corner



- Selecting one or many top containers from the "Manage Top Containers" view and selecting "Delete Top Containers" from the bulk operations drop-down button.



Please note that removing an instance record for an archival component (i.e. clicking the X in the upper right corner of the instance and selecting "Confirm Removal") does *not* delete the top container from ArchivesSpace. Containers that are removed in this manner with the intention of deletion become “unassociated containers” in the database, and are not linked to any accession or resource records. We should strive to prevent the accumulation of unassociated containers.


Unassociated containers: Yes

Search

Bulk Operations

Matching results: **1567**

Click a column to set the sort ordering. Hold shift to sort by multiple columns.
Click a row to select it for bulk operations. Hold alt while clicking a checkbox to select, or unselect, multple previous rows.

	Resource/Accession	Series	Container Profile	Indicator	Barcode	Current Location	ILS Holding ID	Restricted?	Exported to ILS	
			Manuscript box - Legal - Half [15.5d, 10.25h, 2.75w inches] extent measured by width	A		20 Cooper Square, Basement, Stacks [Aisle: 60, Range: A, Shelf: 3]		False	Not exported	View Edit
				D				False	Not exported	View Edit
				E				False	Not exported	View Edit
				X				False	Not exported	View Edit
			Flatfile Folder - 42 x 29.75 [29.75d, 0.1h, 42w inches] extent measured by height	XXX				False	Not exported	View Edit
				ref6				False	Not exported	View Edit
				ref9				False	Not exported	View Edit
				Box 4				False	Not exported	View Edit
				Box 5				False	Not exported	View Edit
				CP366				False	Not exported	View Edit

Adding Multiple Instances to a Single Archival Object:

Physical and intellectual arrangement do not always match each other, but can be managed with detailed instances. Below are several examples:

Photographic prints and slides with the same content can be described together, even if they physically are housed in different boxes:

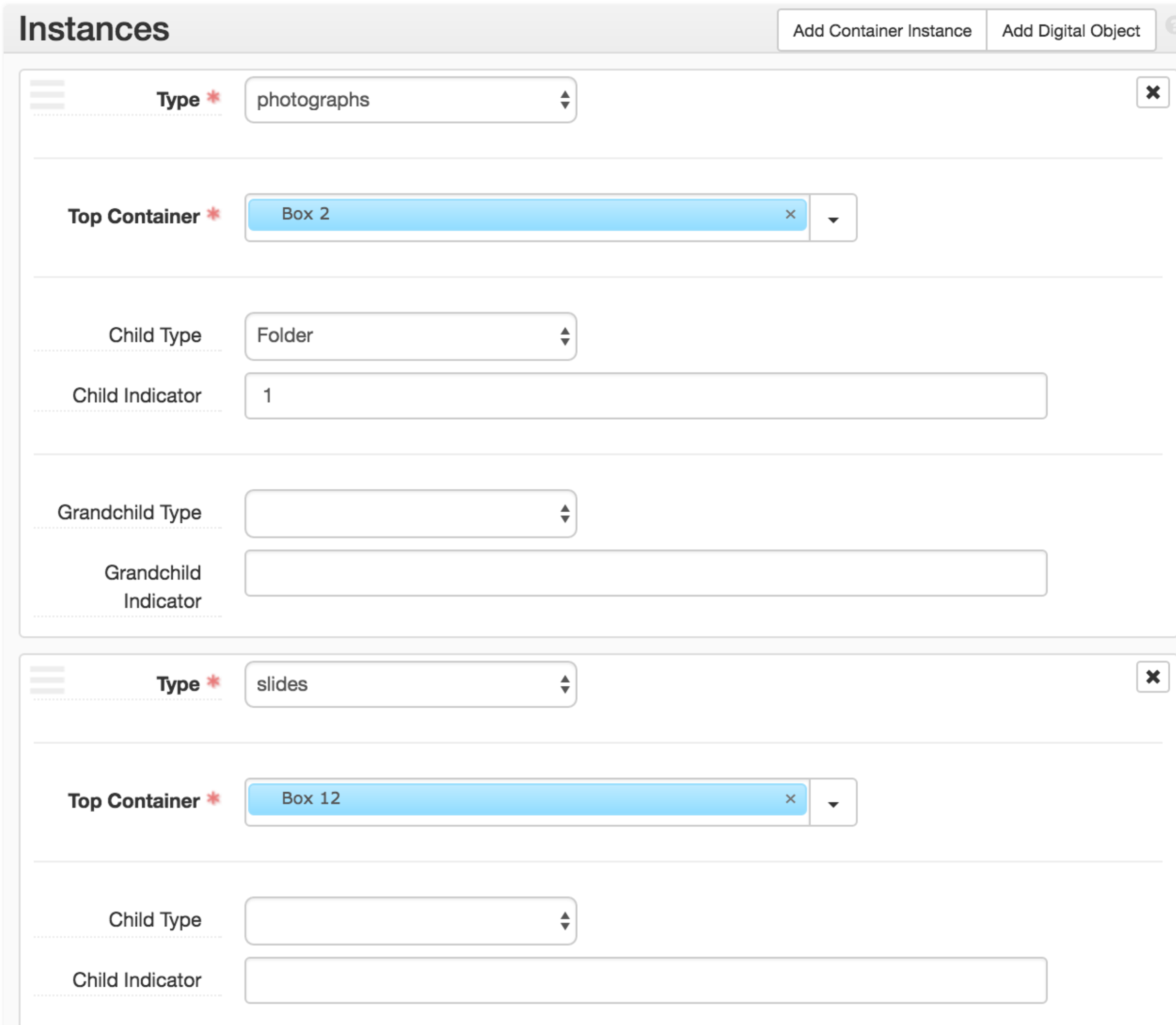


Figure 21. Multiple container instances added to the same component.

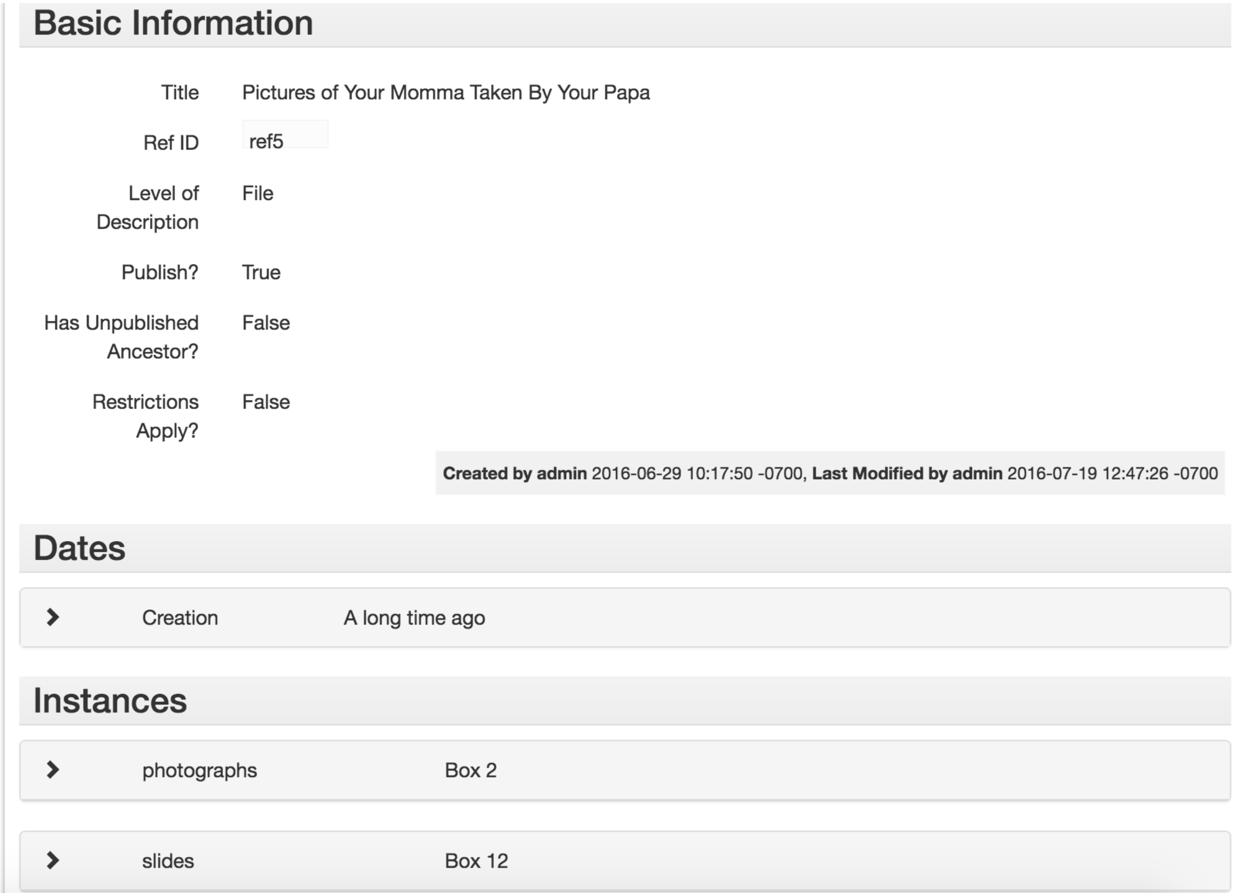


Figure 22. Multiple container instances within the component in view mode.

Audiovisual materials with duplicates or surrogates should have all instantiations recorded in multiple instances within the same component:

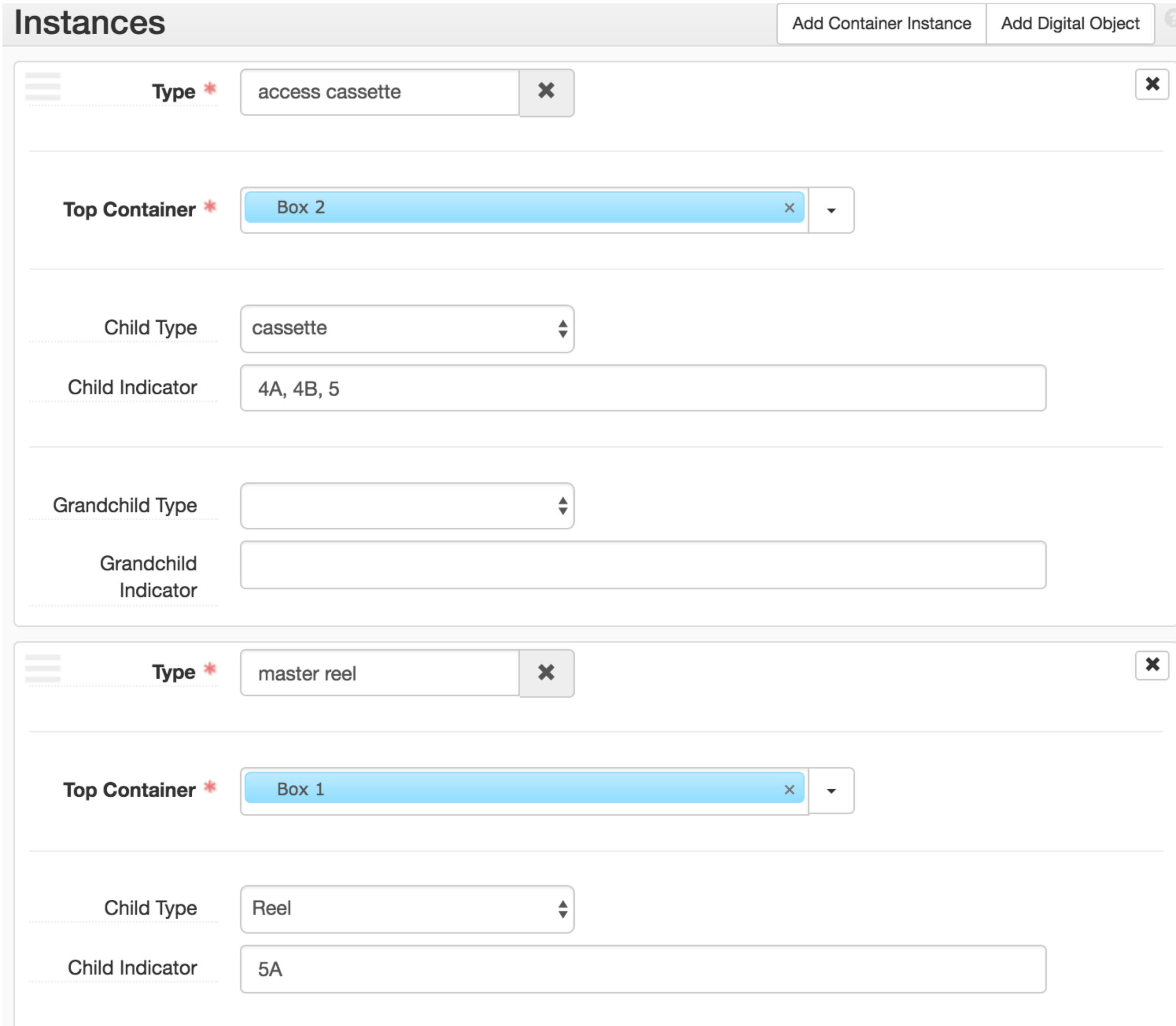


Figure 23. Multiple container instances showing masters and access copies recorded in the same record.

Location Records

Overview

Location records describe any storage locations—shelves, drawers, file cabinets, bins, walls, etc.—where archival materials are stored. Location records are designed to track both the permanent and temporary locations of materials.

Location records are intended for physical spaces and **not** for web-accessible file locations. Locations for materials on the web are managed via URIs recorded as part of Digital Object records.

Location records use a coordinate system to represent a repository's storage space. For example, a coordinate may be a range, shelf, or flat file storage number. Up to three of these coordinates can be recorded. If storage units have not yet been assigned some sort of unique identifier, they will need to be named in some manner in order to create Location records in ArchivesSpace. Location records can be entered and edited at any time, but it may be most effective to create them all at once for an entire repository and link to them as needed.

Coordinates have labels and indicators. A label may be “Shelf”, “Cabinet”, etc., and an indicator would be “1”, “2e7”, etc. It is important to not have labels and indicators in the same field.

CJH Locations Guidelines

AS Location	Use for	Example(s)
Building	Used to indicate the building in which a location exists.	Center for Jewish History; Offsite; Clancy-Cullen
Floor	Used to indicate the CJH floor on which a location exists	9, C, Ground
Room	Used to indicate the room in which a location exists.	Berg Rare Book Room; A; B; Quarantine Room
Area	Used to indicate the area (e.g. of a room) in which a location exists.	Optional, may be used more descriptively in Coordinate fields
Barcode	DO NOT USE IF - NOT APPLICABLE	
Classification	Used to record a classification number that uniquely identifies a location.	
Coordinate Label 1	Used to record a label (e.g. "Shelf", "Range", "Drawer") for a specific location.	Shelving Range; Microfilm cabinet; Flat storage cabinet; Maps Flat Files
Coordinate Indicator 1	Used to record an indicator such as a number or letter that uniquely identifies a location in combination with the associated coordinate label.	A
Coordinate Label 2	Use for secondary location coordinate	Drawer
Coordinate Indicator 2		1
Coordinate Label 3	Use for tertiary location coordinate	
Coordinate Indicator 3		

- **Location Profile**: Link the location to a Location Profile by typing ahead to search the available Location Profile records, browsing, or creating a new Location Profile. Not required before a Top Container, can be added to a specific location.
- **Repository**: Type to search or Browse, although the Browse option will only give results for the repository you are currently working in. Used to indicate a repository that owns or uses this space for its collections.

It is mandatory to specify either a classification, or both a coordinate 1 label and coordinate 1 indicator (don't use barcode as it is not applicable to the CJH spaces). You can also indicate if this is a temporary location.

You can also select the Function Type: Audiovisual Materials, Arrivals, or Shared.

Creating and managing Location records

Location records can be created one at a time before or at the time of accession or resource description. As a time-saving device, Location records can also be created in batches in advance of linking them to collection materials or as new storage units are established. Those Location records can then be assigned to accessions and resources as needed. Be aware, however, that locations cannot be deleted in batches.

CJH Location records (as agreed upon by the ASpace Committee, Fall 2019):

Building	**Floor**	**Room**	**Area**	**Classification**	**Coordinate Label 1**	**Coordinate Indicator 1**
CJH	12	A		12A	Stacks; Book Cage	
CJH	12	B		12B	Stacks	
CJH	11	A		11A		
CJH	11	B		11B		
CJH	10	A		10A		
CJH	10	B		10B		
CJH	9	A		9A		
CJH	9	B		9B		
CJH	8	A		8A		
CJH	8	B		8B		
CJH	7	A		7A		

CJH	7	B		7B		
CJH	6	B		6B		
CJH	5	A		5A		
CJH	5	B		5B		
CJH	4	B		4B		
CJH	3S			3S		
CJH	3	Reading Room		*Reading Room		
CJH	3	Microfilm Room		Microfilm Room		
CJH	3	IA		IA		
CJH	3	Strashun Room		Strashun Room		
CJH	Ground	Berg Room		Berg Room		
CJH	Ground	Quarantine Room		*Quarantine Room		
CJH	C	Preservation Lab		*Preservation Lab		
CJH	C	Digital Lab		*Digital Lab		
CJH	C	Processing Lab		*Processing Lab		
CJH				*On Loan		
CJH				*On Exhibition		
Offsite				Offsite	Clancy-Cullen; Iron Mountain	

* indicates that the location is a TEMPORARY location, and should be updated as event location.
** Area and Coordinate level description is **optional**. There may be more nuanced Coordinate Labels/Indicators, but these should be used sparingly and only if there is a need for more description than then basic level.

Creating single Location records

1. On the main toolbar, click **Create**, select **Location** and then select Single Location.

2. Record a value for **Building Name**. This is a required field.

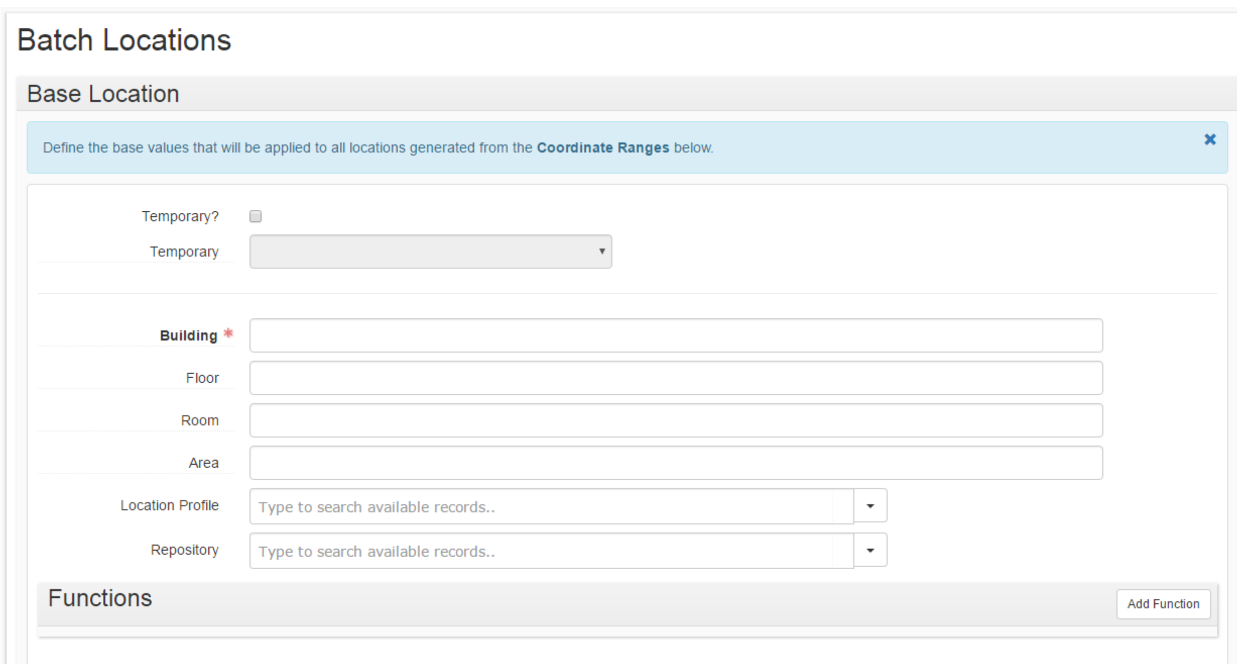
3. Enter either **Coordinate Label 1** and **Coordinate Indicator 1** or a value for **Barcode**. This is the minimum amount of data required for a single Location record. (Do not use **Classification Number**.)

4. Save the Location record by pressing the **Save Location** command button at the bottom of the record. If entering more than one single Location record, click on the **+1** button. This will save the current record and open a new Location record template.

Creating multiple Location records

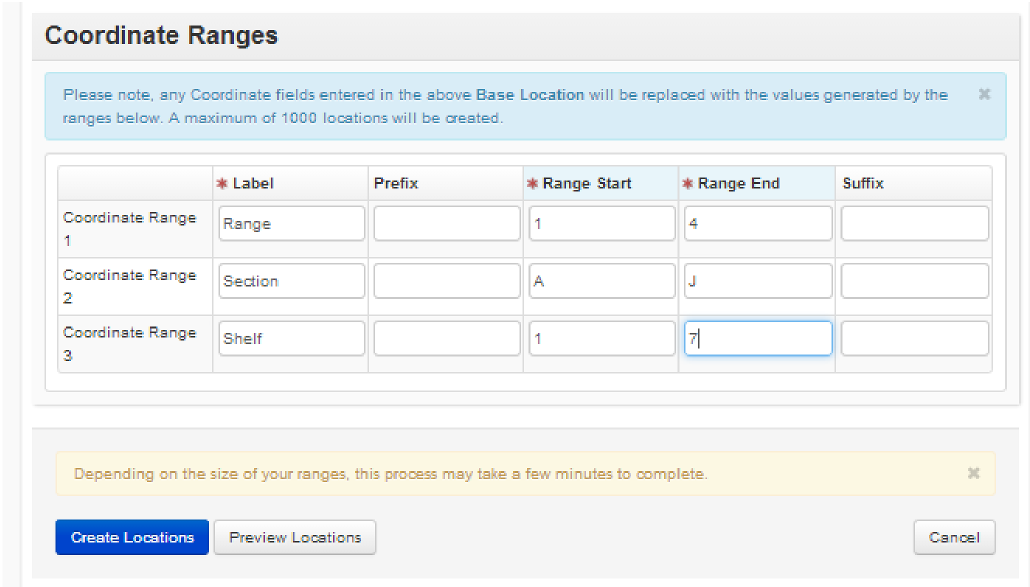
1. On the main toolbar, click **Create**, select **Location**, and then select Create Batch Locations.

2. In the **Base Location** section, record a value for **Building Name**. This is a required field. You can also enter data in other fields in the **Base Location** section if you wish, but do not enter coordinate information here.



3. In the **Coordinate Ranges** section, enter values for **Coordinate Range 1's Label**, **Range Start**, and **Range End**. This is the minimum amount of data required to generate a batch of locations.

4. Enter values for **Coordinate Range 2** and **Coordinate Range 3** if warranted.



5. You may review your locations to make sure they are correctly formed by clicking on the **Preview Locations** button.

6. Click on the **Create Locations** button to generate the batch of Location records (the number of records generated is determined by the coordinate information provided). Generate additional batches of records by changing values for the coordinates or, if appropriate, values for the shelving location.