Archives Service Center at the University of Pittsburgh
Guide to Describing Collections in Archivists' Toolkit

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Overview

Supporting the description of archival resources (i.e., a finding aid) is the core function of Archivists' Toolkit (AT). The description functional area allows you to capture information about the physical and intellectual content of an archival resource as well as contextual information about collection creators and topics. You can then output this information in various formats, including finding aids, catalog records, and other descriptive products researchers can use as a means of access to the materials.

This guide provides steps and information needed to create a new Resource record in AT. This is purely a guide to entering finding aid information into AT; please consult the *ASC Guidelines to Writing a Finding Aid* document for specific questions about processing collections.

In AT a finding aid is described using two types of records: **Resource Records** that describe collection notes and **Component Records** that describe container lists (i.e., series and file folder material). A resource record in AT can represent one of two types of resources: collections or independent items; that is, items such as individual file folders without series descriptions. The resource record (collection notes) are linked to resource components (series and file folders) to form a complete finding aid in AT.

First, a brief word about linking Accessions and Location records to a Resource record (collection). Creating a link between an accession record and resource record can only happen in the **Accessions** view via the Link Resource button. Also it is highly recommended that Location information for each collection *only* reside in the Accession view and *not* in Resources.

The following steps will explain how to enter required (and additional) information into AT.

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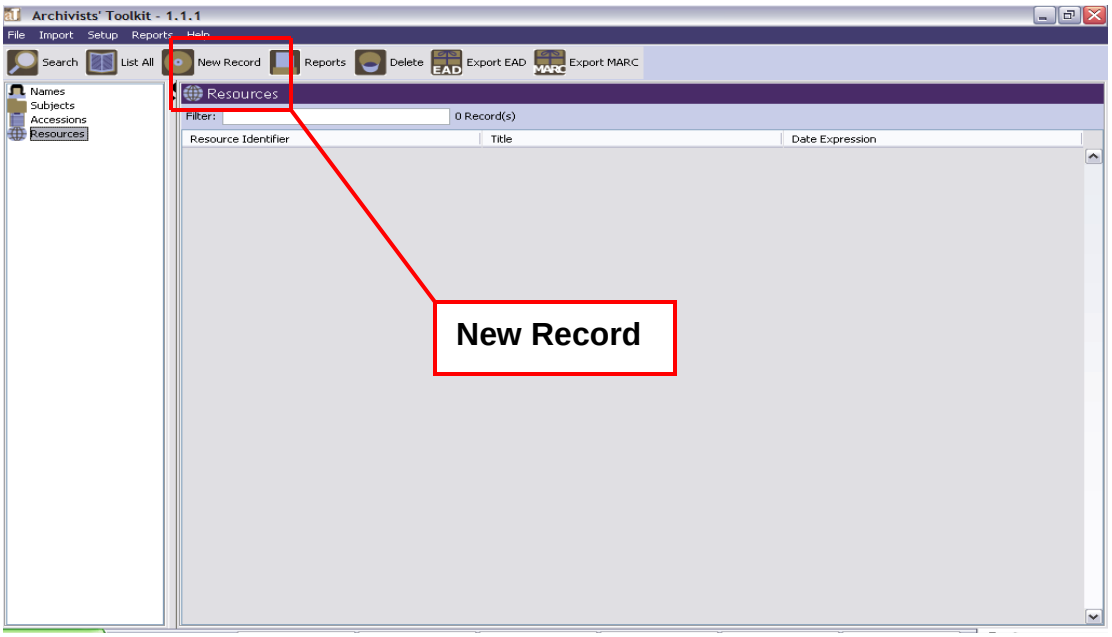
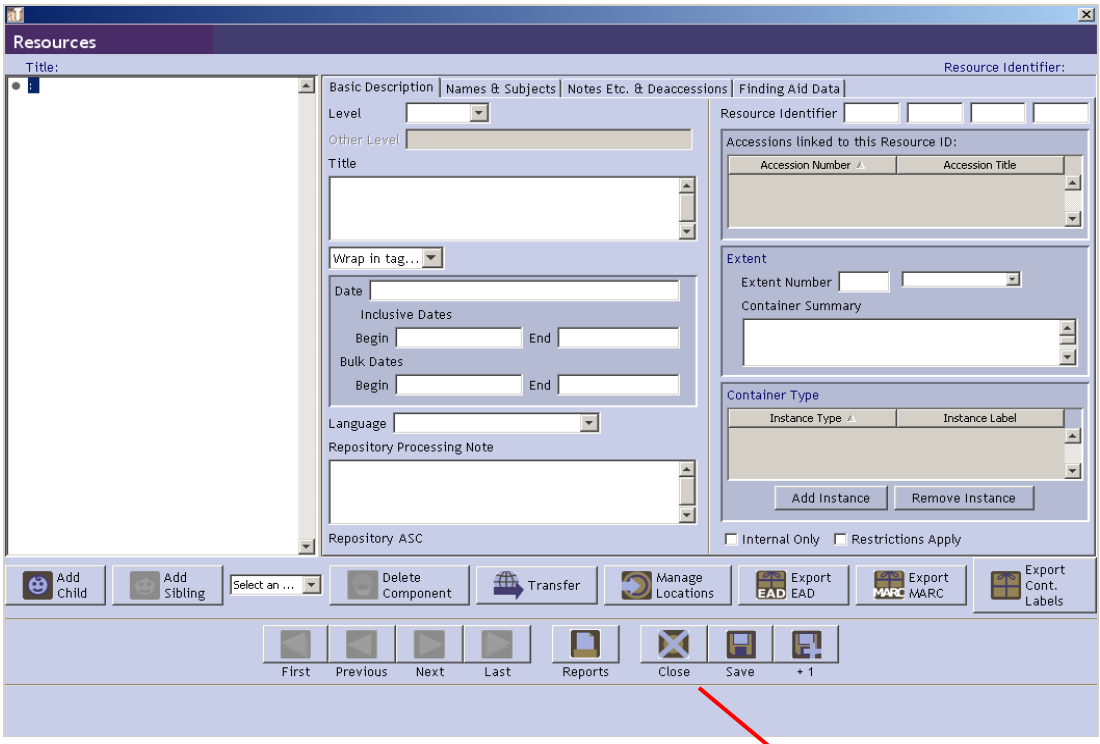
Step 1. Beginning a New Resource Record (Finding Aid)

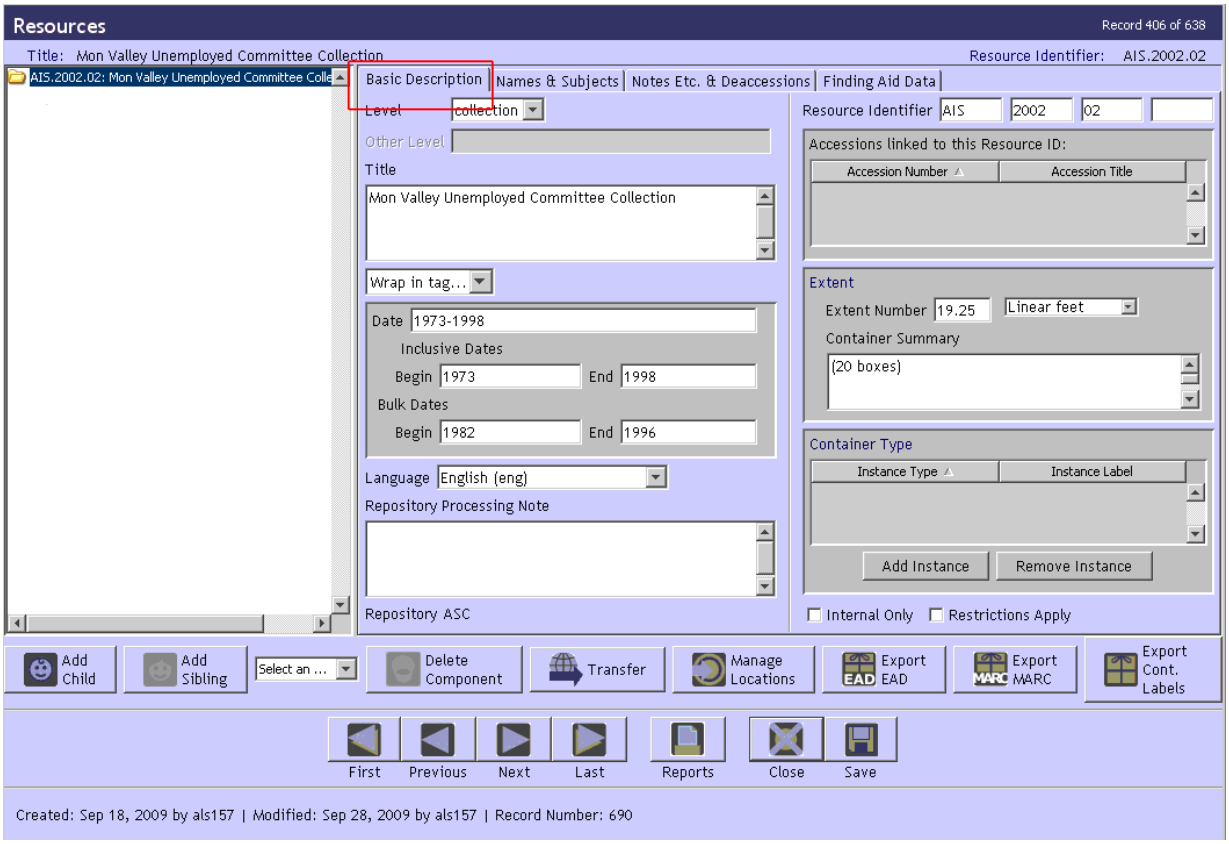
1. Click on **Resources** located in the white menu box at the far left of your screen. Next click on the **New Record** tab located in the tool bar at the top of that same screen.



2. A new Resources screen will appear. It is in this screen where you will enter the contents of your finding aid.



Step 2. Entering Basic Information



1. From the **Resources** screen, select the **Basic Description** tab.

2. Select a **Level** for the record you are creating such as collection, record group, or item.
    - Ex. collection

3. Enter a unique **Resource Identifier** (usually the same as the collection accession number).
    - Ex. AIS 2002 02

4. Enter the **Title** of the collection (or record group, etc).
    - Ex. Mon Valley Unemployment Committee Collection

5. Enter a **Date** for the materials. Use either the free-text Date field –or– both the Inclusive and Bulk dates. (Note: you cannot enter Bulk Dates without also entering Inclusive Dates)
    - Ex. 1973-1998
    - Ex. January 1970-August 1972
    - Inclusive Dates: Begin: 1973 End: 1998
    - Bulk Dates: Begin: 1980 End: 1990

6. Enter the **Extent Number** and **Extent Type** (total collection size in linear feet).
    - Ex. (Extent Number) 19.25 (Extent Type) linear feet

7. Enter the **Container Summary** (# of boxes, reels, etc. enclosed in parentheses).
    - Ex. (20 boxes)
    - Ex. (69 manuscript boxes, 12 photograph boxes, 4 oversize boxes)

8. Enter the **Language Code** (language of the collection material)
    - Ex. English

9. Enter a **Repository Processing Note** (if applicable)
    - Enter in any pertinent information about the processing of the collection. For example, the collection was minimally processed or reprocessed to the box level and an explanation for that decision.

10. Check the **Internal Only** checkbox *if* the finding aid is only to be used by ASC staff and not to be exported and mounted online.

11. Check the **Restrictions Apply** checkbox *if* the portions of the collection are restricted for use by researchers.

12. Save the record by pressing the **SAVE** command button at the bottom right corner of the screen.

Caution: If the record does not include the required elements listed above, AT will indicate that the record cannot be saved because one or more of the required fields is not completed. The uncompleted fields will be indicated in the error message. The required field(s) must be completed in order to save the record. **REQUIRED:** Level, Title, Date, Extent, and Resource Identifier

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Step 3. Entering Collection Notes

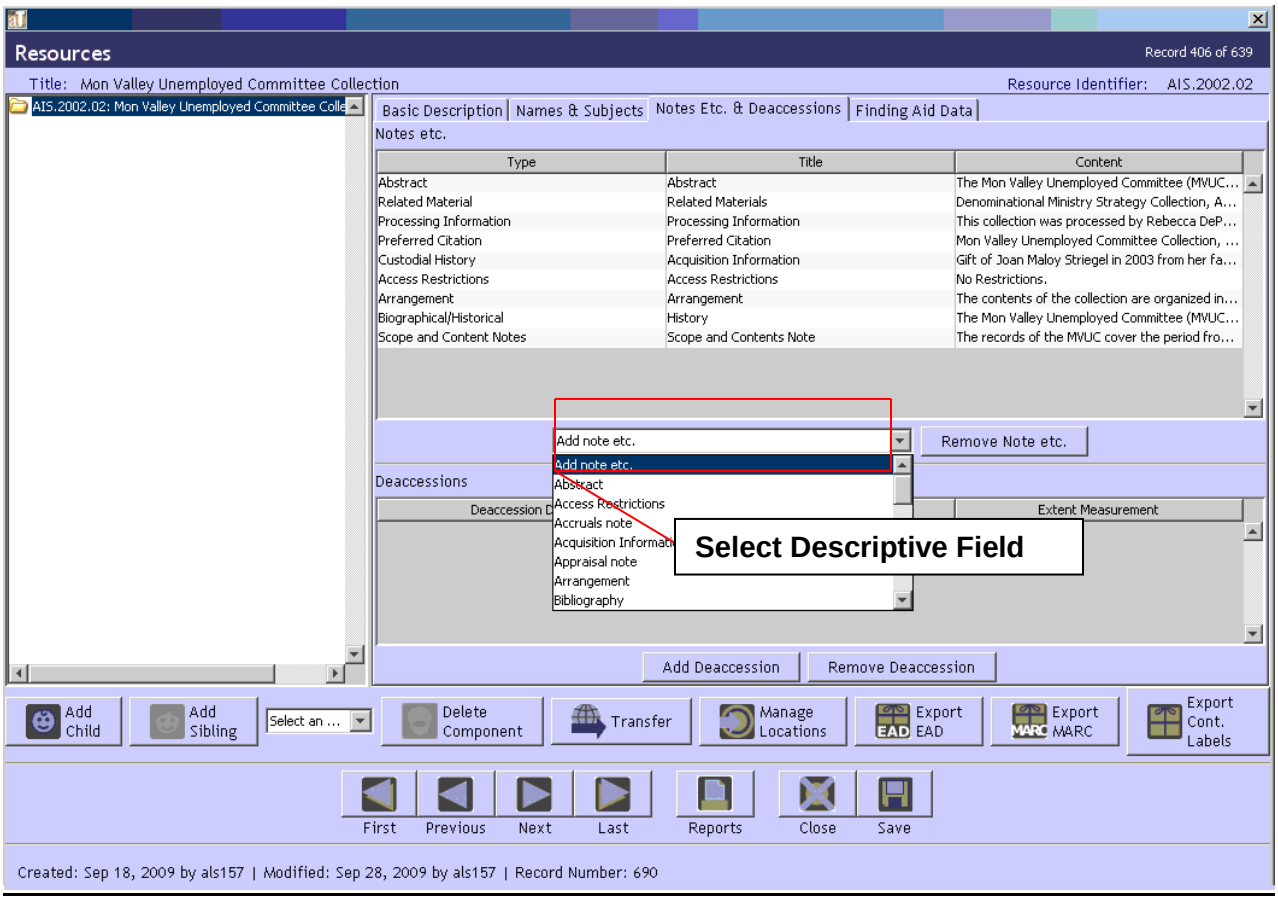
This is where you enter in the collection description and notes such as the Abstract, History, Scope and Content Notes, etc.

1. Click on the **Notes etc. & Deaccessions** tab in the tool bar at the top of your Resources screen.

2. Select a descriptive field from the drop down menu in the middle of your screen that says **Add note etc.**
    - Ex. Abstract
    - Ex. Access Restrictions

3. Click on the field that you want to describe and enter in corresponding finding aid information.

Note: If you want to have a descriptive field with multiple paragraphs or a list, **press Enter twice at the end of each paragraph**. This will create separation between the two paragraphs. This is also true for any lists you create such as series listed under Arrangement.



Required Fields (All free text, natural language fields)

1. Select **Abstract**
    - Enter the Abstract note in the field.

2. Select **History/Biography**
    - Change the Title to read **History** if the collection documents an institution or organization, or **Biography** if the collection documents a person.
    - Enter appropriate information.

3. Select **Scope and Content Notes**
    - Enter in the collection scope and content note in the field.

4. Select **Access Restrictions**
    - Enter in any restrictions on the collection.
    - If there are no restrictions, enter: No restrictions.

5. Select **Preferred Citation**
    - Enter in the citation for the collection.
    - Ex. Title Proper, Collection Dates, Collection Number (i.e. AIS.2002.02), Archives Service Center, University of Pittsburgh
    - Note there is no period (.) at the end.

6. Select **Processing Information**
    - Enter in any processing information for the collection.

7. Select **Copyright**
    - Select from the three choices that appear in this field. Once you select one delete the other two choices.
    - You may also create your own if appropriate.

Additional Fields (if applicable)

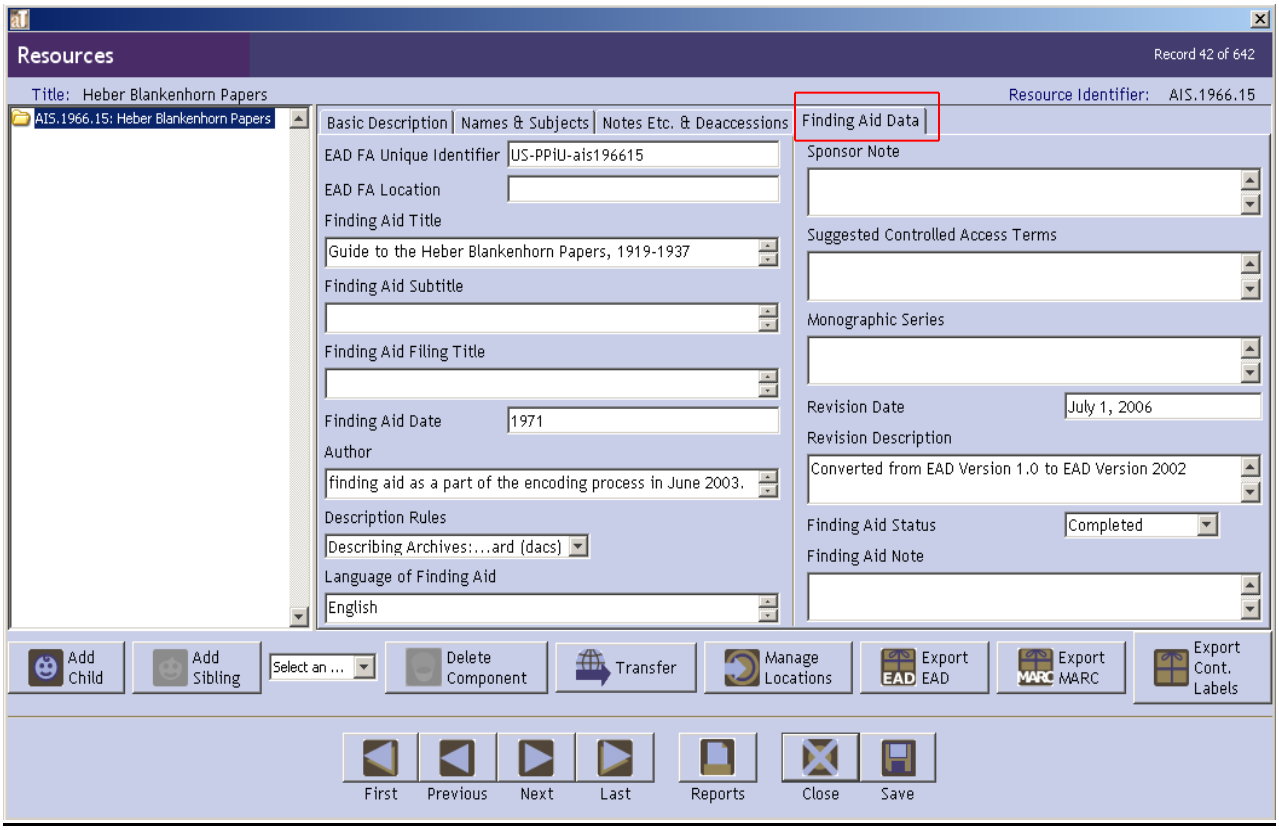
- Arrangement (required if there are series level descriptions)
- Acquisition Information
    - Ex. Gift of Name of Donor(s) on Date(s) of acquisition.
- Bibliography
- Custodial History
- Language (if other than English, please note as such)
- Previous Citation
- Related Material (refers to other collections held by repository)
- See Also (refers to other material within this specific collection)
- Separated Material
- Others as appropriate

Step 4. Entering Finding Aid Data

1. Click on the **Finding Aid Data** tab located at the top right of the resource toolbar.

2. Enter in finding aid data in all required fields.

3. Save the record by pressing the **SAVE** command button at the bottom right corner of the screen.



Required Fields

1. Enter in the **EAD FA Unique Identifier**
   - This identifier is *always* preceded by US-PPiU-
   - Ex. US-PPiU-ais200202

2. Enter in the **Finding Aid Title**
   - Must enter: "Guide to the" collection title, date
   - Ex. Guide to the Mon Valley Unemployed Committee Collection, 1973-1998

3. Enter in the **Finding Aid Date**
   - Date the finding aid is completed and ready to go online; the date it is "published."
   - Ex. October 5, 2009 (can also just be a year or month and year)

4. Enter in the **Author** of the finding aid
    1. Enter just the name(s) of the person responsible for entering date into AT; must include a period (.) at the end since AT prefaces this field with "Finding aid created by…"
    2. Single author (ex. Rebecca DePoe.)
    3. Multiple author (ex. Jen Nicol, Rebecca DePoe, and Zach Brodt.)
    4. If Author is not known (ex. Archives Service Center Staff.)

5. Under **Description Rules**, select Describing Archives…ard (dacs) from the drop down menu

6. Adding **Name & Subject Controlled Access Terms** suggestions
    - In the **Suggested Controlled Access Terms** field, type in your suggestions for Controlled Access Names and Subjects terms for the current finding aid.
    - Type in the suggested terms separating each with a semicolon. (see ex. below)

    - The ASC cataloger will take these suggestions and check them against approved name and subject terms heading in the appropriate index.

7. Make a choice from the **Finding Aid Status** drop down menu:

    - Collection_Closed
    - Completed
    - In_DRL
    - In_Process
    - Needs_Cataloging
    - Ready_for_Online
    - Ready_for_Scanning
    - Review_Complete
    - To_Be_Reviewed
    - Under_Revision
    - Unprocessed

    IMPORTANT: This step it critical for the sorting, searching, and online publishing of the finding aids. It must be correct and accurate at all times! See **Appendix B** for definitions.

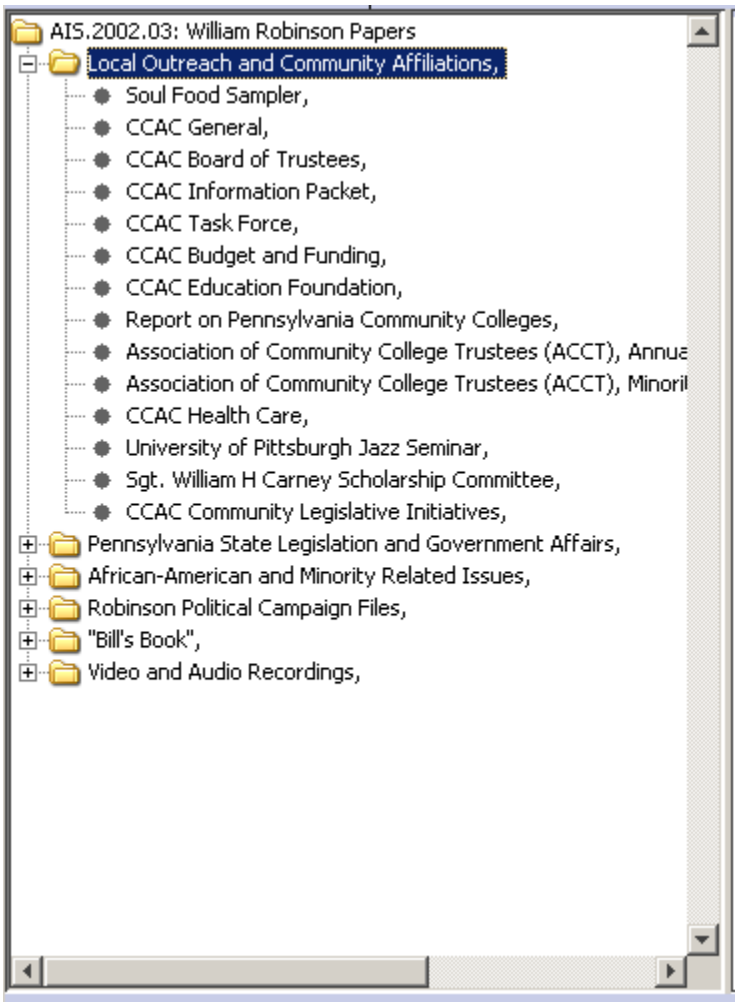
Additional Fields (if applicable)

- Sponsor Note
- Revision Date (note date when substantive changes/additions made to finding aid)
- Revision Description (brief note on what was changed/updated)
- Finding Aid Note (also to be used to describe quantity of material to be scanned; it does not display to the public when online)

Step 5. Inserting Component Records (Series, Boxes, Files, etc.)

The Hierarchical Interface

As you describe archival resources and their container lists in AT, each new record will be reflected in the hierarchical interface, which can then be used to navigate and reorder as necessary.



Note: In the hierarchical view, a yellow folder represents the resource (William Robinson Papers, in this example), or any resource which contains additional items (i.e., a series or file folders). Individual items are represented with a bullet. The title is displayed for every record.

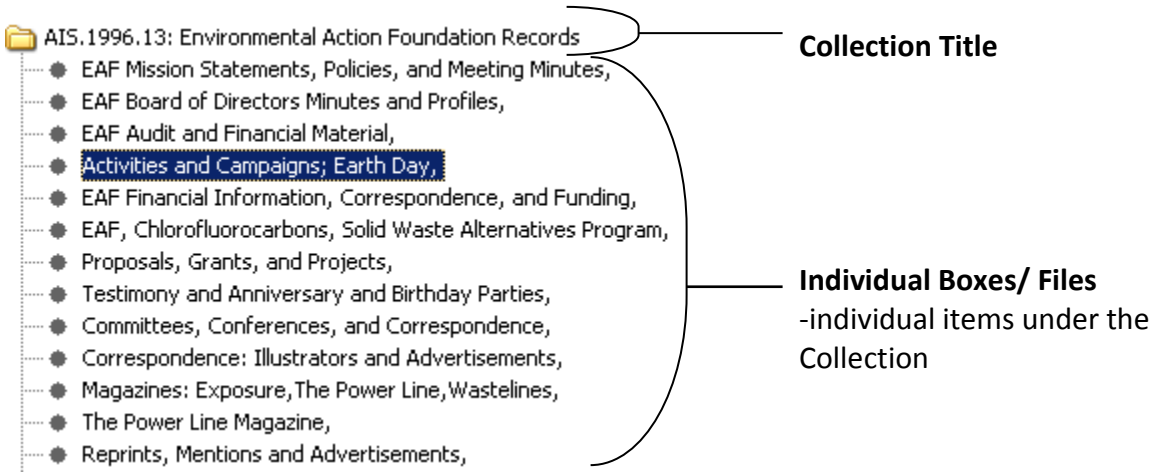
To display the contents of a folder, click on the + to the left of that folder, and AT will display all of the items within it. To collapse the list, click on the – to the left of an open folder. To display the record for any resource, click on the title of the item. This helps you navigate directly to a given record for editing or review.

To reorder the records, simply select the item you wish to move and drag it up or down in the hierarchy, releasing the mouse button where you wish to place the item.

Note that you see commas at the end of each title above, whether it's a series title or folder title. **You must include the comma so that AT displays the title and date information properly when the data is exported into a PDF report or EAD file!**

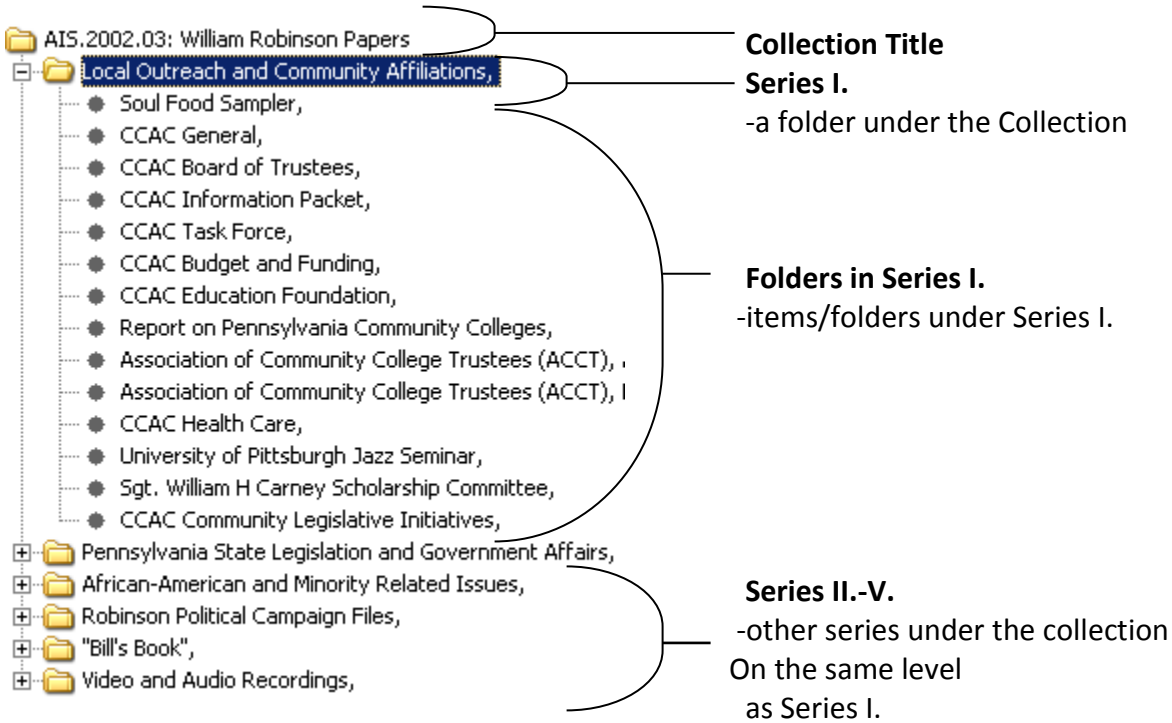
Finding Aid Hierarchy

Collection Level:



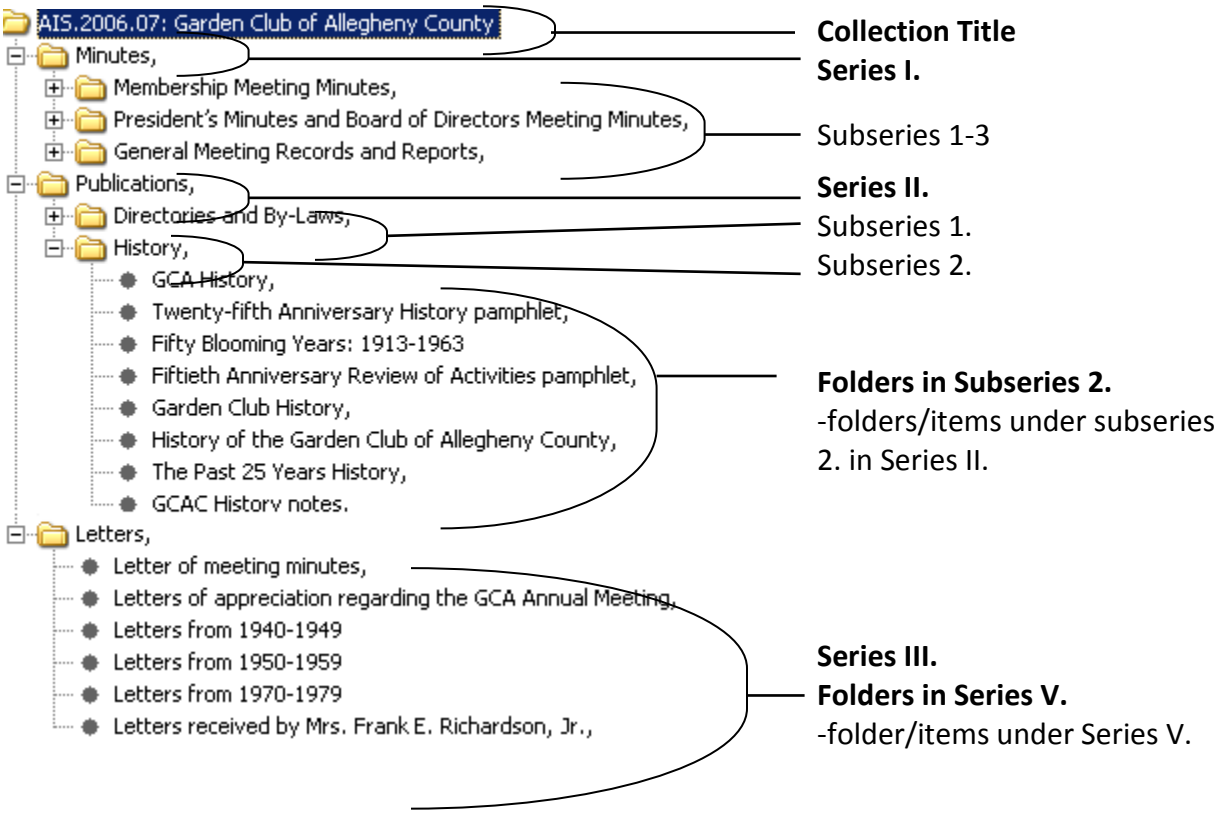
Not all collections have series. In the example above, the Environmental Action Foundation was minimally processed and only has a Collection Level description (i.e., there is no series description). Each bullet in this example represents a box containing mixed material.

Series Level Collection:



In the example above, the William Robinson Papers has a series level description (i.e., the collection has been divided into six series). Each series contains folders represented as bullets. Remember each series **must have Scope and Content Notes** describing the series and corresponding folders, boxes, or items.

Sub-Series Level:



The Garden Club of Allegheny County Records is a collection that contains both series and subseries level descriptions. In this example, there are three series; each individual series may also have subseries divisions. Under Series II for example, there are two subseries: Subseries 1. Directories and By-Laws, and Subseries 2. History. Subseries are always in numeric order beginning with one under each new series. **Subseries should also always have a related Scope and Content Notes.**

Remember once you create a subseries under a series heading, all folders/items **MUST** fall under a subseries heading.

Adding Series, Box, Folders, and Items in AT

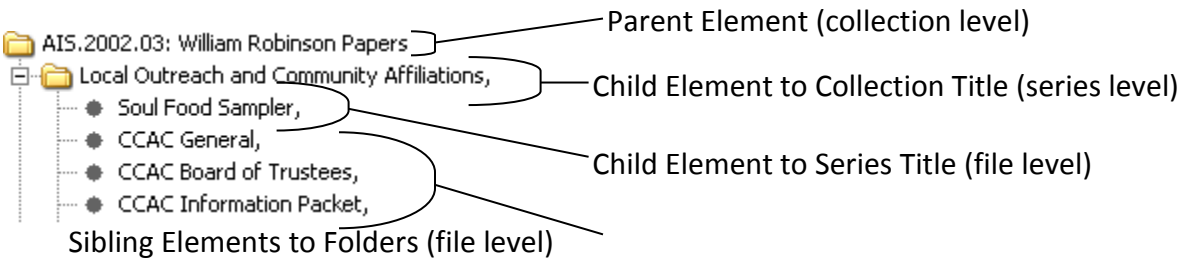
When you want to enter a new series or file folder into the collection, use the Add Child/Add Sibling buttons found below the hierarchical interface. Keep in mind that it is important to maintain the context and level when adding new components (i.e., folder and series).

The **Add Child** button will open a new component record that is hierarchically subordinate to the context record. This would be used to create a series within a collection, or folders within a series.

The **Add Sibling** button will open a new component record that is at the same level as your current record, and that follows the record in the sequence. This would be used to enter multiple series one after another in sequence, or multiple folders.

The **Delete Component** button will delete the selected items *and all of its children elements*! If you wish to delete the component but not its children, you must reorder it so that there are no components under it.

View of Parent and Child Elements in the Hierarchical Interface



Adding a Series (or file folder) to a Collection

1. To enter in series information, click on the collection title at the top of the hierarchical interface at the left of your screen.

2. Next click on the **Add Child** button. Note that a single bullet will appear under the title of the collection. This bullet is entered in the hierarchy of the collection and represents a **series level** or **file level** description depending on your collection.

3. Define level as **series**.

4. Enter series # in the **Component Unique Identifier.**
    a. Series are in Roman Numerals with a period after
    b. Ex. I., II., III., etc.

5. Enter **Title** of the series.

6. Enter **Date** range for the series.

7. Click on **Note Etc.** to enter any series scope and content notes.

8. Click **SAVE**.

* It is best to add all Series information first (title/dates), then move to adding individual folder/items in a defined series.

Adding a File Folder to a Series

1. To add a file folder to the series you just created, click on **Add Child.** (A bullet appears and is entered in the hierarchy of the collection and represents a file folder under a series.)

2. Define level as **file**.

3. Enter **Title** of the folder.

4. Enter **Date** of the folder.

5. Click on **Note Etc.** to enter any file folder scope and content notes. (optional)

6. Click **SAVE**.

Adding Sequential File Folders

1. To add a file folder in the sequence, click of **Add Sibling**. (A bullet appears and is entered in the hierarchy of the collection and represents a file folder on the same level as the previous file folder.)

2. Define level as **file.**

3. Enter **Title** of the folder.

4. Enter **Date** of the folder.

5. Continue to add sibling records as needed.

Adding Items to File Folders

In some cases, you will want to include item-level information in the finding aid. To do this:

1. Select the file folder to add the item to and then click **Add Sibling**.
2. Define level as **item.**
3. Enter **Title** of the item.
4. Enter **Date** of the item (if known).
5. Select **OK**.

When entering folder title information, it will be best to use the Rapid Data Entry (RDE) screen described in Step 7.

Adding Sections within a Finding Aid

AT does not allow you to describe hierarchical relationships further than a subseries. However, you can create Sections to show further subdivisions. Please note however that this is **ONLY** to be used when the entire contents of the given component can be subdivided as such. In other words, in order to implement sections within a subseries, the entire subseries must be comprised of at least two sections. The reasoning is our current EAD stylesheet can only determine when a Section begins, but not ends. But if the entire subseries contains sections (or the section is placed at the end of an existing series/subseries), then the information is displayed properly and it then becomes obvious when one section ends and another begins.

Another use of Sections is when adding material to previously processed collections. Once you have determined where the new material best fits into the existing finding aid, you can add a Section at the end of that series/subseries and name it “New Material Added.” This is the best way to show a user of the finding aid where and what new material was added to a collection over time.

To add a Section, type in the name of the Section and select “otherlevel” from the pull-down Level menu. As far as AT is concerned, it just created a new node in the hierarchical branch. Then continue as normal to enter folder level information.

Step 6. Adding Container Type (Box, Folder, Reel, etc.)

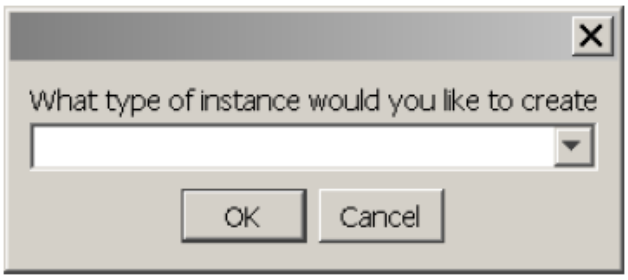
It is necessary to add a container type, or as AT calls it, an **instance**, wherever you wish to add container information such as box and folder numbers. It is in **Container Type** where you are able to link file folder titles to their corresponding box and folders numbers. Use the following instructions to add one or more container types to a resource or component record.

Note: Do not assign an instance at the Series or Subseries level; only instances can be assigned to boxes, folders, items, etc.

1. From the **Basic Information** tab, go to the **Container Type** field and click on the **Add Instance** button.

2. Select the type of instance you wish to create.

For example, an archival component record that contains descriptive information for a file folder housing letters, photocopies, and news clippings may be described as **Mixed Materials**. An archival resource record for a file folder containing photos may be described as **Photographic image.**

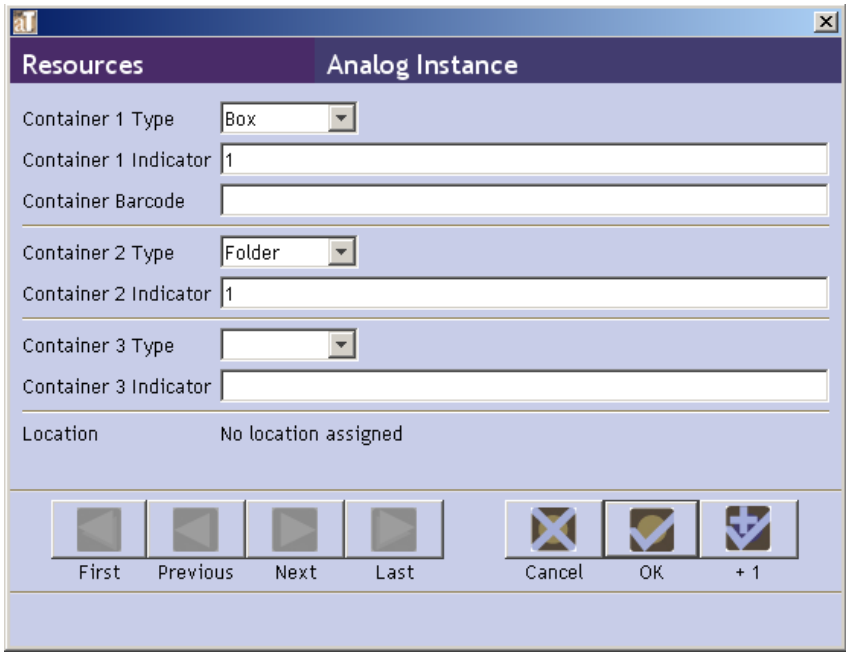


Type of instance material:

Audio, Books, Disk, Digital Object, Graphic Material, Mixed Materials, Maps, Microform, Moving Image, Photographic Image, and Text.

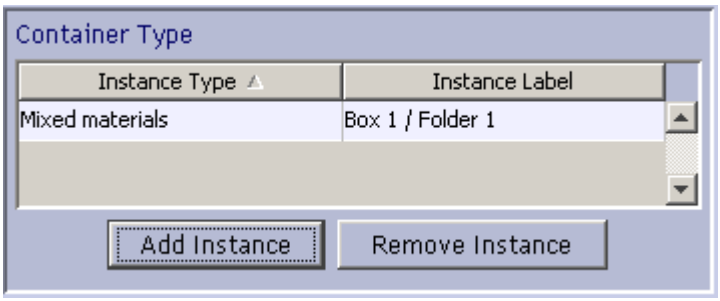
3. After adding in the type of material that is contained within an individual folder, you are prompted with a **Resources: Analog Instance** screen. This is where you add in the Box and File Folder numbers. *You only enter in the box number at the beginning of each new box.* For the next file folder, just enter folder number until you reach the next new box.

Note: At the ASC we do not use the plural options in **Container Type**. Please use Box instead of Boxes and Folder instead of Folders and so on. This will keep our finding aids consistent with our current processing standards and guidelines.



Note: You may enter a **Container Type**, **Numeric Indicator**, or **Alphanumeric Indicator** for up to three nested containers (e.g. box and folder numbers; reel and frame numbers; map-case; folder; and item numbers, etc.). Use **Numeric Indicator** for any integer or decimal number used to identify the container (e.g. 12, 1.3)

4. Press **OK** to save the instance record.



Note: All file folders (or its equivalent) **MUST** have an Instance assigned. If not, it will **NOT** display in the online finding aid.

AT also provides a **Rapid Data Entry** screen that allows you to enter components and container information with fewer mouse clicks. See instructions in the next section.

When entering folder title information, it will be best to use the Rapid Data Entry (RDE) screen described in Step 7.

Step 7. Creating Component Records with Rapid Data Entry

* Only use for container list all at the same level.

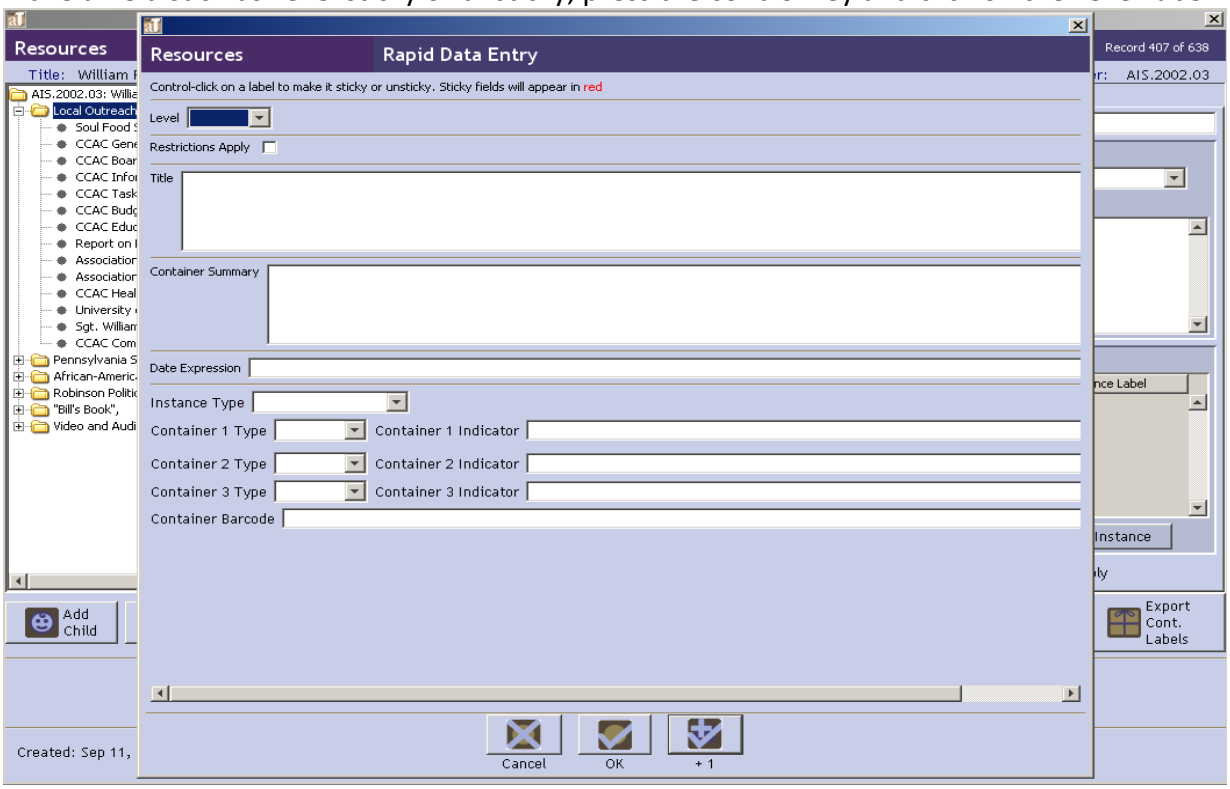
In AT the hierarchy of components is not driven by the **Level** element. When entering multiple components with the **Rapid Data Entry** interface, you can change the **Level** element for each, but the components are all entered at the same level (that is, as siblings) in the hierarchy. For example, if your first component is set at the series level and the second component is set at the file level, AT will not automatically make the file a child of the series. The hierarchy can be modified, however; we recommend utilizing the **Rapid Data Entry** interface primarily for entry of large file level lists with the same level.

1. To select rapid data entry, select **ASC** from the drop down menu located to the right of the **Add Sibling** button in the Resource screen.

2. Enter desired data. *The level element and either title or one of the date elements is required. Instance type and at least one container type/number are necessary if locations are to be linked to the resource.*

3. Press **OK**, or to enter the next component below, press **+1**.
    - **+1** will add the record you just entered and bring up a new blank RDE screen.
    - When you reach the end of an RDE session, enter in the last folder information and click **OK**.

Note: If you are entering a number of folders with the same **Level, Date,** and **Container Type**, you are able to copy that information for multiple entries. This function is called **Sticky.** To make a field such as Level sticky or unsticky, press the control key and click on the Level label.



After completing a session of rapid data entry, click the **OK** button at the bottom of the RDE screen. The information you entered in the rapid data entry session will appear in the hierarchal interface, but is *not permanent* until you click the **SAVE** button in the lower right side of the resource screen. It is important to save your work frequently!

CAUTION: Reordering components using drag and drop

It is possible to reorder components in the hierarchical interface using "drag and drop" techniques. That is, clicking on a component and holding the mouse button down, then moving it to another location and releasing the button to "drop" the component in its new location. There are some limitations to the drag and drop capabilities:

1. You cannot move a component to the end of a group of components. To work around this, you can drop the component in the second to last position, and then move the last component up one position.

2. If a component is not already a parent, you cannot use drag and drop to make another component its child. That is, a component must already have at least one child if you wish to drag and drop another component into a position where it is a child of the original component.

3. It is very easy to mistakenly move a folder or series using the drag and drop *so be very careful when click on any items in the hierarchical interface*. If you accidently drag and drop a folder in the hierarchical interface, you are able to check each component's Container Type (where you added the box/folder numbers) to make sure the numbers are in consecutive order.

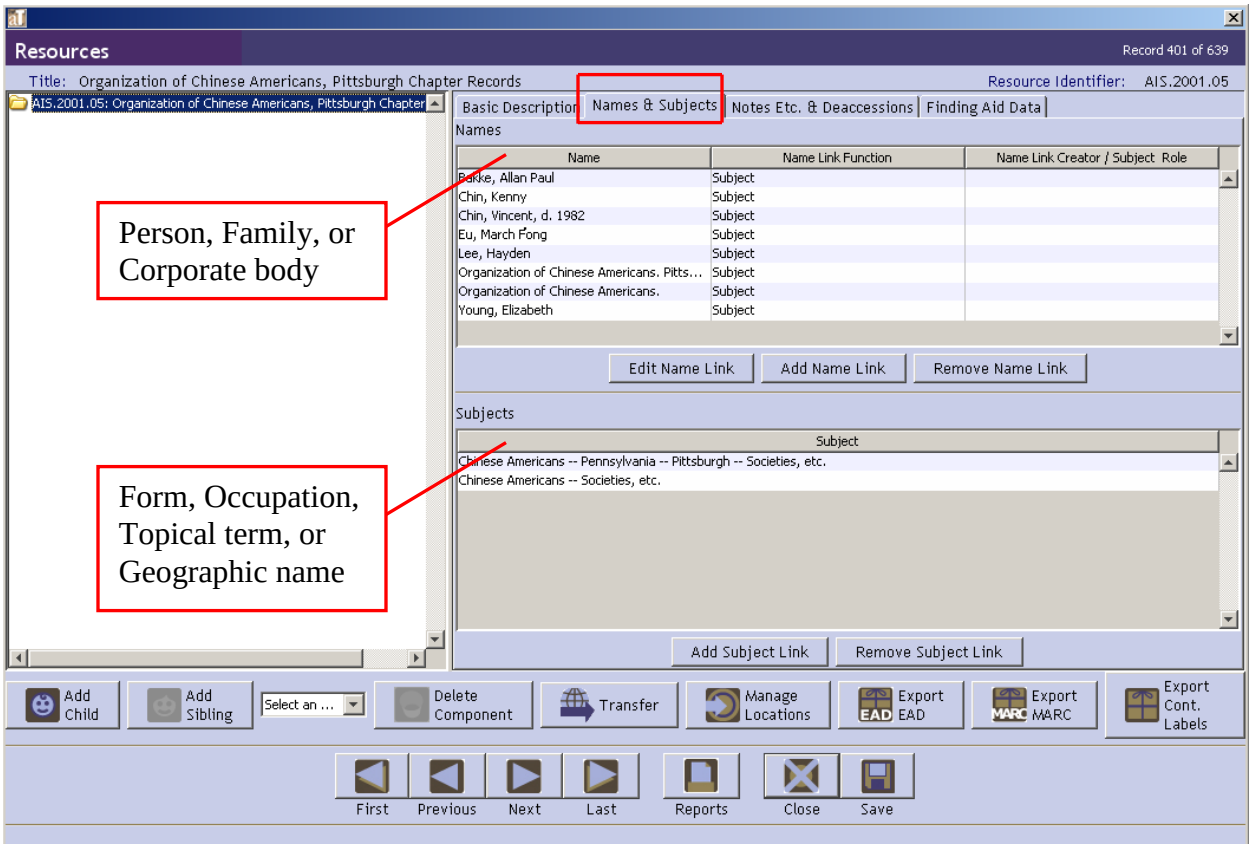
Step 8. Entering/Linking Name and Subject Controlled Access Terms

Note: Only the ASC cataloger should complete the following steps to enter the correct form of your suggestions for controlled access terms. You should have already suggested names and subject terms in the **Finding Aid Data** tab as part of Step 4.

This step involves taking those suggestions and checking them against approved name and subject headings in the appropriate indexes and adding them to the existing resource record.

When the cataloger is finished with this step, the Finding Aid Status should be changed to **Ready_for_Online**.

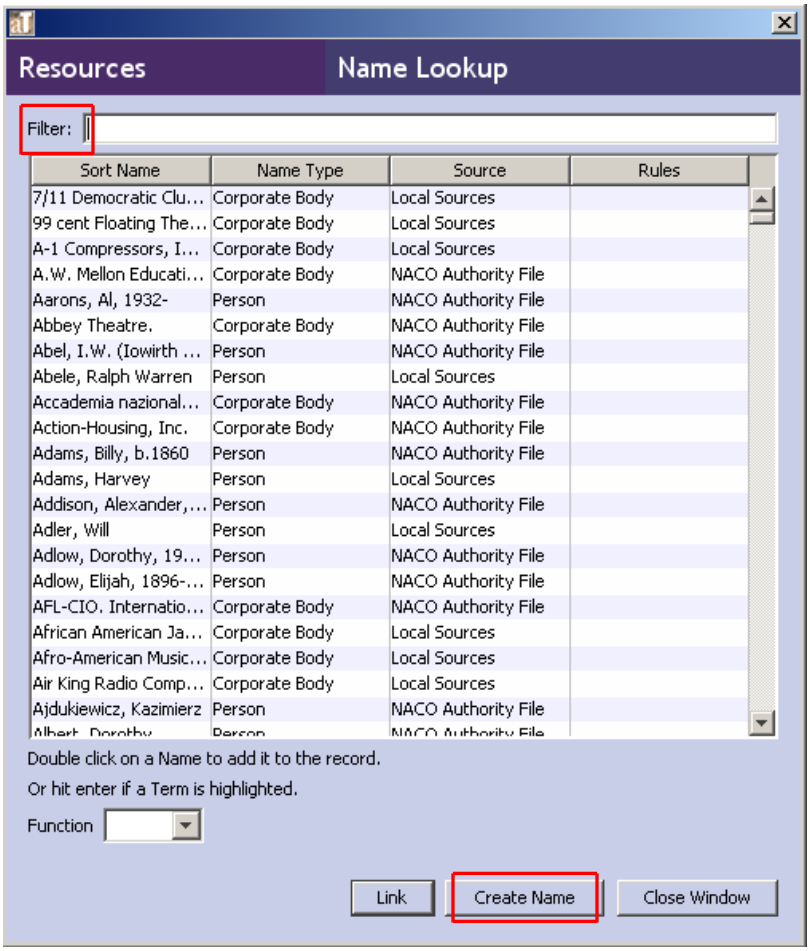
Click on the **Names & Subjects** tab at the top of your resource tool bar.



NAMES

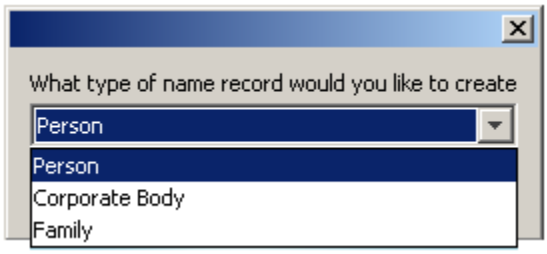
To add entries for people, families or corporate bodies, click on **Add Name Link**.

A Resource Name Lookup screen will appear. In the **Filter** box at the top of the screen, type in the name you wish to add. If a matching entry is found, select either **Creator** or **Subject** in the **Function** box at the bottom of the screen, and then click on **Link** to add the name to the Resources record.



If no matches are found:

Click on the **Create Name** button and select the type of name you wish to add. Search the name in the NACO authority file on OCLC. If the name is found, enter the information from the authority record into the **Names** form in the appropriate boxes. If the name is not found, construct the heading according to current cataloging rules.



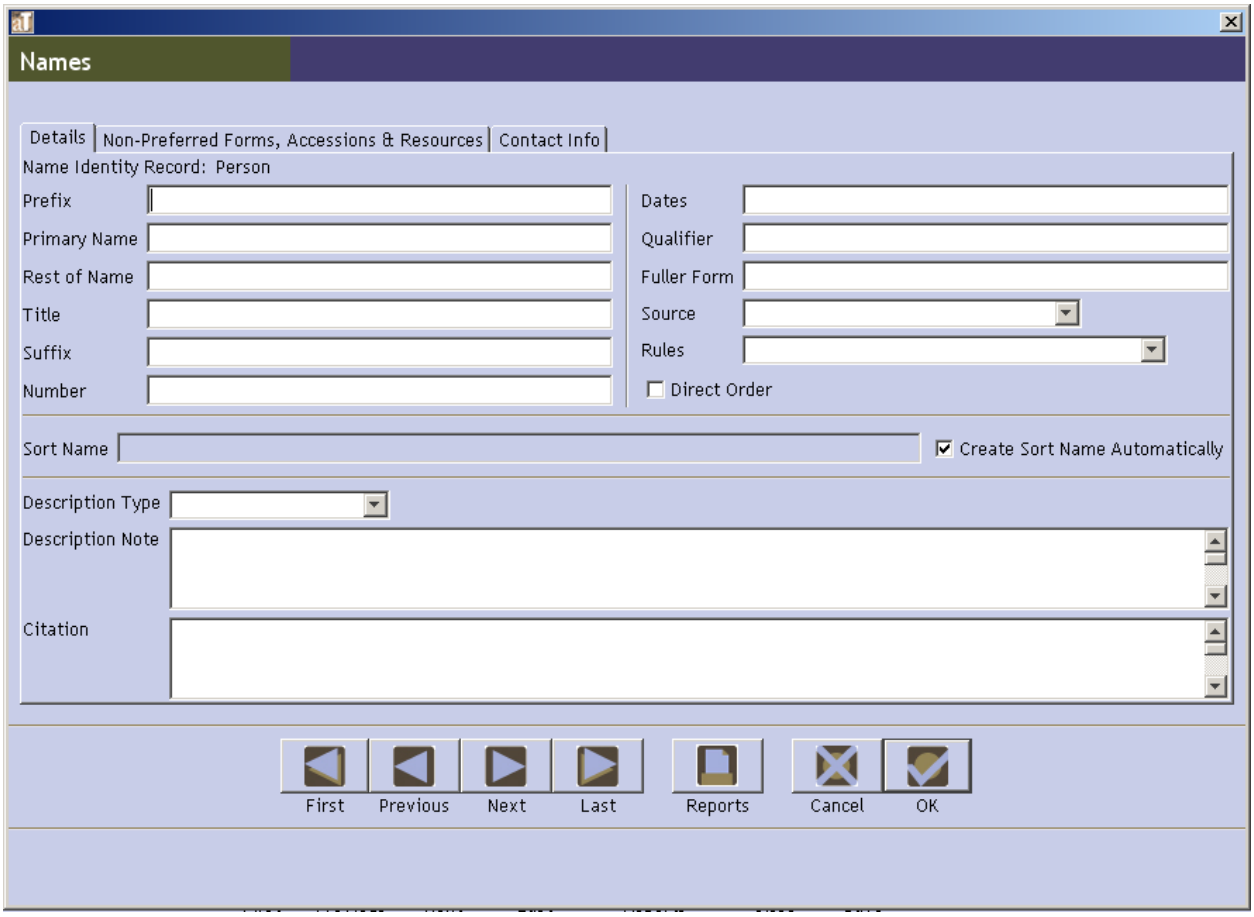
Select **Person**, **Corporate Body** or **Family** in the box that appears at the bottom of the screen, then click on **OK** and a **NAMES** resource screen will appear.

Adding a new Name resource:

For personal names, enter the surname into the **Primary Name** field and the rest of the name itself into the **Rest of Name** field. Any dates associated with the name go in the **Dates** field.

For names of families, enter the surname followed by "family" into the **Family Name** field.

For names of corporate bodies, enter the name of the parent body in the **Primary Name** field. The name of each subordinate body is then entered into the **Subordinate** fields.

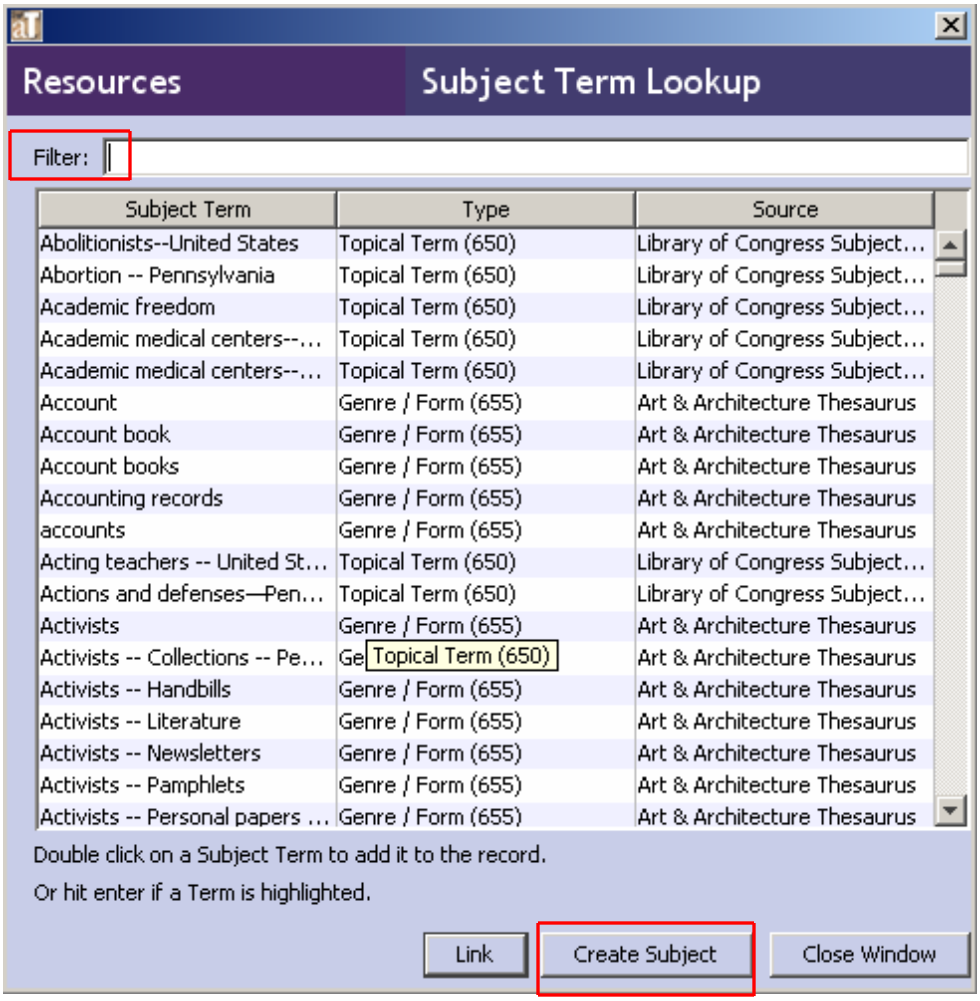


When the record is complete, click on the **OK** button to add the new name resource to the authority list. With the new entry highlighted, select either **Creator** or **Subject** in the **Function** box at the bottom of the screen, and then click on **Link** to add the name to the Resources record.

SUBJECTS

To add entries for topics, locations or form, click on **Add Subject Link**.

In the **Filter** box at the top of the screen, type in the term you wish to add. If a matching entry is found, click on **Link** to add the term to the Resources record.



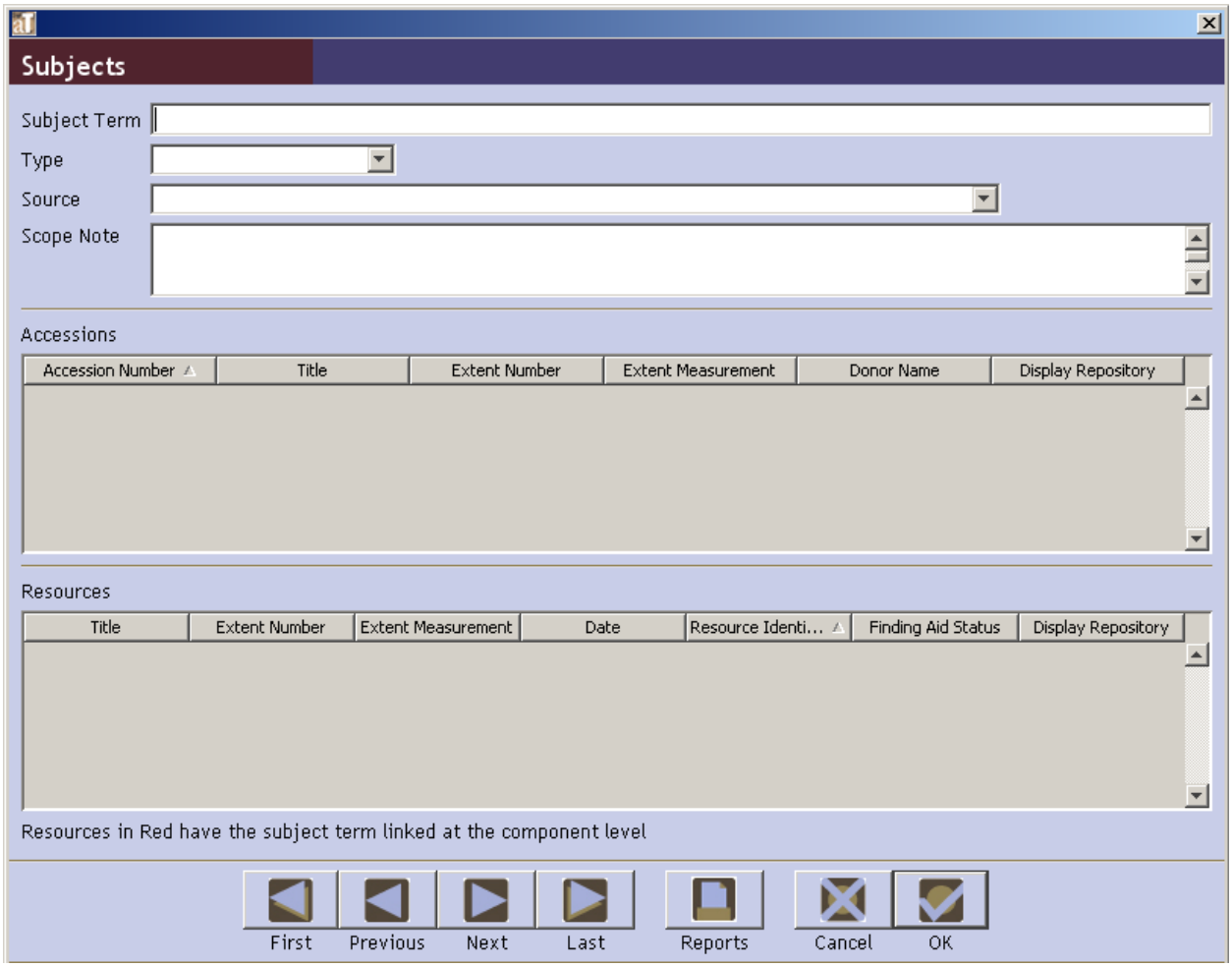
If you cannot find the subject term you need, then click on **Create Subject** button.

If no matches are found:

Click on the **Create Subject** button. Search the suggested term in the Library of Congress Subject Headings (LCSH) authority file on OCLC for subject headings or locations and the Art and Architecture Thesaurus (AAT) for form headings (other thesauri may be consulted if appropriate). When the proper form of the suggested term is found, enter the information from the authority record into the **Subject** form in the first **Subject Term** box. Separate elements of the subject headings with a space, double dash, space (for example: Actors -- United States -- Interviews).

Select the appropriate **Type** of the drop down list. (eg., function, genre/form, geographic name, occupation, topical term, or uniform title)

Select the authority **Source** used to find the subject term from the drop down box list. (eg., AAT, LCSH, local, etc.)



When the record is complete, click on the **OK** button to add the name to the authority list. With the new entry highlighted, click on **Link** to add the subject term to the Resources record.

Step 9. View and Print Reports

AT allows you to view and print an individual record to generate a report containing data from all records, or to produce a report that draws upon data in only a subset of records. You may print, preview, or create a file of the report. File options are: PDF and HTML,

1. Click on **Reports** at the bottom of the Resource screen. A Resources Report screen will appear.

2. In the **Select Report** field, choose **Finding Aid** from the drop down menu.

3. In the **Select Output** field, choose either PDF file or HTML file.

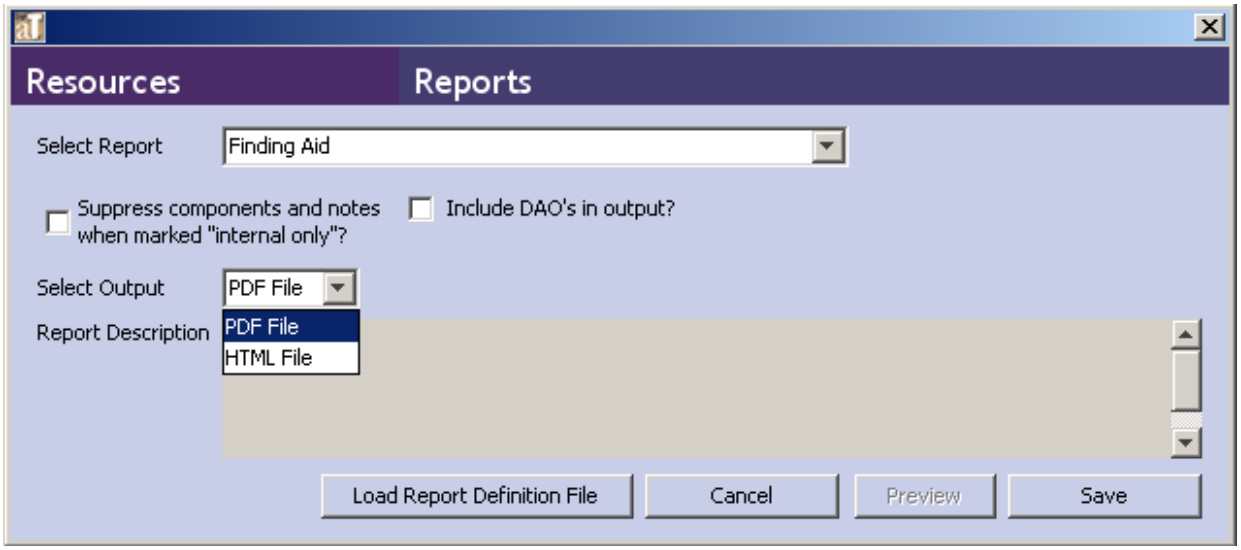
4. Next click **SAVE**. Save report to your Desktop.

5. Name the record with the accession number for the collection (i.e. ais200202).

6. Open and review the report for errors.

7. If you find an error, you must go back to the **Resource Record** in AT and find and correct the item.

8. Save all changes. You may want to run the Report again and review the changes you made to the finding aid. Repeat steps #1-6



Appendix A.

Wrap in Tags

AT features a function called “wrap in tag” which enables you to **bold** a word or italicize a title. You can also create a hyperlink to an external website. This is done by wrapping the selected text in markup language.

To **bold** a portion of selected text:

1. Highlight the text.
2. From the drop-down “Wrap in tag” menu, select ‘emph’.
3. AT will then wrap the proper html code around the selected text.

To *italicize* a title:

1. Highlight the text.
2. From the drop-down “Wrap in tag” menu, select ‘title’.
3. AT will then wrap the proper html code around the selected text.

To create a link to another website:

1. Highlight the text that should comprise the link.
2. From the drop-down “Wrap in tag” menu, select ‘extref’.
3. A new box will appear. Skip ‘actuate’ and enter the URL in the **href** field. For example, http://www.archiviststoolkit.org. *Required to make link operational*.
4. Enter the **title** of the website, which will be exported in a title attribute. *Optional*.
5. Press **OK**.

Appendix B.

Workflow for Changing "Finding Aid Status" in AT

Now that we have implemented Archivists' Toolkit (AT), here are the workflow steps to follow to create the finding aid and any subsequent digitization activities.

Step 1)

Logon to AT. Create a new Resource record. Follow the steps outlined in the *ASC Guide to Describing Archival Material in Archivists' Toolkit*.

In particular, please note in the Finding Aid Status (Finding Aid Data tab) that the collection is **In_Process.** This means that someone is currently working to create the finding aid.

Step 2)

Link the corresponding Accession record(s) to the Resource record. You have to do this from the Accessions view (only Staff can do this).

Step 3)

You may prefer to write the Abstract, Scope and Content Notes, Biography/History, etc. in MS Word and then copy the text into AT. This will help spell-check the document. If you do this, be sure to save the document on your own PC and then discard after pasting into AT.

You should enter your Suggested Controlled Access Terms in AT (Finding Aid Data tab). Debbie will use these to create the official terms; then will delete.

Step 4)

When you have completed the finding aid and all that's left to do is enter the controlled access terms by Debbie, change the status of the resource to **To_Be_Reviewed** and send a note to your appropriate supervisor.

Step 5)

After review, the supervisor will change the status to either **Needs_LCSH** or **Under_Revision** and talk to the finding aid creator.

If the resource is marked as **Under_Revision,** please make the necessary changes and let your supervisor know when they are complete. Flip the status back to **To_Be_Reviewed**.

Step 6)

After supervisor reviews again and assuming no more changes need to be done, they should change status to **Review_Complete**.

Step 7)

When Ed sees this status, he will make a cursory review and then change the status to **Needs_LCSH** and will inform Debbie to proceed with assigning the necessary terms.

Step 8)

When cataloging is complete, Debbie will change the status to **Ready_For_Online**.

Step 9)

Ed will flip status to **Completed**, export the EAD, and kick-off the re-indexing process.

Special Note

If for any reason, you need to change any part of a finding aid that is *already* online, you can do that in AT, but be sure to flip the status from **Completed** to **Ready_For_Online.** That is the only way for Ed to know to include that finding aid in the re-indexing process.

Additional Steps for Selecting Material for Digitization

When selected material from collections is to be digitized, follow the steps in Appendix C and D.

Once barcodes for selected material have been properly entered into AT, change the status to **Ready_For_Scanning**. That will alert Ed that a collection is ready to be digitized and can be transferred to the DRL at anytime for digitization. Also enter the approximate number of file folders to be scanned in the Finding Aid Note (Finding Aid Date tab).

Once it has been transferred, Ed will change the status to **In_DRL**. Upon completion of scanning and when the material is ready to be mounted online, Ed will re-export the EAD (with DAOs) and change the status back to **Completed**. The scanned material will now be online; the physical material will be transferred back to its respective repository.

Appendix C.

Preparing Archival Material for Digitization – Treating the Folder as the Digital Object

Follow these steps when the content of an entire folder has been selected for digitization. One PDF will be created to represent the content of the entire folder.

1. Select “AT Resource” in Archivists’ Toolkit.
2. Select the appropriate finding aid.
3. Select the folder title in AT that contains the items to scan.
4. Select ‘Add Instance’ and choose “Digital Object” – Click “OK”.
5. DO NOT DELETE the information in the Title or Date Expression field! Just leave it there.
6. Select ‘mixed material’ under Object Type.
7. Enter the barcode number into the ‘Digital Object ID’ field. (Make sure there are no extra spaces or Returns after the barcode number!)
8. Select ‘OnRequest’ in the EAD DAO Actuate field.
9. Select ‘new’ in the EAD DAO Show field.
10. Select OK.

Since often selection for digitization will come long after processing decisions were made, some large folders will have to be artificially “split” so that the resulting PDF is manageable for the user. For these types of folders, decide how many “new” folders will need to be created from the original one. Physically separate the material into its new folder(s). Find the respective folder in AT, highlight it and then select **Add Sibling**. Repeat the folder title and date, and then Add Instance. It will retain the same folder number but add the letter “b” (ex., 5b).

Repeat these steps depending on the number of new folders that have to be created. Also don’t forget to go back to original folder in AT and add the letter “a” to its folder number!

January 29, 2011

Appendix D.

Preparing Archival Material for Digitization – Individual Items as Separate Digital Objects

Follow these steps when each individual item (document) in a folder must be scanned separately. For some collections, this will be desirable but it is not recommended due to time required to prepare accordingly.

Note: Before preparation can begin, a list of document types must be developed if the documents to be scanned will be presented online as Types (e.g., Correspondence, Reports, Notes) rather than by Title ("Letter from George Washington to Colonel Bouquet").

1. Select "AT Resource" in Archivists' Toolkit.
2. Select appropriate finding aid.
3. Select the folder title in AT into which the digital objects will go.
4. Wrap a legal-sized sheet of paper around each individual document in a folder that is to be scanned. Apply a barcode on the paper wrapper around each digital object. The barcode should be applied at the top of the sheet of paper and not on its side. Do not wrap items that are **not** to be scanned.

DECISION: Do your DAOs have Titles **and** Types OR just Types?

   a. If Titles and Types, go to Step 5.
   b. If just Types, go to Step 9.

5. Select "Add Child".
6. Select 'item' from the pull-down menu by Level.
7. Enter in the "title" of the item, such as Letter to Smith from Jones; enter a date if known.
8. Enter a sequential numeral in the Component Unique Identifier field, such as 1., 2., etc.
9. Select 'Add Instance' and choose "Digital Object" – Click "OK".
10. Delete the information in the Title field and replace it with the type of item to be scanned (eg, Correspondence, Lecture Notes, etc…see list below).
11. Delete any information in the Date Expression field.
12. Select 'mixed material' under Object Type.
13. Enter the barcode number into the 'Digital Object ID' field. (Make sure there are no extra spaces or Returns after the barcode number!)
14. Select 'OnRequest' in the EAD DAO Actuate field.
15. Select 'new' in the EAD DAO Show field.

DECISION:

a. If only *one* DAO is in a folder, select OK on the bottom bar.
b. If *more than one* DAO is in a folder, select "+1" and repeat Steps 9-15. *But only do this if you are entering Types!* If you are entering both Titles and Types, then select OK and go back and repeat Steps 6-15, but this time select "Add Sibling" and continue from there.

* Gray circle icon in AT equals a folder – can only work in folders.

December 16, 2010

Appendix E.

Accessions: Processing Status Defined

Cataloged:	Individual items/ titles in process for or already cataloged. These often include non-archival materials such as University Archives. No further cataloging work is needed.
Deacessioned:	The collection was already deacessioned and no longer resides in repository.
In Progress:	Someone is physically processing the collection at the present time.
Information Files:	Material deposited into UA/AIS and possibly Special Collections vertical files.
Inventoried:	The collection contains a preliminary inventory, written aid, card catalog, or document that provides access to the collection. These aids may be in paper or electronic format, but are not a Resource record yet.
Location?:	Cannot presently locate this collection.
Minimal:	Collection has a finding aid (AT Resource) that includes a box or folder level inventory.
MS Word Finding Aid:	The collection has a MS Word Finding Aid that is available to researchers, but cannot be searched and is not a Resource record yet.
MARC Only:	The collection has a MARC record in PittCat and it is the only access point; there is not a resource record yet.
New:	This is a default setting in Archivists' Toolkit – TRY NOT TO USE
No Information:	Nothing can be found to describe the contents of this collection (i.e. Inventory, finding aid, MARC record, etc) but repository is servicing the collection.
Notes Complete Only:	Collection has a finding aid (AT Resource) which only describes the collection (ie Scope and Content Notes, Biographical/Historical Sketch, etc) and does NOT contain a box or folder-level inventory.

Processed:	This collection contains both a MARC record and a Resource record and requires no further processing. This is the ultimate goal for all accessions.
Reappraise:	The collection should be reviewed for possible deaccession.
Unprocessed:	New or existing collections that are known to never had any processing work done on them.

Resource record = EAD finding aid.

- Archivists' Toolkit utilizes the term "Resource" to indicate a finding aid that is encoded and made accessible online through EAD. Archivists' Toolkit produces an EAD (or PDF) finding aid which then is given to a department like the DRL for mounting in another system. We want to move away from using the term "EAD" and use "Resource" instead.

Appendix F.

Printing Folder Labels

Please follow these steps to create and print folder labels. A finding aid must be completely done and ready to go online before labels are to be made. If you have any trouble doing this, please contact Sharon McMasters.

Step 1)

Open AT and go to the resource record for that collection. Export the EAD to your desktop.

Step 2)

Go to this Web page: http://digital.library.pitt.edu/cgi-bin/drl/getAtEadSpreadsheet.pl.
Select the **Browse** button and find the EAD file (xml) on your desktop.
Click **Open**. Then **Go.** It may take a few seconds to generate the spreadsheet. When done, **save** the file to your desktop.

Step 3)

Open the spreadsheet file on your desktop. It should comprise eight rows.

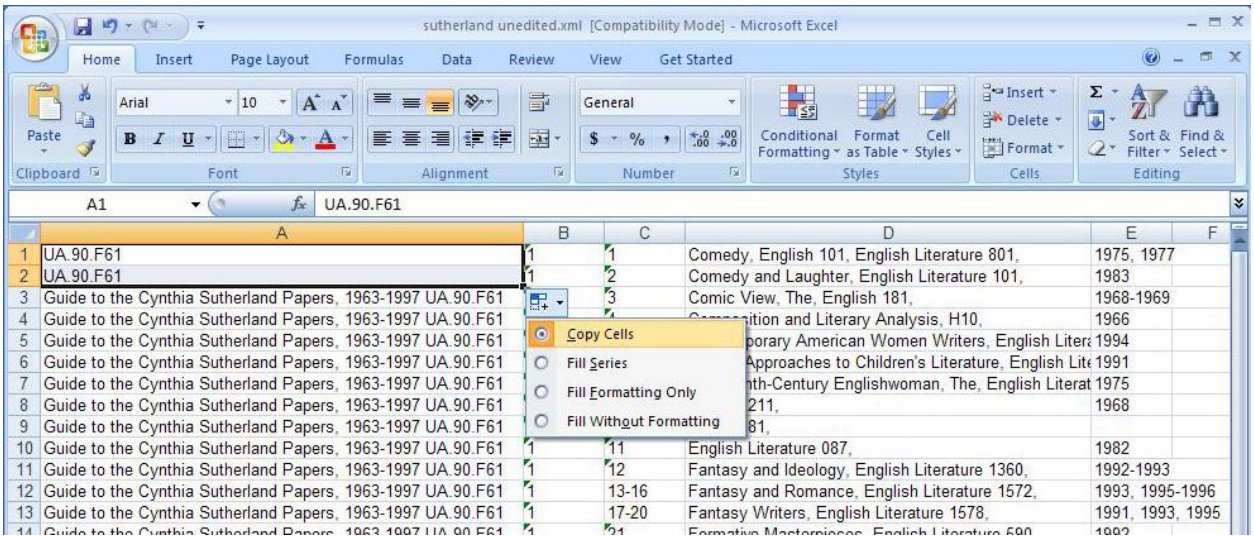
	A	B	C	D	E	F	G	H
1	US-PPiU-u	Guide to th	Box	1	Folder	1	Comedy, E	1975, 1977
2	US-PPiU-u	Guide to th	Box	1	Folder	2	Comedy ar	1983
3	US-PPiU-u	Guide to th	Box	1	Folder	3	Comic Vie	1968-1969
4	US-PPiU-u	Guide to th	Box	1	Folder	4	Compositi	1966
5	US-PPiU-u	Guide to th	Box	1	Folders	5-6	Contempo	1994
6	US-PPiU-u	Guide to th	Box	1	Folder	7	Critical Ap	1991
7	US-PPiU-u	Guide to th	Box	1	Folder	8	Eighteenth	1975
8	US-PPiU-u	Guide to th	Box	1	Folder	9	English 21	1968
9	US-PPiU-u	Guide to th	Box	1	Folder	10	English 81	
10	US-PPiU-u	Guide to th	Box	1	Folder	11	English Lit	1982
11	US-PPiU-u	Guide to th	Box	1	Folder	12	Fantasy ar	1992-1993
12	US-PPiU-u	Guide to th	Box	1	Folders	13-16	Fantasy ar	1993, 1995-1996
13	US-PPiU-u	Guide to th	Box	1	Folders	17-20	Fantasy W	1991, 1993, 1995

Select **Row G** and run the spellcheck.
Be sure to correct any misspellings in the **resource** record in AT and **not** in the spreadsheet.
If there are any misspellings, then go back to **Step 1** and re-export the finding aid.

Step 4)

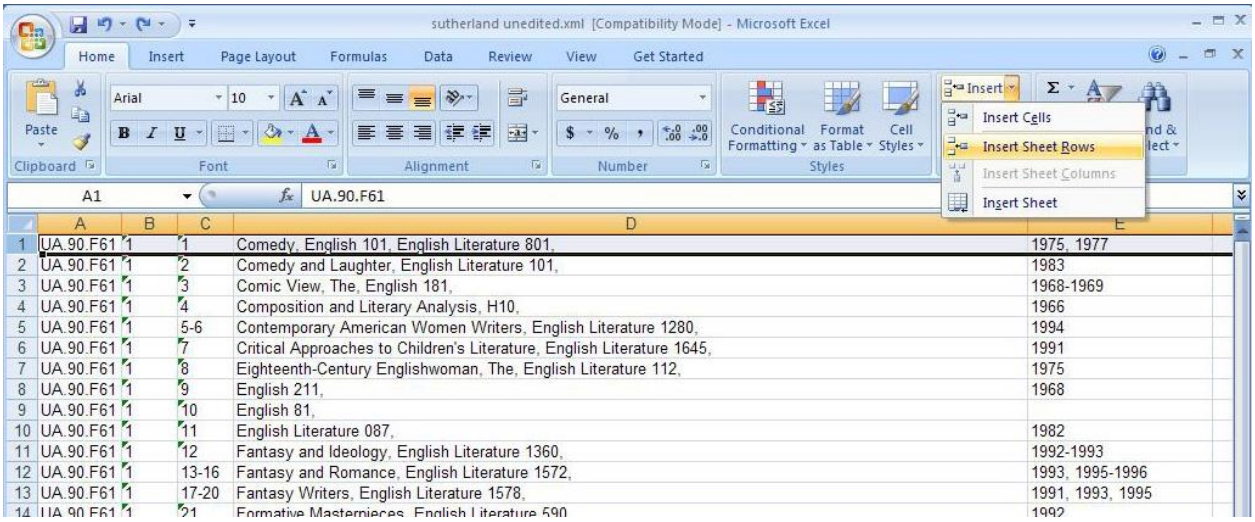
Delete the first column of the spreadsheet and the columns showing only the words "Box" and "Folder."

Create a column that consists only of the collection number.
To do this, you can edit the first cell of the Collection Name/Number column so only the collection number remains, click and hold the bottom right corner of the cell, and drag down the column to paste the contents of the first cell into the remaining cells.



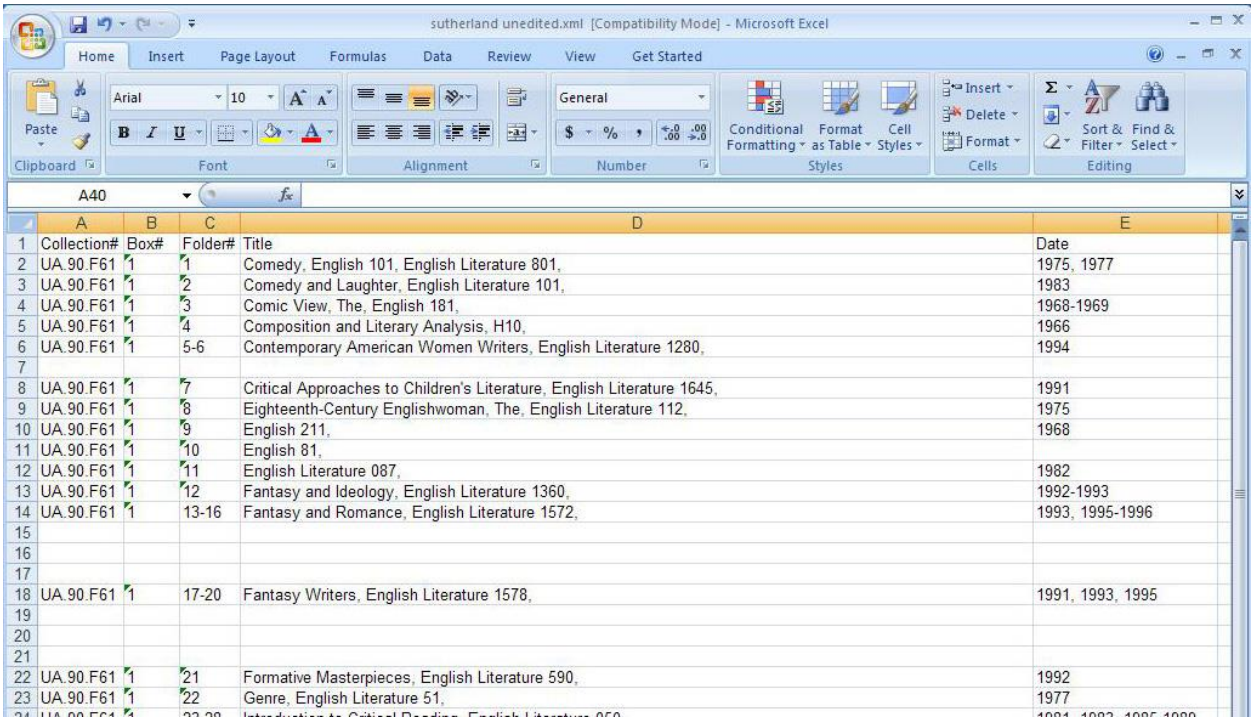
	A	B	C	D	E
1	UA.90.F61	1	1	Comedy, English 101, English Literature 801,	1975, 1977
2	UA.90.F61	1	2	Comedy and Laughter, English Literature 101,	1983
3	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61		3	Comic View, The, English 181,	1968-1969
4	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61			ition and Literary Analysis, H10,	1966
5	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61			porary American Women Writers, English Liter	1994
6	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61			Approaches to Children's Literature, English Lit	1991
7	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61			nth-Century Englishwoman, The, English Literat	1975
8	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61			211,	1968
9	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61			81,	
10	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61	1	11	English Literature 087,	1982
11	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61	1	12	Fantasy and Ideology, English Literature 1360,	1992-1993
12	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61	1	13-16	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
13	Guide to the Cynthia Sutherland Papers, 1963-1997 UA.90.F61	1	17-20	Fantasy Writers, English Literature 1578,	1991, 1993, 1995

Insert a row above the first row of data and add a title for each column. These should include: Collection#, Box#, Folder#, Title, Date.

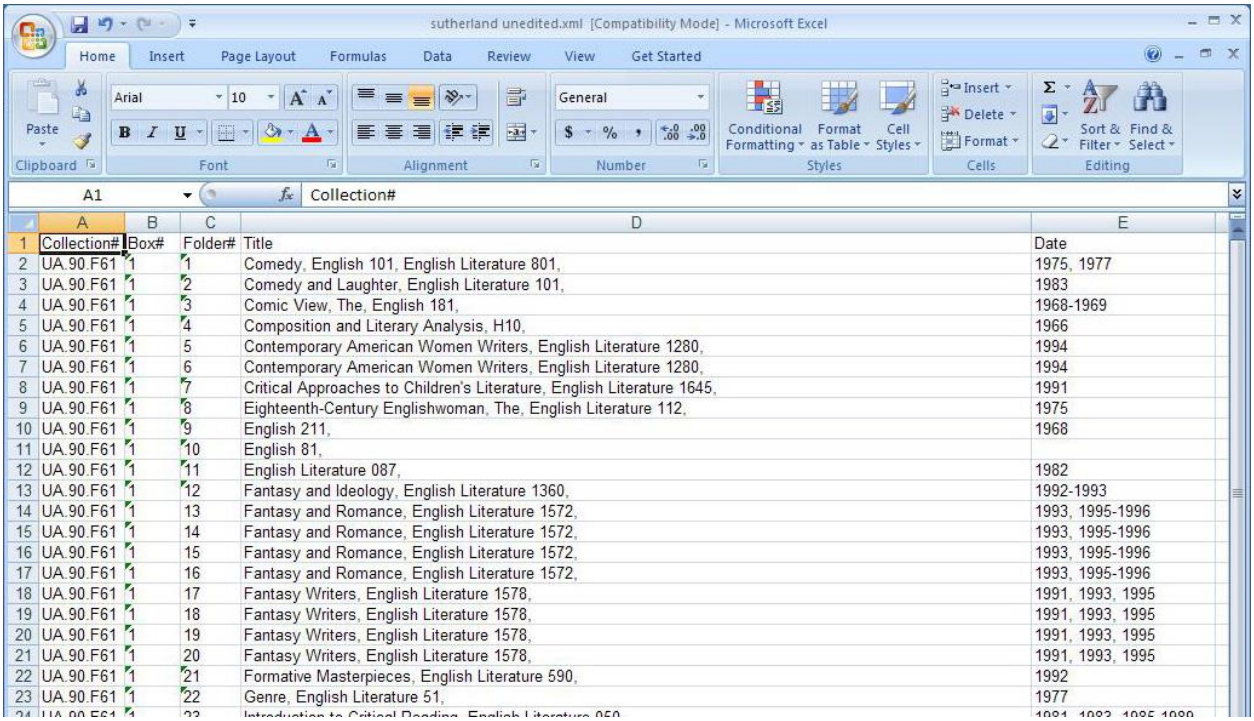


	A	B	C	D	E
1	UA.90.F61	1	1	Comedy, English 101, English Literature 801,	1975, 1977
2	UA.90.F61	1	2	Comedy and Laughter, English Literature 101,	1983
3	UA.90.F61	1	3	Comic View, The, English 181,	1968-1969
4	UA.90.F61	1	4	Composition and Literary Analysis, H10,	1966
5	UA.90.F61	1	5-6	Contemporary American Women Writers, English Literature 1280,	1994
6	UA.90.F61	1	7	Critical Approaches to Children's Literature, English Literature 1645,	1991
7	UA.90.F61	1	8	Eighteenth-Century Englishwoman, The, English Literature 112,	1975
8	UA.90.F61	1	9	English 211,	1968
9	UA.90.F61	1	10	English 81,	
10	UA.90.F61	1	11	English Literature 087,	1982
11	UA.90.F61	1	12	Fantasy and Ideology, English Literature 1360,	1992-1993
12	UA.90.F61	1	13-16	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
13	UA.90.F61	1	17-20	Fantasy Writers, English Literature 1578,	1991, 1993, 1995

Make sure that there is a separate row for each folder number - if multiple folders share the same title and date, insert enough rows for every folder, then copy the appropriate data to each new row. See example below.



	A	B	C	D	E
1	Collection#	Box#	Folder#	Title	Date
2	UA.90.F61	1	1	Comedy, English 101, English Literature 801,	1975, 1977
3	UA.90.F61	1	2	Comedy and Laughter, English Literature 101,	1983
4	UA.90.F61	1	3	Comic View, The, English 181,	1968-1969
5	UA.90.F61	1	4	Composition and Literary Analysis, H10,	1966
6	UA.90.F61	1	5-6	Contemporary American Women Writers, English Literature 1280,	1994
7					
8	UA.90.F61	1	7	Critical Approaches to Children's Literature, English Literature 1645,	1991
9	UA.90.F61	1	8	Eighteenth-Century Englishwoman, The, English Literature 112,	1975
10	UA.90.F61	1	9	English 211,	1968
11	UA.90.F61	1	10	English 81,	
12	UA.90.F61	1	11	English Literature 087,	1982
13	UA.90.F61	1	12	Fantasy and Ideology, English Literature 1360,	1992-1993
14	UA.90.F61	1	13-16	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
15					
16					
17					
18	UA.90.F61	1	17-20	Fantasy Writers, English Literature 1578,	1991, 1993, 1995
19					
20					
21					
22	UA.90.F61	1	21	Formative Masterpieces, English Literature 590,	1992
23	UA.90.F61	1	22	Genre, English Literature 51,	1977

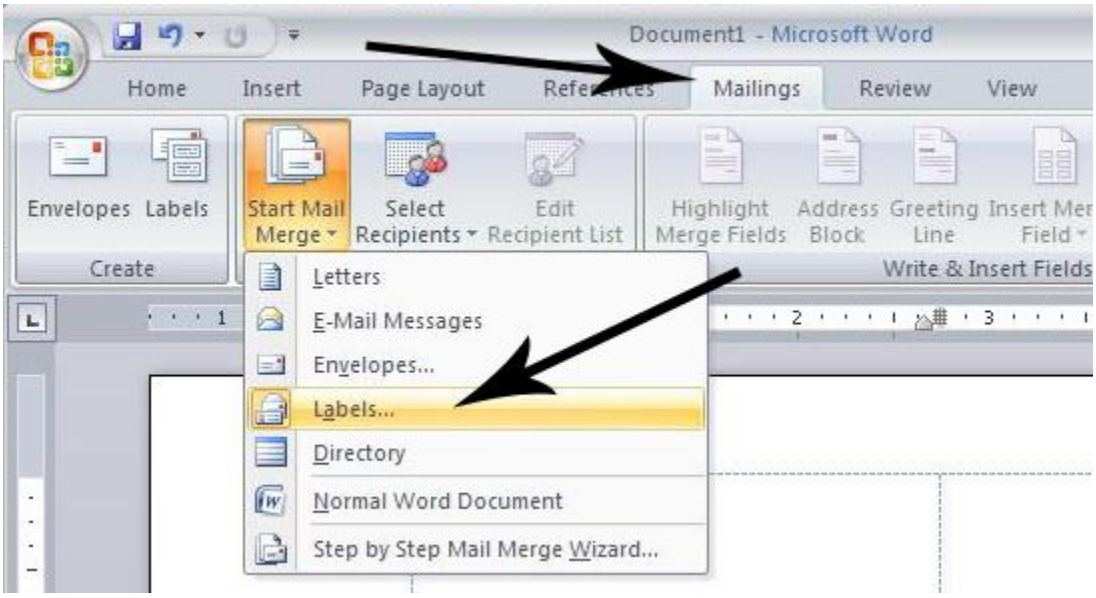


	A	B	C	D	E
1	Collection#	Box#	Folder#	Title	Date
2	UA.90.F61	1	1	Comedy, English 101, English Literature 801,	1975, 1977
3	UA.90.F61	1	2	Comedy and Laughter, English Literature 101,	1983
4	UA.90.F61	1	3	Comic View, The, English 181,	1968-1969
5	UA.90.F61	1	4	Composition and Literary Analysis, H10,	1966
6	UA.90.F61	1	5	Contemporary American Women Writers, English Literature 1280,	1994
7	UA.90.F61	1	6	Contemporary American Women Writers, English Literature 1280,	1994
8	UA.90.F61	1	7	Critical Approaches to Children's Literature, English Literature 1645,	1991
9	UA.90.F61	1	8	Eighteenth-Century Englishwoman, The, English Literature 112,	1975
10	UA.90.F61	1	9	English 211,	1968
11	UA.90.F61	1	10	English 81,	
12	UA.90.F61	1	11	English Literature 087,	1982
13	UA.90.F61	1	12	Fantasy and Ideology, English Literature 1360,	1992-1993
14	UA.90.F61	1	13	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
15	UA.90.F61	1	14	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
16	UA.90.F61	1	15	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
17	UA.90.F61	1	16	Fantasy and Romance, English Literature 1572,	1993, 1995-1996
18	UA.90.F61	1	17	Fantasy Writers, English Literature 1578,	1991, 1993, 1995
19	UA.90.F61	1	18	Fantasy Writers, English Literature 1578,	1991, 1993, 1995
20	UA.90.F61	1	19	Fantasy Writers, English Literature 1578,	1991, 1993, 1995
21	UA.90.F61	1	20	Fantasy Writers, English Literature 1578,	1991, 1993, 1995
22	UA.90.F61	1	21	Formative Masterpieces, English Literature 590,	1992
23	UA.90.F61	1	22	Genre, English Literature 51,	1977

Step 5)

You will need to create your own **Mail Merge Document** in **Word.** There is a sample in the **Label Template** file on the ASC share for you to model the document after.

Open a new word document. Click on the **Mailings** tab. Click on **Start Mail Merge - Labels.**

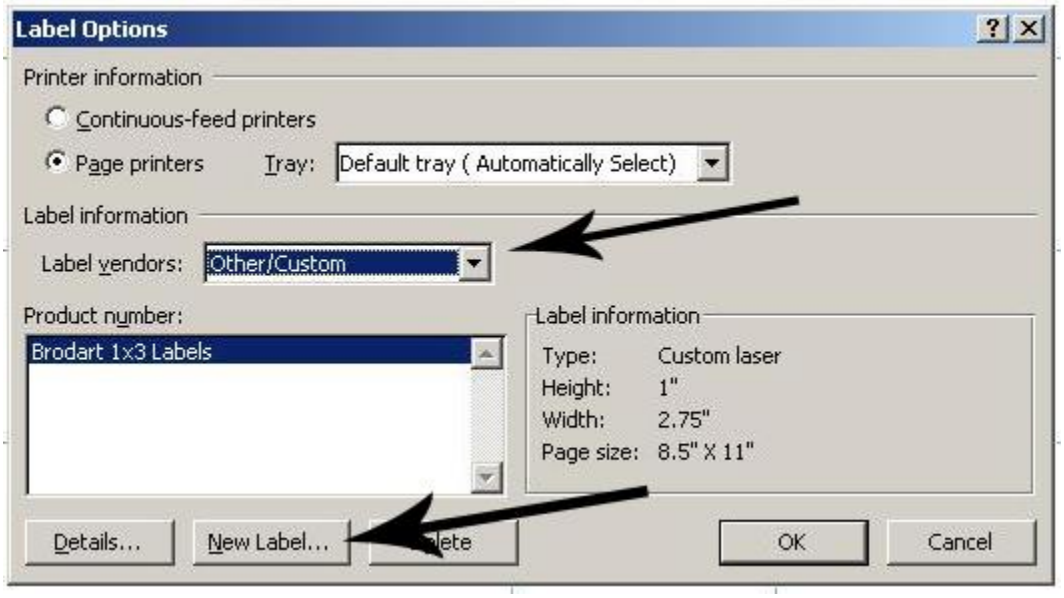


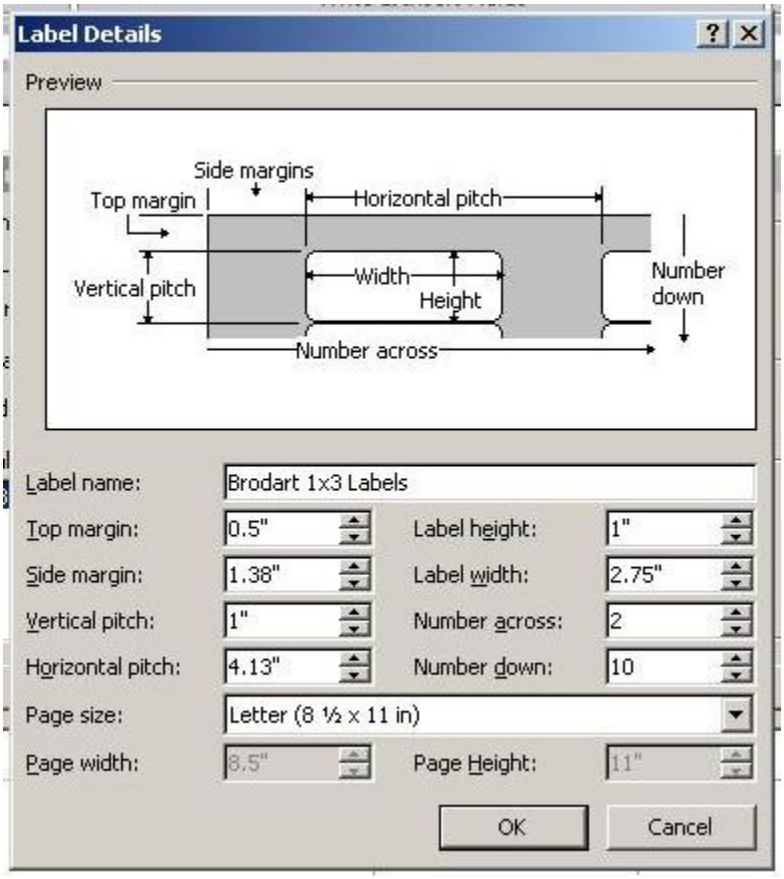
In the **Label Options** window, next to **Label Vendors** select **Other/Custom,** the **Product number:** is **Brodart 1 x 3 Labels**, then click **OK.**

The first time you do this you will probably need to create the **Brodart 1 x 3 label**.

To do so, click on **New Label.** Fill in the specifications shown below in the **Label Details** window. This formats your document to the size and spacing of the labels on a sheet.

Click **OK** when this is complete, then click **OK** in the **Label Options** window.





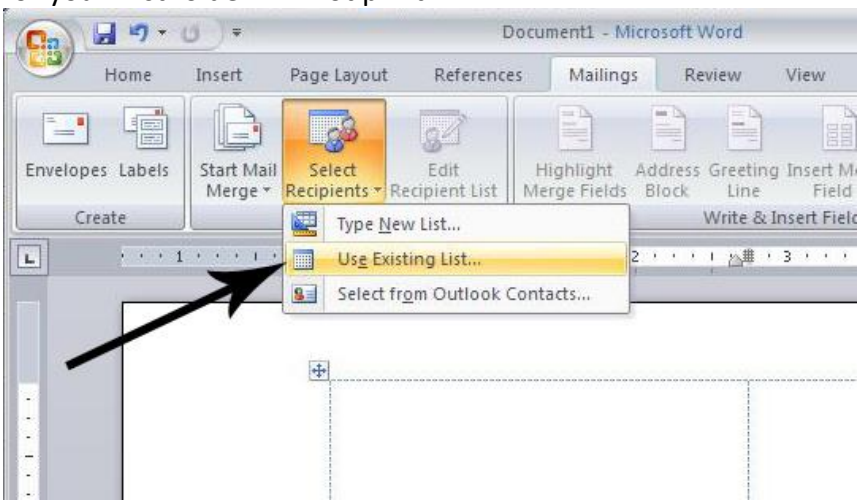
Step 6)

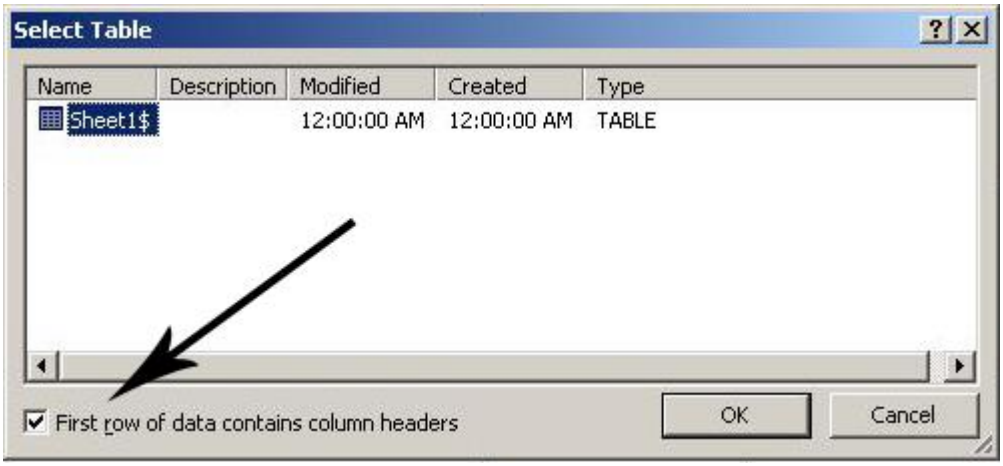
Under the **Mailings** tab choose **Select Recipients-Use existing list.**

Locate the spreadsheet to be merged and double click it. Choose the worksheet to merge (usually sheet 1).

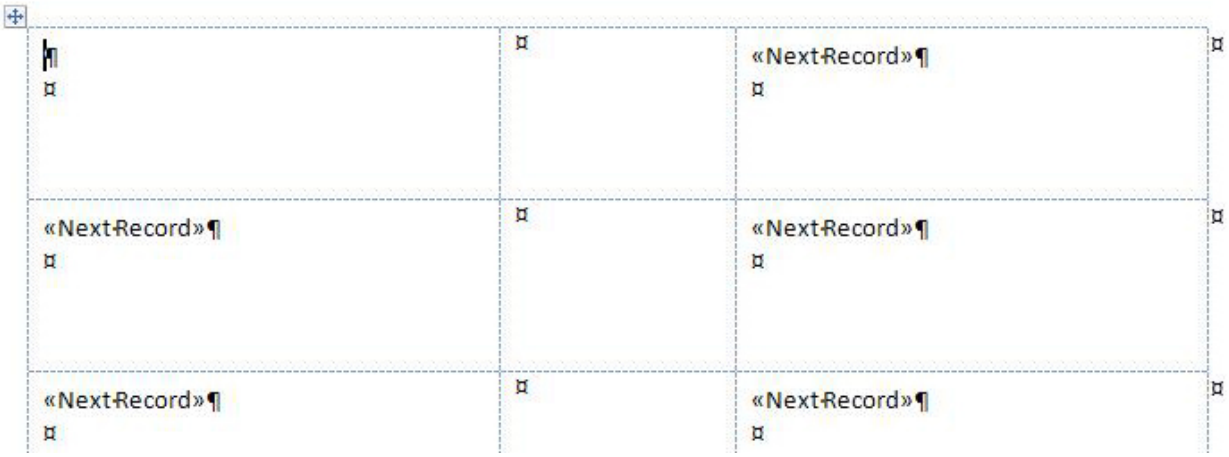
Important: Notice at the bottom of the window there is a check box to indicate that the first row of the spreadsheet contains the column headers.

If you did not add headers to your spreadsheet, un-check this box, otherwise, the label for your first folder will not print.





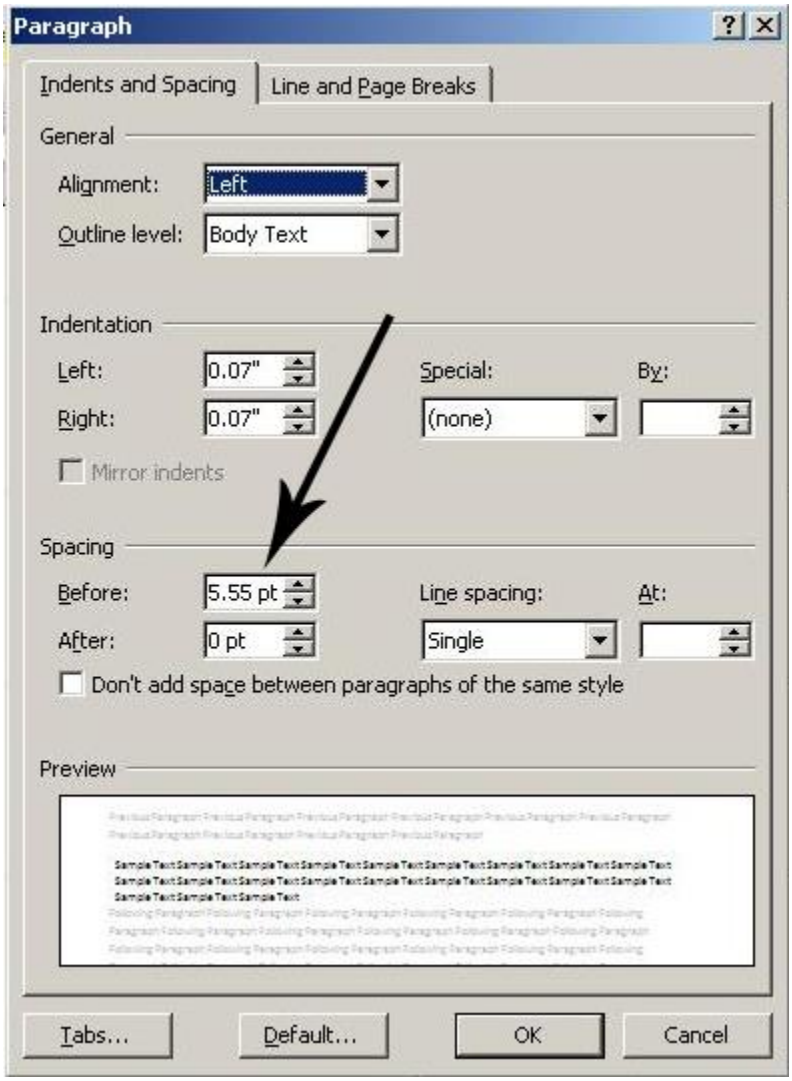
This is what your document should look like:



Step 7)

You are ready to create the labels. Two hints: Before inserting information, check the spacing settings in the **Paragraph** menu - **Line Spacing** should be set to single, and Spacing **Before** set to 5.55 pt.

Also, indent 3 spaces at the start of each line. Both of these tactics will insure that labels print correctly.



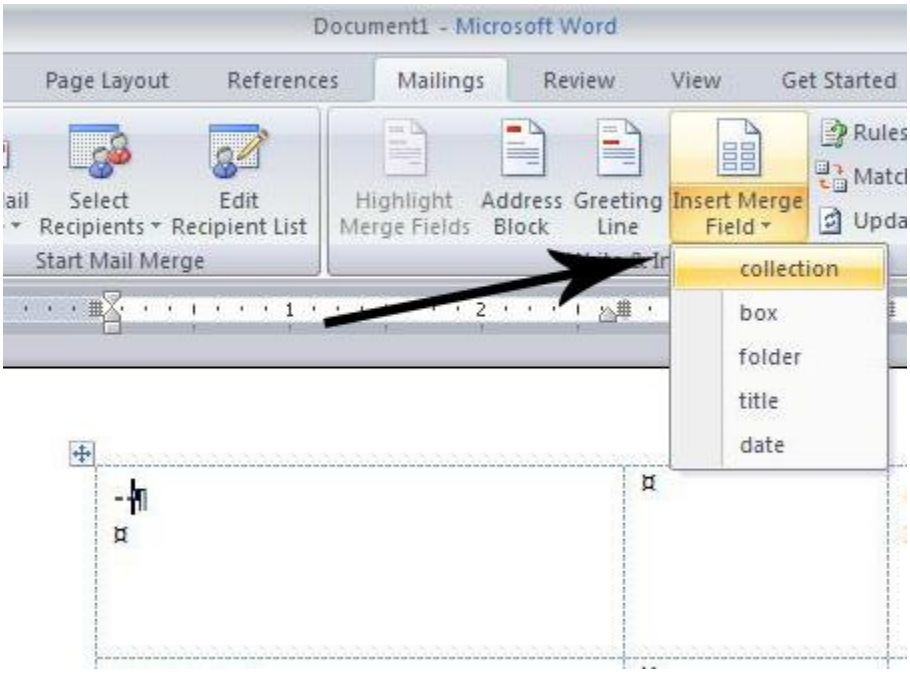
Formatting the template for your labels (also see graphic examples below):

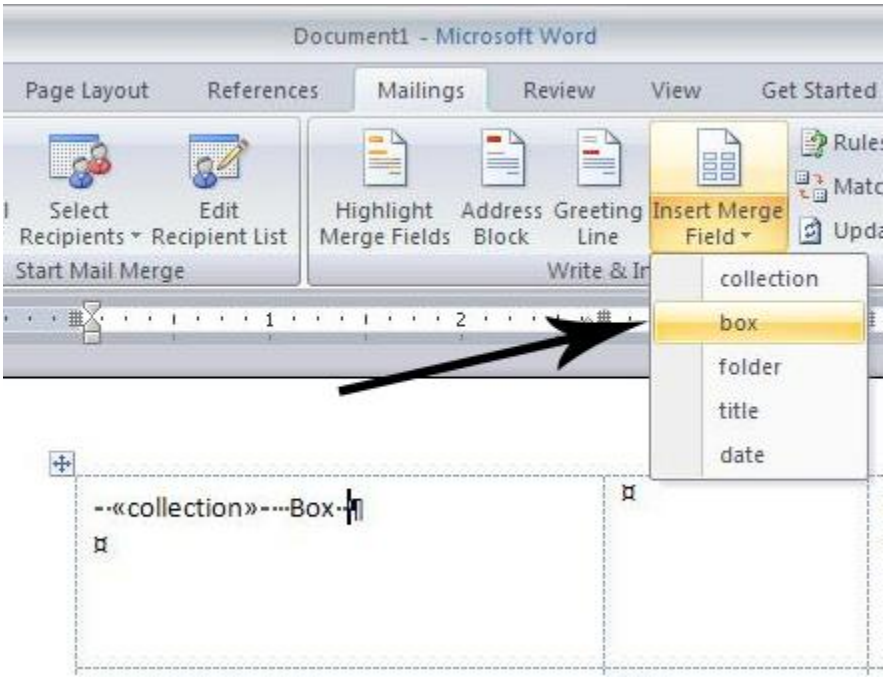
a.) Space 3. Click **Insert Merge Field**. (this will show you the column headers from the Excel document.)
b.) Click **Collection # - Insert** Space 5

c.) Type "**Box**" Space 2
d.) Click **Insert Merge Field.** Click **Box # - Insert** Space 5

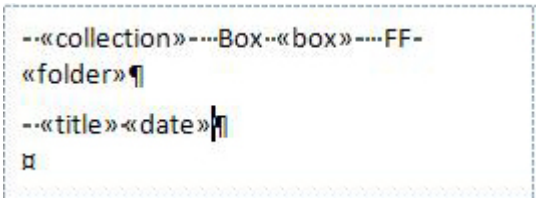
e.) Type "**FF**" Space 2
f.) Click **Insert Merge Field**. Click **Folder # - Insert** (don't worry if this shows on the next line on the label template, should print fine when complete)
g.) Click **Enter** Space 3

h.) Click **Insert Merge Field**. Click **Folder Title - Insert** Space 1
i.) Click **Insert Merge Field**. Click **Date - Insert**



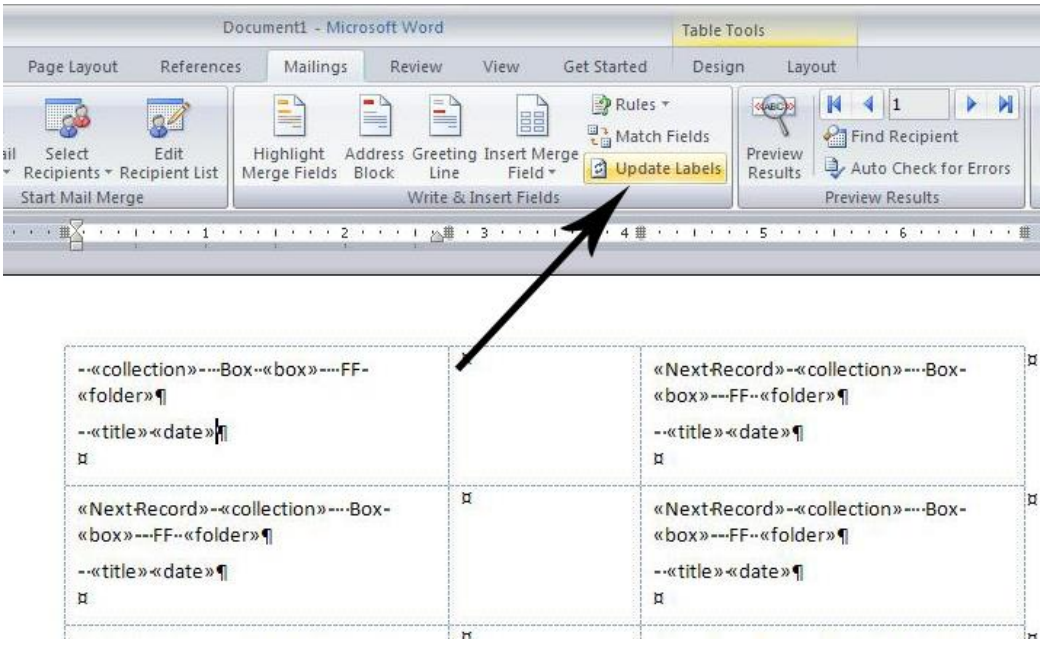


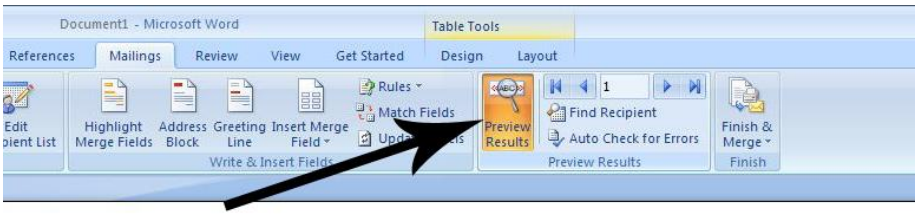
The finished template will look like this:



j.) Click **Update Labels** (this shares your template to all of the labels).

k.) Click **Preview Results -** this shows you what your labels look like with the data from the spreadsheet.
If the first line of the labels doesn't look like the sample below, click on **Preview Labels** again and make changes to first label, **Update Labels** and **Preview** again.
Repeat as often until labels look basically right.
Folder titles may wrap to a second line and be out of line or folder titles are very long and you won't see all of it, don't worry, this will be fixed in a later step.





UA.90.F61 Box 1 FF 1 Comedy, English 101, English Literature 801, 1975, 1977		UA.90.F61 Box 1 FF 2 Comedy and Laughter, English Literature 101, 1983
UA.90.F61 Box 1 FF 3 Comic View, The, English 181, 1968-1969		UA.90.F61 Box 1 FF 4 Composition and Literary Analysis, H10, 1966
UA.90.F61 Box 1 FF 5 Contemporary American Women Writers, English Literature 1280, 1994		UA.90.F61 Box 1 FF 6 Contemporary American Women Writers, English Literature 1280, 1994
UA.90.F61 Box 1 FF 7 Critical Approaches to Children's Literature, English Literature 1645, 1991		UA.90.F61 Box 1 FF 8 Eighteenth-Century Englishwoman, The, English Literature 112, 1975

Step 8)

Click **Finish & Merge-Edit Individual Documents**. You will see a box that says **Merge to new document**, click okay. It will create a new word document.
Save this document as your **"collection name" and "folder labels"**. This is the document that you will print your labels from..

Step 9)

This is also the time to correct any labels that are out of line or titles that are too long (see example below).
a.) If title is too long either abbreviate it or shrink the font of the title.

b.) If a row is out of line, click at the beginning of the row, click **Enter** and then space 3 and save.

c.) Make any other small changes you deem necessary. If there are large scale changes you might want to start fresh, either changing the Excel or Word documents and re-merging.

d.) While making corrections, keep in mind that the labels can only accommodate three lines of text.

--UA.90.F61····Box··1····FF··1¶ --Comedy,·English·101,·English·Literature¶ --801,·1975,·1977¶ ¶	¤	--UA.90.F61····Box··1····FF··2¶ --Comedy·and·Laughter,·English¶ --Literature·101,·1983¶ ¶ ¤
--UA.90.F61····Box··1····FF··3¶ --Comic·View,·The,·English·181,¶ --1968-1969¶ ¶	¤	--UA.90.F61····Box··1····FF··4¶ --Composition·and·Literary·Analysis,·H10,¶ --1966¶ ¶ ¤
--UA.90.F61····Box··1····FF··5¶ --Contemporary·American·Women¶ --Writers,·English·Literature·1280,·1994¶ ¶	¤	--UA.90.F61····Box··1····FF··6¶ --Contemporary·American·Women¶ --Writers,·English·Literature·1280,·1994¶ ¶ ¤
--UA.90.F61····Box··1····FF··7¶ --Critical·Approaches·to·Children's¶ --Lit.,·English·Lit.·1645,·1991¶ ¶	¤	--UA.90.F61····Box··1····FF··8¶ --Eighteenth-Century·Englishwoman,¶ --The,·English·Literature·112,·1975¶ ¶ ¤

Step 10)

Print labels to **Archives Staff 2100 Rm 220**. This printer will print a cover sheet and then you must feed labels one at a time from the tray.
(Once the printer has printed the cover sheet, it will wait for you to feed each label; it will not pull from the paper trays)

YOU MUST FEED ONE SHEET AT A TIME OR IT WILL PRINT ASKEW OR JAM!