Archivists' Toolkit Best Practices for Northwest Digital Archives Members

Orbis Cascade Alliance
Northwest Digital Archives Program
Archivist's Toolkit Working Group
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INTRODUCTION

About these Best Practices

These best practices function as a manual for using Archivists' Toolkit to make finding aids that comply with the Northwest Digital Archivists' *Best Practice Guidelines for Encoded Archival Description*. The first section is intended for archivists who are configuring their installation of AT to match NWDA expectations. The second and third sections, "Entering Resource Records" and "Uploading Finding Aids to NWDA," were written with paraprofessionals and student workers in mind. Whenever possible, we have explained terms and simplified directions in order to streamline training. These directions can be modified in order to conform to the circumstances at your institution.

Much of the text in these guidelines derives from work done by Linda Morton-Keithley, the consulting archivist who worked with NWDA institutions on the Emergent Archival Programs Grant from 2011-2012. Eva Guggemos, the Archivist at Pacific University and chair of NWDA's Archivist's Toolkit Working Group, based Section 1 on the configurations that Linda used on the AT installation there; she adapted and expanded Linda's processing manual to form sections 2-4. Other members of NWDA contributed to the revisions, including Jodi Allison-Bunnell of NWDA, Elizabeth Nielsen of Oregon State University and Karen Peterson of Oregon Health & Science University. We hope that these guidelines will address the needs of the diverse institutions that make up the Northwest Digital Archives, and serve the greater goal of improving access to archival collections.

Standards

We have referred to the NWDA *Best Practice Guidelines for Encoded Archival Description* Version 3.6 as a reference in writing these directions. This document is available online at: http://orbiscascade.org/index/northwest-digital-archives-tools . The *Best Practice Guidelines* describe the consortium's rules for creating EAD finding aids in detail. You are encouraged to consult them in conjunction with this guide. Adhering to the standards allows finding aids to be ingested and consistently displayed by various electronic systems, and to meet our users' expectations.

Suggested Workflow

The suggested workflow for creating a finding aid with Archivists' Toolkit is:

1. **Create an Accession Record** in Archivists' Toolkit, following DACS content standards. (Section II)
2. **Create a Resource Record** based on the relevant Accession Record in Archivists' Toolkit, filling out all required fields according to DACS and NWDA standards. (Section III)
3. **Export the Finding Aid in EAD format from Archivists' Toolkit**; then test, correct and upload it to the NWDA Site. (Section IV)

If you are not using AT for your accession records, you may begin a Resource Record from scratch.

SECTION I: CONFIGURING ARCHIVISTS' TOOLKIT

1. Preliminary Steps

These guidelines assume that you either have access to a hosted instance of Archivists Toolkit (AT) through NWDA *or* have installed it on your own server.

The **AT 1.5 User Manual,** http://archiviststoolkit.org/sites/default/files/AT1_5_UserManual.pdf , has the most complete documentation for using the program after it is installed. We refer to this manual frequently throughout these guidelines as a source of further instructions. Please note, although the manual was written for version 1.5 of AT, it is still usable for version 2.0.

2. Directions for Configuring AT Instances Hosted by NWDA

If your institution is using AT through NWDA's hosting service, you will only need to do a few things to get it correctly configured. Many tasks, including installing the database on a server and setting up common default values, will already have been done by the NWDA Program Manager and Alliance IT Manager. The only configurations you will need to do involve customizing AT for your institution's particular needs.

To start using your instance of AT hosted by NWDA:

- Download and install the AT Client Software from: http://archiviststoolkit.org , under "Download."
- **The first time** you open AT on a computer, you will need to provide the Connection Settings. These will be supplied to you by NWDA. You will only need to do this once per computer.
- **Every subsequent time** you log into AT, you will need to supply your personal username and password. Please note, your personal username/password is *not the same* as the administrative username/password for the Connection Settings. To set up new usernames/passwords, see the next section on "Creating User Accounts and Setting Permission Levels."

3. Directions for Configuring AT on your own Server

Installing AT on your own server requires access to server space and some basic knowledge of how to set up databases on a server. The installation process is documented on the AT Support web site. Hosting AT on your own server requires an investment of staff time in the installation and configuration process, but will allow you greater flexibility in how you configure your options.

3A. Installing AT on your own server

To install AT on your own server, please consult: http://archiviststoolkit.org/support . The page "Overview: Initializing a new database for use with the AT" has step-by-step instructions for:

- Downloading the AT database server
- Installing the AT database server
- Creating a blank AT database
- Creating user accounts
- Initializing the AT database

3B. Installing the AT Client Software

- Download and install the AT Client Software from: http://archiviststoolkit.org , under "Download."
- **The first time** you open AT on a computer, you will need to provide the Connection Settings.
- **Every subsequent time** you log into AT, you will need to supply your personal username and password. Please note, your personal username/password is *not the same* as the administrative username/password for the Connection Settings. To set up new usernames/passwords, see the section below on "Creating User Accounts and Setting Permission Levels."

4. Creating User Accounts and Setting Permission Levels

Each person who uses Archivists' Toolkit at your institution should have his or her own username and password. This allows you to keep track of each person's work, and also allows you to set permissions for what they are allowed to do. For more information about user accounts and permissions, see "Managing Users" in Chapter 5 of the *AT 1.5 User Manual*.

To create a new user account:

- Log in to AT with any username/password that has at least Level 4 permissions.
- Go to Setup > Users, and click on the "Add Record" button
- Fill out the username, name, etc. fields as appropriate
- The "Access Class" field sets the permissions for that user.
    Class 1: Beginning Data Entry Staff. Very limited Read/Write permissions.
    Class 2: Advanced Data Entry Staff. Somewhat limited Read/Write permissions.
    Class 3: Project Manager. Most read/write permissions, but cannot create new user records, modify the database structure or change other repository-wide settings.
    Class 4: Repository Manager. Almost all read/write permissions for a single repository within the database. Cannot make global changes across repositories.
    Class 5: Superuser. All read/write permissions.

The permissions settings are described in more detail in on pages 279-281 of the *AT 1.5 User Manual*, http://archiviststoolkit.org/sites/default/files/AT1_5_UserManual.pdf

5. Creating a Repository Record and Setting Default Values

In AT, the "Repository Record" is where information about your institution is saved, such as its address, web site and contact information. It is also where you can set defaults for data entry tasks. If you are using a hosted instance of AT, the NWDA Program Manager will set up your repository record.

5A. To add or edit your Repository Record, log in as a Level 4 or 5 user, and go to: Setup > Repositories > Edit Records. Fill out these fields using the appropriate information from your institution:

Administration	Repositories	Record 1 of 1

Pacific University Archives

Repository Info | Repository Statistics | Default Values | Notes

Repository	Pacific University Archives	< required
Short Name	PU Archives	< required (AT use only)
Institution Name	Pacific University Library	< recommended
Address 1	http://www.pacificu.edu/library	< required*
Address 2	2043 College Way	< required
Address 3		< only if needed
City / Town	Forest Grove	< required
Region	OR	< required (use OR, WA, etc.)
Country	USA	< required (use "USA")
Mail Code	97116	< required
Telephone	503-352-1405	< optional
Fax	503-352-1416	< optional
Email	archives@pacificu.edu	< optional
Repository URL	http://www.pacificu.edu/library	< required*
Country Code	us	< required (use "us")
Agency Code	orfp	< required** (use lowercase)
NCES ID		< Leave blank
Branding Device		< optional link to your logo
Descriptive Language	English (eng)	< required (use "English")

* Web Address is entered in two places to ensure that it always appears on the finding aids

** Your agency code can be found at http://www.loc.gov/marc/organizations/org-search.php

5B. The Repository Statistics Tab is optional for NWDA users. See Chapter 5 of the *AT 1.5 User Manual* for more information.

5C. The Default Values Tab is the place where you can set defaults for fields within your Accession Records, Resource Records, and so on. There are two panes under this tab: "Default Values – Fields" and "Default Values for notes."

> **If you are using a hosted instance of AT,** NWDA suggests adding defaults to these two panes as described in sections **3C1 and 3C2** below. For more information about how to customize this tab, see Chapter 15 of the *AT 1.5 User Manual.*

> **If you are configuring your own instance,** NWDA suggests adding defaults to these two panes as described in sections **3C1 and 3C2** below. For more information about how to customize this tab, see Chapter 15 of the *AT 1.5 User Manual.*

5C1. The Default Values Tab: Default Values – Fields
NWDA suggests adding entries to this pane as described below. To add new items to this pane:
1. Click on the "Add Default Value" button
2. Select Table = Resource
3. Select the appropriate AT Field. For example, "Description Rules"
4. Type in the default value and click the "OK" button.

AT Field	Table Name	Value as String
Description Rules	Resources	Describing Archives: a Content Standard
Language of Finding Aid	Resources	Finding aid written in English.
Language	Resources	English
Sponsor Note	Resources	[This field should be used for grant-funded projects. For example: Sponsored by a grant from the National Historical Publications and Records Commission]
EAD FA Location	Resources	http://nwda-db.orbiscascade.org/findaid/ark:/80444/xvXXXXX

5C2. The Default Values Tab: Default Values for Notes

The Default Values Tab sets defaults for the notes fields in your finding aids. Customizing the default values helps to speed up processing times. To conform to NWDA Best Practices Guidelines, institutions should add entries to this pane as described in the table below.

You can change the values for the notes by **double-clicking on them**. The "Default Title" field is what will display as the field's label in the published finding aid. This menu can also be accessed from the

main AT menu via the path: Setup > Notes Etc.

Suggested NWDA values:

Note Type	Default Title	Default Content
Abstract	Summary	
Accruals note	Accruals	
Appraisal note	Appraisal	
Arrangement note	Arrangement	
Bibliography	Bibliography	
Conditions Governing Access note	Conditions Governing Access	Collection is open for research. [This statement may be modified to suit your local conditions.]
Conditions Governing Use note	Conditions Governing Use	[Enter your copyright/permissions language here.]
Custodial History note	Custodial History	
Dimensions note	Dimensions	
Existence and Location of Copies note	Existence and Location of Copies	
Existence and Location of Originals note	Existence and Location of Originals	
File Plan note	File Plan	
General note		
General Physical Description note	General Physical Description	
Immediate Source of Acquisition note	Immediate Source of Acquisition	
Index	Index	
Language of Materials note	Language of Materials	
Legal Status note	Legal Status	
Location note	Location	
Material Specific Details note	Material Specific Details	
Other Finding Aids note	Other Finding Aids	
Physical Characteristics and Technical Requirements note	Physical Characteristics and Technical Requirements	
Physical Facet note	Physical Facet	
Preferred Citation note	Preferred Citation	[Optionally, enter how you would prefer your archives to be cited here.]
Processing Information note	Processing Information	
Related Archival Materials note	Related Archival Materials	

Scope and Contents note	Scope and Contents	

5D. The Repository: Notes Tab is optional for NWDA users. See the *AT 1.5 User Manual* Chapter 5 for more information.

6. Adding Entries to the Lookup Lists

Under **Setup > Lookup Lists**, there are many options for customizing the values in the drop-down boxes that appear in your Accession Records, Resource Records, and so on. NWDA recommends these additions to the initial values provided by AT:

List name: Container Types
Boxes
Cartons
Cassettes
Disks
Drawers
Folders
Frames
Objects
Pages
Reels
Volumes

List name: Extent Type
Folder
Folders
Item
Items
Volume
Volumes

List name: Name Source
List Item: LC/NACO   Code: lcnaf

List name: Subject Term Source
List item: NWDA Browsing Terms   Code: nwda

7. Adding NWDA Browsing Terms

NWDA requires archives to use at least one "NDWA Browsing Term" in each finding aid that they upload to the NWDA site. This is done in order to facilitate browsing on the web site. The browsing terms will be pre-added for users with NWDA hosted instances of AT. Unhosted users should follow the directions below to add the terms.

To install all of the NWDA Browsing terms at once:
1. Save the EAD file located on the NWDA Tools page, http://orbiscascade.org/index/northwest-digital-archives-tools
2. Open Archivists' Toolkit
3. Import the EAD file by clicking on: Import > Import EAD

Note: Importing this file will create a dummy resource record. The subjects that are associated with this resource record will integrate themselves into your Subject list.

SECTION II: ENTERING ACCESSION RECORDS

Accessioning is the process of accepting new material into the collection and gaining a level of physical, legal, and intellectual control over that material. Archivists' Toolkit can be used to manage your accession records, and to enable easy conversion of accession record data into finding aids.

Creating an Accession Record in Archivists' Toolkit

1. **Open Archivists' Toolkit**.
   Use your personal username/password combination.

2. **Double-click on "Accessions"** to see what has been accessioned so far:
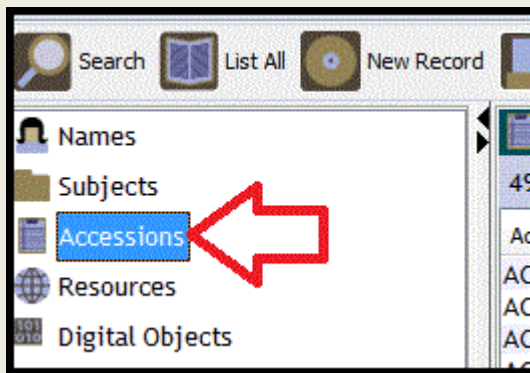
3. **Get an accession number.** You will need to create a *unique accession number* for each new record, using your institution's rules for accession number creation.

4. **Click on the "New Record" button**.

5. **Enter the Accession Number from Step #3.**

6. **Enter the Accession Date.** This should be the day when the collection was received, if known. When the date is unknown, a placeholder date may be used. The date must be entered in the format mm/dd/yyyy. For example: 11/1/2012

7. **Under Resource Type,** select one of the following:
   Papers: Use this for materials from an individual person or family.
   Records: Use this for materials from University departments, organizations or businesses.
   Collection: Use for an artificial collection assembled around a subject, person, etc.

8. **Create a Title according to DACS rules.**

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a. Spend a few minutes looking at the material. Try to figure out who *created* the material, who *compiled or collected* the material, and what *types of items* are in it.

b. Create a title by putting together the creator or compiler's name with the type of material. For example:

> Pacific University President's Office Records
> Sidney H. Marsh Papers
> Tabitha Brown Diaries
> Pacific University Board of Trustees Meeting Minutes

When accessioning something that already has a given title, such as a magazine or other publication, use the title as it appears on the item. If it is not obvious from the title what it is, you can add a brief description to the title:

> The Index, the Pacific University student newspaper
> Pacific University Catalog

See the DACS manual for more instructions on creating titles.

9. **Record the amount of material under "Extent."**
   a. Fill out the **Extent Number**
      This is the machine readable number. Add up all the boxes to get the cubic feet:
      Standard banker's box (about 1'x1'x1'):   1 cubic foot
      6" wide archival box (about 6"x1'x1'):   0.5 cubic feet
      3" wide archival box (about 3"x1'x1'):   0.25 cubic feet
      For single items such as 1 photograph or 1 folder, choose the appropriate item from the drop-down menu.
   b. Fill out the **Container Summary**
      This is the human readable description of how much material is there. Describe the containers that are present, for example:
      1 box and 1 oversize item
      3 boxes

10. **Record the Date of the material.**
    a. Fill out the **Date Expression**
       This is the human readable date range for the material. If necessary, you can use words in this field. For example:
       Circa 1960
       Late 19th century
    b. Fill out the **Date Begin and Date End** fields
       This is the machine readable date range for the material. You must use real numbers. For collections that are dated within a single year, you must enter that year in both the "date begin" and "date end" fields, e.g. 1968-1968. More examples:
       1955-1965
       1870-1910

11. **Under the "Accession Notes" Tab, fill out the Description field**

A description is a basic-level DACS-compliant scope and content note and may include the following information:
- Who created and/or compiled the material, if known
- A list of the types of materials present, such as letters, photographs, tax records, memos, etc.
- If appropriate, the approximate date ranges covered by the various parts of the collection
- When especially prominent names/titles are present, these may be noted individually.
- If not obvious from the rest of the description, what the materials are "about."
- If there are multiple boxes present, a very basic guide to what is in each box.

Examples:

Pacific University Alumni records, including circular letters of the Alumni Association, 1941-1972; the Alumni Constitution; various financial and other reports circa 1956-1975; records relating to the rededication of Marsh Hall, 1977.

Seven albums of Luau performance photographs from 1998-1999. Compiled by members of the Na Haumana 'O Hawaii (Hawaiian Club) at Pacific University.

12. *Optionally,* **under the "Accession Notes" Tab, fill out the Inventory field**

An inventory of the collection's contents may be entered in this field. Example:

Box 1: Business and personal correspondence, 1970s-1980s
Box 2: Business and personal correspondence, 1990s; various memorabilia
Box 3: Photographs, memorabilia and miscellaneous ephemera

13. **Under the "Names and Subjects" tab, add the name of the donor / transferring office**, if applicable.

14. **Click "Save" and close the record.**

SECTION III: ENTERING RESOURCE RECORDS

Collection-Level Records

The first priority in creating a finding aid is to make a *collection-level record*. It is assumed that an administrator has already configured Archivists' Toolkit according to Section I of these Guidelines.

Creating a Collection-Level Resource Record

1. **Open Archivists' Toolkit**.

2. **Obtain a unique identifier for the collection according to your institution's local rules.**
   Normally, this unique identifier will be the collection's *call number*. Example: MS.120

3. **Open the appropriate Accession record:**
   - Double click on "Accessions"
   - Use the "Filter Search Results" box to locate the collection you are processing
   - Double click on the accession record in order to open it.
   [NOTE: If you do not use AT for Accession Records, you may skip this step and proceed directly to step 5.]

4. **Link the Accession Record to a new Resource Record:**
   Once you have opened the appropriate Accession Record, click on:
   Resources Linked to this accession → Link Resource → Create Resource

5. **Fill out the "Basic Description" Tab:**
   ○

AT Field	EAD Element	Instructions
Level	<archdesc level= " ">	Select "collection" from the drop-down menu.
Title	<unittitle>	Use the existing title as assigned in the Accession record or create a new title, as needed.
Date	<date>	Use the existing dates as assigned in the Accession record or create new ones, as needed.

       a. **Date Expression**
          This is the human readable date range for the material. If necessary, you can use words in this field. For example: Circa 1960

       b. **Date Begin** and **Date End** fields
          This is the machine readable date range for the material.

You must use real numbers, for example:
1955-1965

   c. **Bulk Date Begin** and **Bulk Date End** fields
Optional. Describe when the *bulk* of the material was created. You must use real numbers.

Language	<langmaterial>	Choose the language that best describes the material. Note: if more than one language is present, also use the Language of Materials note (below) to specify the additional language.
Resource Identifier	<unitid>	This must be a unique identifier, commonly the Call Number of the collection. Use your local numbering system for this field. Example: MS 201
Extent	<extent>	Use the extent as assigned in the Accession record or update, as needed:

Extent Number
This is the machine readable number for the collection's extent. Add up all the boxes to get the cubic feet, e.g.:
Standard banker's box (about 1'x1'x1'): 1 cubic ft
6" wide grey archival box (about 6"x1'x1'): 0.5 cubic ft
3" wide grey archival box (about 3"x1'x1'): 0.25 cubic ft
For single items such as 1 photograph or 1 folder, choose the appropriate item from the drop-down menu.

Container Summary
This is the human readable description of how much material is there. Describe the containers that are present, for example:
1 box and 1 oversize folder
32 boxes

Note: Before continuing to fill out the remaining collection-level tabs, you may wish to pause and create box-and-folder lists. See "Creating a Box-and-Folder List for a Small Collection" (page 18) or "Creating a Series-Based Inventory for a Large Collection (page 20).

4. **Fill out the "Names & Subjects" Tab:**
   - Select as many Names and Subjects as appropriate from the available Name Lookup.
   - Be sure to include at least one NWDA browsing term.
   - If a new name is needed:
       a. Click on: Add Name Link > Create Name
       b. Choose the appropriate category from the menu: Person / Corporate Body / Family
       c. Fill out the appropriate name fields, e.g. "Primary Name" and "Rest of Name."
       d. Select the source of the name, e.g. an authority files such as LC/NACO. Use "Local" for names that come from other sources, including from the archival material itself.

e. If you choose "Local" as the source, select the source of the rules; usually this is DACS

f. Save the name, click on "Link," and choose the role.

- If a new subject is needed:

a. Click on: Add Subject Link > Create Subject

b. Fill out "subject term" and "type" fields

c. Select the source of the name, e.g. an authority files such as LC/NACO. Use "Local" for names that come from other sources, including from the archival material itself.

d. Save the subject and click on "Link."

5. **Fill out the "Notes Etc. & Deaccessions" Tab.**
   To add fields, click on the "Add note etc." button and select from the drop-down menu.

AT Field	EAD Element	Instructions
Biographical/ Historical Note	<bioghist>	a. Under "Note label," write either **Biographical Note** (when describing an individual) or **Historical Note** (when describing a group or institution). b. Under "Note content," provide information about the individual or institution that created the collection.
Scope and Contents	<scopecontent>	Describe the nature of the materials in the collection and the activities that created them.
Abstract		Provide a brief summary of the collection that includes something about the content and who generated the collection. Hint: A good summary can often be created by using the first sentence of the Biographical/Historical Note and the first sentence of the Scope and Contents Note.

Accruals	<accruals>	Enter either:
		   Additional accruals are expected.
		   No accruals are expected.

Arrangement	<arrangement>	*Optional.* Note if any arrangement scheme is present in the material, i.e. alphabetical, chronological, or within series. If an arrangement scheme was imposed during processing, note that as well.
Conditions Governing Access	<accessrestrict>	Normally, you will add this note with the default setting already filled out. The default setting is: "Collection is open for research."
Conditions Governing Use	<userestrict>	Normally, you will add this note about copyright with the default setting already filled out.
Immediate Source of	<acqinfo>	*Optional.* Refer to Accession record for appropriate information, using this format:

Acquisition		Gift of the Brown Family, 1995
General Note	<odd>	*Do not use this field!* It expresses as an <odd> element in NWDA which is not recommended for use.
Language of Material	<langmaterial>	*Use only if more than one language is present in the collection.* Use of this element will also require editing the xml code before uploading the finding aid to NWDA, as the <langmaterial> element will appear twice. (See Section IV, "Uploading Records to NWDA.")
Preferred Citation	<prefercite>	Add this note with the default setting, then replace the [collection name] with the name of the collection, e.g.: Tabitha Brown Papers, Pacific University Archives, Forest Grove, Oregon.
Related Archival Materials	<relatedmaterial>	*Optional.* Briefly describe closely related materials.
Separated Materials	<separatedmaterial>	*Optional.* Briefly describe materials received with the collection that have been split off from the items described in the finding aid, such as books that have been separately cataloged, fine art that has been moved to museum storage, and so on.

6. **Fill out the "Finding Aid Data" Tab.**

AT Field	EAD Element	Instructions
EAD FA Unique Identifier	<ead identifier= >	Name the xml file according to NWDA requirements. It should follow the format: OCLC repository code, local call number, and xml extension. Examples: opu_ms1.xml opu_rg09_01.xml Numbers, lower and upper case letters and underscores are fine, but *don't use spaces or dashes*.
EAD FA Location	<ead url= >	The persistent location of the finding aid within the NWDA database. The default value is: http://nwda-db.orbiscascade.org/findaid/ark:/80444/xvXXXXX XXXXX represents a unique ARK which is assigned to each finding aid and must be replaced prior to exporting and uploading a finding aid. ARK numbers can

		be retrieved from the NWDA utility site, https://nwda-db.orbiscascade.org/nwda_util/v2/Login.aspx.

Finding Aid Title	\<titleproper\>	All FA titles should be entered as: "Guide to the [Collection Name]." Examples:
		
		   Guide to the Sidney H. Marsh Papers
		   Guide to the Malheur Field Station Records

Finding Aid Filing Title	\<titleproper type="filing"\>	This line sorts the Finding Aid within NWDA results lists. Individual names should be entered in reverse order:
		
		   Marsh (Sidney H.) Papers
		
		Organization names are not reversed. They should be listed in the same order as in the title:
		
		   Pacific University. College of Optometry Records

Finding Aid Date	\<date\>	Enter the year in which the finding aid was written.
Author	\<author\>	Name of person/persons who wrote the finding aid, in regular order, e.g.: Jane Doe
Description Rules	\<descrules\>	Normally, select from the drop-down list: "Describing Archives: A Content Standard (DACS)"
Language of Finding Aid	\<language\>	Normally, do not change this from the default value, which is: "Finding aid written in English."
Sponsor Note	\<sponsor\>	Normally, do not change this from the default value. This field is where Grant funding is acknowledged.
Revision Date	\<change\>\<date\>	*Optional.* Use this field only if the Finding Aid has been revised.
Revision Description	\<change\>\<item\>	*Optional.* Enter, if appropriate: Finding aid revised
Finding Aid Status	\<eadheader findaidstatus= " "\>	Select "Completed" from the drop-down list.

7. **Save the Record.**

Creating a Box-and-Folder List for a Small Collection

Small collections do not necessarily require an inventory other than their Scope and Contents note. If you wish to provide a more detailed listing of a collection's contents (but the collection is too small to warrant splitting into series) you may create a simple box-and-folder list. With this method, each "child" element will become one line within the box-and-folder list. For example:

Box 1	Folder 1	Correspondence	1910-1920
Box 1	Folder 2	Correspondence	1921-1930
Box 1	Folder 3	Writings	1923-1950

This approach is typically appropriate for small collections (often one or two boxes). For larger collections, series-level descriptions are recommended: see page 20.

Creating a Box-and-Folder List for a Small Collection

1. **Open Archivists' Toolkit**.

2. **Open a Resource record that has already been completed on the Collection Level:**
   - Double click on "Resources"
   - Use the "Filter Search Results" box to locate the collection you are processing
   - Double click on the resource record in order to open it.

3. **Click on the "Add Child" button and fill out the following fields, once per folder:**

AT Field	EAD Element	Instructions
Level	<level>	Select "file."[*]
Title	<unittitle>	Provide a brief title for the folder contents.
Date	<unitdate>	Fill out both the "Date Expression" (human readable date) and "Date begin/Date end" (number-only) fields for the contents of that folder.
Language Code	<langmaterial>	*Optional.* Use only if material in the folder is different from the remainder of the collection.
Add Instance	n/a	Select the most appropriate material type, usually Mixed Materials, from the drop-down list and click "OK."

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[*] Note: ONLY use "file" or "item" when making this type of list. DO NOT make any "sub-child" elements under the files/items. Only <c01> elements can appear in this type of list, or it will not pass the NWDA Compliance Checker.

Container 1 Type	<container type=box>	Select "Box" or other appropriate type.
Container 1 Indicator		Enter the box number.
Container 2 Type	<container type=folder>	Select "Folder" or other appropriate type.
Container 2 Indicator		Enter the folder number.

4. **If you need to add other descriptive information about a folder's contents,** go to the "Notes, Etc." tab and fill out the "Scope and Contents" field. Please note: do not use the "Abstract" field, as it will not display in the final document.

5. **Repeat as necessary for each folder.** Please note: the "Rapid Data Entry" screen can be customized to quickly create additional child elements in instances where there is a great deal of repetitive information. For more information on this feature, consult the AT User's Manual, http://archiviststoolkit.org/sites/default/files/AT1_5_UserManual.pdf .

Creating a Series-based Inventory for a Large Collection

In the case of large archival collections, it is often useful to break down the inventory into hierarchical sections called "series." Each series represents a major division of the collection. These divisions assist researchers in locating material within large or complex collections.

With this method, the inventory list will appear in this format:

Series 1: Correspondence
Box 1	Folder 1	A-J	1921-1940
Box 1	Folder 2	K-Z	1921-1940

Series 2: Writings
Box 1	Folder 3	Title of Work.	1932

Creating a Series-based Inventory for a Large Collection

1. **Open Archivists' Toolkit**.

2. **Open a Resource record that has already been completed on the Collection Level:**
   - Double click on "Resources"
   - Use the "Filter Search Results" box to locate the collection you are processing
   - Double click on the resource record in order to open it.

3. **With the *collection* selected in the left-hand pane, click on the "Add Child" button and fill out the following fields, once per series, until you have described each series:**

AT Field	EAD Element	Instructions
Level	<level>	Select "series."
Title	<unittitle>	Provide a brief title for the series.
Date	<unitdate>	Fill out both the "Date Expression" (human readable date) and "Date begin/Date end" (number-only) fields for the contents of that folder.
Language Code	<langmaterial>	*Optional.* Use only if there is material in the series that is in a different language than the rest of the collection.

4. **[Note: you may skip this step if you have no sub-series; and you may create sub-sub-series, and so on, using these same steps.] With *one of the series* selected in the left-hand pane, click on the "Add Child" button and fill out the following fields:**

AT Field	EAD Element	Instructions
Level	<level>	Select "subseries"
Title	<unittitle>	Provide a brief title for the sub-series contents.
Date	<unitdate>	Fill out both the "Date Expression" (human readable date) and "Date begin/Date end" (number-only) fields for the contents of that folder.
Language Code	<langmaterial>	*Optional.* Use only if material in the sub-series is different from its parent series.

5. **So far, you have only described the *intellectual* arrangement of the collection. When you are ready to start describing *physical items* within a series or subseries,** select the appropriate series/sub-series from the left-hand pane, click on the "Add Child" button and fill out the following fields, once per box/folder/item:

AT Field	EAD Element	Instructions
Level	<level>	Select "file" for a box or folder; *OR* "item" for an individual item.
Title	<unittitle>	Provide a brief title for the box/folder/item.
Date	<unitdate>	Fill out both the "Date Expression" (human readable date) and "Date begin/Date end" (number-only) fields for the contents of that folder.
Language Code	<langmaterial>	*Optional.* Use only if material in the box/folder/item is different from its parent series.
Add Instance	n/a	Select the most appropriate material type, usually Mixed Materials, from the drop-down list and click "OK."
Add Instance: Container 1 Type	<container type=box>	Select "Box," or other appropriate type.
Add Instance: Container 1 Indicator		Enter the box number.

Add Instance:	<container	Select "Folder" or other appropriate type.
Container 2 Type	type=folder>	
Add Instance:		Enter the folder number.
Container 2 Indicator		

Please note: do not use the "Abstract" field, as it will not display in the final document.

6. Please note: the "Rapid Data Entry" screen can be customized to quickly create additional child elements in instances where there is a great deal of repetitive information.

SECTION IV: UPLOADING RECORDS TO NWDA

Once you have finished describing a collection in Archivists' Toolkit, it can be uploaded to the NWDA utility site, https://nwda-db.orbiscascade.org/nwda_util/v2/Login.aspx.

Step-by-Step: Uploading a Finding Aid to NWDA

1. **Export the EAD file from Archivists' Toolkit**

   a. Open Archivists' Toolkit and select the desired Resource Record.
   b. Click the "Export EAD" button.
   c. Assign a file name. The file name must match the "EAD FA Unique Identifier" field on the "Finding Aid Data" tab of the Resource Record. Example: opu_ms12.xml
   d. Check the boxes labeled "Number component levels" and "Suppress components and notes when marked internal only" boxes. "Number component levels" must be selected in order for sibling and child components to display properly.
   e. Save the file. Note: Once the master file has been created (see Step 4 below), this file has no long-term purpose and can be deleted.

2. **Convert the "raw" EAD from Archivists' Toolkit to NWDA-approved EAD**

   a. Log into the NWDA Utility Site at https://nwda-db.orbiscascade.org/nwda_util/v2/Login.aspx and click on the **NWDA Archivists' Toolkit EAD Converter**.
   b. Click the "Choose File" button. Select the desired XML-EAD file, then click the "Convert Document" button.
   c. Save the resulting file (which includes "converted" in the filename). It should look like: opu_ms12_converted.xml

3. **Correct the "Converted" EAD file in your XML Editor***
   Although the NWDA AT Conversion tool makes most of the necessary corrections automatically, a few changes must be made manually:
   a. Open the Converted EAD file in your XML Editor.
   b. Delete the second line of code: <?xml-stylesheet type="text/xsl" href="http://nwda-db.orbiscascade.org/xsl/nwda_0.1.xsl"?>
   c. If the <langmaterial> element appears twice, combine them into one element, immediately following the <repository> element. This should only be necessary if you are describing a collection that is in more than one language.
   d. Remove any terminating periods from the <corpname> element, i.e.:
      replace: <corpname>Smith Company.</corpname>
      with: <corpname>Smith Company</corpname>
      (Note: this error is probably caused by a bug in AT.)
   e. Save the resulting file again, removing "converted" from the filename. It should look like: opu_ms12.xml

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* Examples of XML Editors include Oxygen and X-MetaL; there are also many free options, such as XMLPad. It is also possible to edit XML in a plain text editor such as Notepad.

4. **Test the file in the NWDA Compliance Checker**

   a. In the NWDA Utility Site, https://nwda-db.orbiscascade.org/nwda_util/v2/Login.aspx, click on the Compliance Checker.
   b. Select the EAD-XML file and click "Start"
   c. Review the results. Make any necessary corrections to Req elements using your XML Editor. MA elements may or may not need to be corrected.
   d. Save the corrected file and re-submit it to the Compliance Checker. Repeat these steps until you have no errors in Req elements.

   The error-free file from this step is the **Master EAD File**; all previous copies can be deleted.

5. **Upload the Master EAD File to the NWDA Site**

   a. In the NWDA Utility Site, https://nwda-db.orbiscascade.org/nwda_util/v2/Login.aspx, click on "Document Submission."
   b. Select to the desired master EAD file and click "Add"
   c. After one or more files have been added, select "Upload Selected." Note, files may be submitted in batches, if desired.
   d. Files should now be viewable on the NWDA website.

To make corrections to the Master EAD File: If any errors such as typos are found in the on-line document, a quick way to make a correction is to return to the Master EAD File in your XML Editor, make the correction, save the file, and repeat step 5. The corrected document will overwrite the previously submitted document. Please note: you should *also* correct the error within AT, so that if you re-convert the EAD document in the future, the error will not show up again.