

Archives of American Art, Smithsonian Institution

Creating Resource Records in Archivists Toolkit

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Introduction

This document provides instructions for entering basic AAA-required EAD into Archivists Toolkit (AT). It is not intended to provide guidance on all best practices for authoring finding aids in AT. Additional information on best practices and compliance with *Describing Archives: A Content Standard* (DACS) can be found in the document *Creating Finding Aids at the Archives of American Art* on AAA's Sharepoint site (Collections Mgmt/Shared Documents/Processing Activities/AAA Processing Manual/4_Creating Finding Aids), and in the *SI Archivists Toolkit Manual 2014* (EAD Users Group/Shared Documents/Archivists Toolkit Implementation at SI/SI AT Training/SI Archivists Toolkit Manual 2014) from which this document is directly adapted.

Guidelines for basic audiovisual description in AT have been incorporated into this document. For more detailed AV Guidelines, see the separate document "Draft Guidelines for Audiovisual Description in Archivist's Toolkit at AAA" on AAA's Sharepoint site (Collections Mgmt/Shared Documents/Processing Activities/EAD/Archivists Toolkit/AT Guide for AAA/AV in AT at AAA 2014). The AV guidelines make reference to the section numbers used in this document for easy reference between the two.

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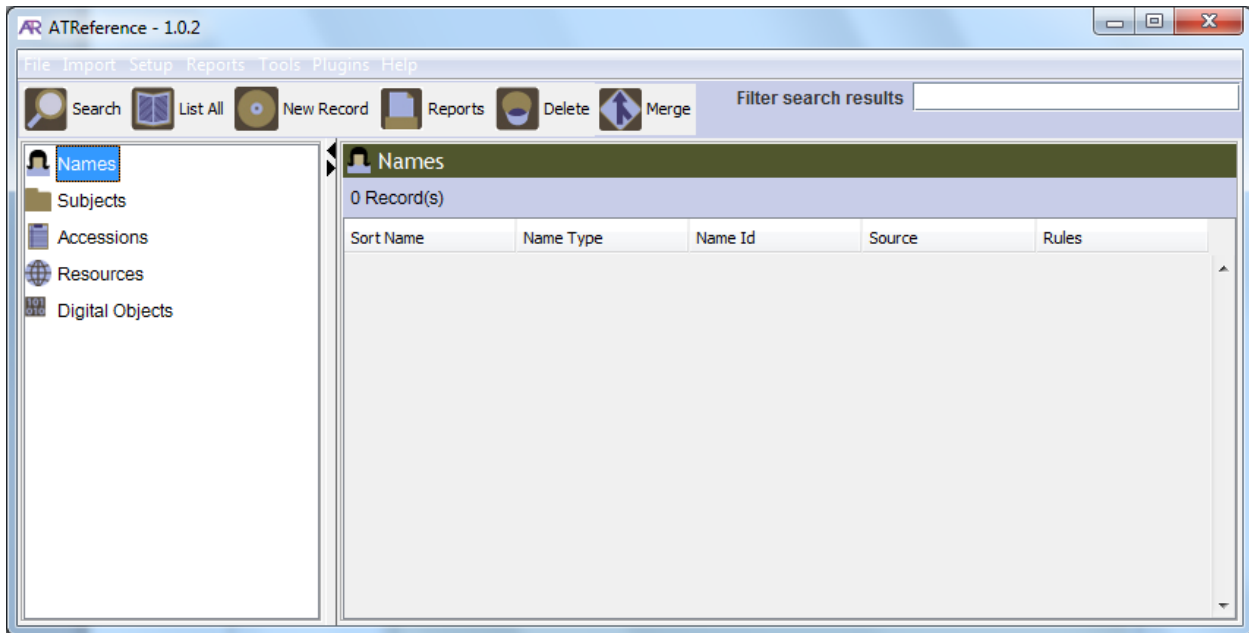
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1. Resource Record (Collection Level) Description: Getting Started

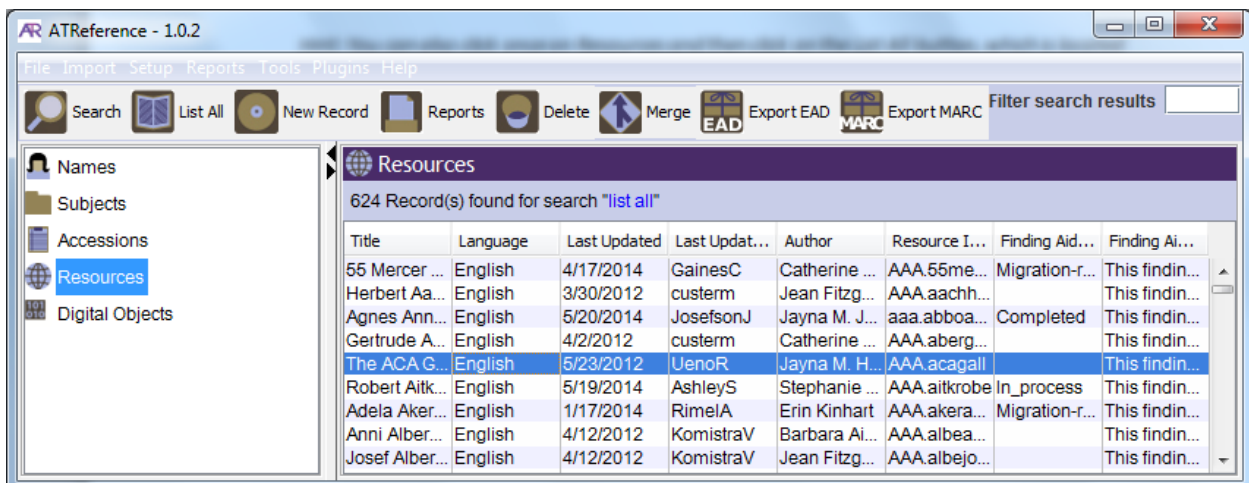
To begin:

- Open the Archivists Toolkit program on your computer
- Log in using your network username and password. The database will open to this screen:



- Double-click on Resources, which is located on the primary navigation bar on the left-hand side.

All existing collection records managed by your Smithsonian archival unit will populate the large gray area seen in the image above.



Hint: You can also click once on Resources and then click on the List All button, which is located at the top of the page.

- You can either select the collection (resource record) that you would like to work on by double-clicking on the collection title from the existing list—OR—you can add a new collection record.
- To add a new collection record, click **New Record** from the menu along the top of the screen. An empty resource record (collection record) template will open. The Basic Information Tab will be on top. Note the Names & Subjects and other tabs, as well. Each Tab is described in sections 1.1 through 1.4.

The screenshot displays the 'Resources' application window. The title bar reads 'Resources' and 'Resource Identifier:'. The main content area is divided into several sections: 'Basic Information' (selected), 'Names & Subjects', 'Notes Etc. & Deaccessions', and 'Finding Aid Data'. The 'Basic Information' section contains fields for 'Level', 'Other Level', 'Title', 'Wrap in tag...', 'Dates' (with 'Date Type' and 'Date Display' dropdowns), 'Language', 'Repository Processing Note', and 'Repository AAA'. There are 'Add Date' and 'Remove Date' buttons. To the right, there are sections for 'Resource Identifier', 'Accessions linked to this Resource ID:' (with 'Accession Number' and 'Accession Title' dropdowns), 'Physical Description' (with 'Extent Display' and 'Container Summary' dropdowns), and 'Instances' (with 'Instance Type' and 'Instance Label' dropdowns). There are 'Add Description', 'Remove Description', 'Add Instance', and 'Remove Instance' buttons. At the bottom, there are checkboxes for 'Internal Only' and 'Restrictions Apply'. The bottom toolbar includes buttons for 'Add Child', 'Add Sibling', 'Rapid Data Entry', 'Delete Component', 'Transfer', 'Manage Locations', 'Export EAD EAD', 'Export MARC MARC', 'Export Cont. Labels', 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', 'Save', and '+ 1'.

1.1. Basic Information Tab

This is where you will provide basic information about the collection. Once you have the basic collection level data set up, you can add series, subseries, folder, and even item level data to the collection level record, thereby providing increasingly detailed information about the contents of the collection and establishing its hierarchical arrangement. The collection's hierarchy will become more apparent as you add information to the database, and actually see the hierarchy develop in the navigation field on the left-hand side of the resource record.

1.1.1. Collection Level

Select **Collection** from the drop-down menu.

1.1.2. Resource Identifier

This is the <unitid> field. At the collection level it is called the “Resource Identifier,” and at AAA it is the collection code with the prefix AAA added e.g.

AAA.wilbhubur

Four boxes are provided for the resource identifier. In reports, the elements are separated by full stops. However, at AAA the entire identifier can be included in the first box, provided the identifier is less than 20 characters in length.

1.1.3. Collection Title

The title field should be used for every component in AT. Include a DACS compliant title. Do not include trailing punctuation (such as commas). Type in the collection title e. g.

Wilbur H. Burnham Studios records

1.1.4. Language Code

A language code is required at the collection level.

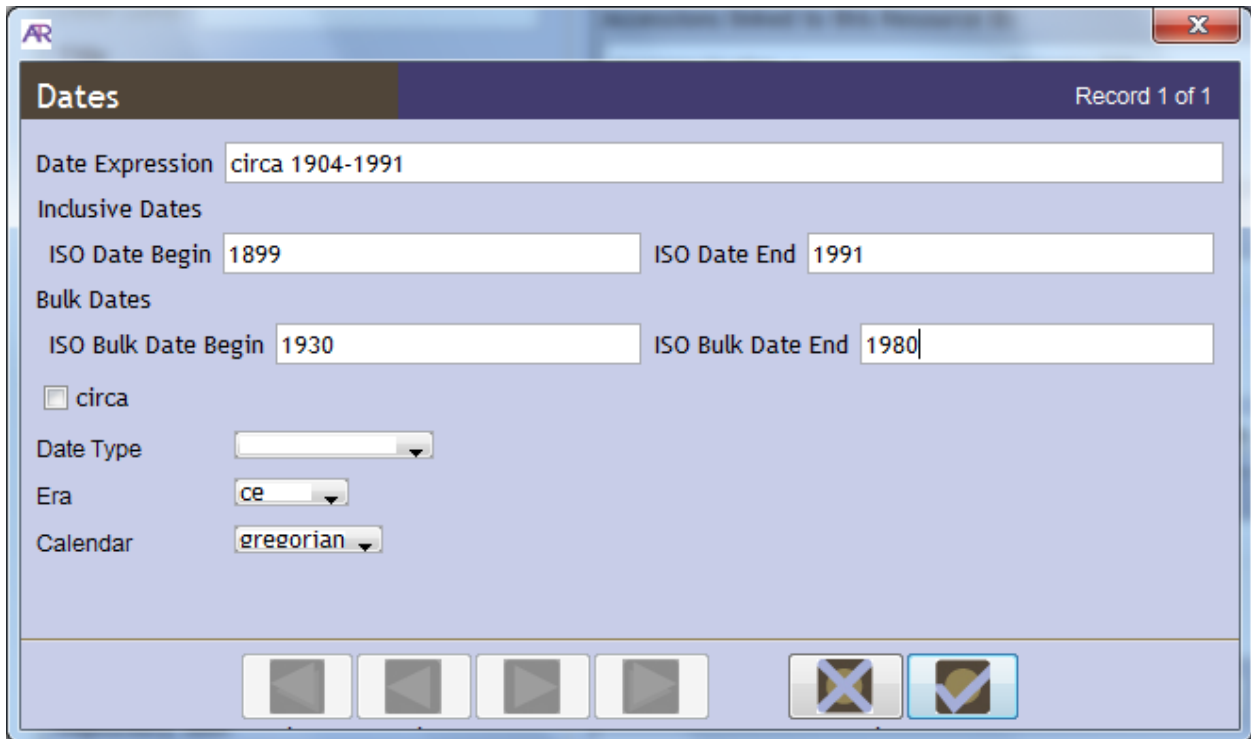
- Select **English (eng)** from the drop-down menu if the collection is in English.
- Select **Multiple Languages (mul)** if the collection contains a significant amount of material in other languages. You will also need to add a note about the languages represented later under the **Notes & Deaccessions** Tab (see 1.3.11.)

1.1.5. Dates

- Click **Add Date**. A **Dates** pop-up window will then appear. For almost all dates, you will only be required to fill out the **Date Expression** and the **ISO Date Begin** and **ISO Date End** values (the bulk dates are required only if they are listed by the processor)
- In the example below **circa 1904-1991** is the primary **Date Expression**. Always type the word “circa” into the Date Expression field. Do not use “c.” or “ca.”
- In **ISO Date Begin** record the first date in the **Date Expression**. In this case, since 1904 is a circa date, use 1899, which is 5 years prior to the beginning circa date of 1904. Note that you cannot use begin and end dates that indicate decades e.g. 1960s. The only valid formats for dates are YYYY, YYYY-MM, and YYYY-MM-DD.
- In **ISO Date End** record the end date, in this case 1991.
- **1930-1980** is the bulk date range. In **ISO Bulk Date Begin** record the first bulk date, in this case 1930. The bulk date range is optional, but you cannot use a bulk date range without first specifying an inclusive date range. You should never add the bulk date range to the “Date Expression” value since this expression will be output separately to achieve a consistency in display. Also, you cannot include more than one “bulk date” range at any one level of

description. As with ISO begin and end dates, you cannot use begin and end bulk dates that indicate decades e.g. 1960s. The only valid formats for dates are YYYY, YYYY-MM, and YYYY-MM-DD.

- In **ISO Bulk Date End** record the last bulk date, in this case 1980.
- **Date Type, Era** and **Calendar** dropdowns perform functions that won't need to be recorded at AAA. Do not use these drop-downs or change the default values.



Once you are done entering dates, click **OK**. Or, if you have multiple date expressions to add at a single level as in cases where there are large breaks in collection dates such as “1837, 1860-1971” create two separate **Add dates**.

Hint: You can take a shortcut by using the +1 button.

If you add additional dates, the date expressions will output chronologically.

REVIEW AND ADDITIONAL INFORMATION REGARDING DATES:

Format for exact single dates is as follows: 2009 March 23 (YYYY Month DD). The ISO Date for that same date expression will then be: 2009-03-23

Other specific date range examples include: 1975 March-August and 1975 March 23-August 30. The ISO Dates for those same examples will then be: 1975-03 (begin) & 1975-08 (end), and 1975-03-23 (begin) & 1975-08-30 (end).

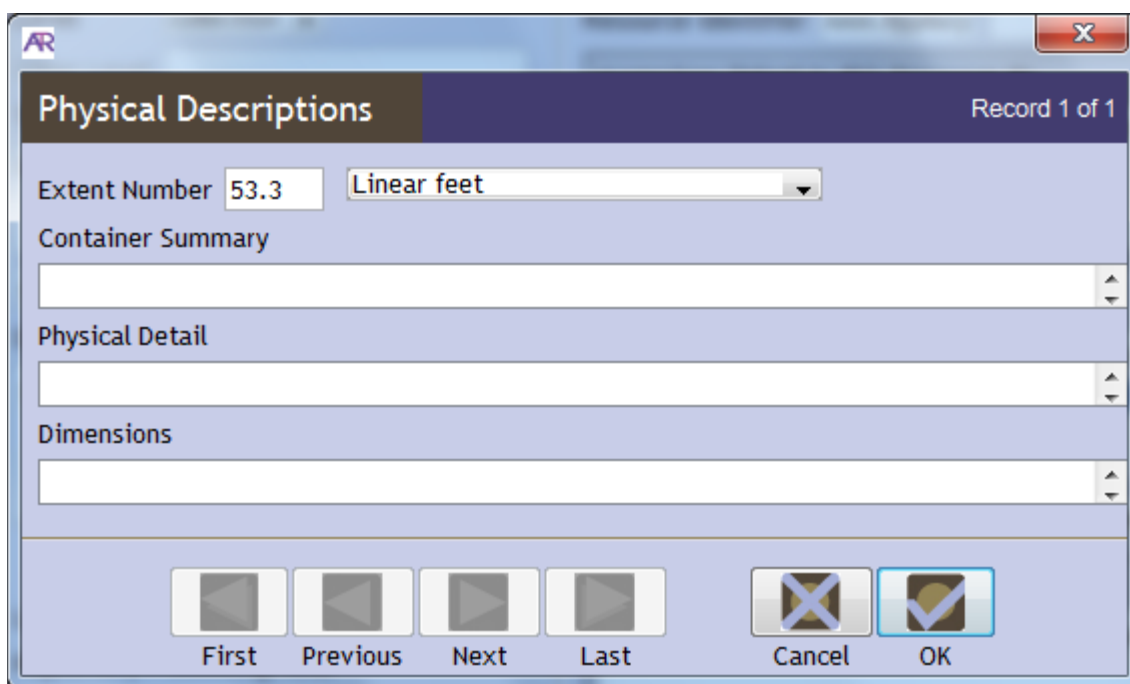
When estimating dates, please spell out the word circa, and place it in front of each estimated date. Example: circa 1845 – circa 1860. If providing an ISO Date range for this example, you would use 1840 as the begin date, and 1865 as the end date, unless otherwise specified. You will generally add and/or subtract five (5) years to any date that’s described as “circa.”

DO NOT USE ABBREVIATIONS FOR THE MONTHS. ALWAYS SPELL OUT.

If no dates are known, use "undated" in the Date Expression field. Do not use the abbreviation n.d. If the level of description does not contain any other date expressions (i.e., it has a single date that is defined as undated), you might consider adding the collection ISO begin and end date values to the undated expression, assuming that the collection begin and end date values include the entire range of materials. The ISO begin and end values will not display online, but they will be used for information retrieval purposes.

1.1.6. Physical Description

- To add a collection extent, click on the **Add Description** button. A **Physical Description** pop-up window will appear:



- Type the number of feet, folders or items in the extent number box and select **Linear feet**, or other appropriate descriptor, from the drop-down menu. Do not use .0 for single extent types e.g. 1 linear feet, not 1.0 linear feet.

For AV or other format-specific situations (such as born-digital material), see 3.1.4. and/or review the AV Guidelines to choose an appropriate extent type.

HINT: You might notice that the extent types are all plural (i.e. there is an option for items but not item). Don't worry! If there's just a single item, the style sheet can recognize this and replace the extent type value with an appropriate singular version.

Once you're done entering the data, click **OK**.

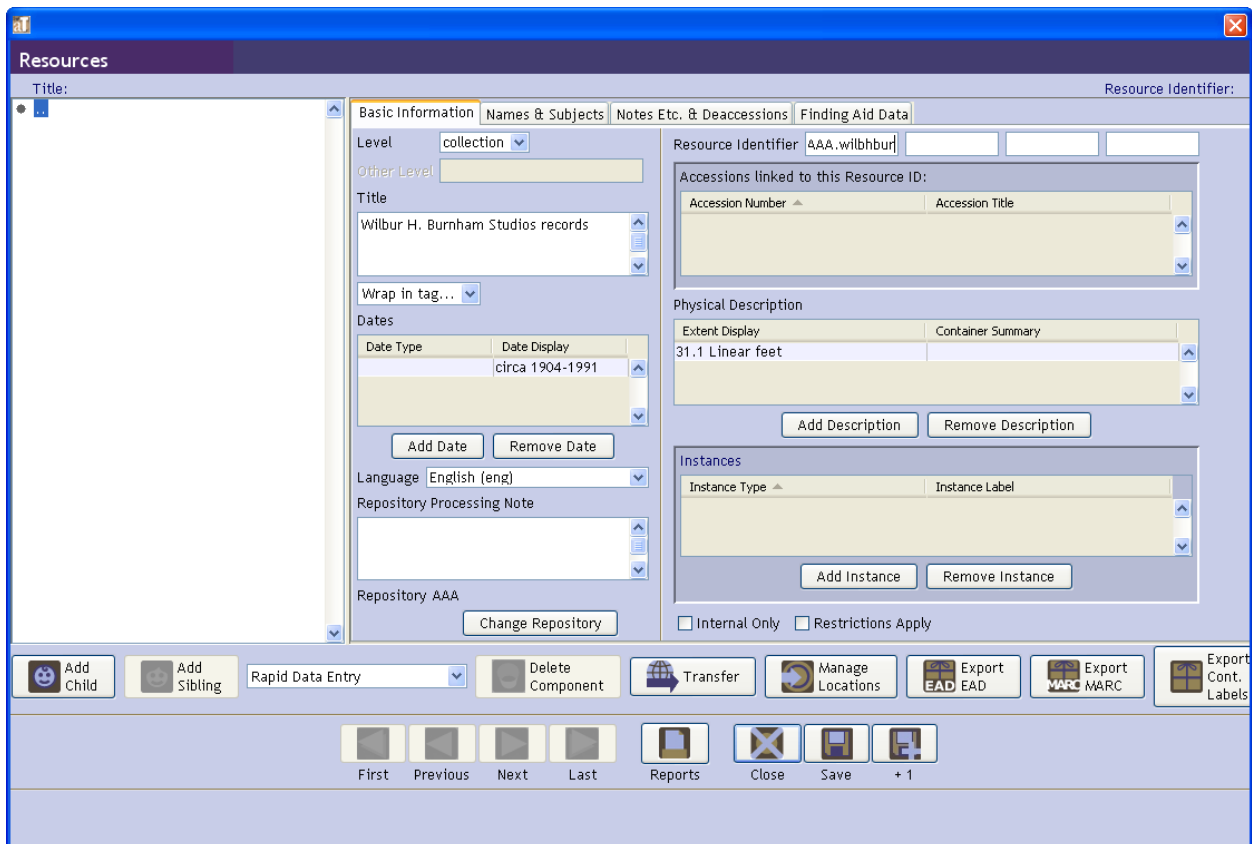
1.1.7. Instances

Instances will be used to encode container information in the Container Listing and will not be used at the collection level.

1.1.8. Restrictions apply

Check the box if any restrictions apply to the collection. You can provide details later as a **Conditions Governing Access note** (1.3.5.) or a **Conditions Governing Use note** (1.3.6.) in **Notes etc. & Deaccessions**.

An example of a completed **Basic Information** tab for a resource record is shown below:



1.2. Names and Subjects

At AAA the staff cataloger will provide names and subject terms according to standard authorities. However, if you are working on a new resource record in AT, you will need to add a Creator to the record. Horizon is the database of record for authority terms. You will search Horizon to see if the creator name already exists. If it does not yet exist in Horizon, you will create the name record and link it to your resource record.

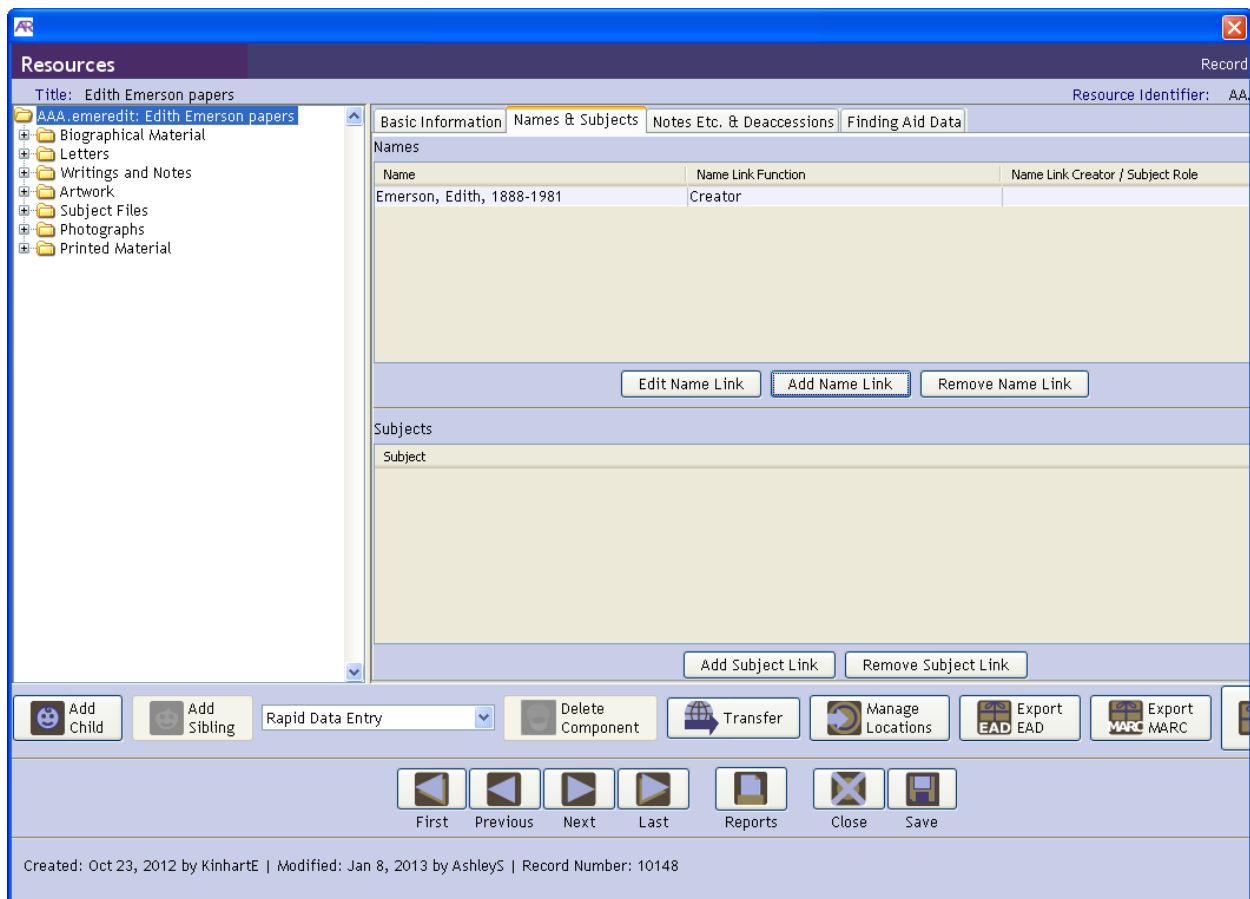
1.2.1. Add a Creator

To link a Creator to your collection:

- Click on the **Names & Subjects** tab.
- Click **Add Name Link**
- In the **Name Lookup** screen, search for the name you need using the name from the collection's SIRIS MARC record 100 field. To search, begin to type the name, or part of the name, into the **Filter** box e.g. Emerson, Edith
- If the name already exists in the database, select the name by clicking on it to highlight it and choose **Creator** from the **Function** drop-down box
- Click **Link** and the name will be linked to your resource record.

If the name does not exist in the database you will first need to create a name record to link to. You can do this from within the Resource Record.

- In the **Filter** box type in the correct form of the name (again from the SIRIS MARC record 100 field), select **Creator** from the **Function** box and click **Create Name**. Select the type of name record you want to create (Person, Family or Corporate Body as appropriate) and click OK.
- In the **Details** box that opens complete the **Primary Name** (e.g. Emerson, Edith), **Source** (select NACO Authority File) and **Sort Name** fields. **Sort Name** should be checked and should populate automatically. For a person, you can also add the creator's life and death dates if available, although these are not required to save the record. Click **OK**.
- With the new name record you have created highlighted in the gray box, click **Link** and then close the window. Your creator should now have been linked to the resource record as in the example below:



If the collection has a co-creator, you can create an additional Creator record/link by repeating the steps outlined above.

1.3. Notes etc. & Deaccessions

Most notes (abstract, biographical information, scope and content, conditions governing access, etc.) are added to the resource record at the collection level; however AT makes it very easy to add notes to any intellectual level you create (series, subseries, subsubseries, files and items). This will be covered in section 2.3.

At the collection level AAA requires the following notes:

- Abstract
- Arrangement note
- Biographical/Historical note
- Conditions governing access note
- Conditions governing use note
- Existence and location of copies note (required if applicable)
- Immediate source of acquisition note
- Language of materials note (may require two notes if multiple languages)

- Preferred citation
- Processing information note
- Scope and contents note

Additional notes may be needed, when applicable for your collection:

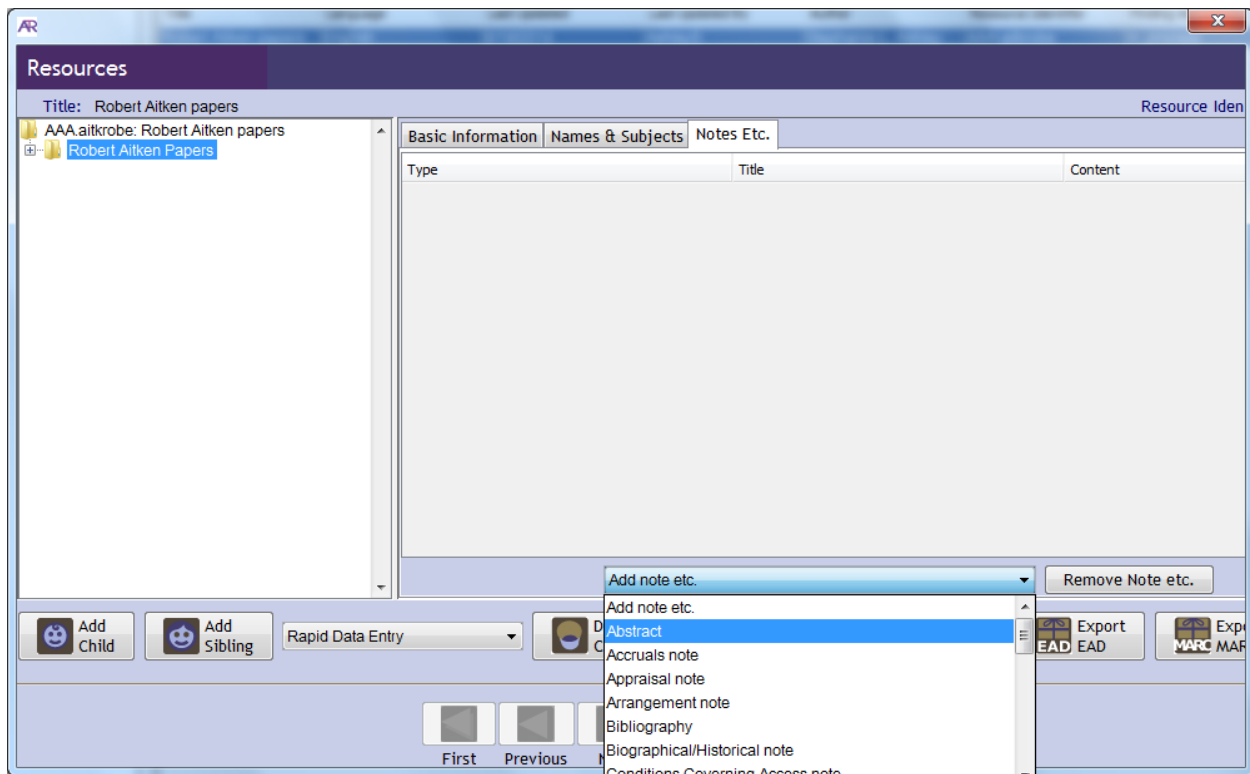
- Accruals note
- Existence and Location of Originals note
- Separated materials note
- Related archival materials note
- General note (appendices)
- Other finding aids note
- Bibliography

The same steps are used to add any type of note to any level of the collection:

- On the left navigation field, click once on the collection title, series, subseries, or file name to which you want to add a note. It will become highlighted in blue.

Hint: Make sure you have selected the correct level of description to which you want to add a note.

- Click on the Notes, Etc. & Deaccessions tab (located at the top of the Basic Description screen), and a new data entry screen will open:



- Click on the drop-down menu titled “Add note, etc.”
- From the drop-down menu, select the type of note you wish to add.
- A new data entry screen will pop up, with the title of your note.
- Write your note in the large text box, leaving a full blank line between paragraphs to indicate paragraph breaks.
- Leave the **Note Label** field blank. The style sheet will add note labels upon export, over-riding the AT defaults. If you are describing a collection with multiple languages and require a second Language of Materials you will enter “facet” in the Note Label. See 1.3.11. for instructions.

Resources Notes Record 13 of 14

Internal Only Multi-part Persistent ID ref12

Type Scope and Contents note

Note Label

Note Content

The papers of sculptor Hiram Powers measure 12.2 linear feet and date from 1819 to 1953, with the bulk of the material dating from 1835 to 1883. Over two-thirds of the collection consists of Powers' correspondence, which is particularly rich in documenting his artwork, methodology, and his interaction with business associates, purchasers of his artwork, and his numerous friends in the United States and Florence, Italy. Other papers include scattered biographical material, writings by Powers and others, financial and legal records, news clippings and printed items, photographs of Powers, his family, artwork, as well as an extensive collection of carte de visite and cabinet card portraits of many notable figures. Also found is a small amount of artwork by Powers and others, a scrapbook, and two autograph and memorabilia albums.

Biographical material consists of documents for honors conferred on Powers, price lists and inventories of his artwork,

Wrap in tag...

First Previous Next Last Cancel OK

Created: Apr 2, 2012 by cuserm | Modified: Apr 20, 2012 by KomistraV | Record Number: 6596478

- Continue to select all applicable **Note Types** in turn from the **Add note etc.** drop-down list.

More detailed instructions for individual notes are provided below.

1.3.1. Abstract

In the online display, this field will be labeled as the “Collection Summary” and will be included within search results pages.

1.3.2. Accruals note

This element is rarely used at AAA, but may be used to provide information about **known** expected additions to the collection.

1.3.3. Arrangement note

Use only one arrangement note per level of the hierarchy, as additional notes will not display. The note can be used to incorporate text and a list of series for the collection level arrangement note (or a list of subseries at the series level). To do this:

- Select **Arrangement note** from the **Add note etc.** drop-down menu .
- Check the **Multi-part** box. If at any time this box is inadvertently unchecked you will not see the text and the list that you input. As long as it was saved, re-checking the box will show the data again.
- Select **Text** from the **Add part** drop-down menu
- Enter any text in the box e.g. *The collection is arranged as 7 series.* Click **OK**. Note: all textual information about arrangement should be included in this one note. Do not add an additional note for other information about the arrangement of the collection.
- Select **List: ordered** from the **Add part** drop-down menu
- Leave the box that pops up blank and click **Add Item**
- Type in the first item in your list e.g. *Series 1: Biographical material, 1935-1980 (0.5 linear feet; Box 1, OV 23)*
- Click **+1** to add subsequent entries until the list is complete. Click **OK**.

AR X

Resources **Notes** Record 14 of 14

Internal Only Multi-part Persistent ID ref13

Type:

Note Label:

Type	Title	Content
Text		The collection is arranged as 8 s...
List: ordered		Series 1: Biographical Material, 1...

Created: Apr 2, 2012 by cuserm | Modified: Apr 20, 2012 by KomistraV | Record Number: 6596479

1.3.4. Biographical/Historical note

To add a chronology instead of a textual note, do the following:

- Check the **Multi-part** box
- From the **Add part** menu select **Chronology**
- Click **Add Item** and begin adding corresponding dates and events. If you have multiple events on the same date, you should group those events under that same date entry, by populating **Add Event** for as many events as necessary. Otherwise, just continue the two-step process of adding a new date and a new event.

The screenshot shows a software window with a title bar containing 'Resources-Note' and 'Chronology items', and a status bar indicating 'Record 15 of 23'. The main area contains a form with the following fields and controls:

- Event Date:** A text input field containing '1950'.
- Event Description:** A text area containing the text 'Antoinette Kraushaar assumed sole ownership of Kraushaar Galleries'.
- Buttons:** 'Add Event' and 'Remove Event' buttons are located below the description field.
- Navigation:** A row of six icons: 'First' (left arrow), 'Previous' (left arrow), 'Next' (right arrow), 'Last' (right arrow), 'Cancel' (X icon), and 'OK' (checkmark icon).
- Footer:** A status bar at the bottom reads 'Created: Apr 2, 2012 by cuserm | Modified: Apr 2, 2012 by cuserm | Record Number: 6...'.

1.3.5. Conditions Governing Access note

Standard statement at AAA is: *Use of original papers requires an appointment and is limited to the Archives' Washington, D.C. Research Center. Contact Reference Services for more information.*

If the collection contains any audiovisual materials that do not have access copies, include the following statement: *Use of archival audiovisual recordings with no duplicate access copy requires advance notice.*

1.3.6. Conditions Governing Use note

Standard statement for AAA:

The [name of person/organization] [papers/records] are owned by the Archives of American Art, Smithsonian Institution. Literary rights as possessed by the donor have been dedicated to public use for research, study, and scholarship. The collection is subject to all copyright laws.

1.3.7. Existence and Location of Copies note

Standard statement(s) for AAA:

The collection OR Portions of the collection were digitized in XXXX and are available via the Archives of American Art's website. The collection OR Portions of the collection are available on 35 mm microfilm reels XXXX-XXXX at Archives of American Art offices, and through interlibrary loan.

If there is AV material in the collection, and there are digital or analog access copies for any of the AV materials, note it here. For example:

All of the sound recordings in this collection were digitized for research access in 2009-2010 and are available at the Archives of American Art offices. Researchers may view the original reels for the archival notations on them, but original reels are not available for playback due to fragility.

Some of the video and sound recordings in this collection have been copied for research access and are available in the Archives of American Art offices.

(Note that any digital copies made since 2008, either in-house or by a vendor, do have item records in the DCD, but they are not yet on the public website as of this writing. To see if any AV items have been digitized in your collection, search the internal website <http://aaastaff.si.edu/index.cfm?fuseaction=Items.ListCollections>.)

1.3.8. Existence and Location of Originals note

This element is used rarely at AAA to provide information about the existence, location and availability of originals when a portion of the collection consists of copies, such as photocopies or transcripts of letters, and the originals are maintained elsewhere. Generally, such information will be provided in the Separated Materials note; it is not necessary to repeat it here.

1.3.9. General Note

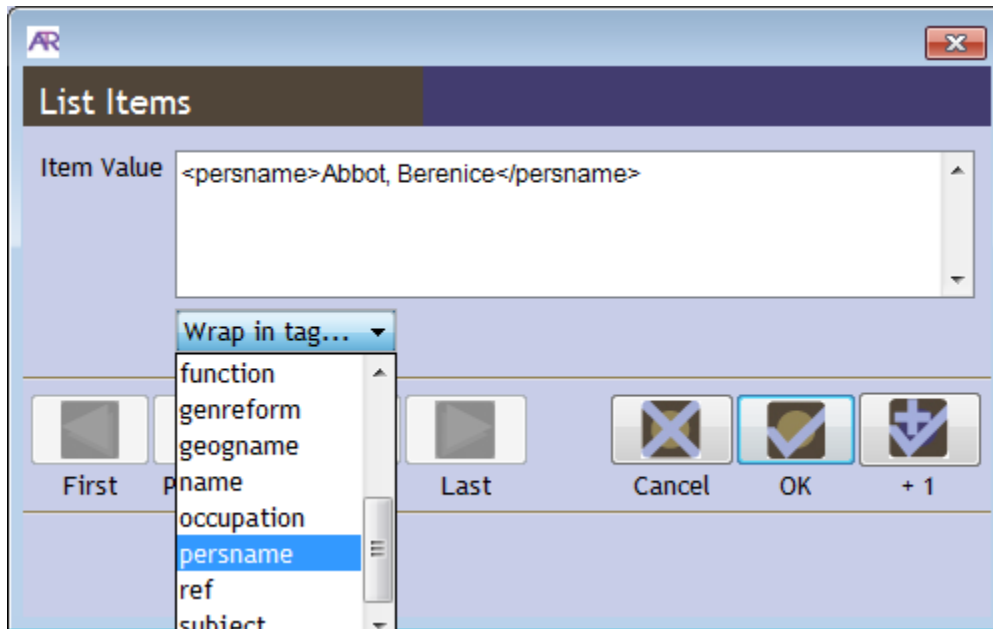
AAA will use the General Note for collection level and series level appendices only, such as gallery exhibition lists. DO NOT USE GENERAL NOTE FOR ANY OTHER PURPOSE. You can include only ONE general note appendix at the collection level.

Names used in appendices should be wrapped with <corpname> and <persname> tags to allow for future repurposing of data. To create an appendix:

Select **General Note** from the drop-down menu.

- Type the title of the appendix in the **Note Label**.
- Check the **Multi-part** box
- If you want to add any textual information about the list select **Text** from the drop-down menu in **Add Part** and type your text in the box that opens. Click **OK**
- To add your list select **List: ordered** from the drop-down menu in **Add part**
- A box will open: leave it blank and click **Add Item**

- Type in the first entry in the list. If the entry is a name, select it and select the appropriate wrapper from the **Wrap in tag** menu, either **<persname>** or **<corpname>**
- A **Tag Name** box will pop up. Leave it blank and click **OK** (if you click **Cancel** it will unwrap the tag) and you will go back to the **List Items** box which should look like this:



- Continue to add items as necessary clicking the **+1** button and click **OK** when done

You will also need to add a link to the **General note** from the end of your collection level **Scope and Content note**. For instructions see Appendix C: Add Linking Elements.

1.3.10. Immediate Source of Acquisition note

Provide the provenance of the collection.

1.3.11. Language of Materials note

Provide a language of materials note even if English is the only language represented in the collection.

- Select **Language of Materials note**.
- If English is the only language in the collection, in the **Note Content** field type: *Collection is in English*

If more than one language is represented **substantially** in the collection you will have selected **Multiple Languages (mul)** as your collection language code in the finding aid Basic Information (see 1.1.4.). In this case, you will need to add two Language of Materials notes here.

- Select **Language of Materials note**
- In the **Note Content** field provide a statement about the languages present in the collection, including English e.g.: *Collection is in English and French.*
- Select a second **Language of Materials note**, and In the **Note Label** type **facet**
- In the **Note Content** type the names only of the languages represented, separated by a semicolon e.g.

- Click OK

1.3.12. Preferred Citation note

Standard statement for AAA:

[Name of collection, dates]. Archives of American Art, Smithsonian Institution.

1.3.13. Processing Information note

Document any and all relevant AAA processing and reformatting actions that have been completed over the years

1.3.14. Related Archival Materials note

If applicable record the existence of related archival materials and collections.

1.3.15. Scope and Contents note

Provide the scope and contents of the collection.

1.3.16. Separated Materials note

If applicable, note portions of the papers **related by provenance** to the collection that have been physically separated or removed from the collection.

1. 4. Finding Aid Data

In this section you will provide information about the finding aid. Click on the *Finding Aid Data tab*, located on the top navigation bar to the right of *Notes etc. & Deaccessions* and a new data entry screen will open.

The following fields are required to meet AAA and/or SI EAD best practices:

1.4.1. EAD FA Unique Identifier

This is AAA's assigned unique collection code with the suffix **.xml** e.g.

lipplucy.xml

1.4.2. Finding Aid Title

This should be formulated according to AAA's established protocol e.g.

A Finding Aid to the Wilbur H. Burnham Studios Records, circa 1904-1991, in the Archives of American Art

A Finding Aid to the Lucy R. Lippard Papers, 1930-2007, bulk 1960-1990, in the Archives of American Art

Do not include trailing punctuation, such as a period, at the end of the title, and do not place bulk dates in parentheses.

1.4.3. Finding Aid Filing Title

This will be used to sort the collection in an alphabetical list, i.e. the alphabetical index of Creators on AAA's Research Collections web page.

For personal papers invert the name e.g. for John Smith papers use *Smith (John) papers*, including the non-filing part of the title in parentheses.

If a name has an alternative form such as Warshawsky, A. G. (Abel George), choose the preferred form of name and omit the alternative form e.g. *Warshawsky (A. G.) papers*.

1.4.4. Finding Aid Date

Add the date the finding aid was completed e.g. 2012 May 2.

1.4.5. Author

Add the name of the person who wrote the finding aid. Do not prefix the author(s) name with any text since AT will export any values in this field with the following: *Finding aid prepared by*

1.4.6. Description Rules

Describing Archives: ...ard (DAC5) is set as the default for this field when opening a new record.

1.4.7. Language of the Finding Aid

English is set as the default for this field when opening a new record.

1.4.8. Finding Aid Note

To retain a link to the finding aid's surrogate MARC record, include the BIB number from the top left hand corner of the screen in the SIRIS MARC record. Default language for recording the note will be supplied for all new records e.g.

This finding aid is associated with a MARC collection-level record.<num type="siris_bib">211682</num>

1.4.9. Sponsor Note

Credit any funding source here e.g.

Funding for the processing of this collection was provided by the Terra Foundation for American Art

1.4.10. Finding Aid Status

When you have finished working on a finding aid and it is ready to be submitted for review, select *In_Process* as the finding aid status. After review and approval the Chief of Collections Processing will mark it *Completed*.

1.4.11. Revision Date and Note

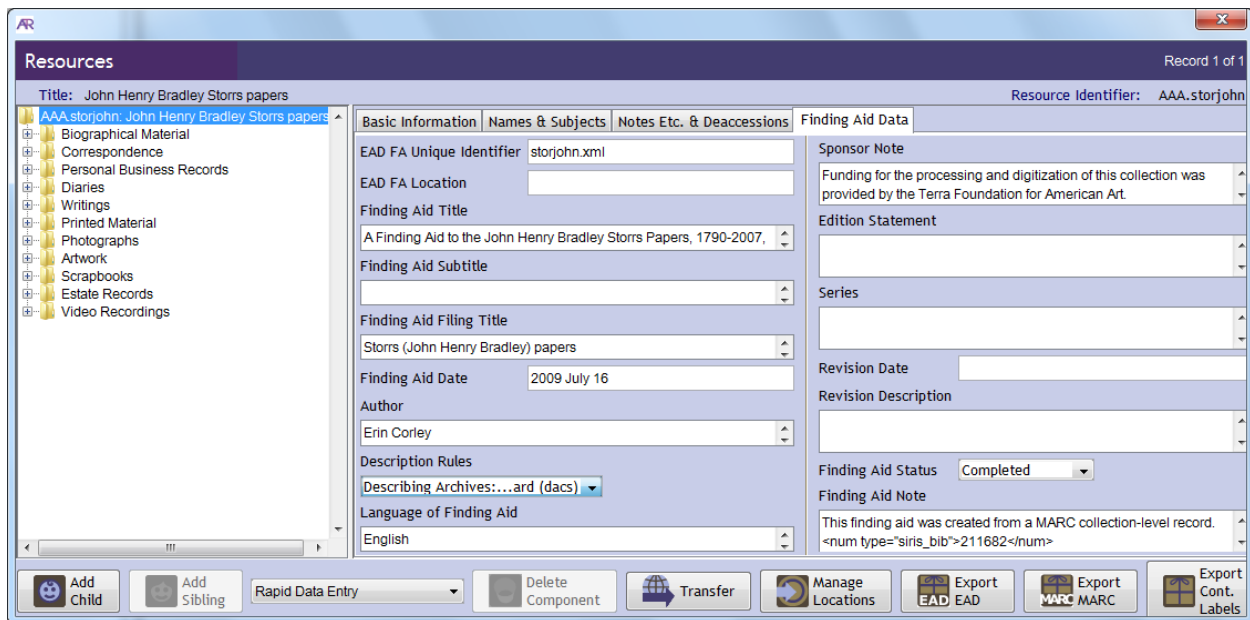
At AAA we include any and all relevant AAA processing and reformatting actions that have been completed over the years in the processing note.

However, you also have the option of adding a note here if you are making a significant revision to an existing finding aid, although this will not display in AAA's online finding aid and is not required. If you do decide to add a revision note, be sure to include a date in the **Revision Date** field as well as a **Revision Description**. For multiple revisions, list them in reverse chronological order with the latest revision date only in the **Revision Date** field, and other dates provided in **the Revision Description** field.

2014 May 15 Finding aid revised in preparation for scanning.

2009 Finding aid updated with 2008 addition.

An example of a completed **Finding Aid Data** tab for a resource record is shown below:



2. Series Descriptions

To create the Series Descriptions/Container Listing in the <dsc> you will add “children” and “siblings” to the main resource record. A series is a child of the resource record; all series are siblings; a subseries is a child of a series; all subseries at the same level are siblings, and so on.

2.1. Basic Information

To begin, highlight the string which contains the collection Resource Identifier and collection name that will have appeared at the top left of the resource record when you completed your Basic Information tab. Click the **Add Child** button at bottom left.

While the first series in a collection is created as a child of the main resource record, subsequent series will be added as siblings of the first series. The name of the first series will appear at top-left (under the collection name) when you have completed your series **Basic Information** tab. So, to create a sibling, highlight the name of this previous series and click **Add Sibling**.

As a general rule whenever you want to create a child or a sibling, make sure that you highlight the parent or sibling you want to associate with your new component before you click **Add Child** or **Add Sibling**. Incorrect associations, however, can be easily undone by dragging and dropping components to new positions in the hierarchy. You will not lose any previously saved data by doing this and can reorganize your collection intellectually in AT if you need to change the arrangement at any time.

For all series and subseries complete the following:

2.1.1. Level

Select series or subseries. The level for a subseries should also be **subseries**.

2.1.2. Title

Type in the series or subseries title. For more guidance on devising series titles for audiovisual series, see the AV guidelines.

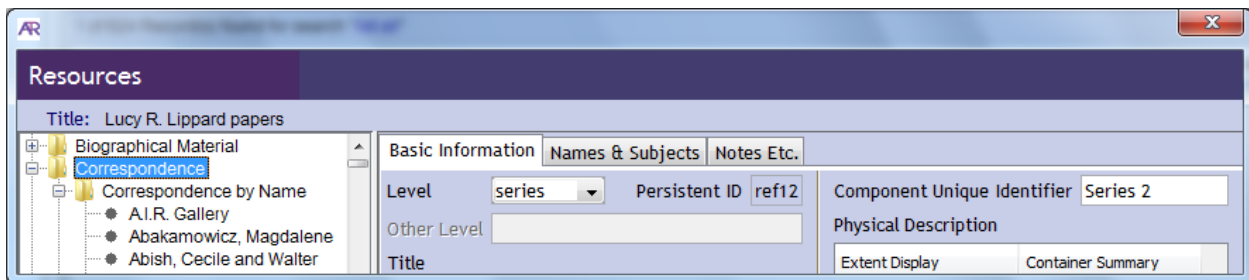
2.1.3. Dates

Add dates following the instructions for 1.1.5.

2.1.4. Component Unique Identifier

Enter the number of the series, subseries or subsubseries:

For series e.g. *Series 2* (note DO add the word “Series” here)



The screenshot shows a software interface titled "Resources" with a dark header. Below the header, the "Title" field contains "Lucy R. Lippard papers". On the left, a tree view shows a folder structure: "Biographical Material" (expanded), "Correspondence" (expanded), and "Correspondence by Name" (expanded), which contains sub-items: "A.I.R. Gallery", "Abakamowicz, Magdalene", and "Abish, Cecile and Walter". The "Correspondence" folder is selected. The main area has three tabs: "Basic Information", "Names & Subjects", and "Notes Etc.". The "Basic Information" tab is active, showing a "Level" dropdown set to "series", a "Persistent ID" field with "ref12", and a "Component Unique Identifier" field with "Series 2". Below these are fields for "Other Level" and "Title". At the bottom right, there are buttons for "Extent Display" and "Container Summary".

For subseries e.g. *2.1* (DO NOT add the word “subseries” here)

For subsubseries e.g. *2.1.3* (DO NOT add the word “subsubseries” here)



The screenshot shows the same "Resources" interface as above, but with the "Correspondence by Name" folder selected in the tree view. The "Level" dropdown is now set to "subseries", the "Persistent ID" field contains "ref1209", and the "Component Unique Identifier" field contains "2.1". The "Other Level" and "Title" fields are empty. The "Extent Display" and "Container Summary" buttons are still present at the bottom right.

Do not add dangling punctuation such as a colon or period at the end of the last number in a subseries or subsubseries component unique identifier.

*Note: if the collection is very small and consists of a single group of folders with no other series, you must still call the group of folders **Series 1** in the component unique identifier. The xml will not upload to the DCD without a component unique identifier for every level designated as a series or subseries.*

2.1.5. Physical Description

- Click **Add Description**
- Add an **Extent Number**

- Select the appropriate descriptor from the drop-down menu following the guidelines in 1.1.6.
- In **Container Summary** provide the container numbers.

AR

Physical Descriptions Record 1 of 2

Extent Number

Container Summary

Physical Detail

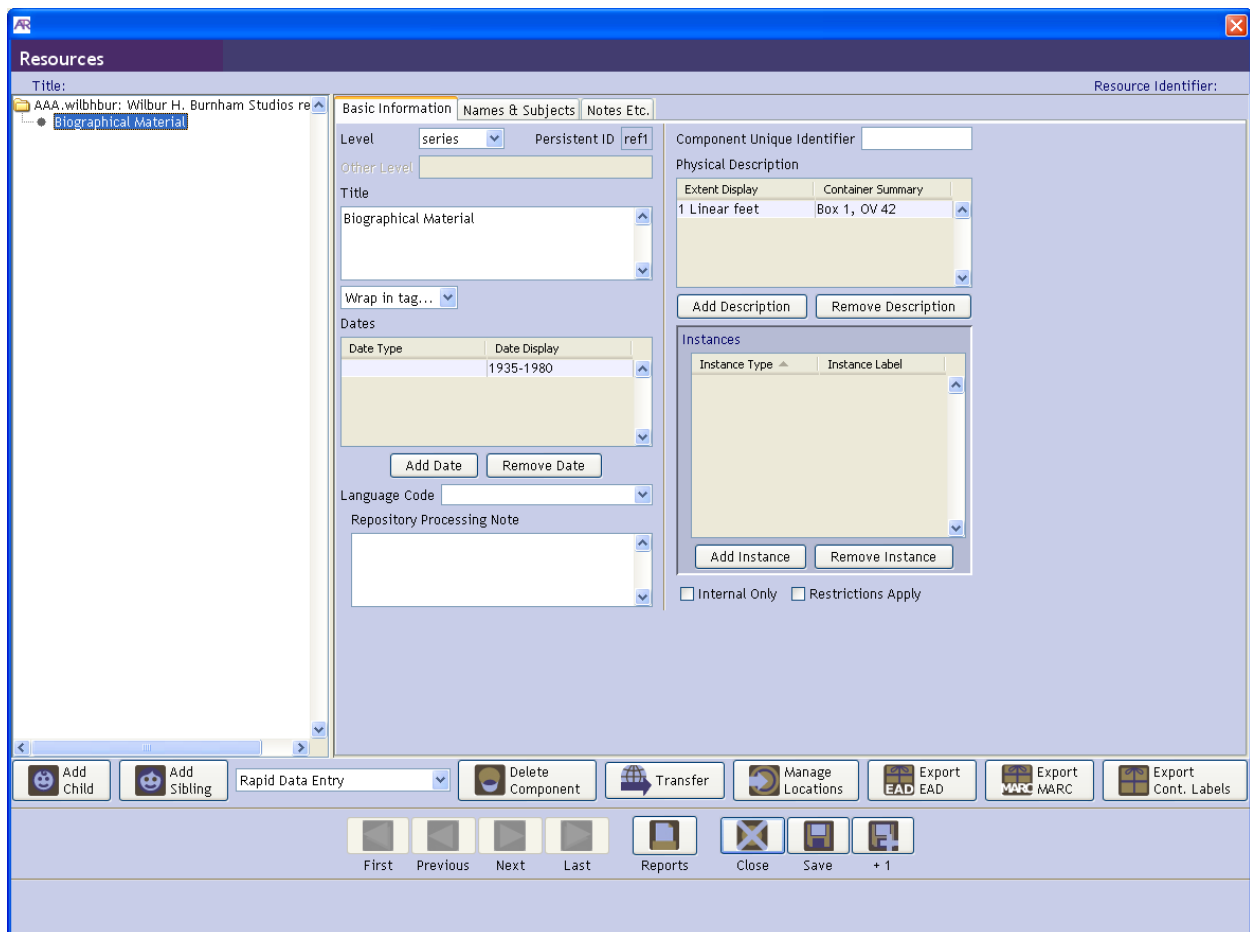
Dimensions

First Previous Next Last Cancel OK

2.1.6. Instances

Leave instances blank at this level.

An example of a completed **Basic Information** tab for a series is shown below:



2.2. Names and Subjects

Do not add names and subjects at this level of the record.

2.3. Notes Etc.

All notes that are available at the collection level are also available at the series and subseries level in AT. However, the use of notes at these levels should be restricted to the following at AAA:

2.3.1. Arrangement note

Use for any relevant series arrangement information. Use only one arrangement note at this level.

If there are a large number of audiovisual recordings in a series, describe their archival arrangement in the “Arrangement” note, e.g.: *Sound recordings are arranged in rough alphabetical order by interviewee. Where multiple subjects were taped on the same reel, cross-references are provided for subjects occurring out of order.*

To add a list of subseries:

- Select **Arrangement note** from the **Add note etc.** drop-down menu .

- Check the **Multi-part** box. If at any time this box is inadvertently unchecked you will not see the text and the list that you input. As long as it was saved, re-checking the box will show the data again.
- Select **Text** from the **Add part** drop-down menu
- Enter any text in the box e.g. *Series is arranged chronologically* OR *The series is arranged as 7 subseries*. Click **OK**.
- Select **List: ordered** from the **Add part** drop-down menu
- Leave the box that pops up blank and click **Add Item**
- Type in the first item in your list e.g.
 - *Series 1: Correspondence*
 - *1.1: Family Correspondence, 1935-1980*
 - *4.3.1: Business Contacts*
- Click **+1** to add subsequent entries until the list is complete. Click **OK**

2.3.2. Conditions Governing Access note

If necessary, use this note to provide information about restricted material in the series.

2.3.3. Existence and Location of Copies note

If applicable, use this note to indicate when, and which parts of the series have been scanned.

If archives-made access copies exist for all of the audiovisual items in the series, include information about it in an “Existence and Location of Copies” note at the series level, eg: *All of the sound recordings have been digitized for research access.*

2.3.4. General note

AAA will use the General Note for series or subseries appendices. AAA’s programming can only accommodate one appendix per series/subseries. Please use the word “Appendix” for consistency, rather than “Index” as AAA does not use index encoding.

Follow the instructions in 1.3.9. for creating an appendix in a **General note**. The only difference is that the **General note** in this case will be at the series/subseries level in which the appendix appears.

As with a collection level appendix, you will need to provide a link to the **General note**, but this time the link will appear at the end of the **Scope and Content note** for the series/subseries in which the appendix appears. For instructions see **Appendix C: Add Linking Elements**.

2.3.5. Scope and Contents note

Continue to use for all series descriptions, or any explanation of the content of audiovisual recordings.

At the series-level for any series containing AV material, the scope and content note should include in its narrative the extent and type of media found in the series, e.g.: *Recordings are on 149 sound tape reels and 2 sound cassettes.*

More examples of AV scope and content notes are found in the AV guidelines.

3. Folder and Item Level Description

For instructions on using the Rapid Data Entry feature in AT please refer to Appendix B.

The first folder in a series or subseries will be added as a child of the series/subseries to which it belongs. Subsequent folders can be added as siblings of the first folder. Remember to highlight the previous series or subseries before clicking **Add Child**, or the previous folder before clicking **Add Sibling** when creating your folder.

3.1. Basic Information

3.1.1. Level

Select the level **file** for all folders, even folder groupings.

You also have the option of selecting the level **item** if you are describing a single item such as an AV item. Note that AV items are intellectual items and may be comprised of multiple pieces of media, or multiple copies of a single intellectual item. There can also be multiple items on a single piece of media. Always describe each item in a single component and record the number of pieces and existence of copies in the physical description (see 3.1.4: Physical Description).

3.1.2. Title

Add the folder title. For guidance on deriving titles for AV components, see the AV guidelines.

3.1.3. Dates

Add folder dates following the guidelines for 1.1.5.

3.1.4. Physical Description

At the folder level, physical description should generally be used only for audiovisual and born-digital material.

For audiovisual components, because of their potential complexity with copies and multiple production elements that can be found for a single intellectual item, the physical description can be confusing. For most AV found in AAA's collections, you will only need to enter an extent number and extent type, as shown in the screenshot below.

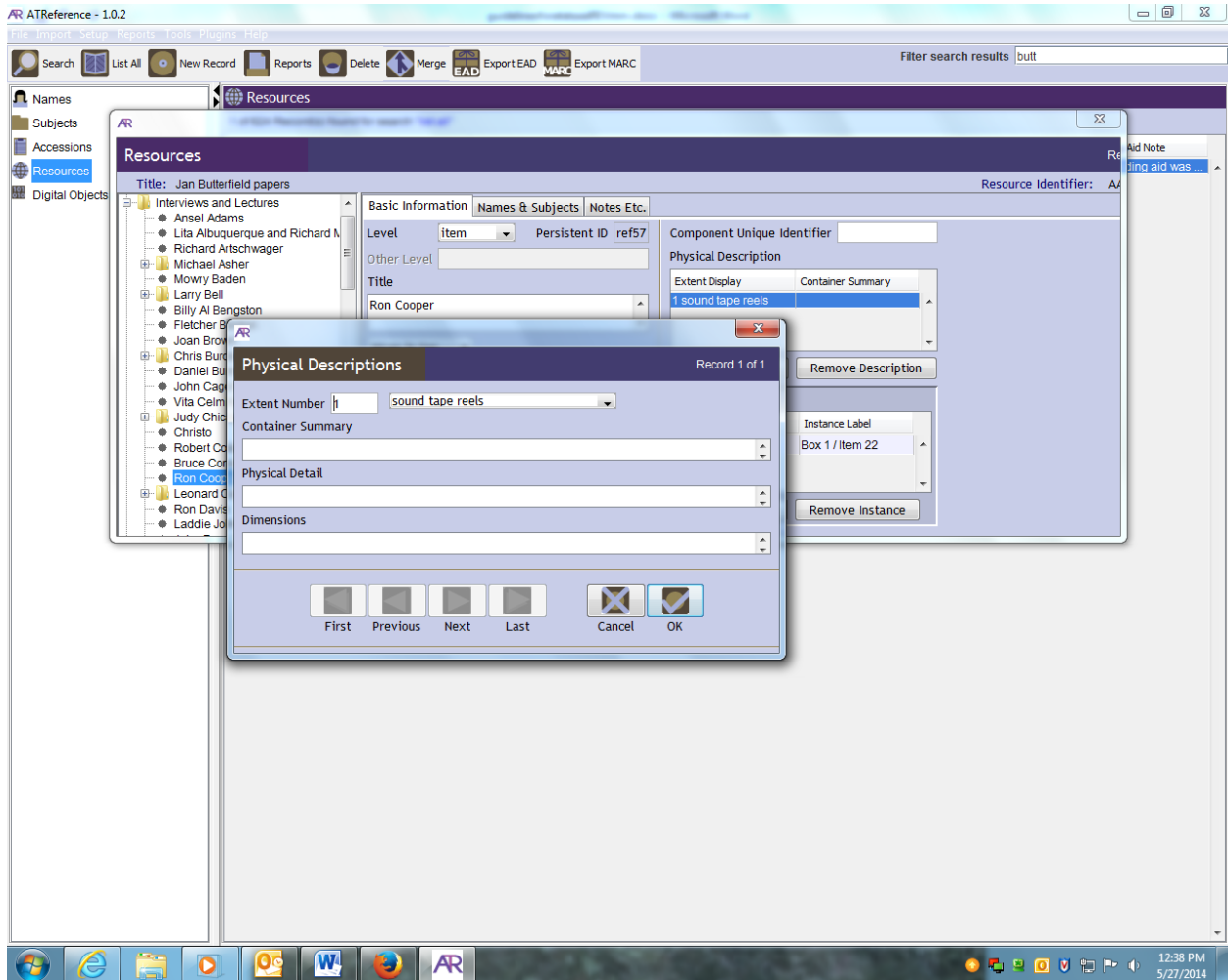
Other types of descriptive information about AV records can also be added to the physical description, including types of elements and duplicates, duration, the existence of transcripts, the content of labels on boxes, tapes, or reels, the quality of the recording, and other information. See the AV guidelines for instructions.

If you are minimally processing and the AV is easily grouped together, its physical description can also be grouped broadly and summarized in a General Physical Description Note. See 3.3.3. for details.

For born-digital material, SI recommends the following terms:

- Electronic discs (CD) (for non-AV material)
- Electronic discs (DVD)
- Floppy discs,
- Data cartridges
- Hard drives
- Memory cards or Gigabytes

Additional details for born-digital items, such as size, can be provided in the Container Summary, Physical Detail or Dimensions field as appropriate



3.1.5. Container information/Instances

Container information, including box and folder numbers and oversized containers, are entered in AT as “instances.” From your folder’s **Basic Information** tab

- Click **Add Instance**

Select the kind of instance you want to create. Generally you will select **Mixed Materials** unless you are sure that the folder contains only one type of material and want to add that descriptor to your record. For AV materials, and choose “Audio” for any sound recording, “Moving Images” for any video recording *or* motion picture film, and “Mixed materials” if AV is found with other types of materials, or if sound and moving image are being described together.

- In **Container Type 1** Select *Box*
- In **Container Type 1 Indicator** add the box number. Always provide a box number, even when the folder or item you are listing contains nested components in which the box number will be repeated. Failure to enter a box number for every component may cause display issues.

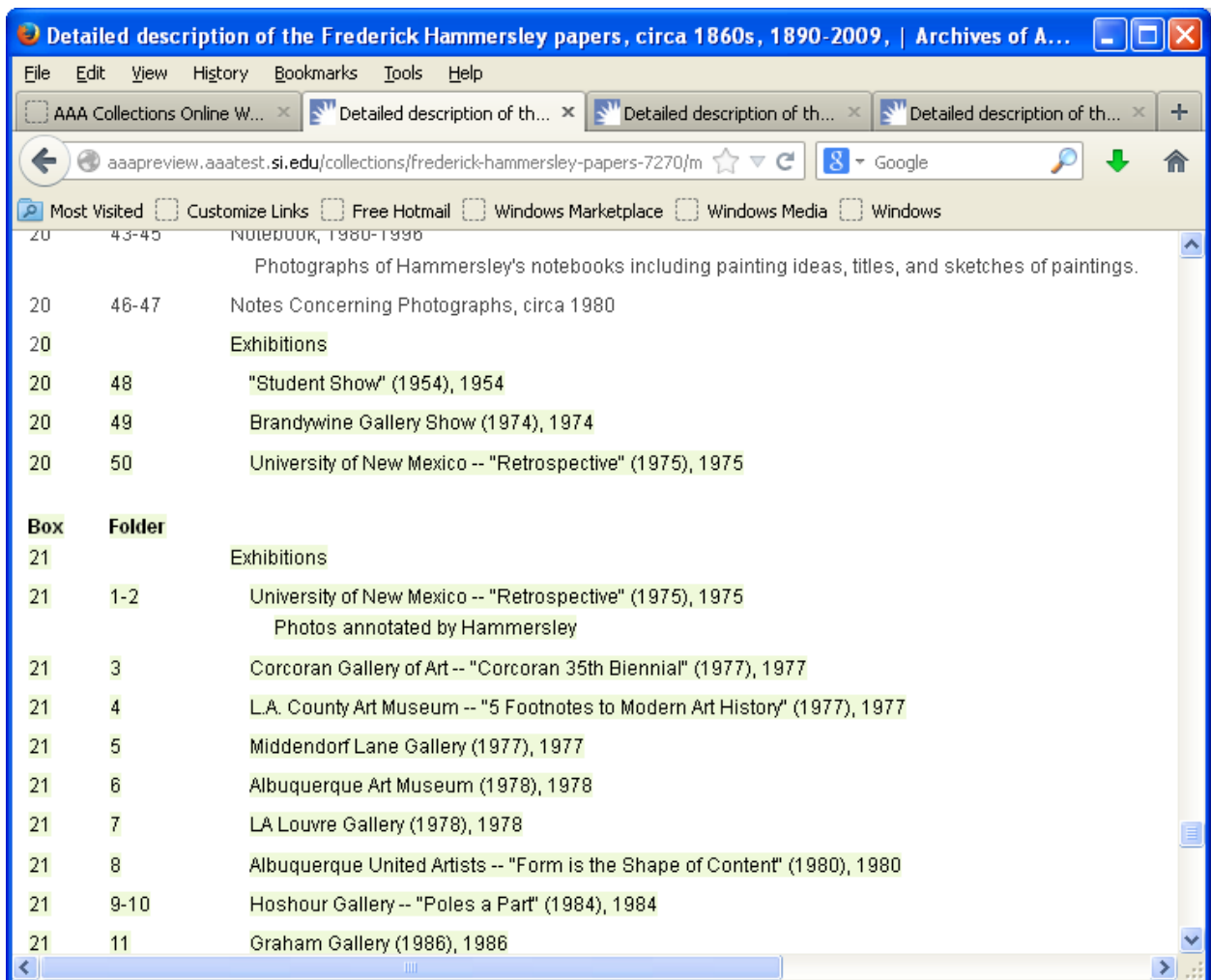
- In **Container Type 2** Select *Folder* (unless the instance is for a <unittitle> which has nested components, in which case provide a box number only. Folder numbers will be provided with the nested component).
- In **Container Type 2 Indicator** add the folder number, or a range of numbers e.g. 1-3
- Click **OK**

For AV instances, you can also use *Box/Item* or *Box/Folder/Item*. See AV guidelines for further instructions.

The screenshot shows a software window titled "Resources" with a sub-header "Analog Instance". It contains several input fields and dropdown menus for configuring container types and indicators. The "Container 1" section has "Box" selected for the type and "1" for the indicator. The "Container 2" section has "Folder" selected for the type and "1-3" for the indicator. The "Container 3" section has empty fields. A "Location" field shows "No location assigned". At the bottom, there are six buttons: "First", "Previous", "Next", "Last", "Cancel", and "OK".

Folder Groupings

Ensure that all components in a folder grouping have at least a Container Type 1. For example, in the finding aid below “Exhibitions” heads the folder grouping and is assigned the Box number 20, but no folder number. Since the grouping continues into the next box, “Exhibitions” is re-entered at the beginning of the box with the new box number 21.

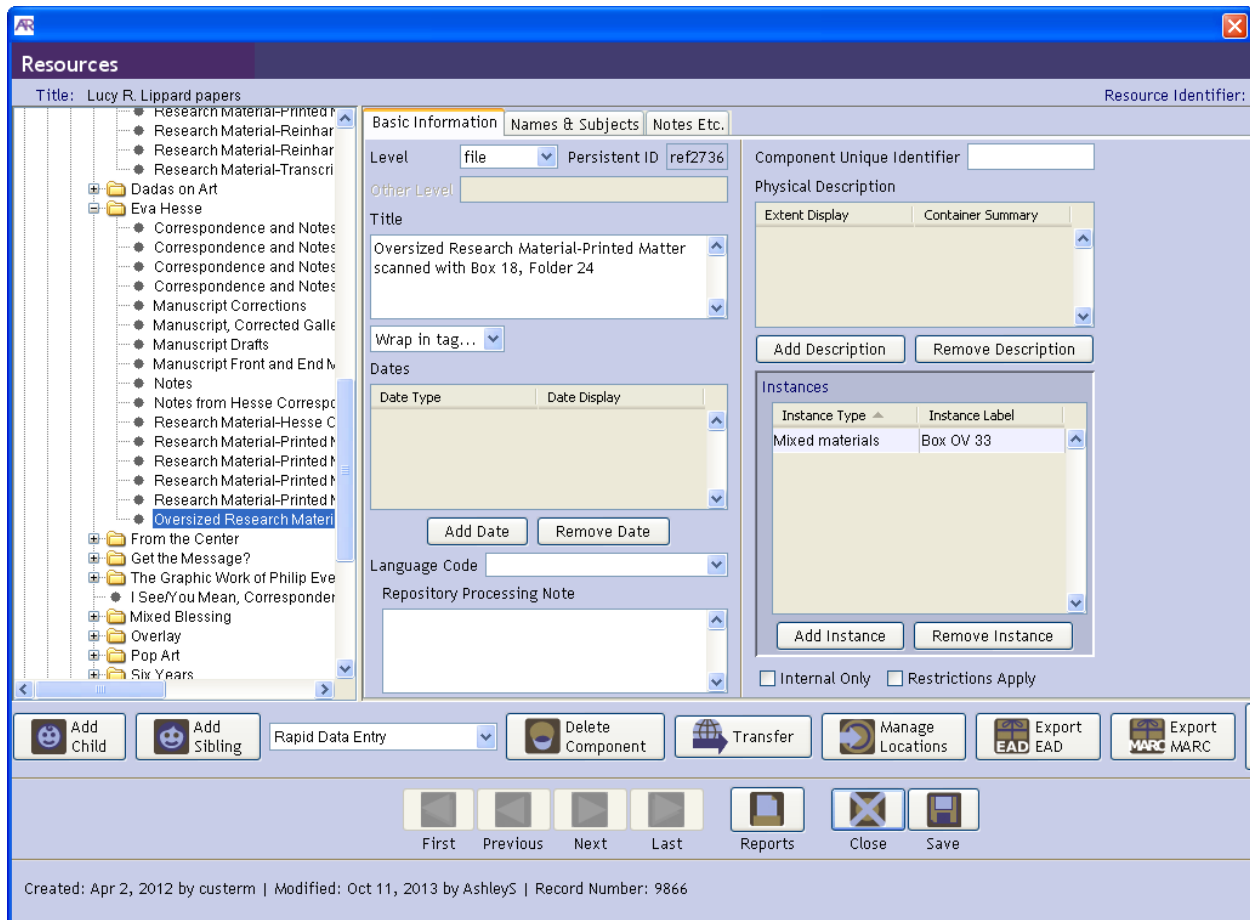


3.1.6. Oversized Material

If a folder contains a reference to an oversized location, add an additional component entry for the oversized container at the end of the series to which the material belongs. The reference to the oversized material will be made using <scopecontent> rather than <physdesc>:

- At the folder from which the oversized material has been removed add a Scope and Contents note referencing the oversized material e.g. "Oversized material housed in Box 56, Folder 4" or "Oversized material housed in OV 33." If a <scopecontent >note already exists for that folder/item, add the oversized reference at the end of that note e.g. <scopecontent>Letters relate to Civil War. Oversized material housed in OV 33.</scopecontent>
- At the end of the series add another file level entry for the oversized material with a title that reflects the title of the folder from which the item was removed and notes the box and folder number as part of the title e.g. "Oversized Research Material from/scanned with Box 18, Folder

24.” If the oversized folder contains items from multiple files, do a separate oversized file title for each instance of removal, or if the material is closely related, it’s okay to include multiple folder numbers. Add the new container information in which the oversized material is now housed as an instance.



- If the material is housed in an OV folder still choose Box as Container 1 Type but add OV to the Container 1 Indicator e.g. “OV 33”. This will display as “Box OV 33” in AT but will display correctly online.
- If you have an odd sized item that will be housed in the artifact cabinet, list the item(s) that are being removed to the cabinet in a dummy folder and add a <scopecontent> note that says “Item(s) housed in artifact cabinet.” It is not necessary to provide a reverse reference at the end of the series, so you do not need to designate a container type or number for the cabinet.

3.2. Names & Subjects

Do not use the Names and Subjects tab at this level of the record.

3.3. Notes etc.

All Notes that are available at the collection level are also available at the folder and item level in AT. However, use of notes at these levels should be restricted to the following at AAA:

3.3.1. Conditions Governing Access Note

Use this note to provide information about restrictions at the folder/item level if necessary.

3.3.2. Existence and Location of Copies Note

This note should be used for “partially scanned” notes at the folder level. This information was previously encoded in the folder <physdesc>.

Use an “Existence and Location of copies” note at the folder or item level when an access copy made by the Archives exists for one or scattered AV components, e.g.: *Access copy available on 1 videocassette (VHS)* or *Access copy available on 3 sound cassettes*.

We will not update finding aids as items are digitized, but existing copies found in the collection during processing should be noted here. **If there is both a digital and analog access copy at the time of processing, the analog access copy can be discarded.**

3.3.3. General Physical Description Note

If you are minimally processing and there is AV material that is easily grouped together, its physical description can also be grouped broadly and summarized in a General Physical Description Note at the folder/item level.

Also, use a General Physical Description at the folder level to note when a mixed media folder or group of folders contains AV items, e.g.: *Includes 1 videocassette (VHS)* or *Includes 2 sound cassettes*.

3.3.4. Physical Characteristics and Technical Requirements Note

Some audiovisual items may be marked with technical details such as speed, type of track, etc. We do not normally include this information in our finding aids, but if you know something of this nature about a recording and want to include it, this is the proper place for that type of data.

3.3.5. Scope and Contents Note

Use scope and contents notes at the folder level as necessary. **All information, including intellectual content/AV content notes, “see” and “see also” references, and oversized references, should be included in one note** in the following order, separated by a period:

Content/AV content notes. “see” and “see also” references. oversized references.

These may also include lists of correspondents for chronologically arranged correspondence in a folder, or any explanation of the content of audiovisual recordings.

More examples of AV scope and content notes are found in the AV guidelines.

Click on **Add Note etc.** and select **Scope and Contents note**. To add a list to a scope and content note:

- Check the **Multi-part** box and select **List: ordered** from the **Add part** drop-down menu
- Click **Add Item** and type the first item entry in the list
- Click **+1** for subsequent entries
- If the list is a list of names, follow the instructions in 2.3.4. for tagging <persname> and <corpname>
- When your list is complete click **OK**

A scope and contents note should be also be used for intellectual “see” and “see also” references to other folders if you feel it is absolutely necessary to provide such a reference. Please use these notes sparingly and remember to include them in any existing <scopecontent> note, rather than creating a separate note. See **Appendix C: Add Linking Elements** for instructions on how to create these references.

Scope and Contents notes should also be used for referencing oversized material. See 3.1.6 for instructions.

Appendix A: Helpful Hints

Italicizing, Bolding and Emphasizing in AT

You can bold, italicize, and provide other varieties of formats for text within notes, folder titles, etc. In order to do so:

1. Highlight the word(s) that you wish to format.
2. Look below the text box in which your word(s) is highlighted. There will be a drop down menu titled **Wrap in tags**
3. In the drop down menu, select **emph**. A new box with a different drop down menu will appear.
4. Select the way that you want your text to “render.” Typical selections are: bold, italic and double quote (the latter will ensure that opening and closing quotes are used rather than straight quotes). Once you have made your selection, the box will automatically close and the highlighted text will have tags on either side. The text will NOT be bolded, italicized or underlined in the data entry field or the left hand navigation bar. When the data is exported into the finding aid, the text will display with the proper formatting.

Good Data Entry Habits

Consistent and good quality data entry is extremely important.

You do not need to type punctuation at the end of any title field!

Example: “Correspondence” is a good title, so don’t use “Correspondence,”.

Unnecessary Spacing: Be sure you do not add extra spaces before or after titles or dates as you enter data. This can affect the display of your data when you export it. For example, if you have a double line break at the end of a sequence of paragraphs, the AT will export an empty paragraph tag (or tags, as the case may be).

Everything in its Right Place: Be sure to record the descriptive data in the most appropriate place within the resource record. If it is not immediately clear where the data should go, please ask.

Appendix B: Rapid Data Entry

The Toolkit offers a **Rapid Data Entry** feature to allow for repeated entry of component records with fewer mouse clicks than one would use during the process of adding individual component records and instances. The **Rapid Data Entry** feature provides a more efficient interface for entering data like very lengthy folder lists, where multiple components of the same level are entered one after another.

WARNING: There are certain times when you shouldn't use the RDE for entering data:

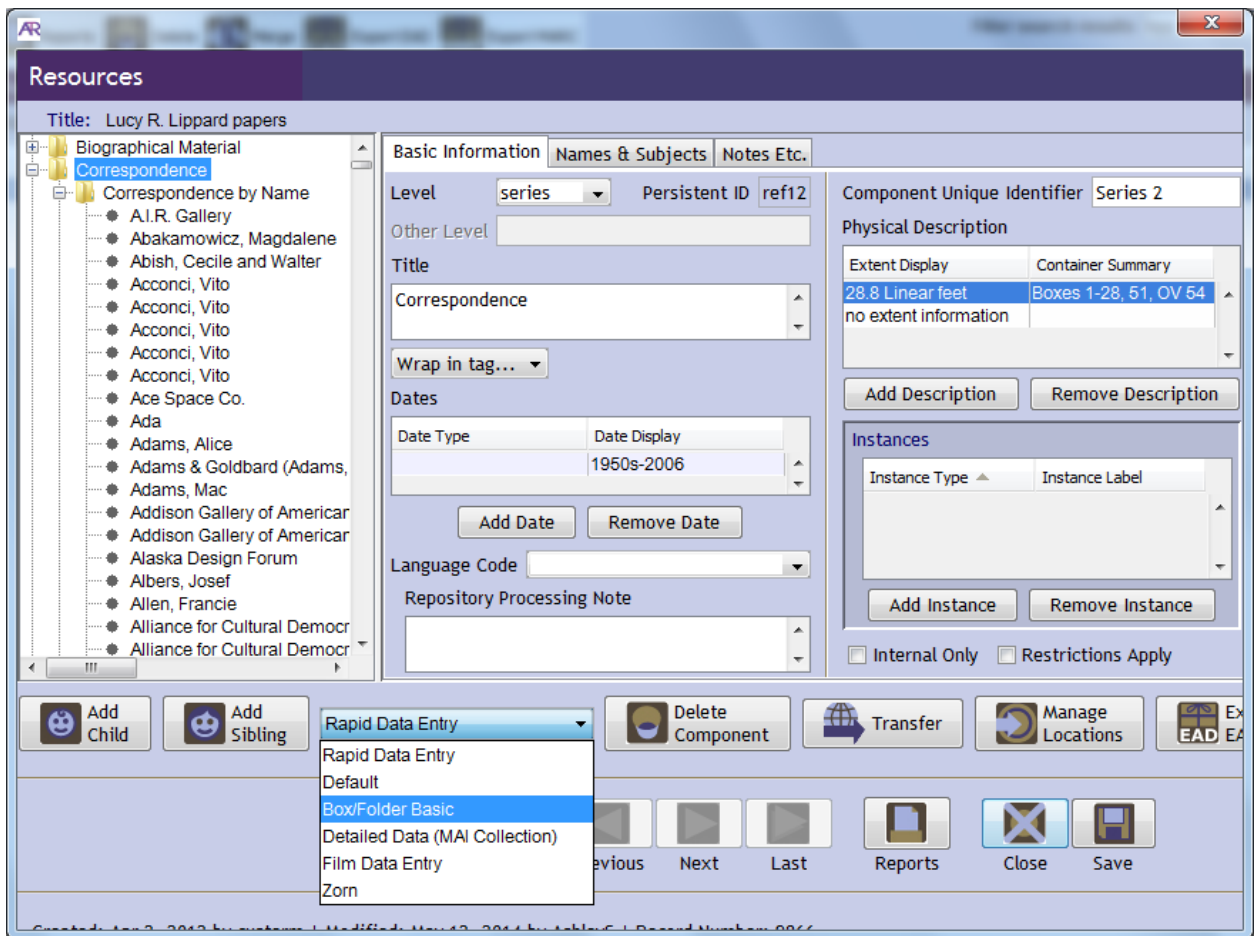
RDE can only create new entries, not modify existing entries. For example, if you already have "file level" entries but they were without instances (i.e. box and folder numbers, you will have to individually add the instances since there is no way where you can add instances (using RDE) to already existing entries.

RDE cannot interfile entries: When you're adding additional entries to an already completed series, RDE will automatically place them at the bottom of your list. If you need entries to go to a specific slot in your container list, you will need to enter them individually.

Creating Component Records with the Rapid Data Entry (RDE) Feature

Follow these instructions to use the rapid data entry interface at any component level:

1. Select the component into which you want to add child components. RDE always adds the new entries as children. If children already exist within the selected component, RDE will add your new entries at the end of the pile. You can click and drag to modify your hierarchy later, but pay attention to where your entries are inserting to avoid time-consuming adjustments later.
2. Then select which Rapid Data Entry screen you would like to use, in this case the Box/Folder Basic screen. *[Further details for customizing a RDE screen are provided below.]*



3. Enter desired data into the fields provided, just as if you were in the regular “Basic Information” screen. The **Level** element and either **Title** or one of the **Data** elements is required. **Instance type** and at least one **container type/number** are necessary if locations are to be linked to the resource. NOTE: All of the fields can also be made sticky or unsticky (i.e. fixed or unfixed). Simply hit control and click on a label to make it stick or unsticky. This is very useful if you are entering numerous folders in one box or when numerous folders have the same title and/or date. Example (fields in red are sticky)

Resources Rapid Data Entry

Control-click on a label to make it sticky or unsticky. Sticky fields will appear in red

Level file

Title Conference Presentations,

Date Expression circa 1979-1982

Inclusive Dates Begin 1974 End 1982

Extent Number Extent Measurement

Instance Type Mixed materials

Container 1 Type Box Container 1 Indicator 1

Container 2 Type Folder Container 2 Indicator 1

Container 3 Type Container 3 Indicator

Container Barcode

Note Internal only

Internal Only

Restrictions Apply

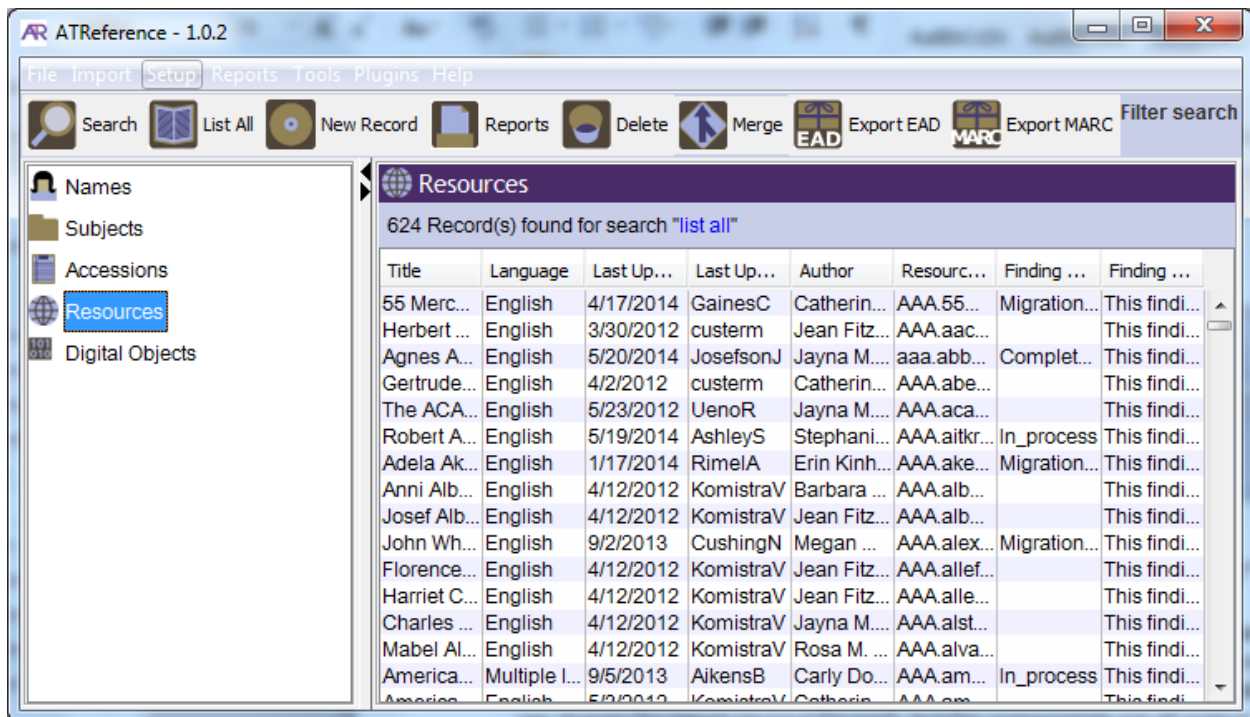
Auto Save Cancel OK + 1

4. Press the “OK” button, or to enter another component, press the “OK + 1” button.

NOTE: When you first open the RDE screen it will **automatically make your entries the child** of whatever you have highlighted in the collection hierarchy, regardless of whatever intellectual category you have selected for the **Level**. When entering multiple components with the **Rapid Data Entry** interface, you can change the **Level** element for each, but the components are all entered into the same area of the hierarchy. For example, if your first component is set at the series level and the second component is set at the file level, the Toolkit will not automatically make the file a child of the series. The hierarchy can be modified later.

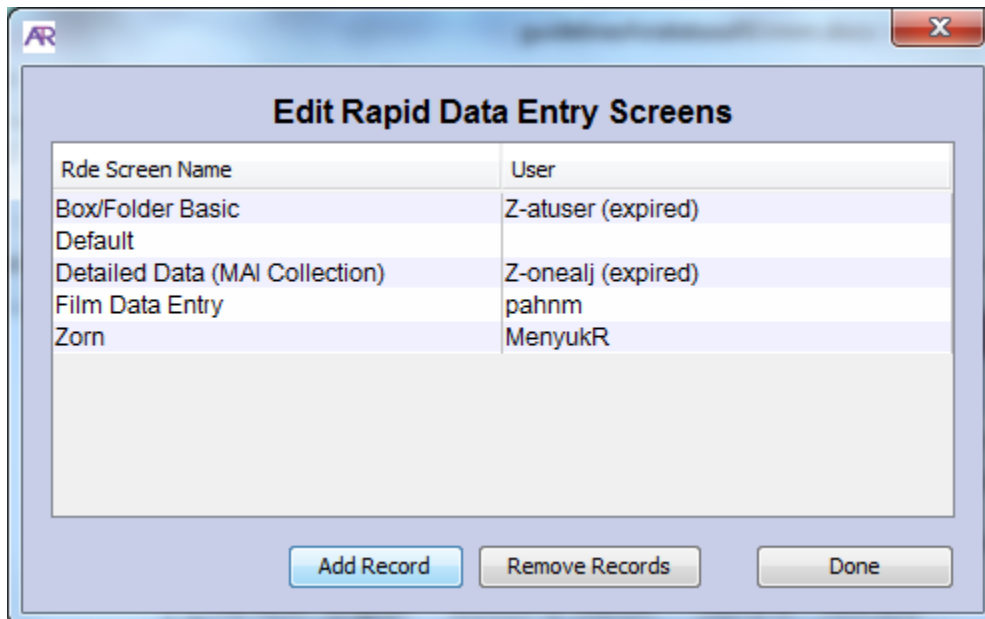
Customizing the Rapid Data Entry Screen

1. With no resource records open, Click on **Setup** in the top main menu bar.

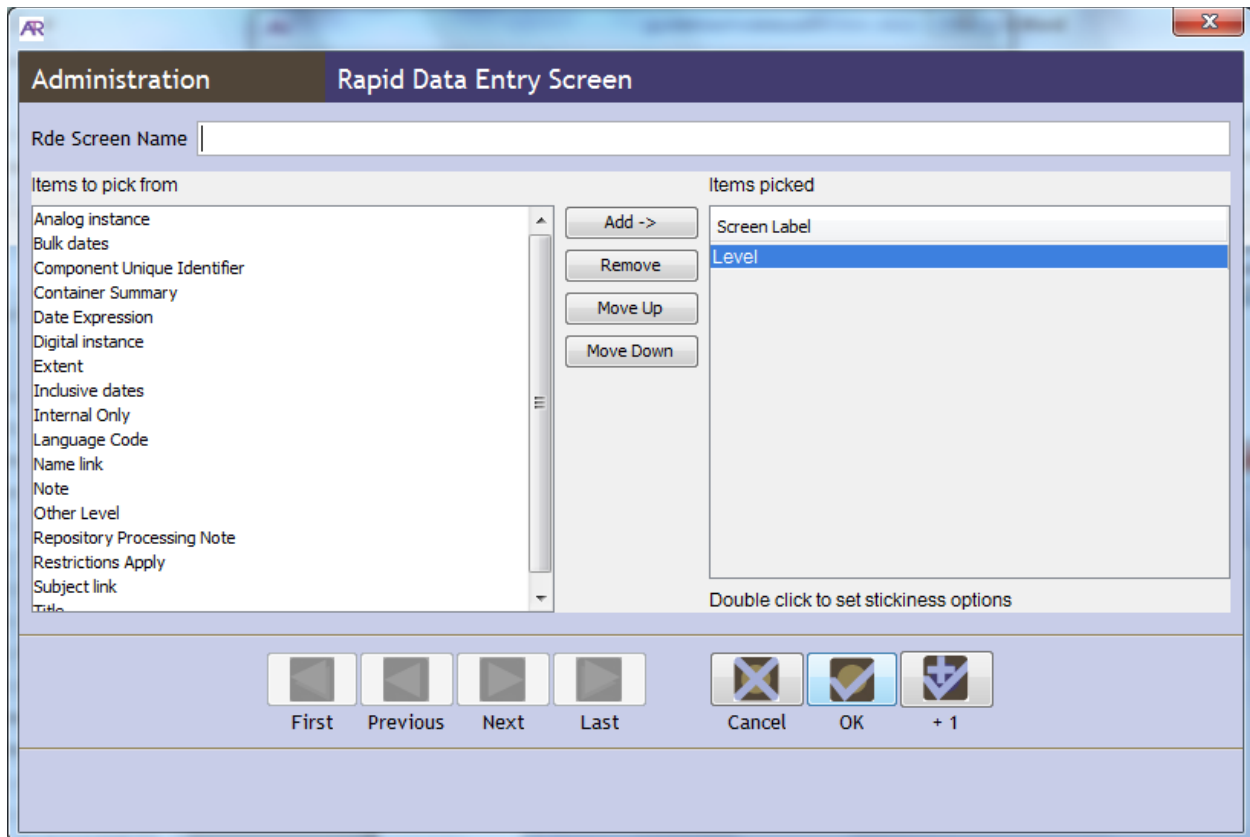


2. Select **Configure Rapid Data Entry Screen**.

3. Select, **Add Record** to create a new RDE screen.



4. Type a name for your RDE (at the top), then select the fields you would like to include in the RDE. Fields can be added and removed, as well as moved up and down depending on your preference.



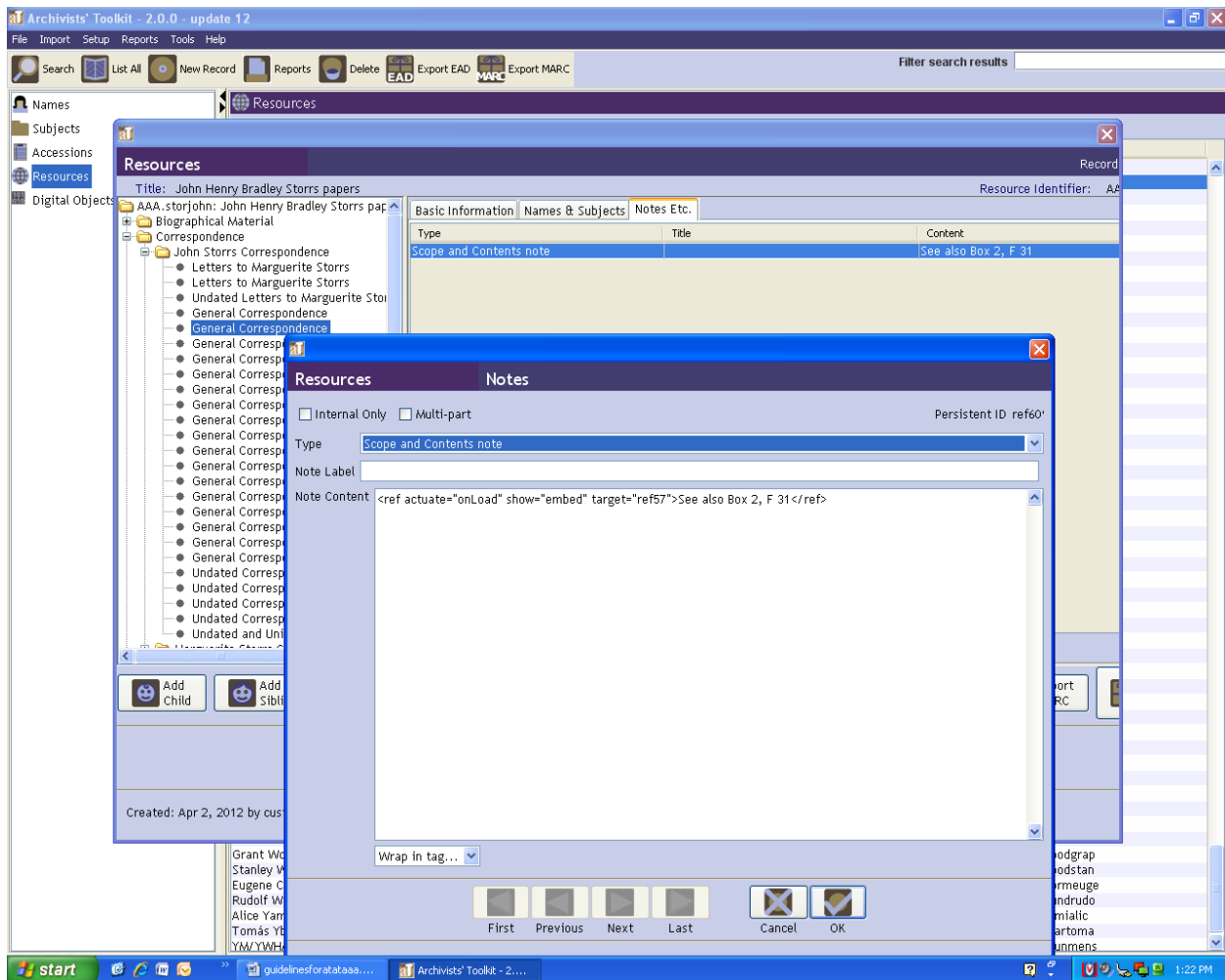
5. Double click each field that you would like to set default stickiness options for this custom RDE
6. Click **OK** to complete.

Appendix C: Add Linking Elements (“see also” and appendix links)

Creating Ref Links (“see also” links) in folder level Scope and Contents Notes

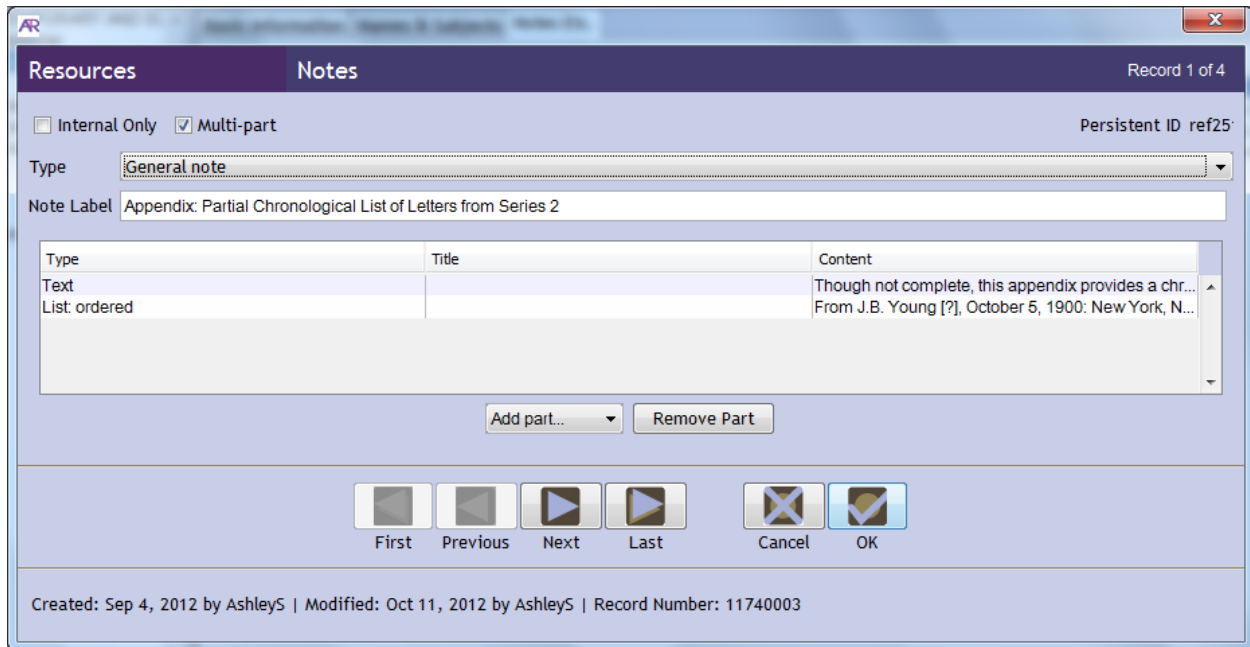
To create a ref tag link in a **Scope and Contents Note** you’ll need to know the **target** first.

- Go to the collection hierarchy on the left hand side and make sure it is expanded so that you can see all the components you have entered so far. Find the folder you want to point to and click on it to see the Basic Information tab for that folder. Record the folder’s **Persistent ID** number which will be in a box to the right of the level box near the top of the record.
- Click back to the folder you are making the reference from, and click on the **Notes Etc.** Tab
- Select **Scope and Content note** and leave the **Note Label** blank
- Type in your note content, e.g. *See also Box 2, F 31* and select the text
- From the **Wrap in tag** box select **ref** and a box will open
 - For **actuate** select **onLoad**
 - For **show** select **embed**
 - For **target** go into the drop-down box and you will see the hierarchy of your collection so far with assigned persistent ID numbers. Using **the Persistent ID** number you recorded earlier, select the component you want to reference and click **OK**, and **OK** again.



Creating Ref Links to an Appendix in a General Note (collection or series/subseries level)

First, look at the **General note** that you're linking to and note the ref number of the note. This will appear at the top right hand side of the screen within the **General note** you're referring to, as the **Persistent ID** number. In the example below, this is **ref25**. Sometimes the number is not fully visible in which case you can try expanding the screen or clicking on the ref number.



Once you have noted the ref number, go to the scope and content note from which you're linking to your appendix.

Select the text of your link e.g.

See Appendix for List of Gallery Exhibitions or

See Appendix: Partial Chronological List of Letters from Series 2

- From the **Wrap in tag** box select **ref** and a box will open
 - For **actuate** select **onLoad**
 - For **show** select **embed**
 - Do not select a target
 - For **title** type in either Appendix or Appendix A or B etc. if the collection contains more than one appendix.
 - You will then need to add the **target = ref#** to the link. Type in **target="ref#"** using the syntax below:

`<ref actuate="onLoad" show="embed" target="ref25" title="Appendix">Appendix: Partial Chronological List of Letters from Series 2</ref>`. That's it!

