

# STEADY: SPREADSHEETS TO EAD

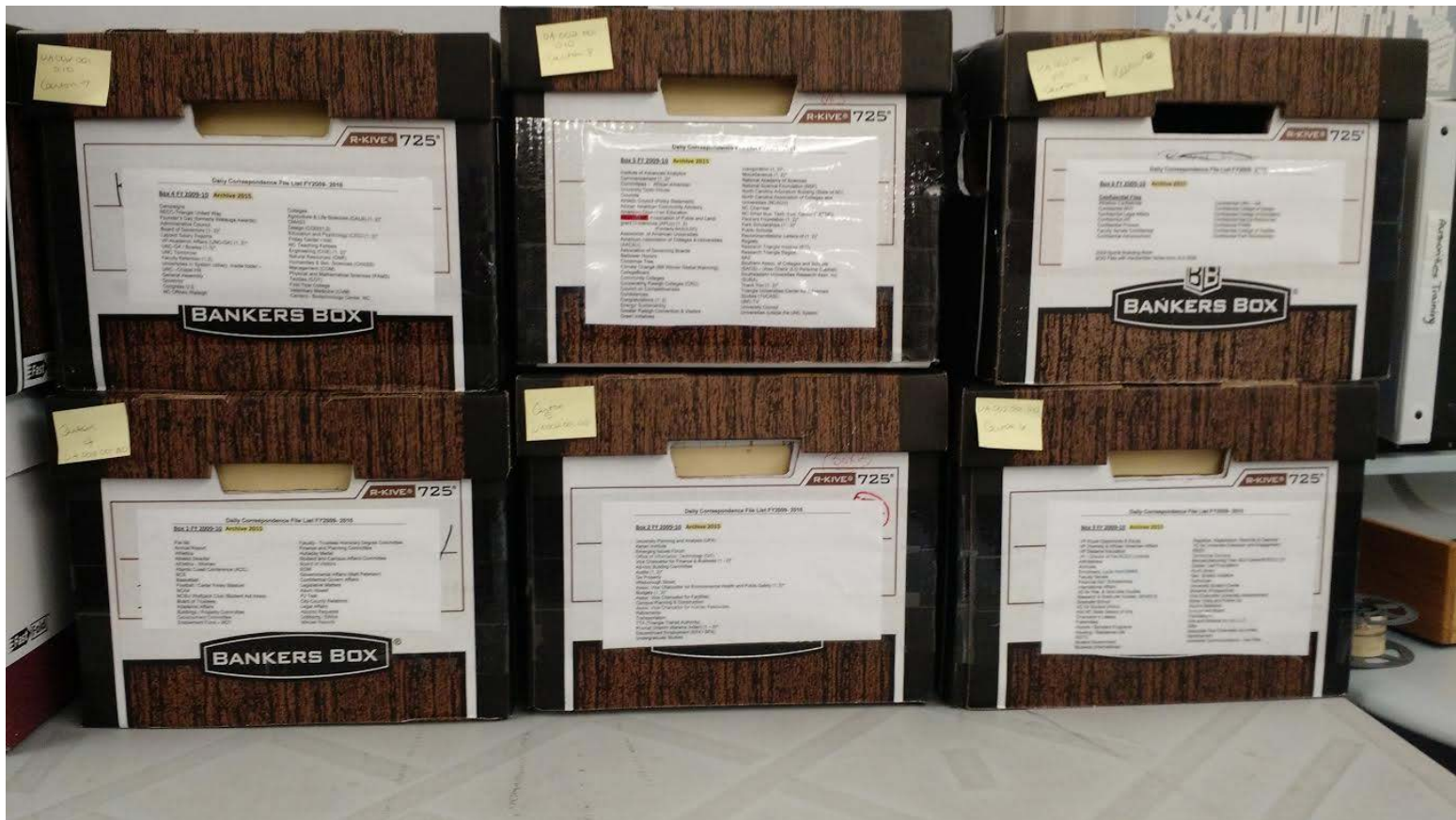


LINDA SELLARS  
SPECIAL COLLECTIONS RESEARCH CENTER  
NCSU LIBRARIES

## STEADY

- Tool to convert CSV files to EAD
- Ruby on Rails application
- Available on the web as open source software
- Developed by Jason Ronallo, NCSU
- Originally developed for use with Archivists' Toolkit
- Now updated to work with ArchivesSpace

# LISTS RECEIVED



# LISTS CREATED OFFLINE

Series Number	Series Name	Series Dates	File Title	File Dates	File Id	Address	Geographic	Geo Source	Geographic 2	Geo Source 2	Reproduction	Instance Type	Container 1 Type	Container 1 Number	Container 2 Type	Container 2 Number	Range	Section	Shelf/Drawer	name
1 Drawings	1962-2011	Midway High School: Classroom addition	1982-1983	82035		Sampson (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	1				
1 Drawings	1962-2011	James I. Miller Tobacco Company: addition	1983			Wilson (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	2				
1 Drawings	1962-2011	Bethlehem Baptist Church	1977			Raleigh (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	3				
1 Drawings	1962-2011	Campbell College: Kivett Hall	1976	92046		Buies Creek (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	4				
1 Drawings	1962-2011	Old Health building: renovation	1982			Raleigh (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	5				Wesley M. Coble
1 Drawings	1962-2011	State surplus warehouse	1978			Raleigh (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	6				
1 Drawings	1962-2011	Mechanics & Farmers Bank	1978			Durham (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	7				Carl W. Smith, AIA
1 Drawings	1962-2011	North Carolina State University: Lee and Sullivan halls: interior renovations	1978			Raleigh (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	8				
1 Drawings	1962-2011	Charleston County Courthouse: restoration	1995-1996	94063		Charleston (S.C.)	LCSH		LCSH			Graphic	Box	376	Folder	9				John Milner Associates
1 Drawings	1962-2011	Brass Fabrication Facility: Ilco Unican Corporation	1994	94055		Rocky Mount (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	10				
1 Drawings	1962-2011	B-J's Grocery & Market: 28 X 30 four color canopy	1988	88030.C		Rolesville (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	11				
1 Drawings	1962-2011	Apex Middle School	1982			Apex (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	12				Shawcroft-Taylor, AIA
1 Drawings	1962-2011	Fayetteville Ambulatory Surgery	1981			Fayetteville (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	13				Steven D. Schuster, AIA
1 Drawings	1962-2011	Hauser (Richard & Linda) manufacturing building	1980			Mocksville (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	14				Tashiro Associates, Inc.
1 Drawings	1962-2011	Apex Middle School	1982			Apex (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	15				Shawcroft-Taylor, AIA
1 Drawings	1962-2011	St. Francis United Methodist Church	1997	96032		Cary (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	16				Clancy and Theys; Cole and Associates, Inc.
1 Drawings	1962-2011	Raleigh Aquatic Center	1992	88075		Raleigh (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	17				Hager Smith and Huffman Group PA
1 Drawings	1962-2011	North Carolina State University: Alumni Centennial Gateway	1987-1991	87043.A		Raleigh (N.C.)	LCSH		LCSH			Graphic	Box	376	Folder	18				Paton/Zucchino & Associates, P.A.

## Stead schema

These are the allowable values for the CSV header row

series title	series number	series dates
subseries number	subseries title	subseries dates
file id	file title	file dates
extent	physdesc	internal only
restrictions	conditions governing access	scopecontent
note1	note2	instance type
container 1 type	container 1 number	container 2 type
container 2 number	container 3 type	container 3 number
geogname	geogname_source	corpname
corpname_source	famname	famname_source
name	name_source	persname
persname_source	subject	subject_source

# CONTAINER LIST FOR STEADY

file title	file dates	file id	instance type	container 1 type	container 1 number
Annual Report	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Athletics	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Athletic Director	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Athletics - Women	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Atlantic Coast Conference (ACC)	2009-2010	Accession 2015.0121	Mixed materials	carton	4
BCS	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Basketball	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Football / Carter Finley Stadium	2009-2010	Accession 2015.0121	Mixed materials	carton	4
NCAA	2009-2010	Accession 2015.0121	Mixed materials	carton	4
NCSU Wolfpack Club /Student Aid Assoc.	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Board of Trustees	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Academic Affairs	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Buildings / Property Committee	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Development Committee	2009-2010	Accession 2015.0121	Mixed materials	carton	4
Endowment Fund - BOT	2009-2010	Accession 2015.0121	Mixed materials	carton	4

The screenshot shows a web browser window with the address bar displaying 'steady2.herokuapp.com'. The page title is 'Steady'. The browser's address bar shows several tabs: 'Most Visited', 'Getting Started', 'SCRC Blog', 'ArchivesSpace', 'Processing Manual - S...', 'Designing conference ...', 'home', and 'Society of North Carol...'. The page content is divided into two main sections. The left section, titled 'Steady converts CSV into EAD XML', contains an 'Upload' form. The form includes fields for 'Name\*', 'Email\*', and 'Organization'. Below these is a 'CSV\*' section with a 'Browse...' button and the text 'No file selected.' Further down is a section for 'To import into ArchivesSpace' with a checkbox for 'Add identifiers to containers for parent/child relationships?' and three input fields for 'archdesc:did/unitid', 'archdesc:did/physdesc/extent', and 'archdesc:did/unitdate'. At the bottom of this section is a blue button labeled 'Upload and Process'. The right section, titled 'About', contains a 'Use Cases' subsection with two numbered points, a 'Code' subsection with a link to the source code, and a 'Contact' subsection with an email address. Below these is a 'Problems or Issues?' subsection with a request for feedback. The browser's taskbar at the bottom shows various application icons and the system clock indicating 10:28 AM on 8/13/2015.

Steady

steady2.herokuapp.com

Most Visited Getting Started SCRC Blog ArchivesSpace Processing Manual - S... Designing conference ... home Society of North Carol...

Steady: CSV to EAD XML About Contact

## Steady converts CSV into EAD XML

### Upload

Choose a CSV file to upload. The file must have headers which conform to the [stead schema](#). If you have your container list data in Excel, you will need to export it as CSV before uploading it.

You can try it out with a [sample CSV file](#).

Name\*

Email\*

Organization

CSV\*

Browse... No file selected.

To import into ArchivesSpace and have instances created properly, you may need to make some other changes to the EAD. You can select and fill out the following options to try to do that for you. This is currently an experimental feature.

Add identifiers to containers for parent/child relationships? ☐

archdesc:did/unitid

archdesc:did/physdesc/extent

archdesc:did/unitdate

Upload and Process

### About

#### Use Cases

In most cases tools like ArchivesSpace are preferred because they centralize and normalize the creation of archival description and arrangement. We have two main use cases for maintaining container lists in spreadsheets instead of working directly in ArchivesSpace.

1. Sometimes donors provide container lists for their collections as a spreadsheet. In other cases hired appraisers will provide detailed spreadsheets which could also be used as container lists. We want to be able to edit those as little as possible to allow them to form the basis of a preliminary inventory. In this way in MPLP-style we can make the collection accessible as quickly as possible.
2. NCSU Libraries stores some of its architectural collections like drawings in off-site storage. With poor wireless coverage in some areas it is more convenient to enter container information in a spreadsheet off-line. Also this allows several people to be working on a single collection resource at one time. The spreadsheets can then be merged, exported to CSV, and transformed to EAD XML.

#### Code

Steady is a Ruby on Rails application and is available as open source software. [See the full source code](#).

#### Contact

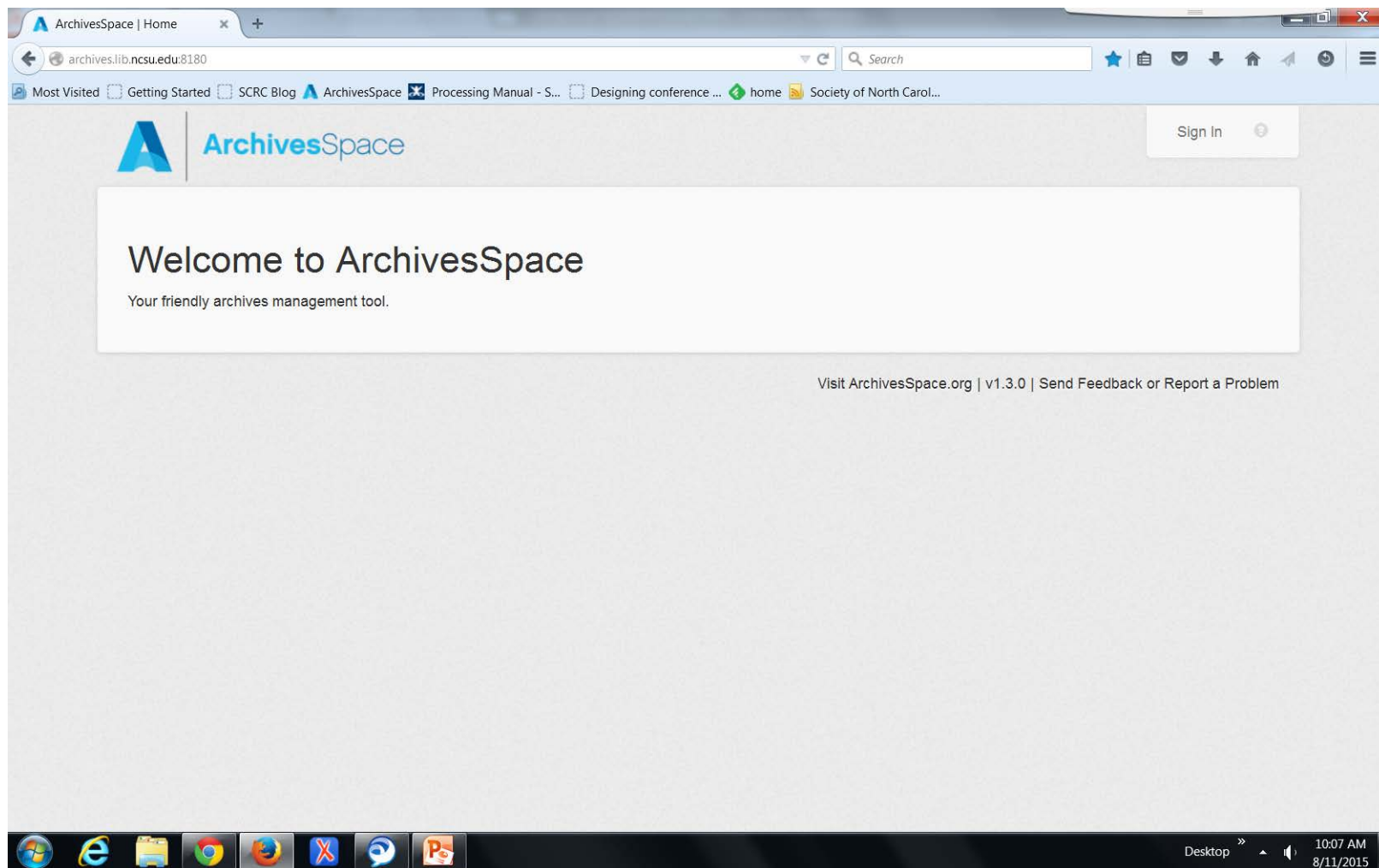
This little utility was developed by Jason Ronallo as part of his work at NCSU Libraries.

Email: [jronallo@gmail.com](mailto:jronallo@gmail.com)

#### Problems or Issues?

Please feel free to contact me about any issues you have with using Steady. Please attach your CSV file and, if available, the EAD XML output from this tool.

# UPDATED TO WORK WITH ARCHIVESSPACE



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**STEADY:** SPREADSHEETS TO EAD



# IMPORT EAD FILE

ArchivesSpace | Background...

archives.lib.ncsu.edu:8180/jobs/new

Most Visited Getting Started SCRC Blog ArchivesSpace Processing Manual - S... Designing conference ... home Society of North Carol...

Select Repository System lwsellar

Home Browse Create Search All Records SCRC

Home / Background Jobs / New Background Job

## New Background Job

Job Type \* Import Data

Find and replace jobs can and will make major changes to your database. You are **strongly** advised to backup your database AND to run your job in a test instance before proceeding. There is no "undo".

Import Type \* EAD

+ Add file

Container\_List\_2015\_0138.csv-ead(1).xml

Queue Job Cancel

Visit ArchivesSpace.org | v1.3.0 | Send Feedback or Report a Problem

# IMPORT SUCCESSFUL

The screenshot displays the ArchivesSpace web application. The browser's address bar shows the URL `archives.lib.ncsu.edu:8180/jobs/85`. The page header includes the ArchivesSpace logo and navigation links. A sidebar on the left contains a menu with 'Job Status', 'Basic Information', and 'Log'. A green notification box, highlighted with a red circle, states 'The import job has completed.' and includes a 'Refresh Page' button. The main content area is titled 'Import Job [85]' and shows the 'Job Status' section with a 'Running' status. Below this, it lists 'Time Submitted' and 'Time Started' as '2015-08-12 10:43:31 -0400'. The 'Basic Information' section shows the 'Repository' as 'SCRC' and the 'Owner' as 'lwsellar'. A 'Cancel Job' button is visible in the top right corner of the job details area. The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:44 AM on 8/12/2015.

## STEADY user interface

<http://steady2.herokuapp.com>

## STEADY code

<https://github.com/jronallo/steady>

Suggestions for making Steady more useful or  
work better with ArchivesSpace?

Contact

Jason Ronallo

[jnronall@ncsu.edu](mailto:jnronall@ncsu.edu)

Thank you.

Linda Sellars

[lwseller@ncsu.edu](mailto:lwseller@ncsu.edu)