Archivists Toolkit
At
Texas State Library and Archives Commission

This manual was drafted by Brian Thomas as a capstone project in Spring 2013.
The manual relies in part on the Archivist Toolkit Handbook, DACS, and THE ABCS OF EAD WITH DACS AT TSA 2005-1. In some cases where guidelines for content in Toolkit are most appropriate, text from these sources has been transcribed completely.

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Using the Manual

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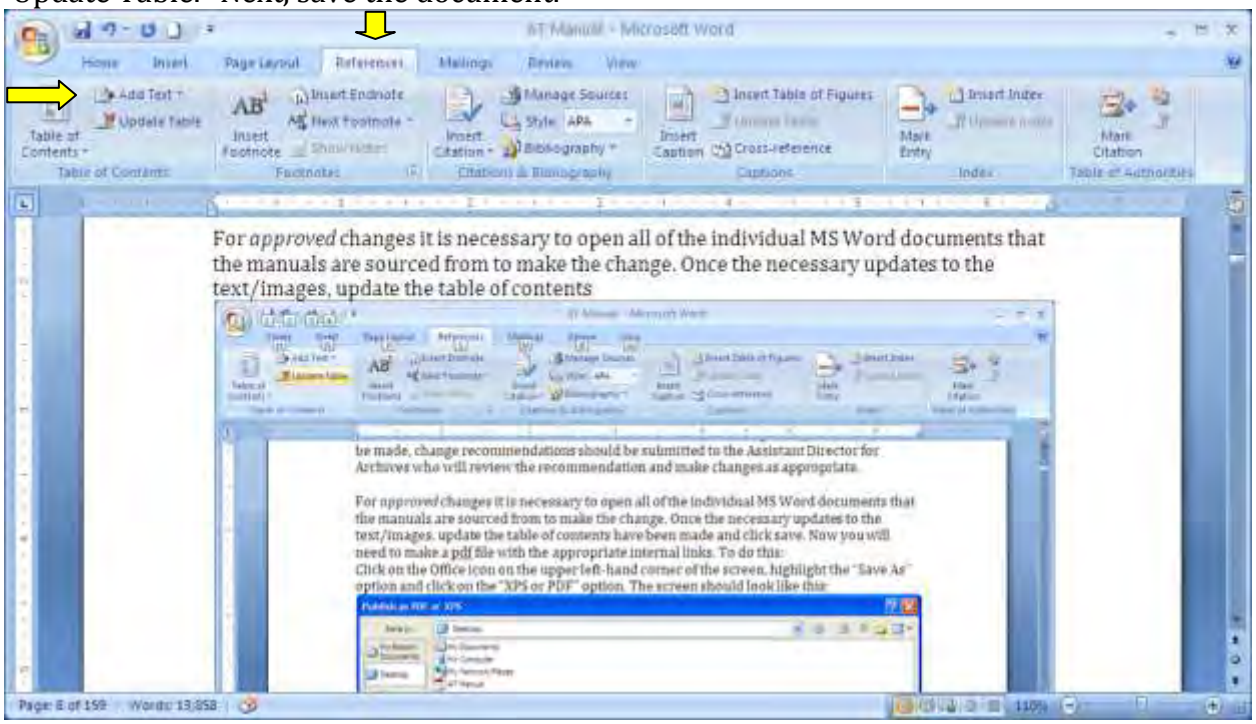
Editing

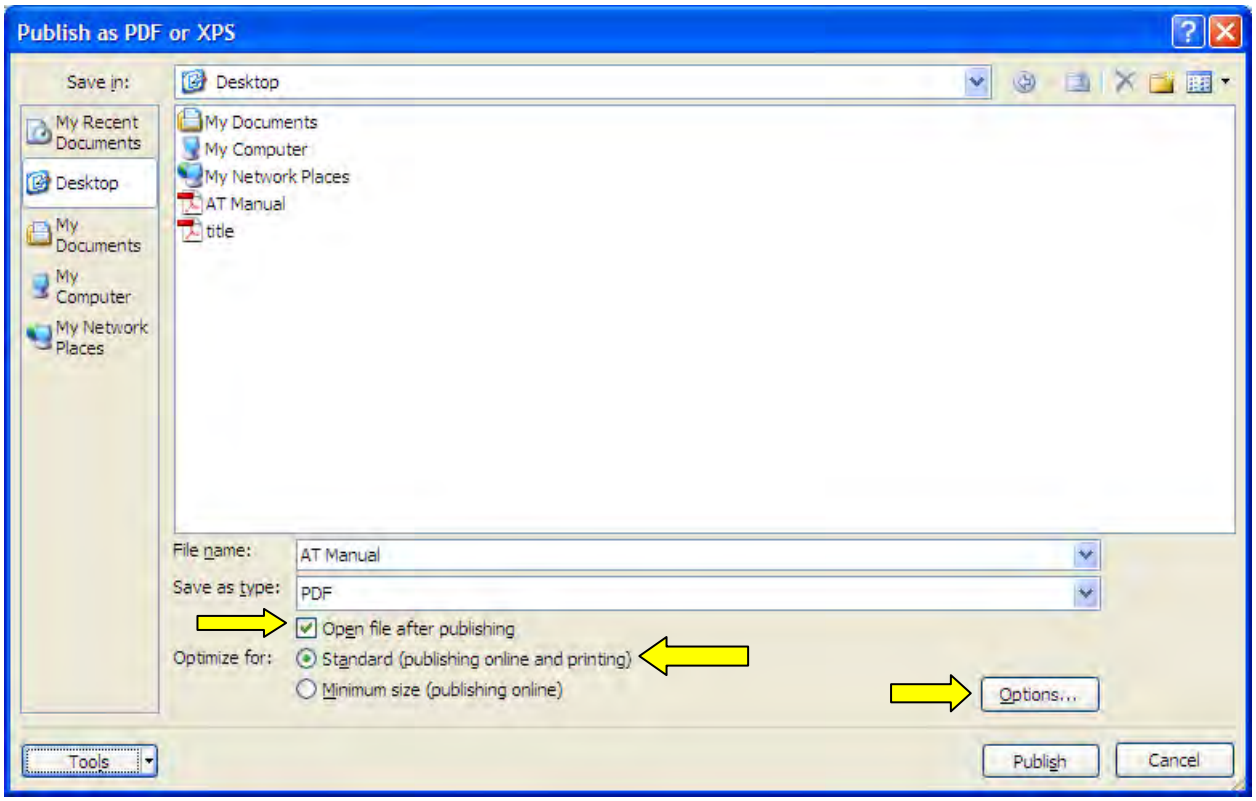
Note: Editing the Manual should only be done through the Assistant Director for Archives or the Director for Archives. If an Archivist or other user has changes they believe should be made, change recommendations should be submitted to the Assistant Director for Archives who will review the recommendation and make changes as appropriate.

For the Assistant Director/Director: The MS Word document is locked from changes. To save a change you have made, enter the password (tslac).

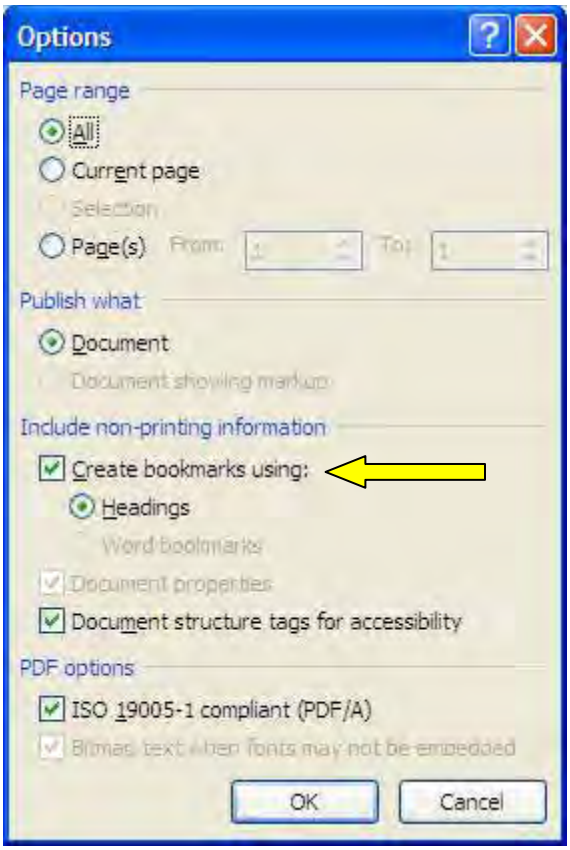
For *approved* changes it is necessary to open all of the individual MS Word documents that the manuals are sourced from to make the change. Once the necessary updates to the text/images, update the table of contents by going to the references tab and selecting "Update Table." Next, save the document.



Now you will need to make a PDF file with the appropriate internal links. To do this:
Click on the Office icon on the upper left-hand corner of the screen, highlight the "Save As" option and click on the "XPS or PDF" option. The screen should look like this:



Now, ensure that file is set to save as a PDF. Click on Standard (publishing online and printing)" and "Open file after publishing." Also be sure under the "Options" button that the file is set to save bookmarks using "Headings." The resulting file should have active internal links to the different sections of the manual.



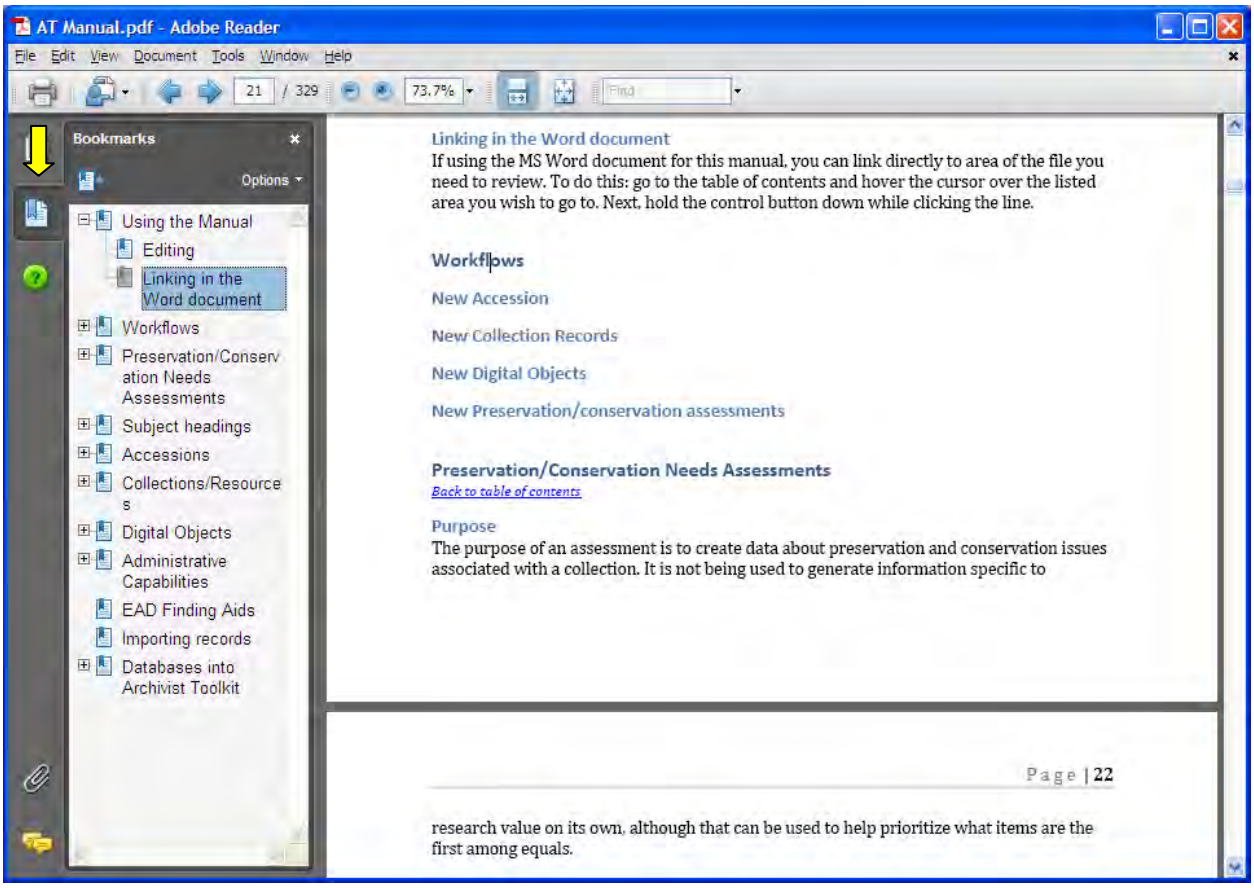
Linking in the Word document

If using the MS Word document for this manual, you can link directly to area of the manual you need to review. To do this: go to the table of contents and hover the cursor over the listed area you wish to go to. Next, hold the control button down while clicking the line.

Linking in the PDF document

If using the PDF version of this manual, you can link directly to the area of the manual you need to review. You can do this in two ways:

- If using the table of contents, click on the line representing the section you wish to go to. This should send you to the correct place.
- If not using the table of contents, you can access the manual's hierarchy of sections using the bookmarks side tab. To do this, click on the document with a bookmark on the left-hand side of the screen. This will show all of the sections. Expand and contract the sections as-needed to navigate the hierarchy.



Workflows

While it is understood that every situation is different when handling a new access, collection of preservation assessment, the following are the general workflows recommended when handling your materials. The workflow is presented in numbered steps.

New Accessions

1. Create a new accession record, input the working title and accession date in the basic information tab
2. Obtain a new accession number for your accession and input it into Toolkit. Find this by obtaining the most recent accession number in Toolkit and increasing the number by 1.
3. Input a note in the Name record for the name of the donor stating the date of the accession, assigned accession number, and other pertinent data. The accession should also be linked to the Name record from the Accession record.
4. Provide as much basic information as possible in the basic information tab of the accession record.
5. If tied to an existing Collection/Resource, create a link to that resource. Use the working title of your accession and known dates to create a series/subseries (as

appropriate) in the Collection/Resource record and click on the Internal Only box so that the new information is not output in a finding aid until it is ready

6. If there is no existing Collection/Resource record, obtain the next available TX number from the Assistant Director or other designated source and create a new Collection/Resource record. Provide only the basic description information known at the time of the accession. Link the new Collection/Resource record to the Accession record.
7. Begin creating Accession information by inputting initial data into the Acknowledgements, Restrictions and Processing Tasks tab, and Accession notes tab
8. Update the Basic Information of the Accession record as you proceed through the processing.
9. Link Names and Subjects to the Accession record as you proceed.
10. Update the data in the Collection/Resource record as the arrangement becomes clearer and information become available which fulfils the basic required information for that level of the Collection/Resource record.
    a. Until the Collection is fully processed all series/subseries, files, items and notes should be marked as internal only.
11. When arranged to full satisfaction remove the Internal Only marks.

New Collection Records

1. The new Collection/Resource record should be generated when an Accession to a new collection is received. These general guidelines should be followed when a new accession is tied to an existing Collection/Resource record as a series/subseries, file, etc. with the exception of number 2.
2. Obtain the next available TX number from the Assistant Director or other designated source.
3. Provide the Level, Title, Date, Language, Extent and Resource Identifier information in the Basic Description information. Refine this information as appropriate when processing the collection. If the new collection record is falling under an existing record, mark it as Internal Only until processing is complete.
4. Link Names and Subjects associated with the Collection/Resource when you begin processing the Collection, continue to refine this information as additional details become available.
    a. Do not create a new Name or Subject record unless authorized to do so.
5. Create a provisional hierarchy for the Collection/Resource by filling in the names of the series/subseries and providing the Basic Description information for them. Update this information as appropriate while processing. Make sure all series, subseries, etc. are marked as Internal Only until processing is complete.
6. Begin filling in notes and deaccession information for the Collection as a whole and individual series while processing as information becomes available. Refine and update as appropriate.
7. Enter file and item information as you are processing. Continue to update notes.
8. When processing is complete go through the collection and uncheck all Internal Only boxes.
9. Enter all required information into the Finding Aid Data tab.

10. Export an EAD finding aid and update it with the appropriate fixes for upload into TARO.

New Digital Objects

1. Determine if the digital object is a simple object (i.e. a single file and its derivatives) or multiple files that aggregate into a whole.
2. In the basic description tab at the top level provide the title, date, language (if known), object type, and Object ID. Follow the guidelines given for determining the next available digital object ID.
3. If a simple digital object, link the various file versions to the Digital Object record.
4. Link known applicable Names and Subjects to the Digital Object record.
5. Follow the directions provided for entering note information at the top-most level.
6. If a simple digital object, and if the digital object is to be displayed as part of a finding aid, update the EAD DAO show and actuate fields in the Basic Description tab. Select the version of the Digital Object record which will be embedded in the finding aid and update that version's EAD DAO information.
7. If a complex digital object, update the top-level notes as additional information becomes available.
8. If a complex digital object, map out the hierarchy of digital object at the sub-level to denote file directories or other relevant information. Fill in the notes for the sub-levels as you create the hierarchy.
9. If a complex digital object, create the component Digital Object records, filling out the basic description information and linking the file versions of the individual components appropriately.
10. If a complex digital object, fill in any applicable component Digital Object record information as you proceed and information becomes available.
11. If a complex digital object, once a component is finished decided if the component will be shown in the EAD Finding Aid. If so, update EAD DAO fields in the Basic Description tab to reflect this. Locate the file version to be shown and update the EAD DAO information for that as well. All other versions should not be marked as "show."
12. If a complex digital object, once the entire digital object has been constructed update the EAD DAO information in the top-level Basic Description information to reflect decisions about being embedded in the finding aid.
13. Create a link to the correct location with the associated Collection/Resource record.

New Preservation/conservation assessments

1. Determine what Accessions, Collections/Resources, and Digital Objects are directly associated with the records being assessed in the Preservation/Conservation needs assessment. It does not matter whether these associated records include some items that are not receiving a preservation/conservation assessment, as long as some portion of the records are being assessed. Digital Object will most likely be tied to the preservation/conservation assessment by association with a collection.
2. Create a new preservation/conservation assessment through the Tools drop-down menu on the main screen. Before creating the new assessment, search the existing

assessments to verify that the preservation/conservation assessment has not already been done.
3. Link associated Accessions, Collections/Resources and Digital Objects; input your name in the User Who Created Record Field.
4. In the Review Note field enter "Review in-progress."
5. Provide Special Format and Values information; update this if needed as the assessment is being completed.
6. Provide Survey information, beginning with Special Conservation issues and Other Conservation issues.
7. Estimate and provide expected processing time, and numeric data in the Survey tab.
8. When done entering survey information, provide the name of the person completing the survey, date it was completed, how it took, reviewer information, review note information.
9. Remove the "in-progress" portion of the Review Note.

Preservation/Conservation Needs Assessments

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Purpose

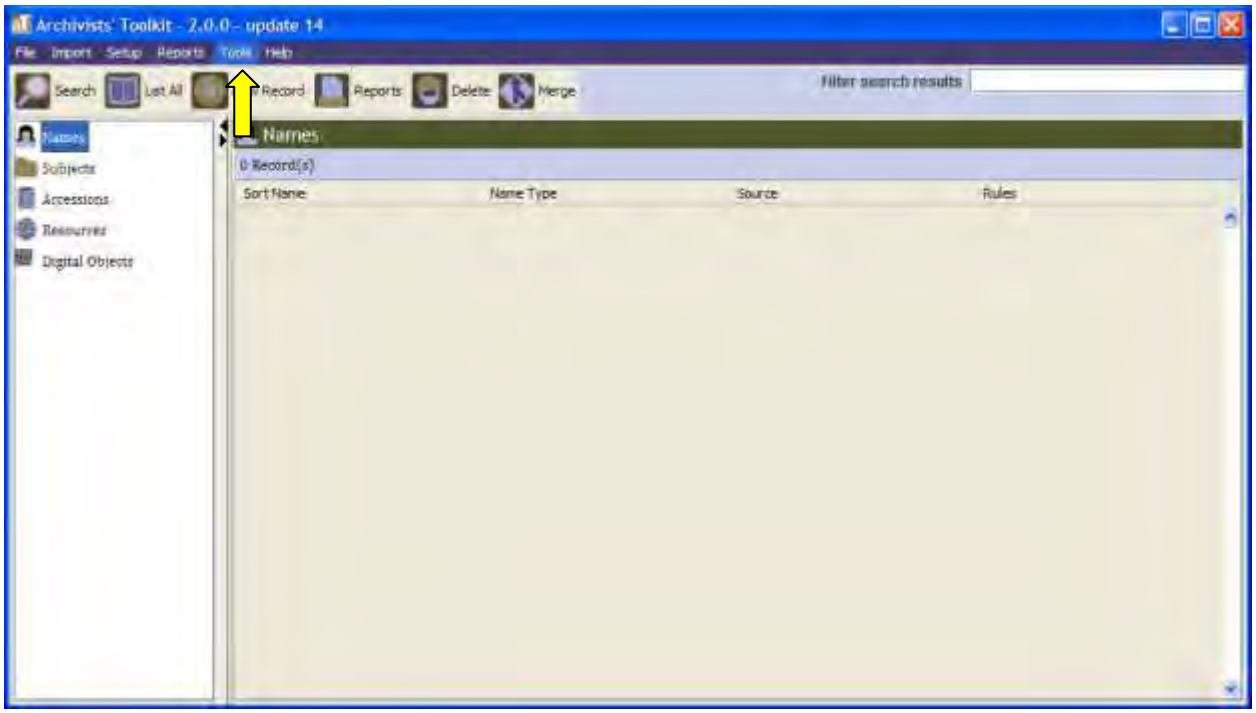
The purpose of a preservation/conservation needs assessment is to create data about preservation and conservation issues associated with a collection. It is not being used to generate information specific to research value on its own, although that can be utilized to help prioritize what items are the first among equals.

A note about saving

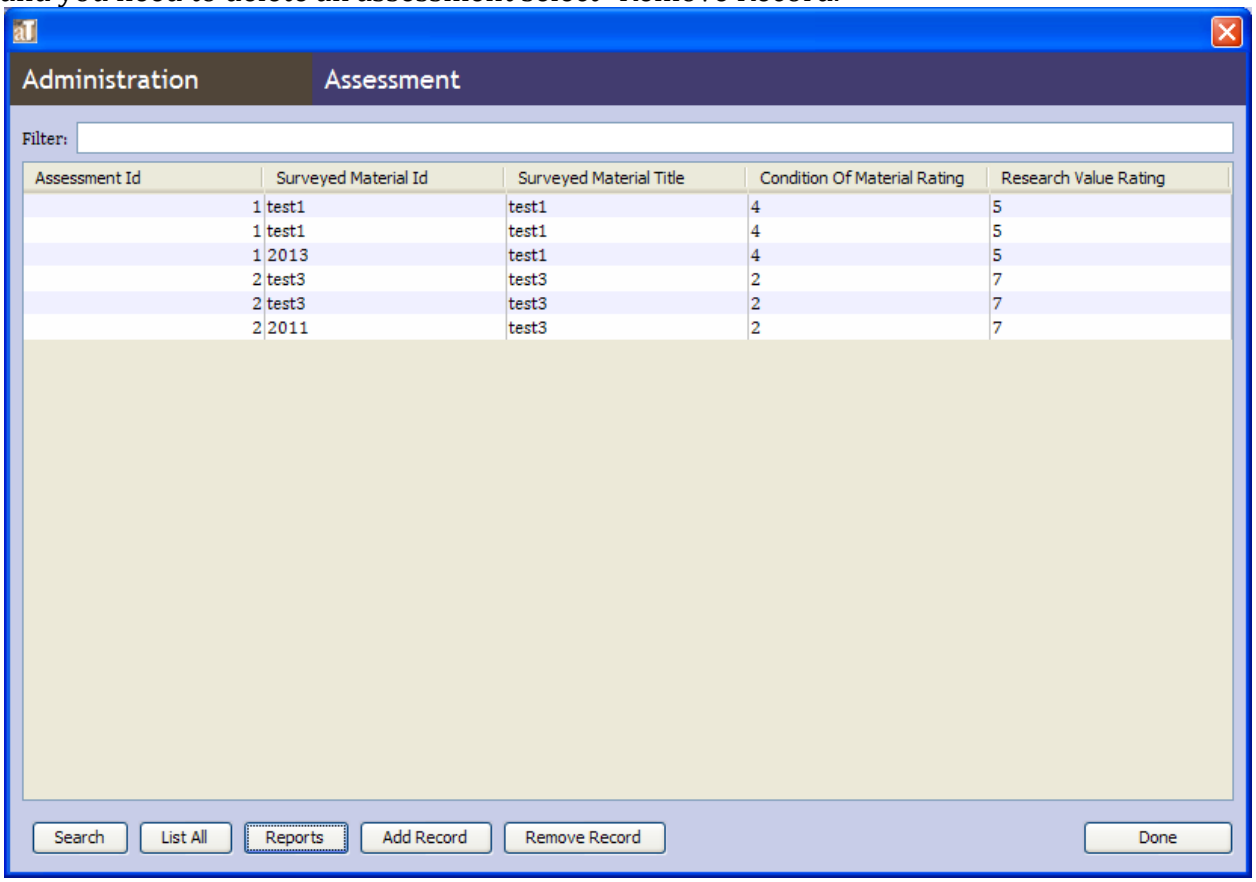
Toolkit provides multiple means of saving information you have entered. You can click on close on the Save icon at the bottom of the screen. You can click on close and, if you have not saved changes you have made, you will be prompted to save changes. However, depending on the changes you make to an existing record, if you click on the X on the upper right-hand corner of the active window it may not save or prompt to save your changes. *Always* save your work by pressing the Save button on the bottom of the screen.

Reaching the Assessments screen

To reach the assessments screen, go to Tools from the main Toolbar and select "Assessment Records."

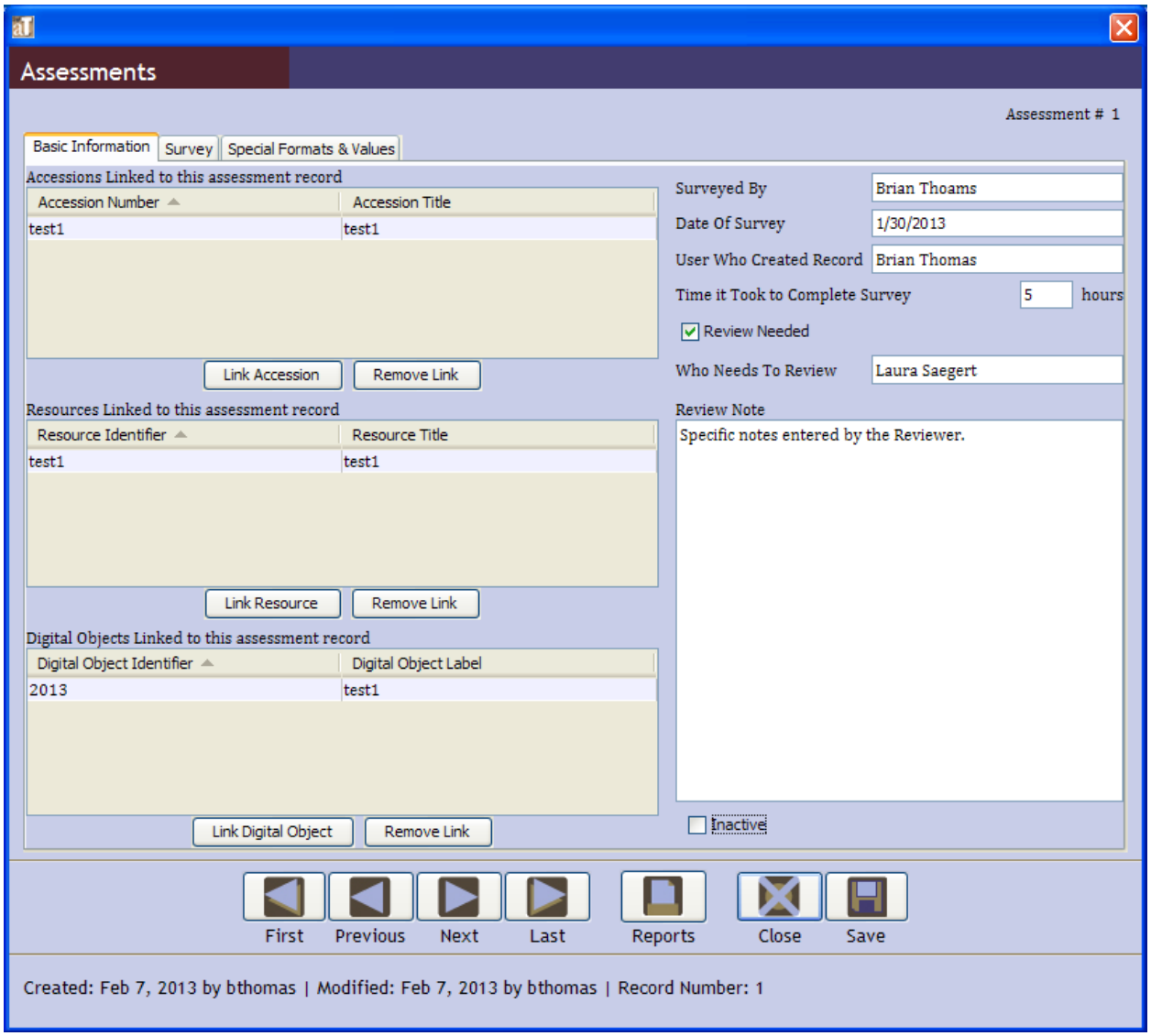


The following screen should appear. To edit an existing assessment highlight and double-click on that item, to create a new assessment select "Add Record", if an error was made and you need to delete an assessment select "Remove Record."



Entering Essential Information

Essential information can be entered on the Basic Information tab of an assessment.



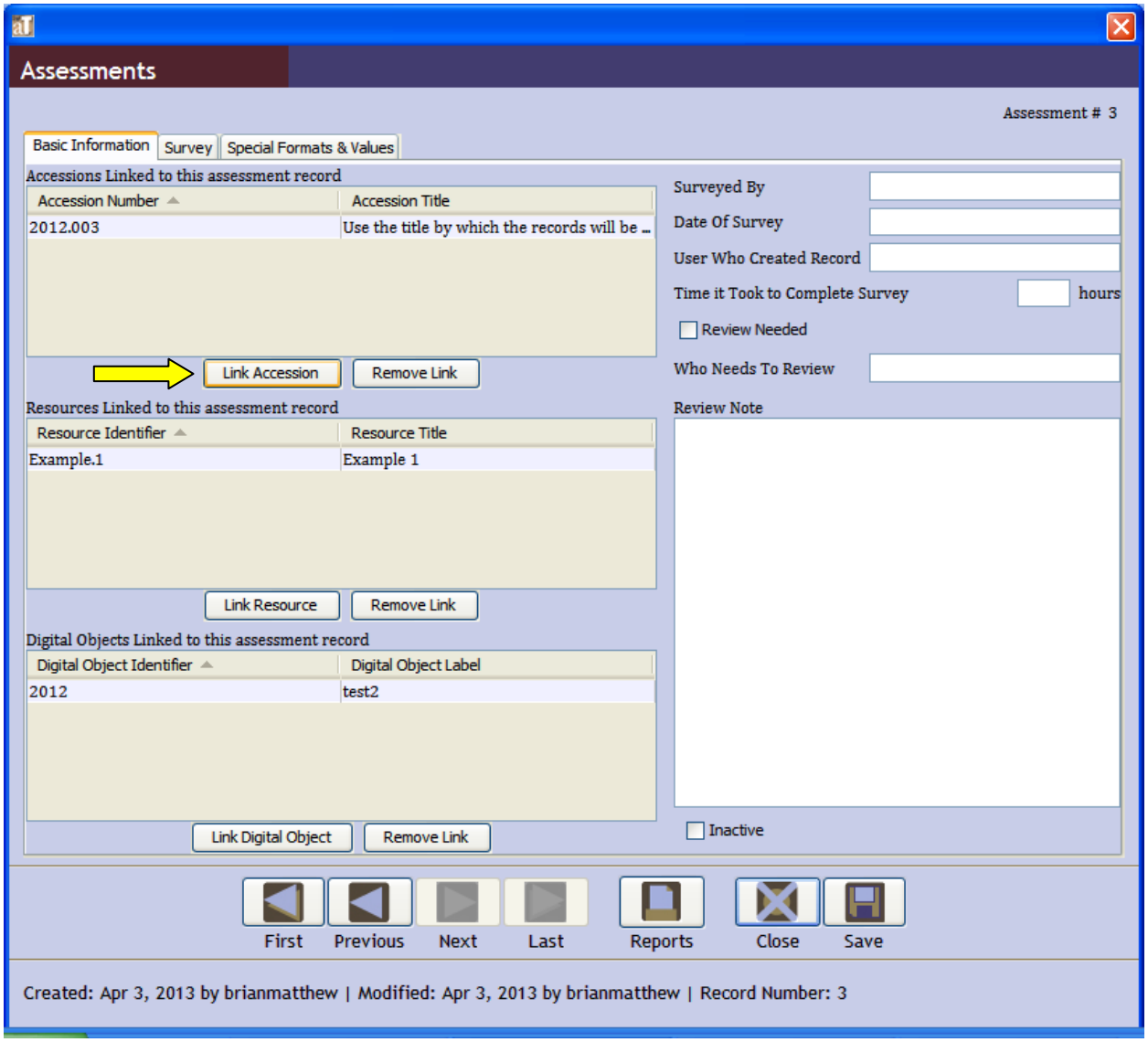
The first step is to identify the location of the materials being evaluated. The archivist should **link all** digital objects, accessions and collections associated with the materials being assessed.

Next, you should fill in your basic information: Surveyed By, Date of Survey [first date that information was entered here], User Who Created Record [your name], and Time to Completion [in whole hours].

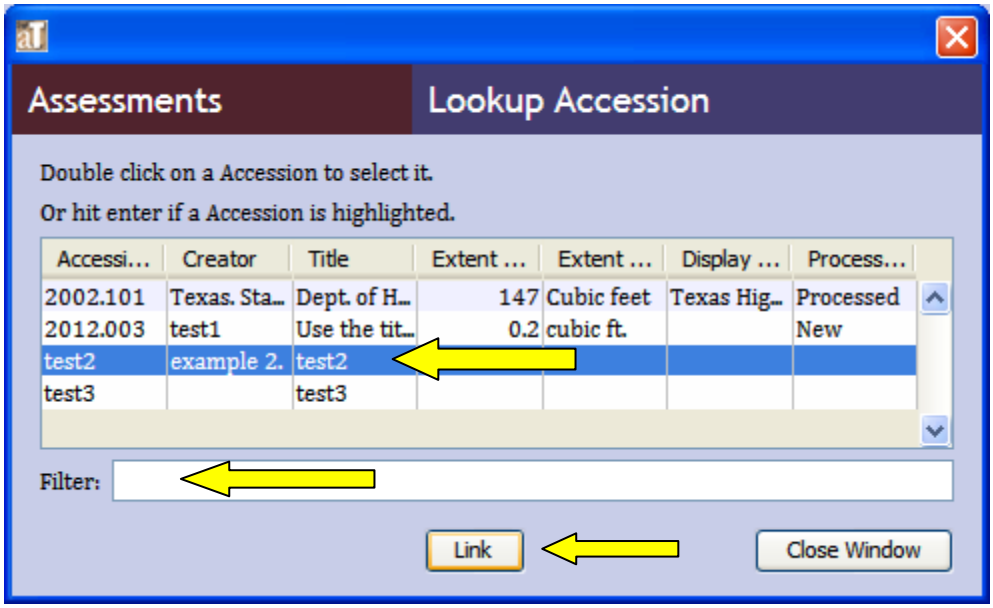
Linking Preservation/Conservation needs assessments to other Toolkit Records

Linking to Accessions

To link to an accession record, click on the Link Accession button on the Basic Description screen.

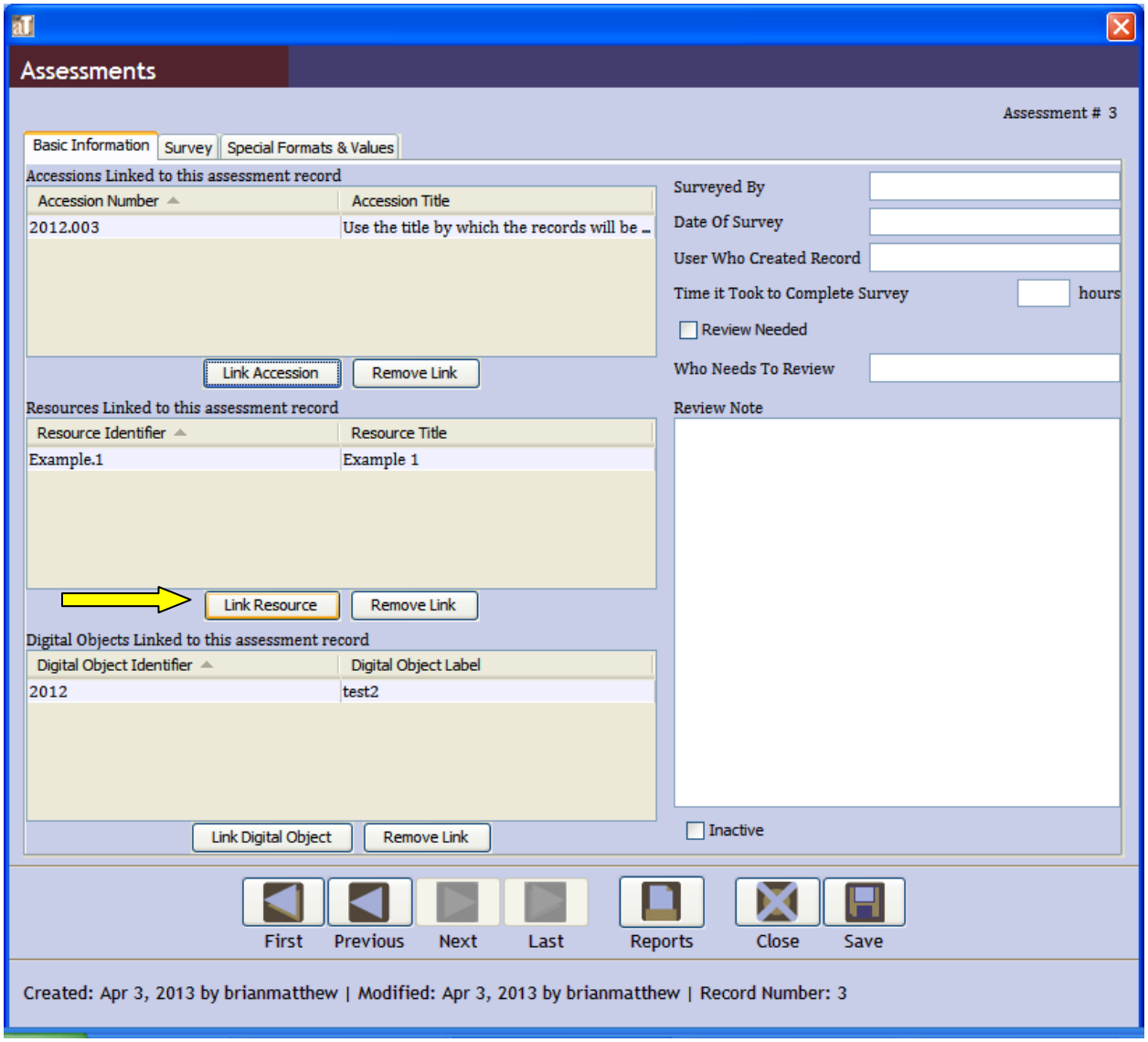


You will be prompted by the following screen to select the accession you wish to link to. Search for the correct accession by entering the name of the accession in the Filter field. Highlight the accession record and click on the Link button.

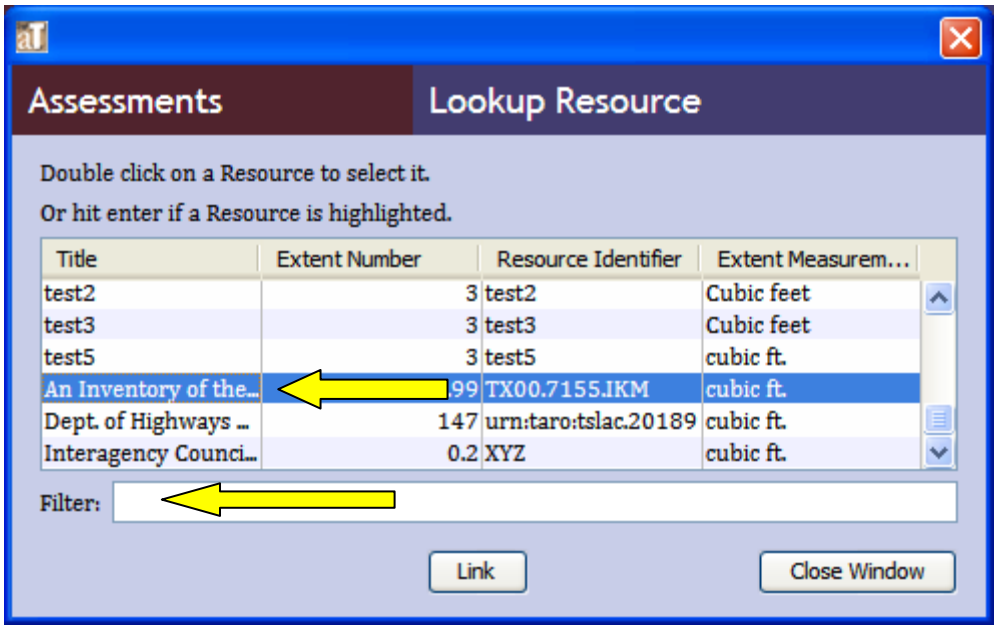


Linking to Collections/Resources

To link to a collection/resource record, click on the Link Resource button on the basic description screen.

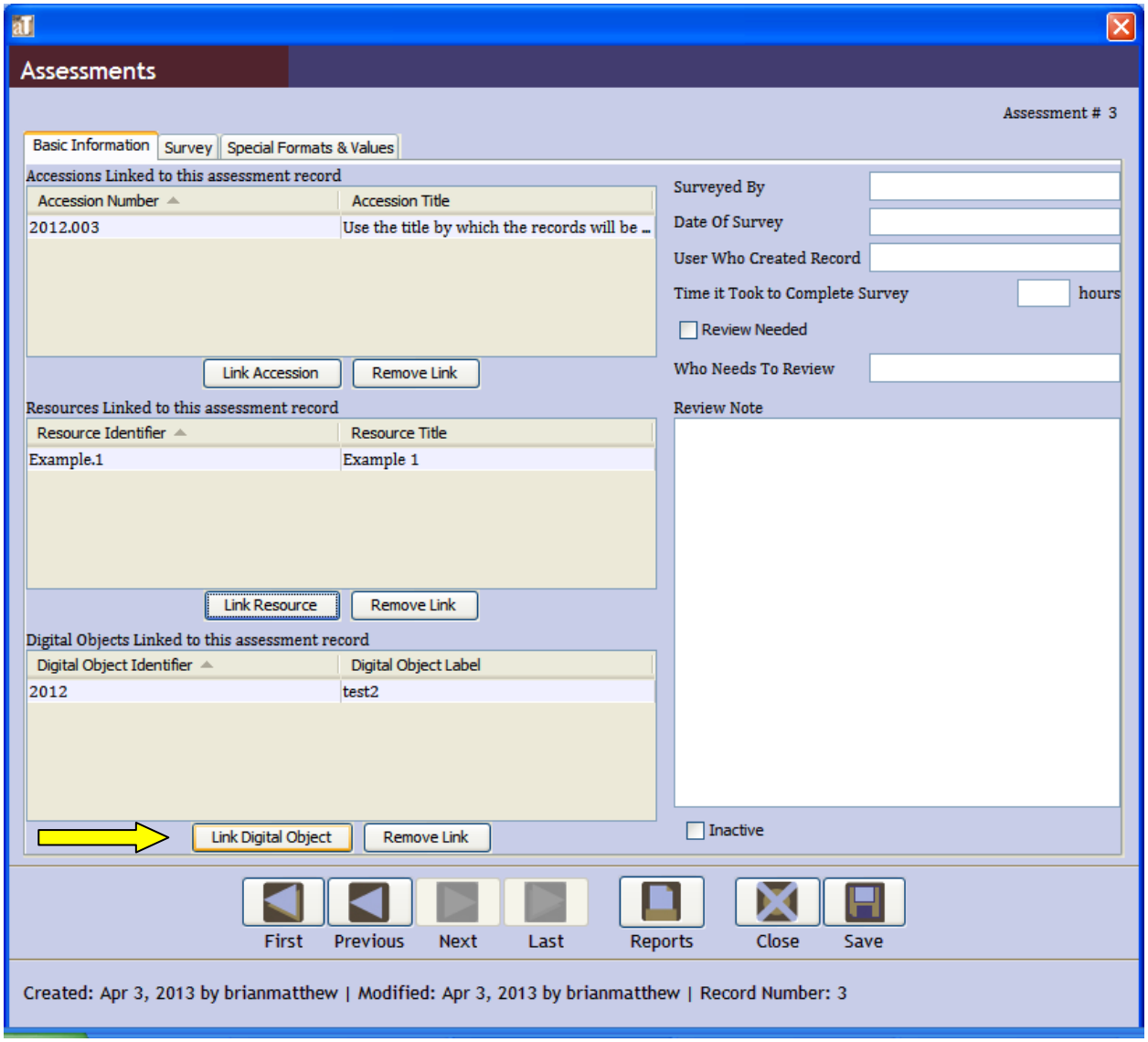


You will be prompted by the following screen to select the collection/resource you wish to link to. Search for the correct collection/resource by entering the name of the collection/resource in the Filter field. Highlight the collection/resource record and click on the Link button.

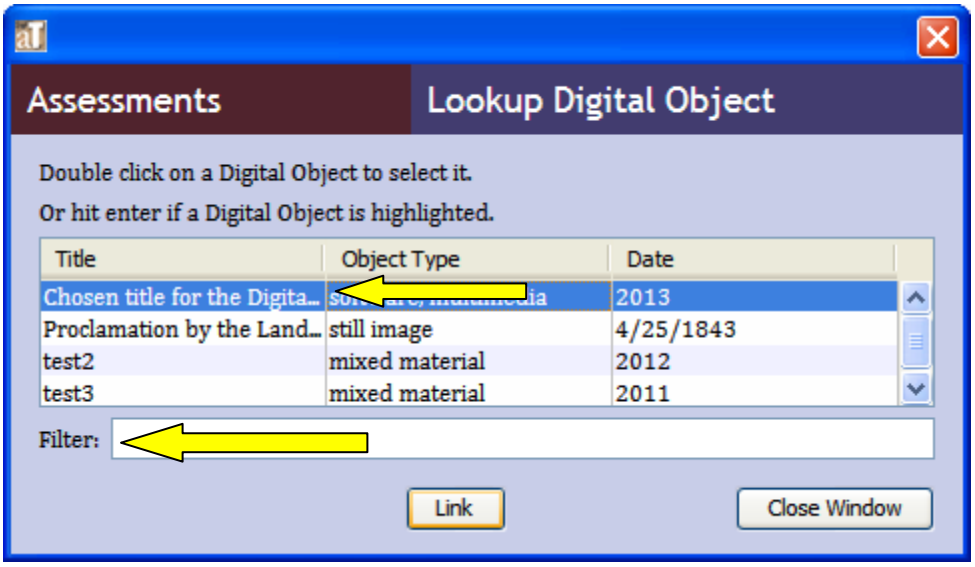


Linking to Digital Objects

To link a digital object record, click on the Link Digital Object button on the basic description screen.



You will be prompted by the following screen to select the digital object you wish to link to. Search for the correct digital object by entering the name of the digital object in the Filter field. Highlight the digital object record and click on the Link button.

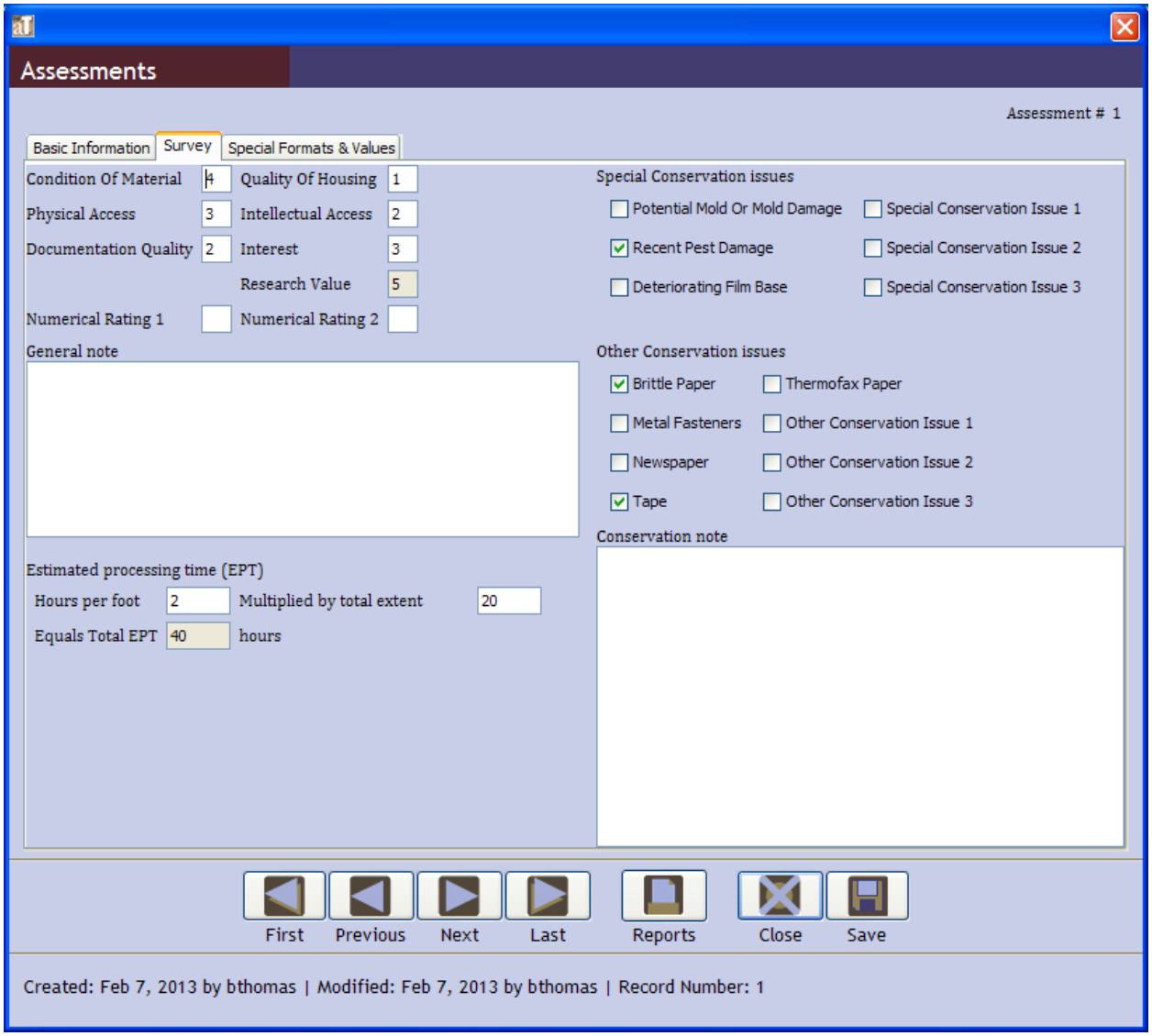


Assessment Details

Status

- "Review needed" should always be checked if entering new information or creating a new needs assessment.
- "Who needs to review?" should always be the current Assistant Director for Archives or Director for Archives
- "Inactive": should only be checked by the current Assistant Director or Director after they have reviewed this file.

Assessment Information



The assessment should always be on the accession or collection level, with special notes attached regarding items needing special or additional attention.

To access this data screen select the "Survey" tab from the Assessment window.

Condition Levels

The system will aggregate this information for use by the Assistant Director and Director to determine what Collections need the most immediate attention. Research value is automatically generated based on the other information provided.

Assistant Director and Director note: Material condition should drive preservation/conservation action. However, among collections with equal levels of intervention needs, you can use the Research Value to help prioritize what collections need the most immediate attention.

Condition levels have a certain level of subjectivity, but it is important to be consistent. Recommended assessment level descriptions are as follows:

Condition of materials
5: Excellent
4: very good
3: good
2: fair
1: poor

Quality of housing
5: collection housed completely in acid-free boxes and folders in good condition.
4: collection housed partially in acid-free boxes and folders in good condition.
3: collection housed in non-archival boxes and folders but in good condition.
2: collection housed in non-archival boxes and folders.
1: collections housed in non-archival boxes, might have items loose on the shelf.

Physical Access
5: Arrangement to the item-level into series and subseries. Full intellectual control of the collection.
4: Arrangement to the series level. Series subdivided into files. Good intellectual control of collection.
3: Arrangement is *rough* by designated schema, no thorough screening, and file-levels are not fully established yet. Everything is flattened and available for use. Some intellectual control of contents.
2: Arrangement is *very rough*, with either poor housing or poor labeling. Minimal intellectual control.
1: *Not arranged* at all. Documents not flattened. No or very minimal intellectual control.

Intellectual Access
5: *Very Good:* A good finding aid and MARC record exists. Information available in all of the usual patron resources.
4: *Good:* A MARC record or finding aid exists, but one or both not available online yet. The resources provide good access to navigate the collection
3: *Fair:* A finding aid or MARC record exists, but not both. Resources available are fair to help the patron, but not very detailed.
2: *Poor:* MARC and/or finding aid does not exist. If they do exist, the description is poor or does not substantially help with navigating the collection.
1: *Very Poor/No Access:* Some documentation exists, but it is most likely minimal. Patron cannot reasonably access the contents of the collection.

Documentation Quality (a subjective rating)
5: *Very good*
4: *Good*
3: *Fair*

2: *Poor, but still has some value*
1: *Minimal or non-existent*

Interest (subjective rating of current or potential patron interest in the collection)
5: *High*
4: *Moderate*
3: *Average*
2: *Below Average*
1: *Negligible*
Numeric Rate 1 and **Numeric Rating 2**: *Leave blank at this time*

Conservation Issues information

Check off all issues that apply under "Special Conservation issues" and "Other Conservation issues" headings.

Note that the undefined conservation issues should be left unchecked unless defined by management or the preservation officers.

General note:
Use this field to itemize specific preservation/conservation concerns. Identify the item by *description [1-3 words], series [name], file [name].* If there are no specific items that special attention leave this field blank.

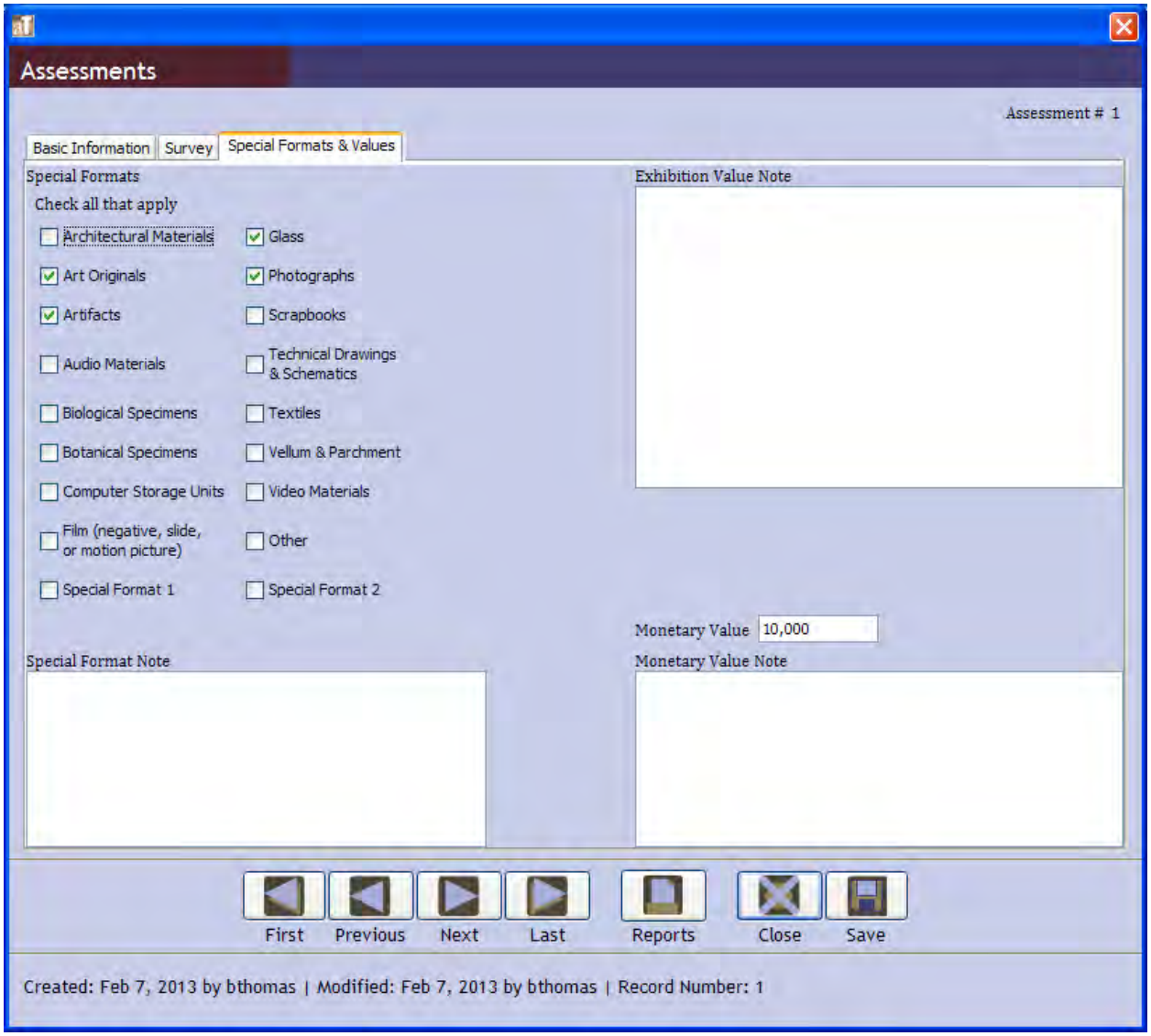
Conservation note:
This field should be left blank for the preservation officer/conservation.
Conservation/Preservation officer:

- Input special comments about the collections status; also
- Input a summary of actions taken, how long it took (hours of activity, do not list hours of passive action such as days in a humidifier), and date action was done. This should read as an itemized list.

Estimate Processing Time:
Archivist should leave blank.

Conservation/Preservation officer: input your estimate of time it will take to complete the needed action.

Special Formats and Value information



To access the screen to input this data, click on the "Special Formats & Values tab" in the Assessments window.

Special format information

To enter this information, put a check mark on all of the fields that apply. If there is a format that is not listed, check "Other." Information on the "other" format should be provided in the "Special Format Note" section.

Note that Special Format 1 and Special Format 2 should be left blank.

Exhibition Value

The exhibition value note should be left blank unless directed otherwise by the Assistant Director or Director for Archives.

Monetary Value

The monetary value field and its accompanying note should be left blank unless a valuation has been done. If a valuation was done, input the value given. In the note section, type the name of person who appraised the material, the company they represented (for outside valuations), and list the items in the valuation report which are especially relevant to the appraisal.

Access Terms

Back to table of contents

A note about saving

Toolkit provides multiple means of saving information you have entered. You can click on close on the Save icon at the bottom of the screen. You can click on close and, if you have not saved changes you have made, you will be prompted to save changes. However, depending on the changes you make to an existing record, if you click on the X on the upper right-hand corner of the active window it may not save or prompt to save your changes. *Always* save your work by pressing the Save button on the bottom of the screen.

Names

The names section of Toolkit should be used both for maintaining an index of the names associated with collections (including corporations), as well as those of potential donors and other contacts. As creating a new name record related to a collection may need approval by the Director or Assistant Director for Archives, it is important to always seek permission to create a new name. Once the name is in Toolkit it can be associated with a collection even if it was intended to be unofficial.

Please note your approved level of activity. Even if the system permits you to create new records or update older ones, you should only make changes approved for your approved activity level (outside of Toolkit).

Any person at the *Archivist Level* or higher can edit the descriptive information, linked repository records (Accessions, Resources/Collection, Digital Objects), and contact information of an existing name.

Any person at the Repository Manager, Director and Assistant Director for Archives Level can approve the addition of a new name to the Toolkit

Adding a New Name

Adding a new name involves several steps. First you must search for name in all of the known forms to determine whether the name really does need to be added.

If the name does not exist in the Toolkit, go to the Library of Congress Authority Records website (http://authorities.loc.gov/) to determine if an authority record exists for the name in question. Check for variants of the name as well. If found, use the information from the Library of Congress Authority Record as a basis for essential Name information to be added. Also check the Art and Architecture Thesaurus

(http://www.getty.edu/research/tools/vocabularies/aat/index.html) to determine if the name information is available there.

If adding a new name, after receiving the appropriate approval:

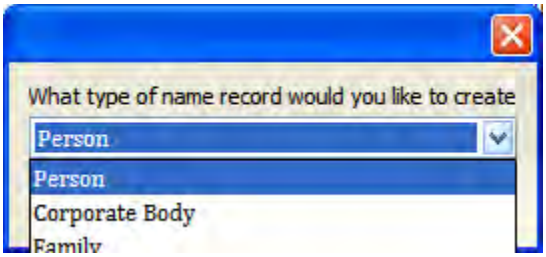
Double click on “Names”. Now click on “New Record.”

When the following screen appears select the appropriate category and press “Ok”
Names should be consistent with the DACS standards. For TSLAC purposes, the following definitions would apply:

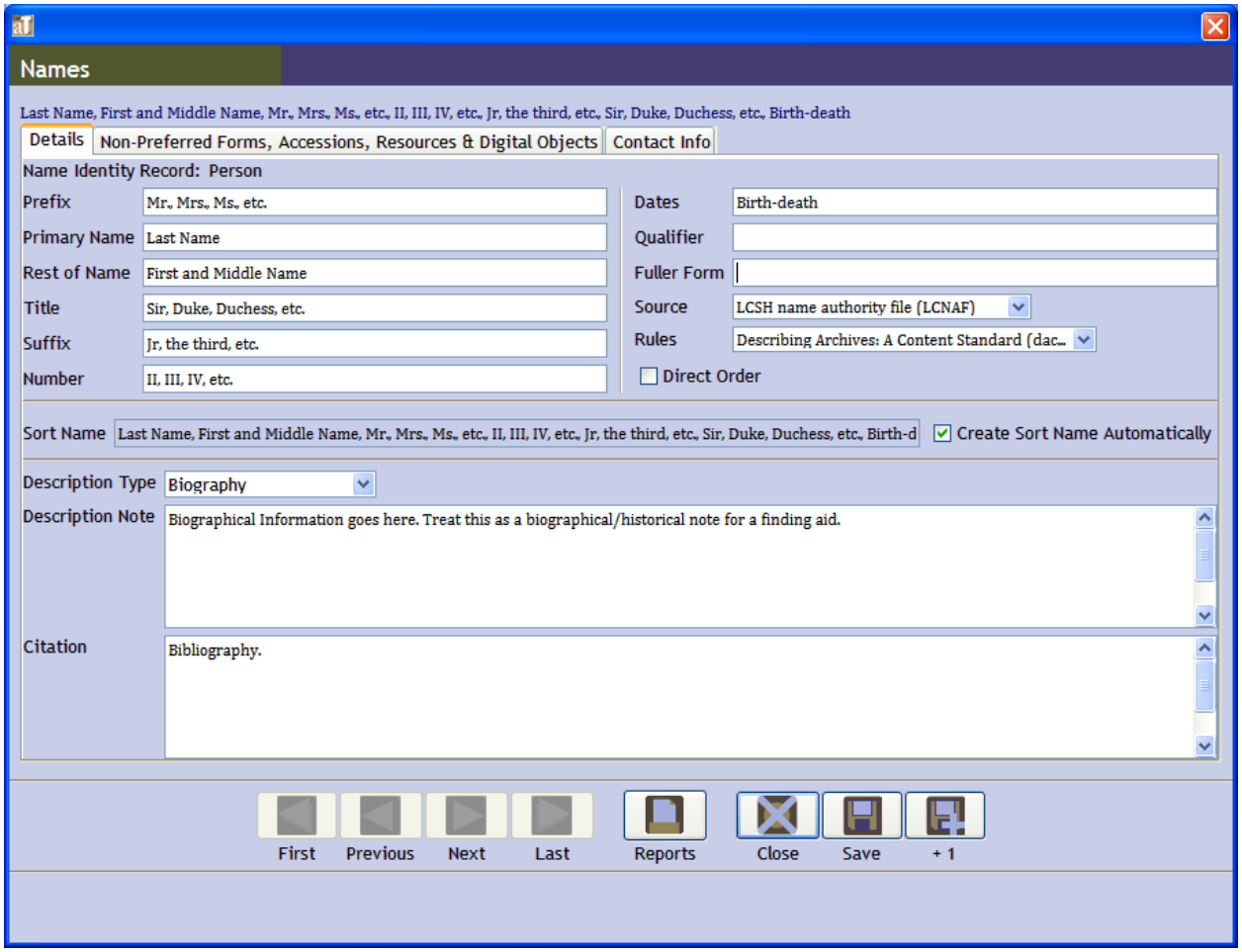
Person: Refers to an individual person only, multiple people of a family should be entered under family. Multiple unrelated people should be entered separately.

Corporate Body: The name of a corporation, non-profit entity, organization, government entity, country, and other corporate bodies consistent with DACS Chapter 14.

Family name: The surname of a group of individuals related by blood or marriage where the name of a specific individual is not sufficient to describe the involvement of members of the family involved in the collection or accession.



Adding a Person



Enter as much of the information as possible. It is important to separate information into the correct fields as Toolkit will aggregate the information into the correct forms when necessary.

"Source" should always use the official source of information referenced, such as Library of Congress and AAT. If no official source was found, enter "Local Sources (local)".

"Rules" should always state "Describing Archives: A Content Standard (dacs)" unless AACR or another form rule was used.

"Create Sort Name Automatically" should always be checked.

Prefix

Refer to DACS 12.5D. If the name requires a prefix to accurately reflect the individual (i.e. Mr., Mrs., etc.) enter that information here.

Primary Name

Enter the surname of the individual. Refer to DACS chapter 12.

Rest of Name
The given name of the individual. Should include first name (or initial) and middle name(s) (or initials). Refer to DACS chapter 12 for rules.

Title
Should be used if, and only if, the person has a title associated with their name. Should reflect the title given to a person. See DACS chapter 12 for more guidance.

Suffix
Should be used if, and only if, a person has a suffix attached to their name (i.e. Jr., Sr., etc.) See DACS chapter 12 for specific rules on appropriate suffix forms.

Number
Should be used if, and only if, a person has a number associated with their name. For example Joe Smith, III (as opposed to Joe Smith, 5th). See DACS chapter 12 for specific rules.

Dates
Enter the birth and death years associated with the person. If a person is still alive enter the birth year followed by a "-". Refer to DACS 12.17 for date rules.

Qualifier
Should be used to differentiate the person from another nearly identical person. Refer to DACS 12.19.

Fuller Form
Should be used to represent the commonly used name of the person if that is necessary to differentiate them from another individual.

Direct Order
Select this checkbox if the person should be sorted/listed by their full name. i.e. Joseph Smith instead of Smith, Joseph. See DACS 12.8-12.9.

Biography/Administrative History
You should always use the "Biography" option from the dropdown menu for "Description Type". Under this heading enter the biographical information for the person. You should provide enough information for a user not familiar with the person to understand the life and activities of the person. *At minimum* this should reflect how the person has connections to records held by TSLAC and identify what collections are involved.

See DACS chapter 10 for full rules and recommendations. In general, the following should be included in a linear description of creators who are persons:

- A brief 1-2 sentence summary of the rest of the content (names, dates, location, etc.).
- Name(s), including full name, title(s), aliases, married names, pseudonyms, and common popular.
- Dates of birth and death.
- Place(s) of residence, length of residence and other places the creator is tied to through other connections.

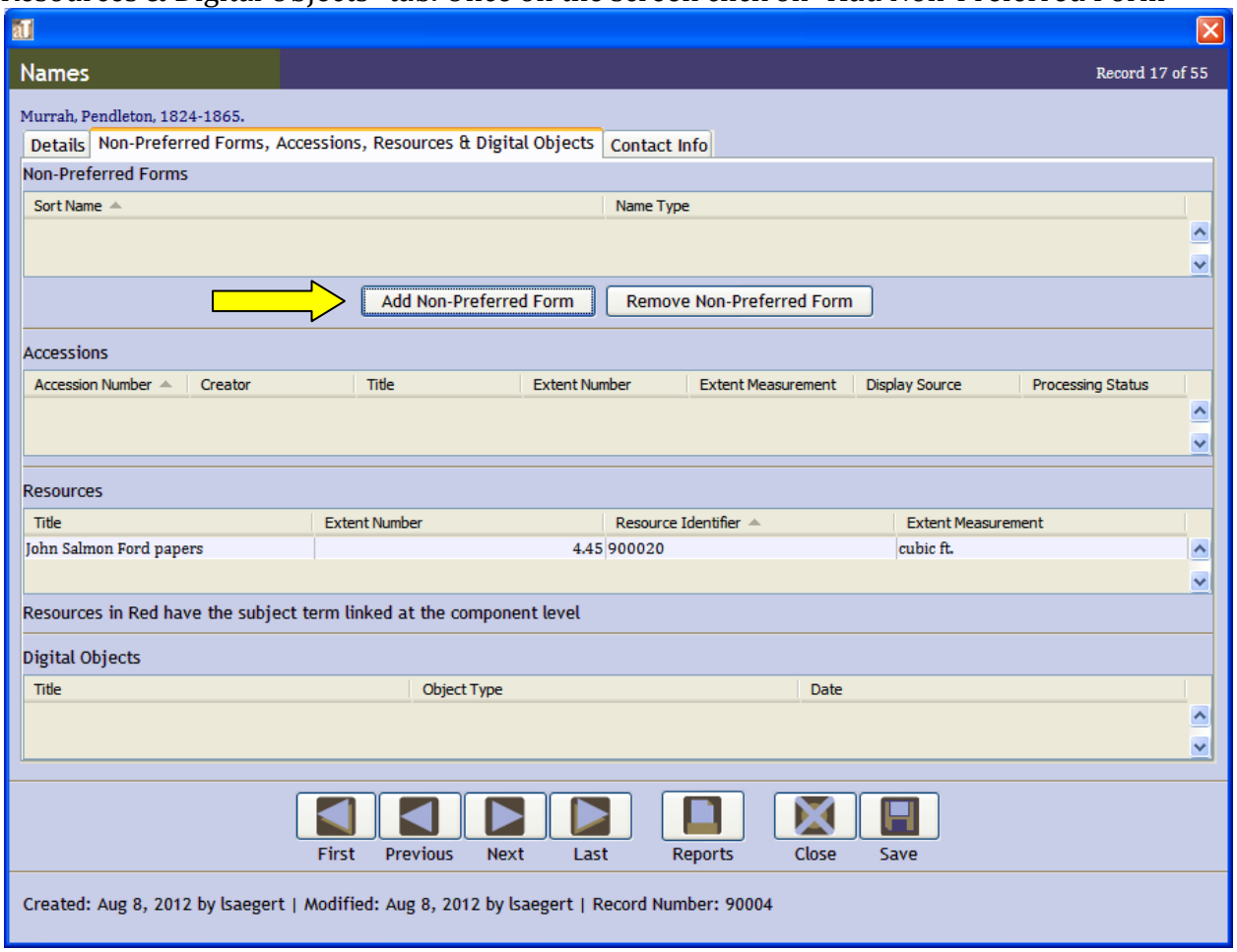
- Education.
- Occupation, life and activities, including accomplishments and achievements and important relationships with other persons or organizations.
- Other significant information about the person/family.

Citation/Bibliography

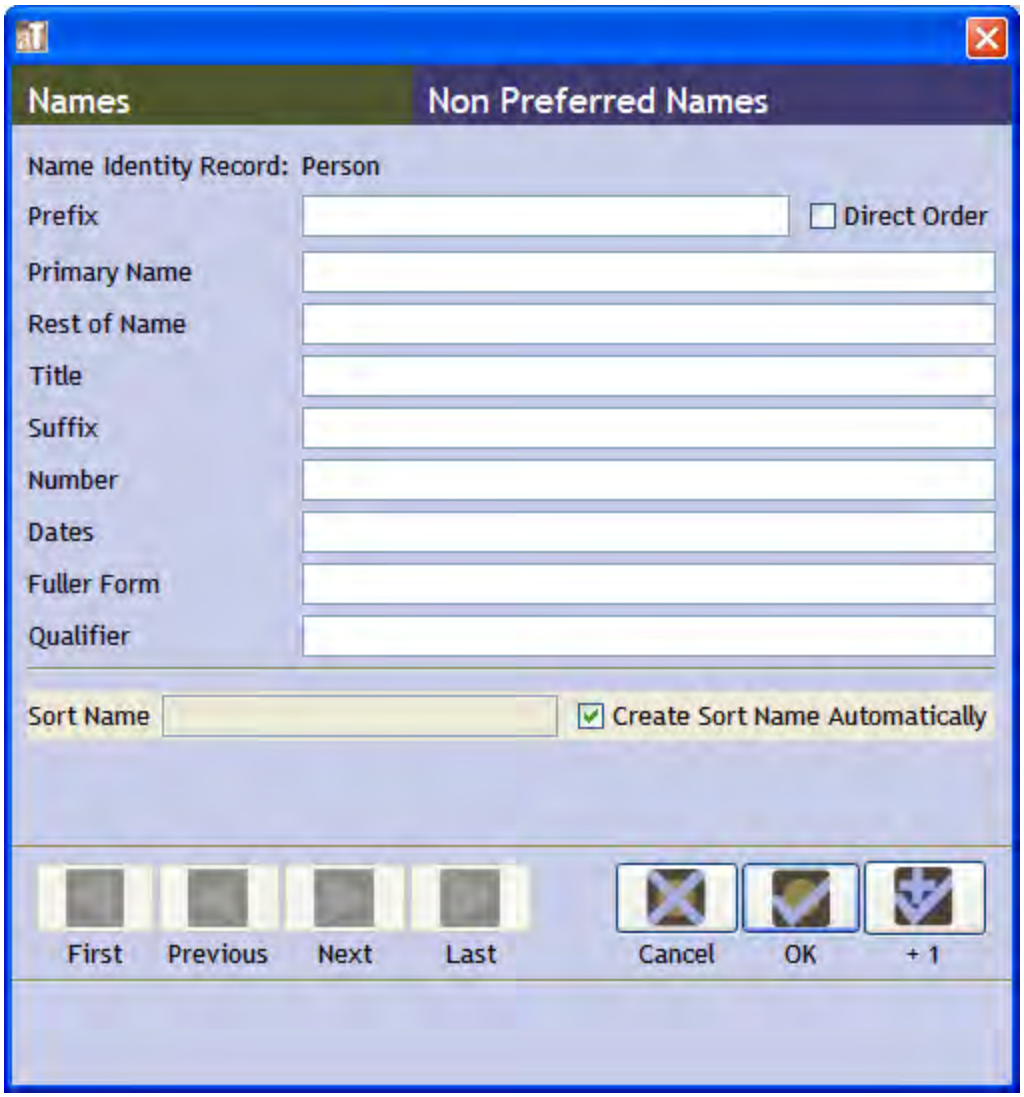
Use this to cite the sources used in aggregating data about the individual.

Non-preferred Names

Entry of this information can be done from the "Non-Preferred Forms, Accessions, Resources & Digital Objects" tab. Once on the screen click on "Add Non-Preferred Form"



The following screen will appear:



Provide information consistent with DACS chapter 12 guidelines for names that the person used, but which are not the preferred way of referencing them. Follow the guidelines given for entering preferred name information.

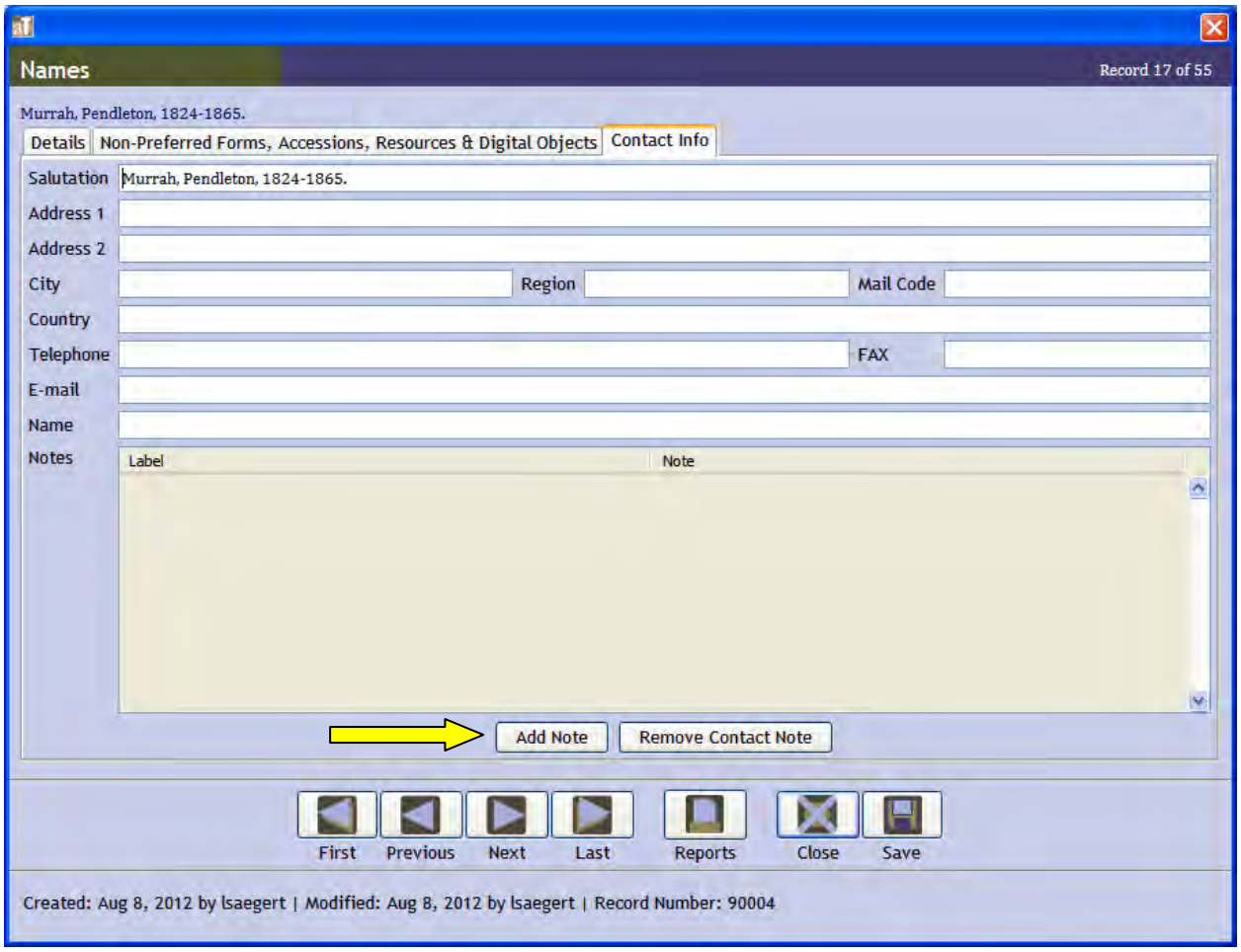
Linking to other Toolkit Records

You can link an individual's name to an accession, collection/resource, or digital object. This cannot be done from the Name function in Toolkit. You must follow the directions for linking names to Accessions, Collections/Resources, and Digital Objects from within those separate functions.

Contact Information

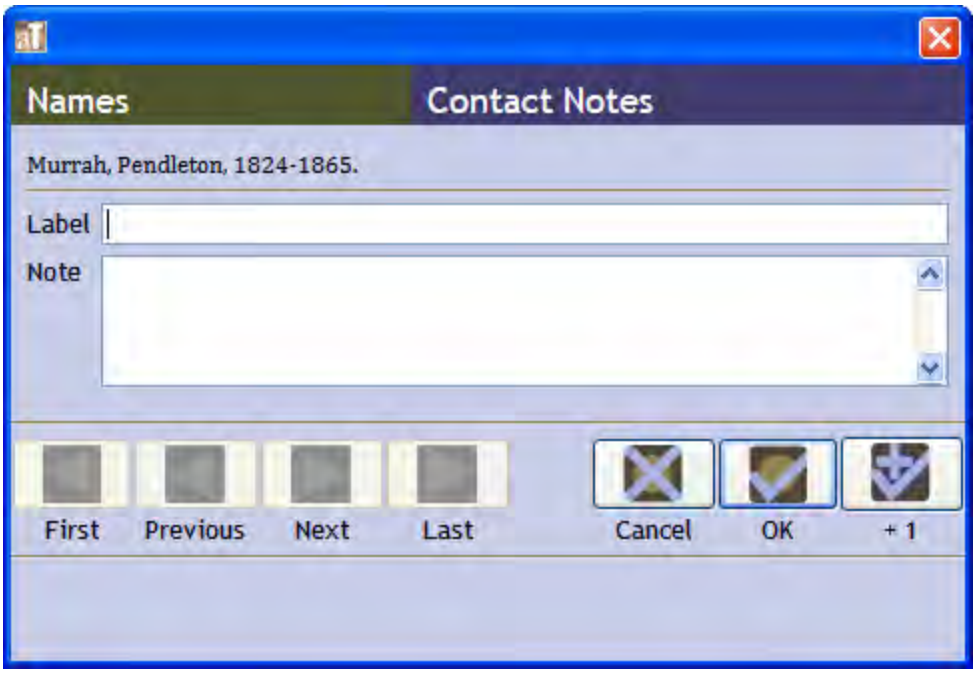
Adding contact information is very straightforward in Toolkit. To enter this data, select the "Contact Info" tab under the Name window.

When adding information be sure to make the address information is USPS and DACS-Compliant as the name record may be used for repository reference and/or mailing important documents at a later time.



Additional Information

There are no pre-formatted additional information note-types that you can enter in Toolkit. To add a note, select "Add Note" and proceed with entering information. When done, select "Ok".

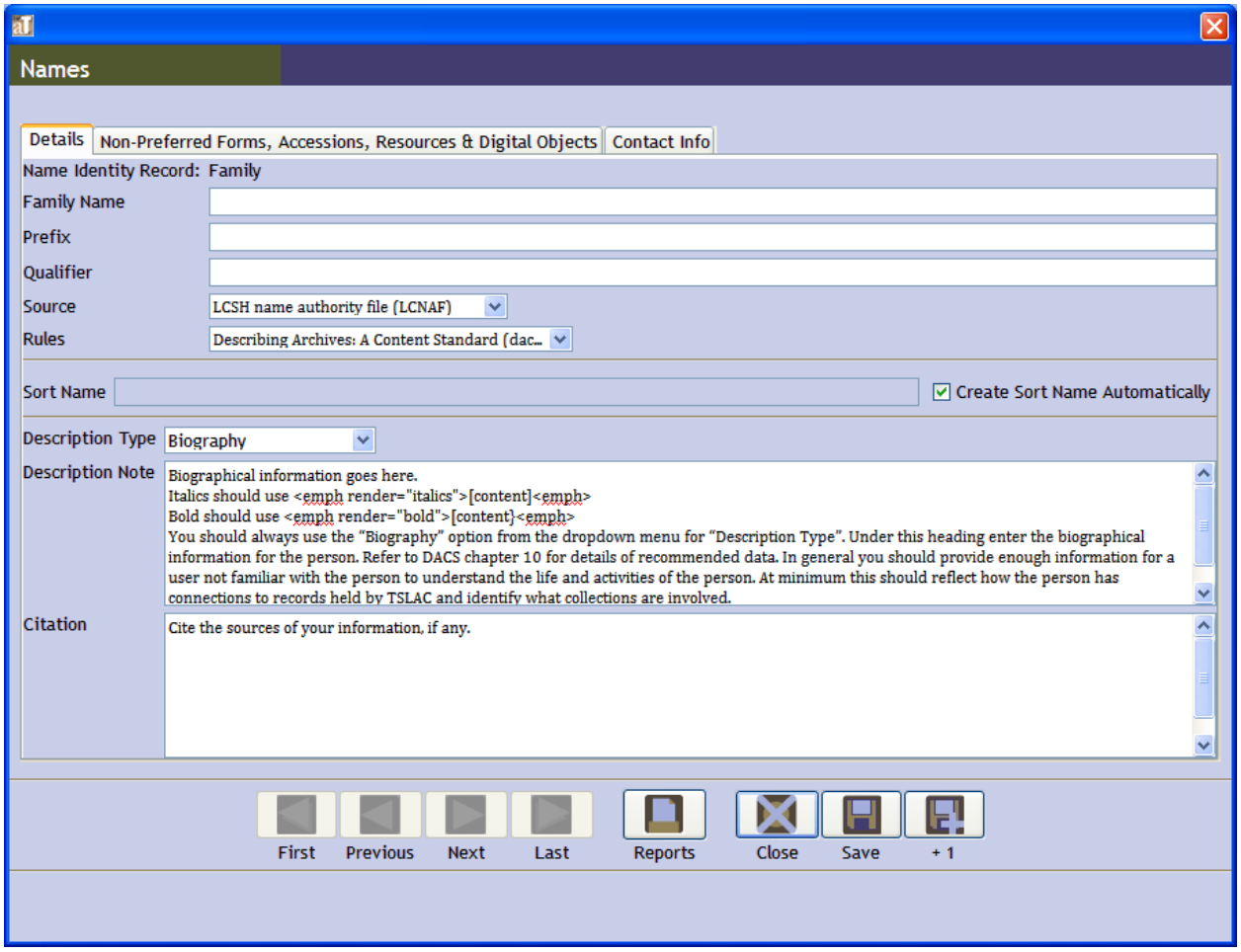


The note should be labeled based on the subject being address. For example, if a contact has changed addresses and the contact information needs to be updated, the old contact information should be placed in a note with a label "address (xxxx-yyyy)."

The following information should be recorded:

- Former address if moved
- Date and summary of conversation if contact was made with the person
- Important reference information (website, information from a news article, status of donation negotiations, etc.)

Adding a Family



Enter as much of the information as possible. It is important to separate information into the correct fields as Toolkit will aggregate the information into the correct forms when necessary.

"Source" should always use the official source of information referenced, such as Library of Congress and AAT. If no official source was found, enter "Local Sources (local)".

"Rules" should always state "Describing Archives: A Content Standard (dacs)" unless AACR or another form rule was used.

"Create Sort Name Automatically" should always be checked.

Name Information

Family Name

Use the Family Surname. Reference to DACS chapter 12 for specific rules.

Prefix

Use field if the family surname has a prefix, such “de”, “von”, etc. See DACS chapter 12.5D for rules on use.

Qualifier

Use this if it is necessary to reference a characteristic of a family name that differentiates if from another family of the same name. Most often you will use geographic location as the qualifier point.

Biography/Administrative History

You should always use the “Biography” option from the dropdown menu for “Description Type”. Under this heading enter the biographical information for the family. In general you should provide enough information for a user not familiar with the family to understand the life and activities of the family. *At minimum* this should reflect how the family has connections to records held by TSLAC and identify what collections are involved.

See DACS chapter 10 for full rules and recommendations. In general, the following should be included in a linear description of families:

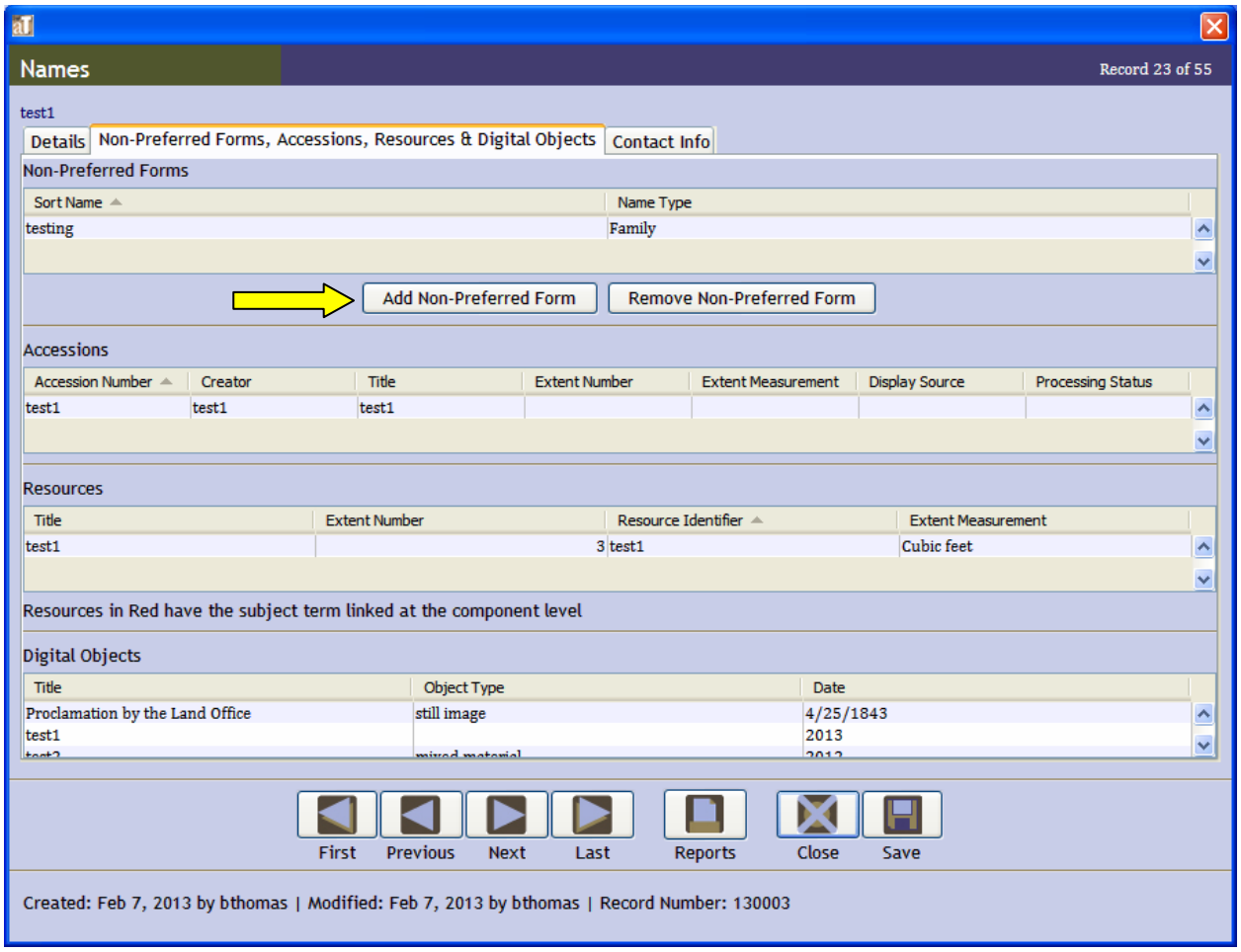
- A brief 1-2 sentence summary of the rest of the content (names, dates, location, etc.).
- Name(s), including full name, title(s), aliases, married names, pseudonyms, and common popular.
- Dates of birth and death.
- Place(s) of residence, length of residence and other places the creator is tied to through other connections.
- Education.
- Occupation, life and activities, including accomplishments and achievements and important relationships with other persons or organizations.
- Other significant information about the family.

Citation/Bibliography

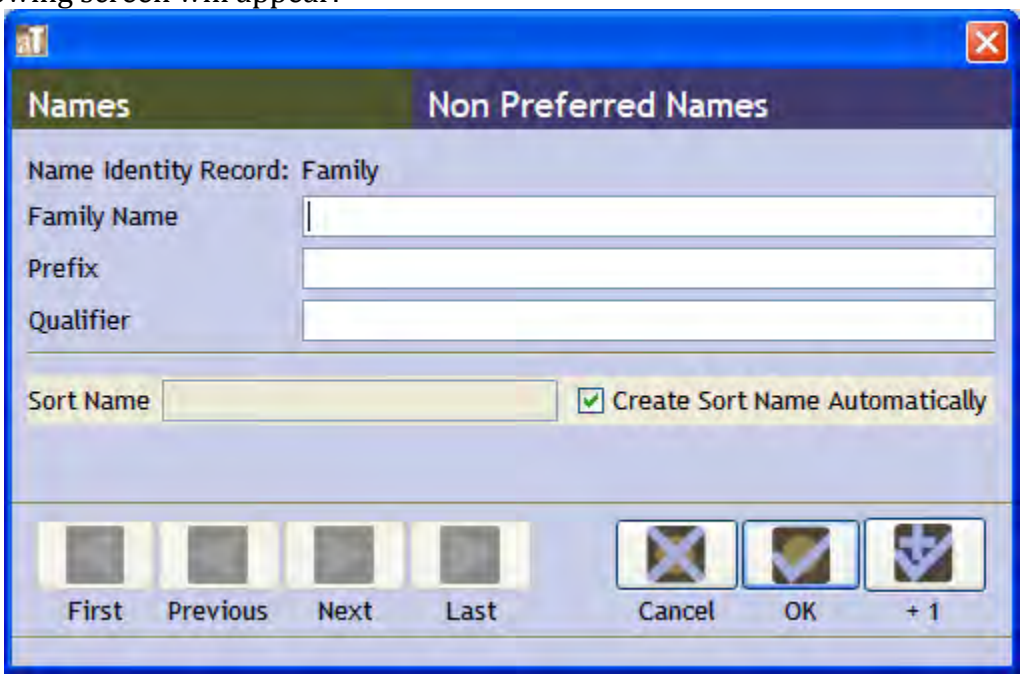
Use this to cite the sources used in aggregating data about the individual.

Non-preferred Names

Entry of this information can be done from the “Non-Preferred Forms, Accessions, Resources & Digital Objects” tab. Once on the screen click on “Add Non-Preferred Form”.



The following screen will appear:



Provide information consistent with DACS chapter 12 guidelines for names that the family used, but which are not the preferred way of referencing them. Follow the guidelines given for entering preferred name information.

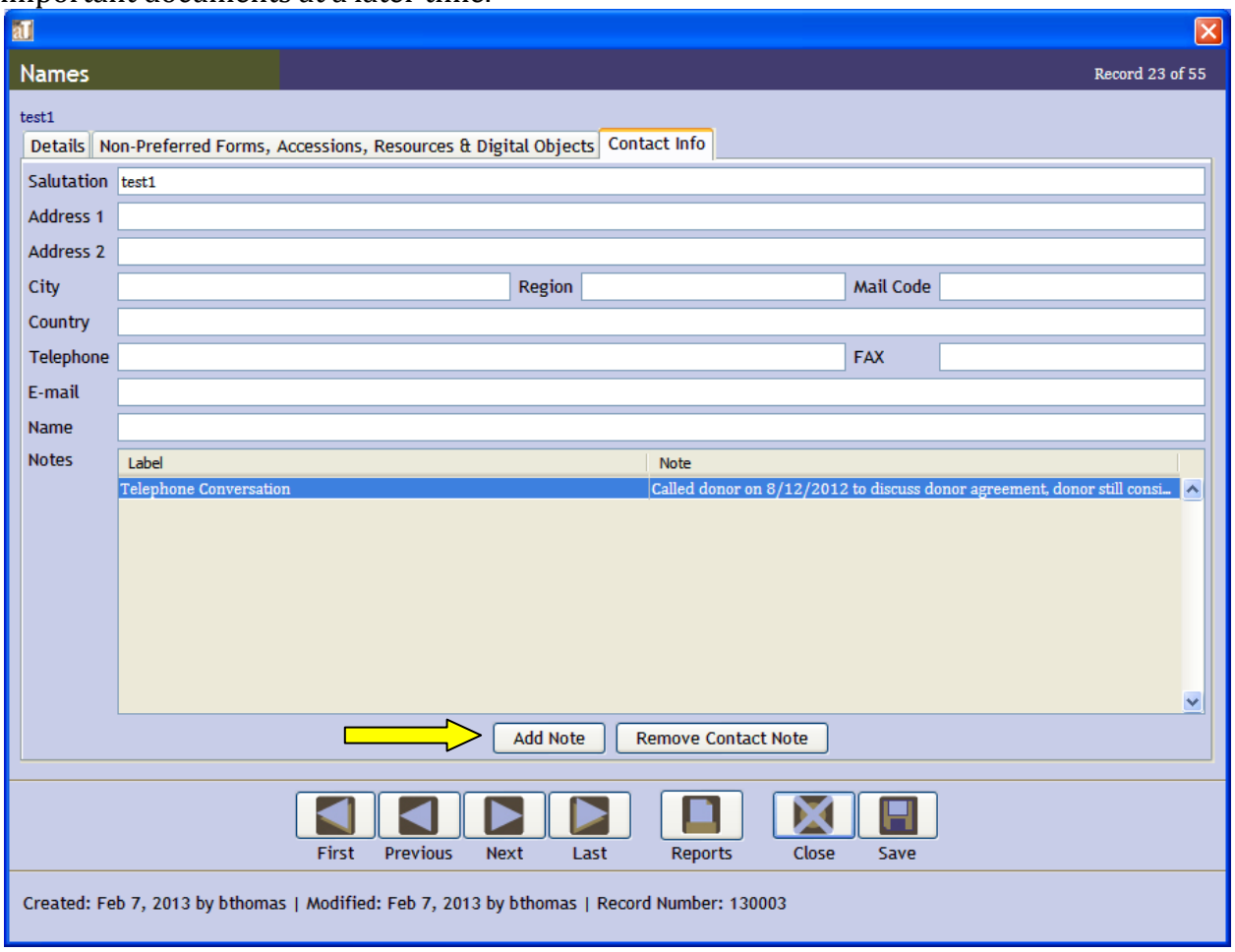
Linking to other Toolkit Records

You can link a family's name to an accession, collection/resource, or digital object. This cannot be done from the Name function in Toolkit. You must follow the directions for linking names to Accessions, Collections/Resources, and Digital Objects from within those separate functions.

Contact Information

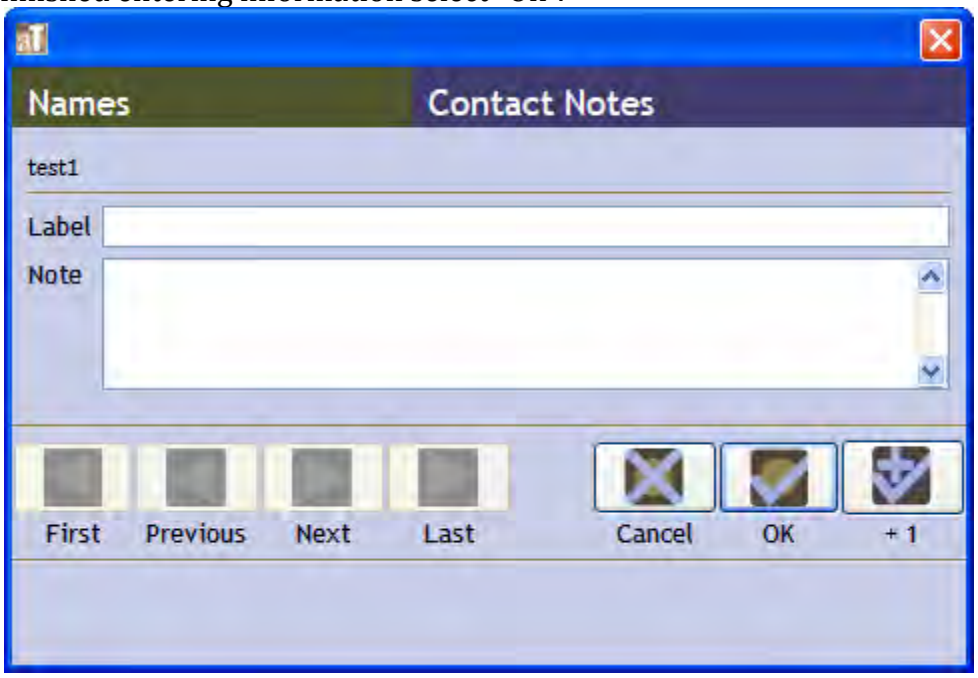
Adding contact information is very straightforward in Toolkit. To enter this data, select the "Contact Info" tab under the Name window.

When adding information be sure to make the address information is USPS and DACS-Compliant as the name record may be used for repository reference and/or mailing important documents at a later time.



Additional Information

There is not a pre-formatted additional information note-types that you can enter in Toolkit. To add a note, select "Add Note" and proceed with entering information. When finished entering information select "Ok".



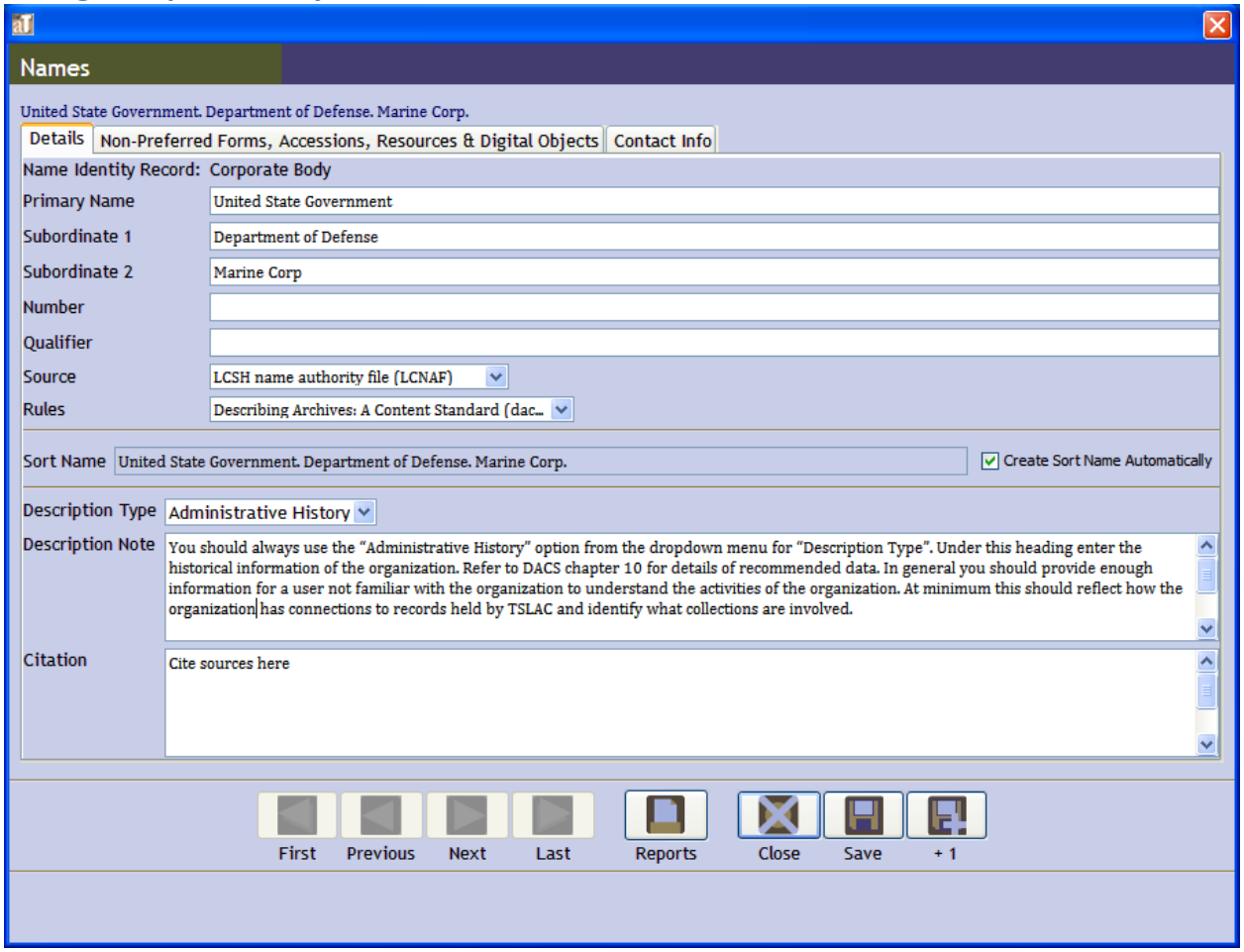
The note should be labeled based on the subject being address. For example, if a contact has changed addresses and the contact information needs to be updated, the old contact information should be placed in a note with a label "address (xxxx-yyyy)."

The following information should be recorded:

- Former address if moved
- Date and summary of conversation if contact was made with the family
- Important reference information (website, information from a news article, status of donation negotiations, etc.)

A note should only be removed if entered in error. Do not delete notes entered by a different person. This will allow long-term tracking of contact with the family.

Adding a Corporate Body



Enter as much of the information as possible. It is important to separate information into the correct fields as Toolkit will aggregate the information into the correct forms when necessary.

"Source" should always use the official source of information referenced, such as Library of Congress and AAT. If no official source was found, enter "Local Sources (local)".

"Rules" should always state "Describing Archives: A Content Standard (dacs)" unless AACR or another form rule was used.

"Create Sort Name Automatically" should always be checked.

Name Information

Primary Name

Use the primary name for the organization being referenced. If the organization is a subunit of another larger entity, put the name of the larger entity here. Refer to DACS chapters 14 and 11 for rules on name conventions.

Subordinate 1 and Subordinate 2

If the organization was a subunit of a larger entity use Subordinate 1 to list the subunit. Subordinate 2 is used if the organization is further nested within a larger entity. For example, the Marine Corp. might be Unites States Government [primary name], Department of Defense [subordinate 1], Marine Corp [subordinate 2].

Number

Use number if the organization is within a sequence of other organizations. Such as if it refers to the 2nd conference on a topic. Refer to DACS chapter 14 for rules on use.

Qualifier

Use this if it is necessary to reference a characteristic of an organization name that differentiates if from another organization of the same name. Most often you will use geographic location as the qualifier point. Refer to DACS chapter 14 for rules on use.

Biography/Administrative History

You should always use the "Administrative History" option from the dropdown menu for "Description Type". Under this heading enter the historical information of the organization. In general you should provide enough information for a user not familiar with the organization to understand the activities of the organization. At minimum this should reflect how the organization has connections to records held by TSLAC and identify what collections are involved.

See DACS chapter 10 for full rules and recommendations. In general, the following should be included in a linear description of creators who are agencies or other corporate bodies:

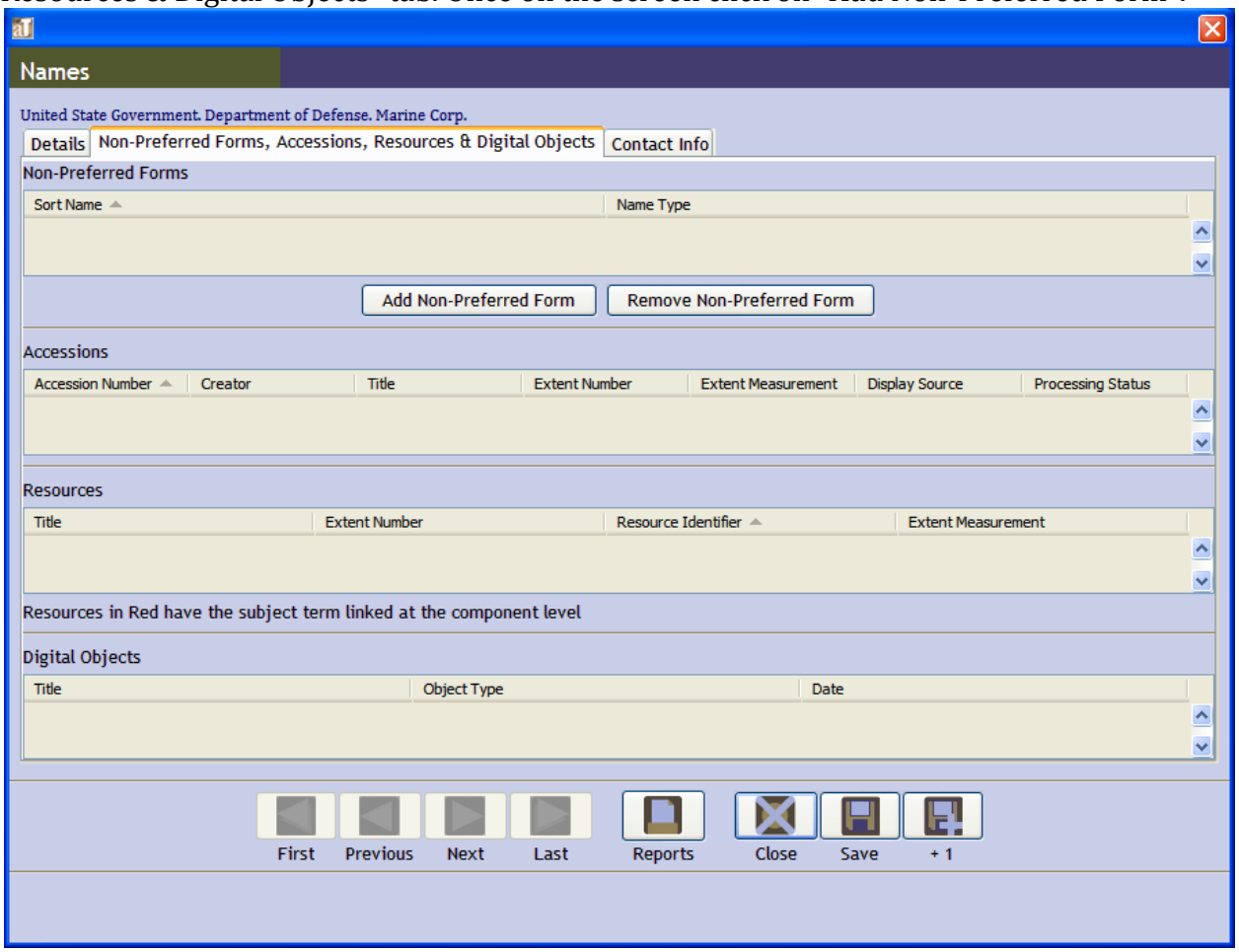
- Brief 1-2 sentence summary of the most relevant parts of the rest of the content of the note (names, dates, functions, etc.).
- Geographic areas, including that of the head office and any branch or regional offices and the region(s) in which the organization operated.
- Mandate, including applicable legislation or other legal or policy instruments (citation is fine, full wording is not necessary) that act as the source of authority in terms of a creator's powers, responsibilities, or spheres of activities. Note significant changes in function/authority.
- Functions and activities done by the creator.
- Administrative structure of the creator (indicating internal structure and dates of change that are significant to understanding the role and operation of the creator). Higher bodies that have authority or control over the creator and bodies subordinate to the creator should be named; as well as any changes in the power structure.
- Predecessor and successor bodies to the creator, if applicable. Significant details about the relationship to creator should be noted.
- Alternative names for the creator.
- Names of chief parties in the creating body, if applicable.
- Other significant information.

Citation/Bibliography

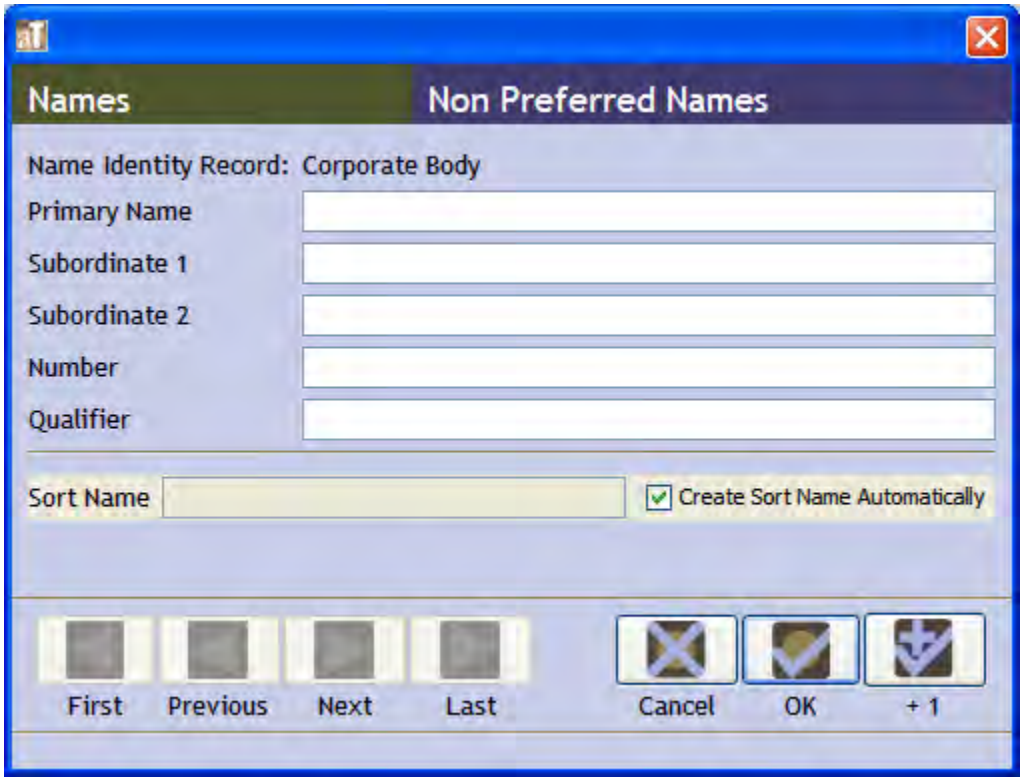
Use this to cite the sources used in aggregating data about the individual.

Non-preferred Name

Entry of this information can be done from the "Non-Preferred Forms, Accessions, Resources & Digital Objects" tab. Once on the screen click on "Add Non-Preferred Form".



The following screen will appear:



Provide information consistent with DACS chapter 14 guidelines for names that the organization used, but which are not the preferred way of referencing them. Follow the guidelines given for entering preferred name information.

If the non-preferred name involved the organization title being a subunit of a larger organization use the Subordinate 1 and Subordinate 2 fields as described above. Use Number and Qualifier as described above.

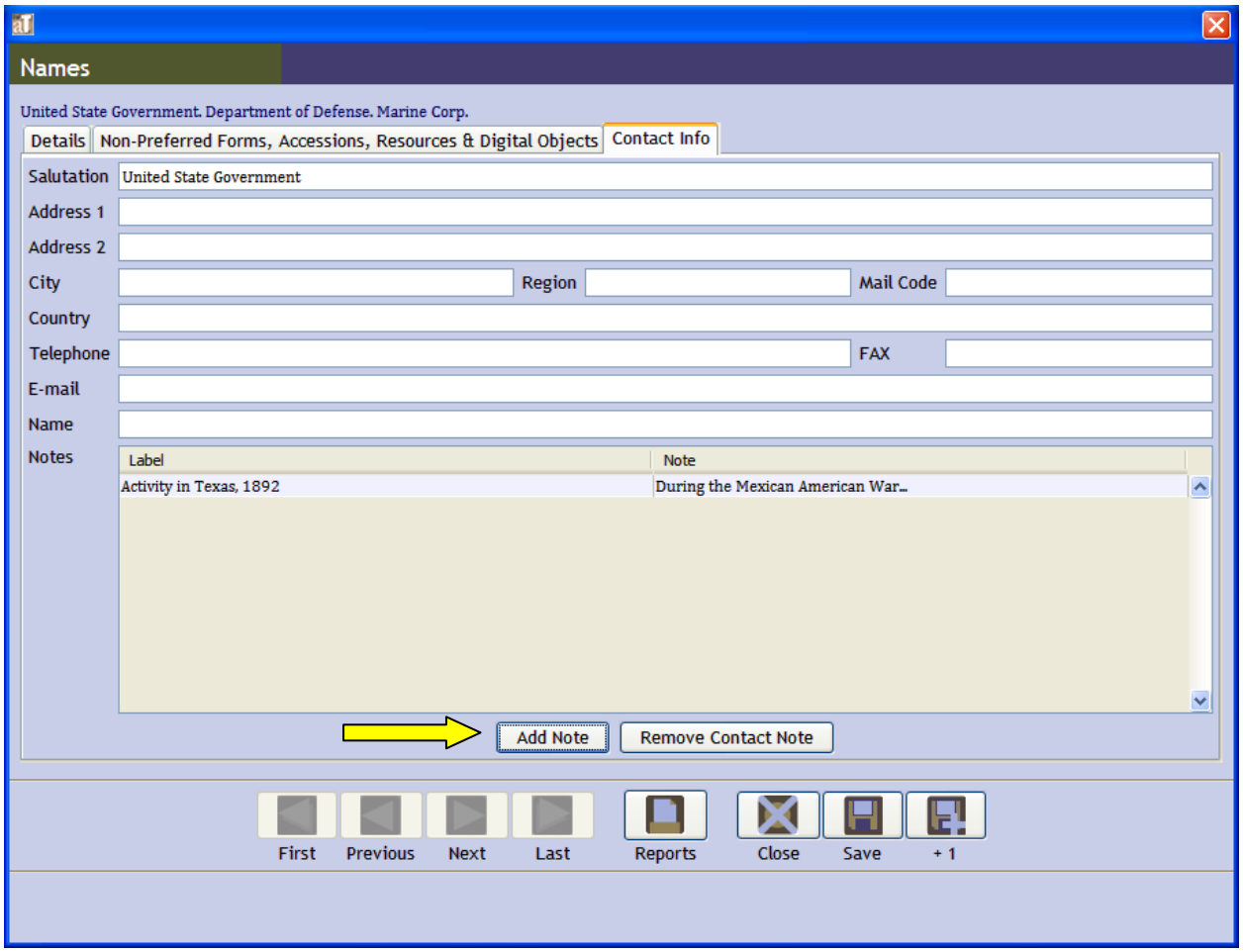
Linking to other Toolkit Records

You can link an organization's record to an accession, collection/resource, or digital object. This cannot be done from the Name function in Toolkit. You must follow the directions for linking names to Accessions, Collections/Resources, and Digital Objects from within those separate functions.

Contact Information

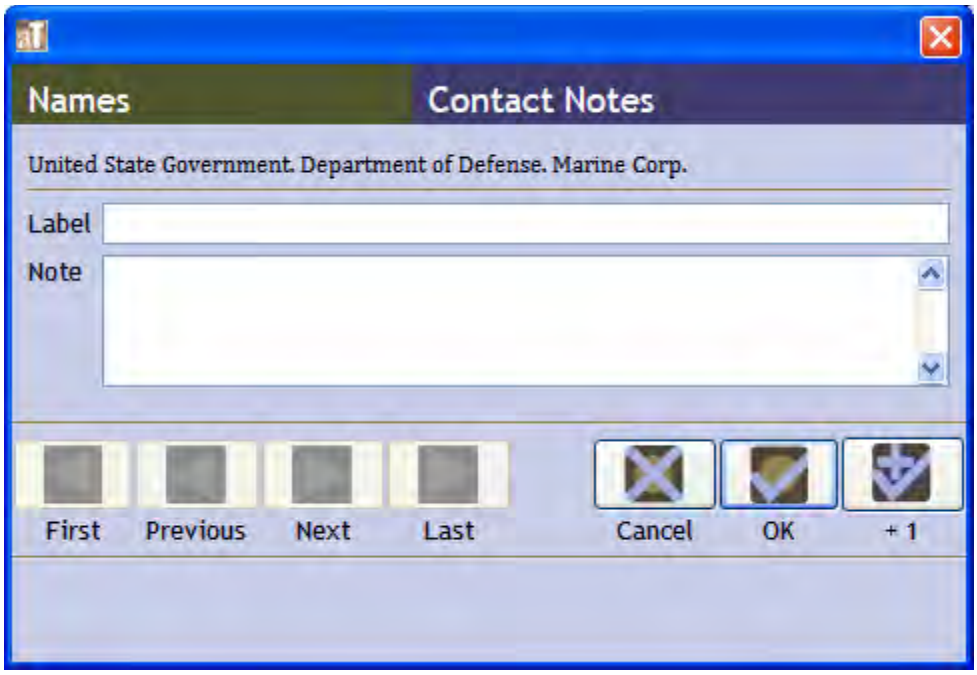
Adding contact information is very straightforward in Toolkit. To enter this data, select the "Contact Info" tab under the Name window.

When adding information be sure to make the address information is USPS and DACS-Compliant as the name record may be used for repository reference and/or mailing important documents at a later time.



Additional Information

There is not a pre-formatted additional information note-types that you can enter in Toolkit. To add a note, select “Add Note” and proceed with entering information. When finished entering information select “Ok”.



The note should be labeled based on the subject being address. For example, if a contact has changed addresses and the contact information needs to be updated, the old contact information should be placed in a note with a label "address (xxxx-yyyy)."

The following information should be recorded:

- Former address if moved
- Date and summary of conversation if contact was made with the organization
- Important reference information (website, information from a news article, status of donation negotiations, etc.)

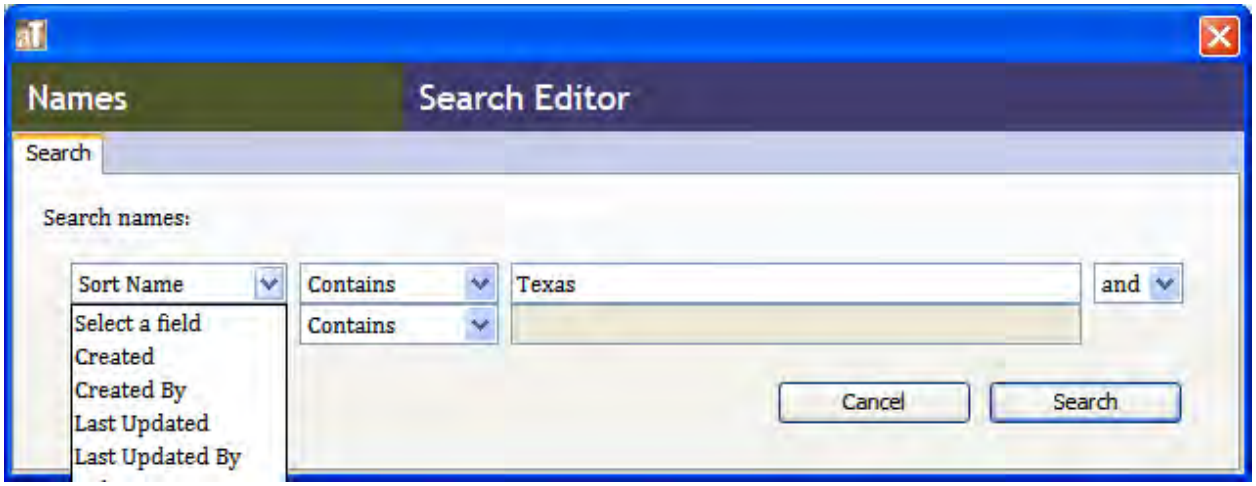
A note should only be removed if entered in error. Do not delete notes entered by a different person. This will allow long-term tracking of contact or activities of the organization.

Editing a Name

To edit the information for a Name you can use the search function or you can browse the list of available names.

To search for a Name, highlight the Names on the left-hand side of the Toolkit window and select the "Search" button.

Using the resulting dialogue box, enter your search terms and select "Search". Your results will be listed in the main screen.



To browse, double click on Names on the left side of the Toolkit window. This will list all records. You can click on to top of each information column to sort the information. When the appropriate Name record is found double-click on it, and make whatever changes are necessary and consistent with the guidelines given for Names.

Subjects

Subjects come in several forms: Function, Genre/Form, Topical Term, Geographic Name. These correspond to the subject terms listed in a finding aid, but can also be used as a cross-reference to find collections or accessions in Toolkit that are associated with that subject.

As creating a new subject record related to a collection or accession may need approval by the Director or Assistant Director for Archives, it is important to always seek permission to create a new subject record. Once the subject is in Toolkit it can be associated with a collection, accession or digital object even if it was intended to be unofficial.

Please note your approved level of activity. Even if the system permits you to create new records or update older ones, you should only make changes approved for your approved activity level.

Any person at the *Archivist Level* or higher can edit the descriptive information and linked repository records (Accessions, Resources/Collection, Digital Objects) of an existing subject.

Any person at the Repository Manager, Director and Assistant Director for Archives Level can approve the addition of a new subject to Toolkit.

Adding a Subject

Adding a new subject involves several steps. First you must search for the subject in all of the known forms to determine whether the subject really does need to be added.

If the subject does not exist in the Toolkit, go to the Library of Congress Subject Headings website (http://id.loc.gov/authorities/subjects.html) to determine if a subject heading record exists for the subject in question. Check for variants of the subject as well. If found, use the information from the Library of Congress Subject Headings as a basis for information to be added. Also check the Art and Architecture Thesaurus (http://www.getty.edu/research/tools/vocabularies/aat/index.html) to determine if the subject heading information is available there.

If adding a new subject, after receiving the appropriate approval:

Double click on “Subjects”. Now click on “New Record.”

When the following screen appears select the appropriate category and press "Ok". Subjects should be consistent with the DACS standards. For TSLAC purposes, the following definitions would apply:

Function: Refers to a type of role that a party involved in the records plays. Refer to instructions on MARC 657 terms to determine if the subject applies as a function.

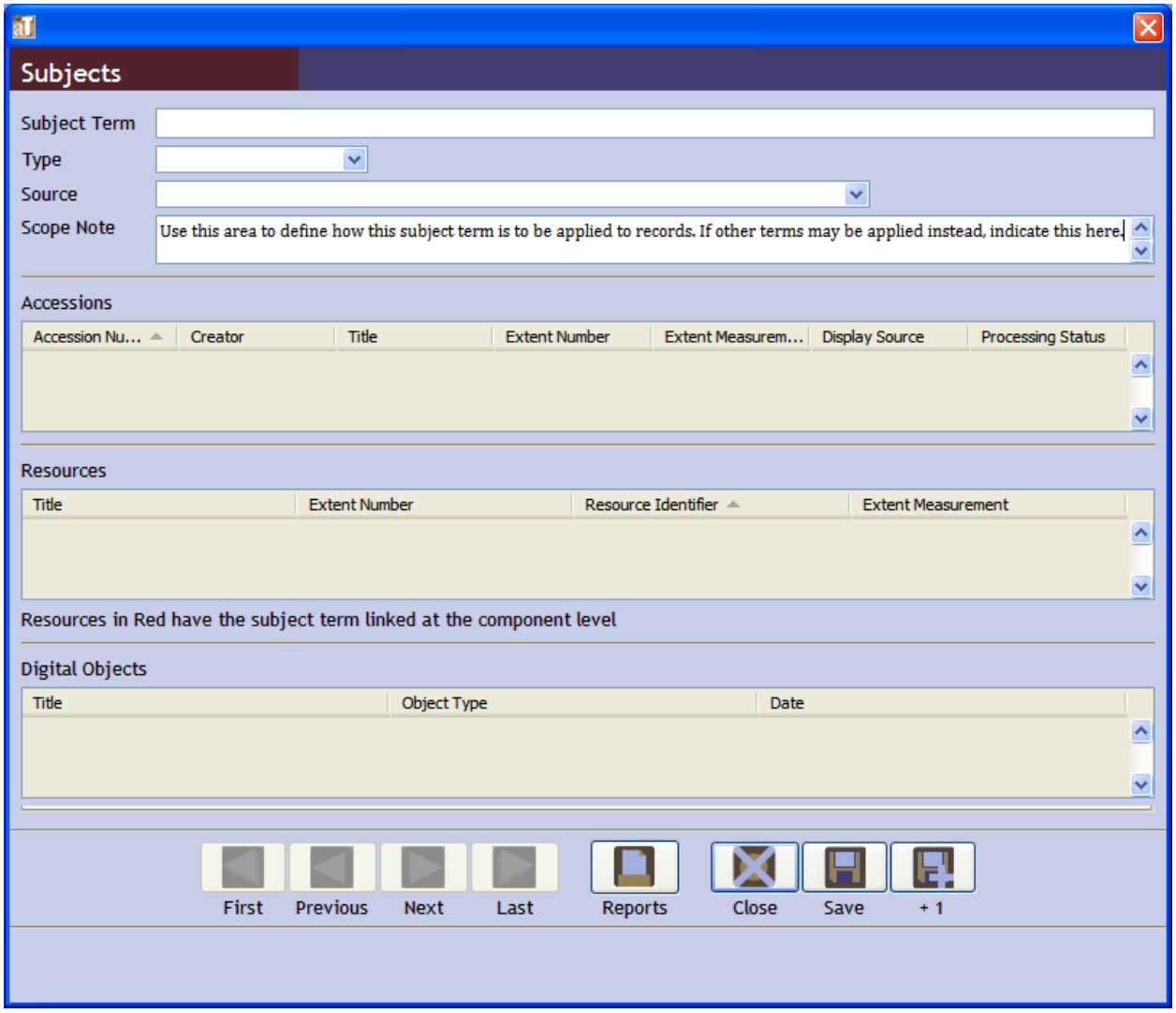
Genre/Form: Refers to the Genre or type of record involved. For instance, court records or memoranda.

Geographic name: Refers to the name of a specific location. This can be subdivided in an activity related to that place, or a time period related to that place.

Occupation: Refers to the occupation of an individual, which can differ from the function subject term.

Topical Term: Refers to a specific topic. Such as convict labor in Texas.

Uniform Title: DO NOT use.



Subject Terms

Form Rules:
DACS does not make strict rules on the form of subject records. However, the subject records in Toolkit should conform to the standards for Marc. Terms should follow these general guidelines:

Function: Freeform description of a function a person or organization performs. i.e. "Assisting with coastal zone management". The description should be short, and should not be followed by a period [.] mark.

Genre/Form: Should show type/genre of record involved, state/country involved, major subject area, then date range involved. Area should be separated by a double dash [--]. For example, Texas lottery transcripts 1995-2008 would be recorded as Transcripts--Texas--Lotteries--1995-2008.

Geographic Name: Should show the name of the geographic area involved followed by an abbreviation of the State (if applicable) in parenthesis, then the subject area involved, and then the era involved including dates if any. Sections of this term should be separated by double-dashes [--]. For example, the history of Texas during the Civil War would be written as Texas--History--Civil War, 1860-1865. Pictures takes in San Antonio would be written San Antonio (Tex.)--Pictorial Works.

Occupation: This term is not typically used. However, if it is appropriate to add the subject term as an occupation it is recommended you use the Dictionary of Occupation Titles (http://www.occupationalinfo.org/) as a resource to base the term off of.

Topical Term: Topical Terms should take the form of the general subject, the location involved (if applicable), and then the specific subject (if applicable). Each section should be separated by double dashes [--]. For example, Texas prison construction would be written as Prisons--Texas--Design and construction. Correspondence by Texas soldiers would be written as Soldiers--Texas--Correspondence.

Uniform Title; DO NOT use.

Type

Use the type definitions given at the beginning of this section to determine what type of subject is being entered.

Source

Use this dropdown menu to select the source used to create or verify the subject term. If the information was gathered from a listed source but reformatted to match TSLAC standards still use the original source name. If this is a subject term you could not find elsewhere select “Local Source”.

Scope Note

Use this area to define how the subject term is to be used when associated with records. If there are related subject terms that can be used instead, indicate those terms in this field.

Linking to Other Toolkit Records

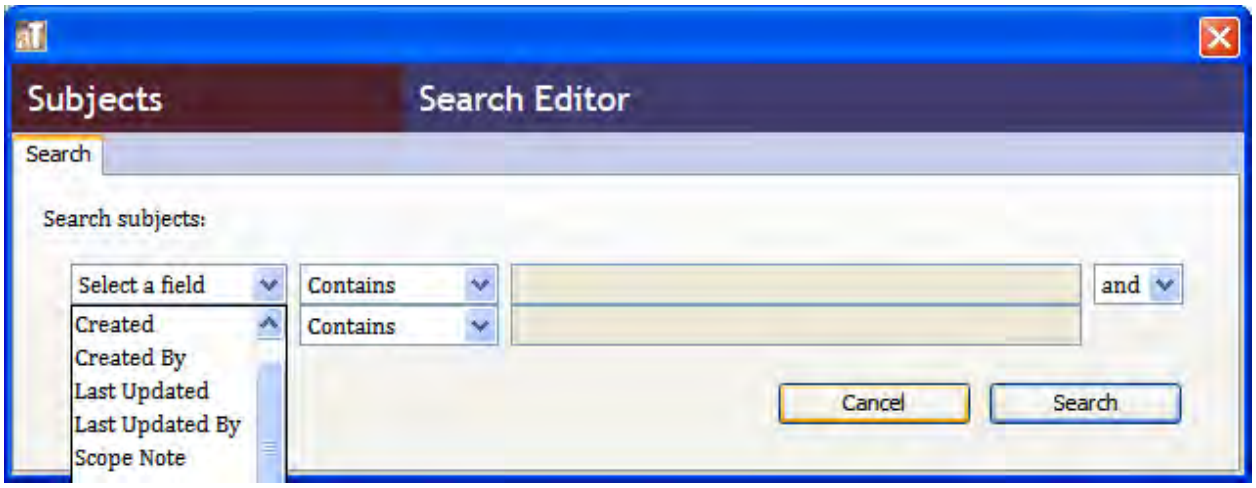
You can link a subject term to an accession, collection/resource, or digital object. This cannot be done from the Subject function in Toolkit. You must follow the directions for linking subjects to Accessions, Collections/Resources, and Digital Objects from within those separate functions of the program.

Editing a Subject

To edit the information for a Subject you should use the search function or you can browse the list of available Subject.

To search for a Subject, highlight the Subjects on the left-hand side of the Toolkit window and select the “Search” button.

Using the resulting dialogue box, enter your search terms and select "Search". Your results will be listed in the main screen.



To browse, double click on Subjects on the left side of the Toolkit window. This will list all records. You can click on to top of each information column to sort the information. When the appropriate Subject record is found double-click on it.

Once the proper record has been identified make whatever changes are necessary and consistent with the guidelines given for Subjects.

Accessions

Back to table of contents

This section of Toolkit is used to log and describe accessions as they come into the archive. For this section we will map out the essential information that needs to be entered into the system.

It is important to remember that an accession and collection/resource record are completely separate, and even though an arranged collection may be different in some ways than the original accession, a change in one does not always necessitate an update to the other.

An Accession Record is broken into five different information tabs: Basic information, Accession Notes, User defined fields, Names & Subjects, and Acknowledgement Restrictions & Processing Tasks.

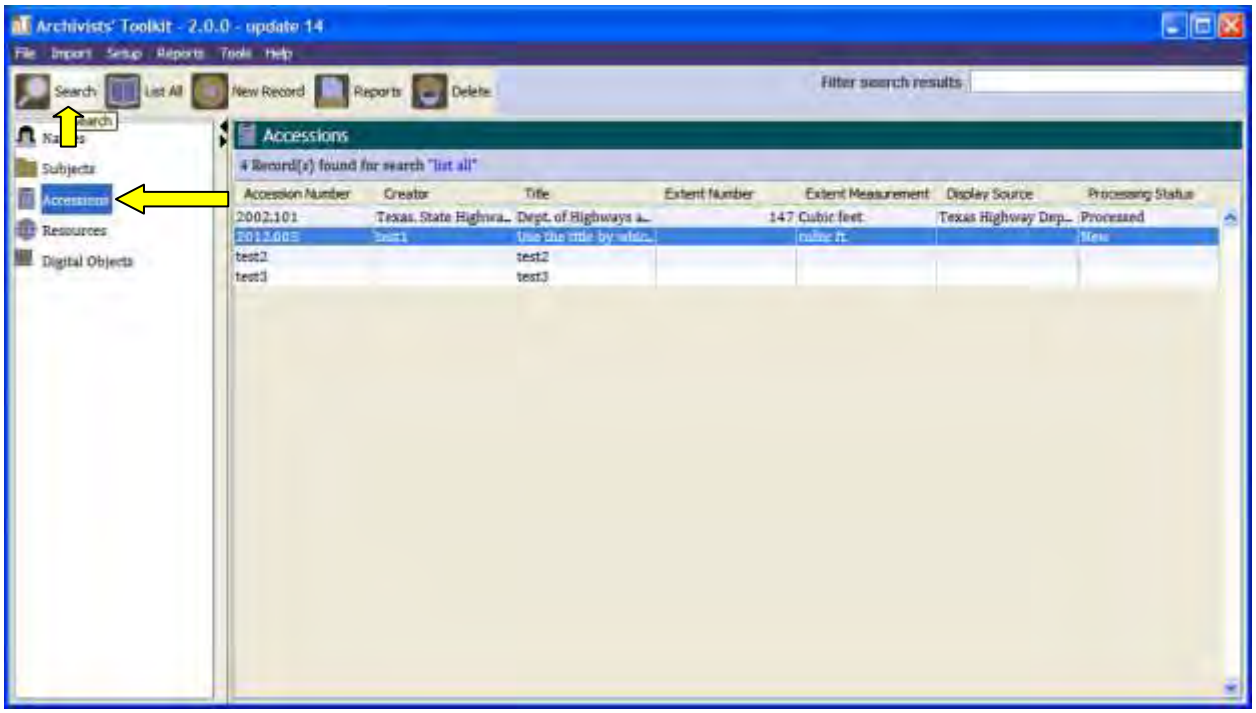
A note about saving

Toolkit provides multiple means of saving information you have entered. You can click on close on the Save icon at the bottom of the screen. You can click on close and, if you have not saved changes you have made, you will be prompted to save changes. However, depending on the changes you make to an existing record, if you click on the X on the upper right-hand corner of the active window it may not save or prompt to save your changes. *Always* save your work by pressing the Save button on the bottom of the screen.

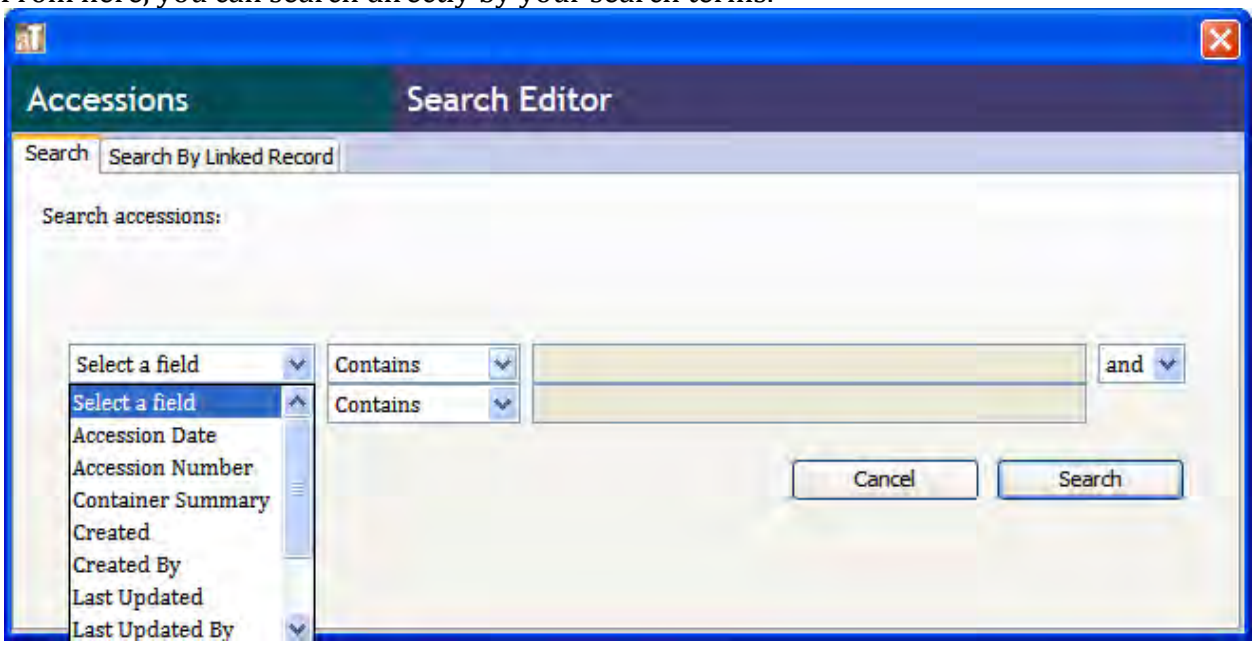
Searching for an existing Accession

To edit an existing Accession, Double-click on “Accessions” on the left side of the Toolkit window. This should list all accession records. From here you can browse for the item by scrolling and sorting columns, or you can search for the record.

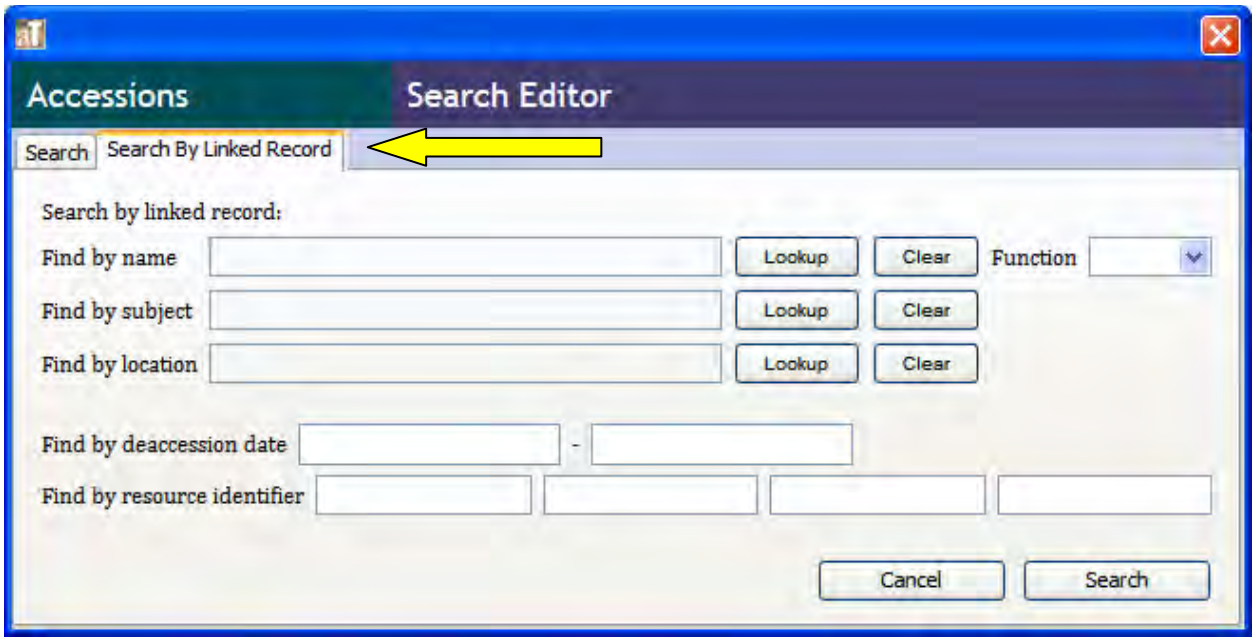
To search for an Accession highlight Accessions on the left side of the Toolkit window and then select “Search”.



From here, you can search directly by your search terms.



Or you can search by associated information by choosing the "Search By Linked Record" option.



Once you have found the Accession you wish to edit, double-click on the item to open the record.

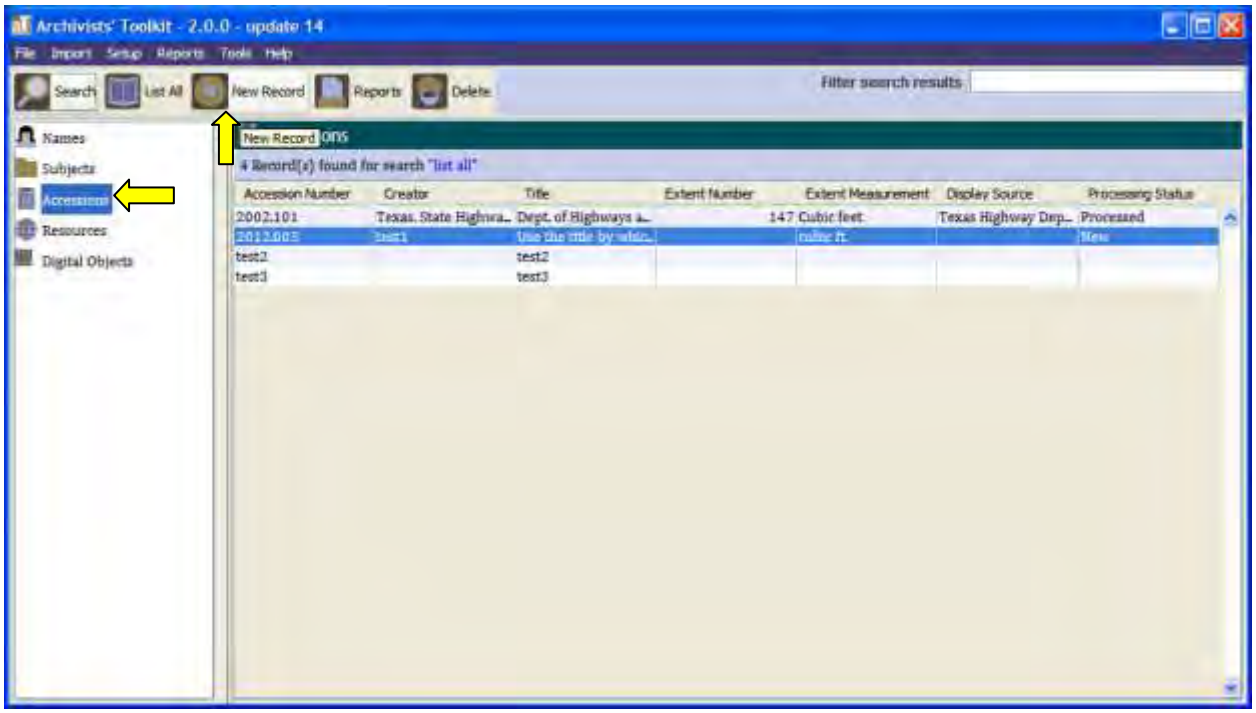
Adding a new Accession

To add a new Accession you need to follow several steps.

The first step is to make sure the records need a new accession record. You should list all current Accession Records and search (see instructions above) for an existing accession that the new records would fall within. If none exist it is ok to create a new Accession record; if one does exist and it is unclear whether the item should have a new Accession record anyway, consult the Assistant Director for Archives to verify.

Note: A new addition to a collection within the same fiscal year of initial donation does not receive a new accession number, the existing accession record needs to be updated. A new donation to an existing collection in a different fiscal year requires one, *and only one*, new accession record per year donations were received. Be sure to link the new accession for the associate collection/resource record.

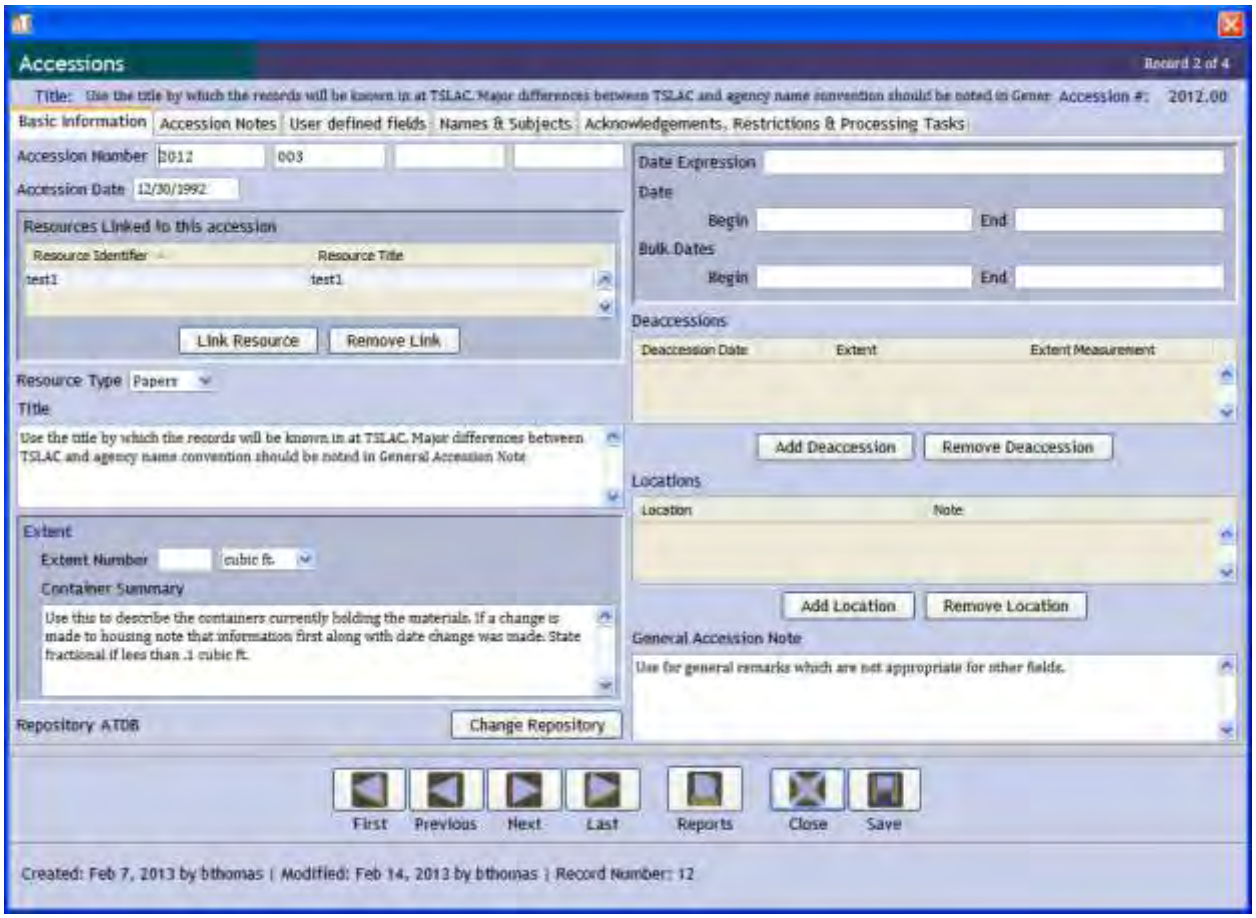
To create a new Accession Record, highlight Accessions and the left side of the Toolkit window and select “New Record”.



From here the standard Accession record window will appear and information should be entered according to the guidelines given below.

Basic Information

Most of the essential information can be found under the Basic Information tab.



Accession Number

The accession number is designated based on fiscal year and order received. This information is presented with the full form of the year first, and then the order received with at least three digits. For instance, the 12th accession of 2012 is formatted 2012/012. If you are unsure of what the accession number should be, exit the accession record and search accession number by year. Your accession number will be the number directly after the highest number given. It is important to enter the basic information, even if not complete, as soon as possible so that you can reserve the appropriate Accession number.

Accession Date

Input the date that the Accession was transferred or donated to the archive. For records transfers use the date the records were received. For donations use the date the donor signs the "Deed of Gift" form. If no deed of gift exists, use the date the accession was received. In the paper log this is the information input under "Received Date and By." The date format is MM/DD/YYYY.

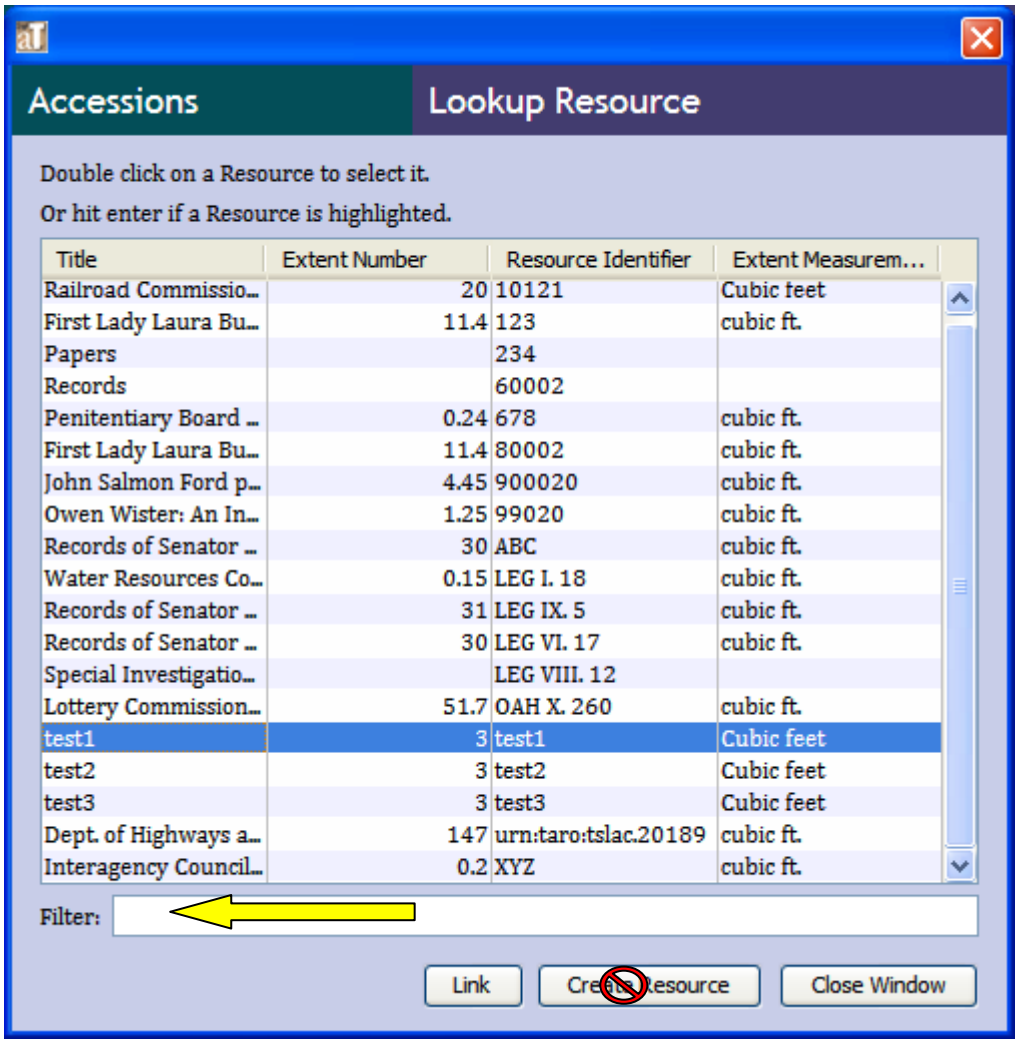
Dates

Date range should reflect the very earliest year in the record and very latest year. This should reflect year only, not exact dates.

Bulk Dates should reflect the date range of the majority of the records. This should reflect year only, not exact dates.

Linking Accessions to Collections/Resources

It is only possible to link an Accession to a Collection/Resource through the Accessions Basic Information tab. To link an Accession to a Collection/Resource, click on the "Link Resource" button on the upper left hand side of the screen. The following screen should appear:



To search for a Collection/Resource Record type its name in the "Filter" area. If the Collection/Resource is not on the list *do not* select "Create Resource." Once you have entered all other data about the accession search for the collection/resource outside of the accessions data entry screen. If nothing is found using all possible search criteria you may create a new Collection/Resource Record entry.

Resource Type

Select either papers (for personal papers of an individual) or collection depending on what the accession is composed of.

Extent/Container summary

Extent is measured in "cubit ft." Do not select "Cubic feet" from the dropdown menu. Enter the appropriate information to account for the volume of the Accession.

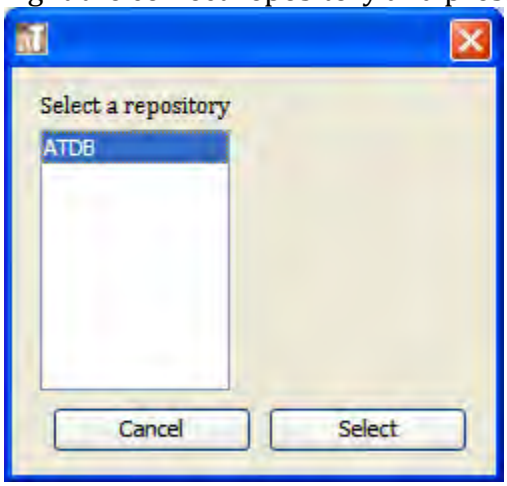
For container summary: use this area to describe the containers currently holding the materials. If a change is made to housing note that information first, along with the date the change was made. Write "fractional" if the volume is less than .1 cubic ft.

Change Repository

Do not change the repository assigned to the accession. Bring the issue of which repository should be listed to the Assistant Director for Archives. The Assistant Director will review the repository information and determine if a switch needs to be made.

Note that the shorthand name for Repository will be listed. Current conventions are: ATDB for the Zavala building, …

Assistant State Archivist:
To change the repository assigned to the Accession, select the "Change Repository" button. The following screen will appear. Note that it will only show the shorthand initials for the repositories in Toolkit. Highlight the correct repository and press the "Select" button.

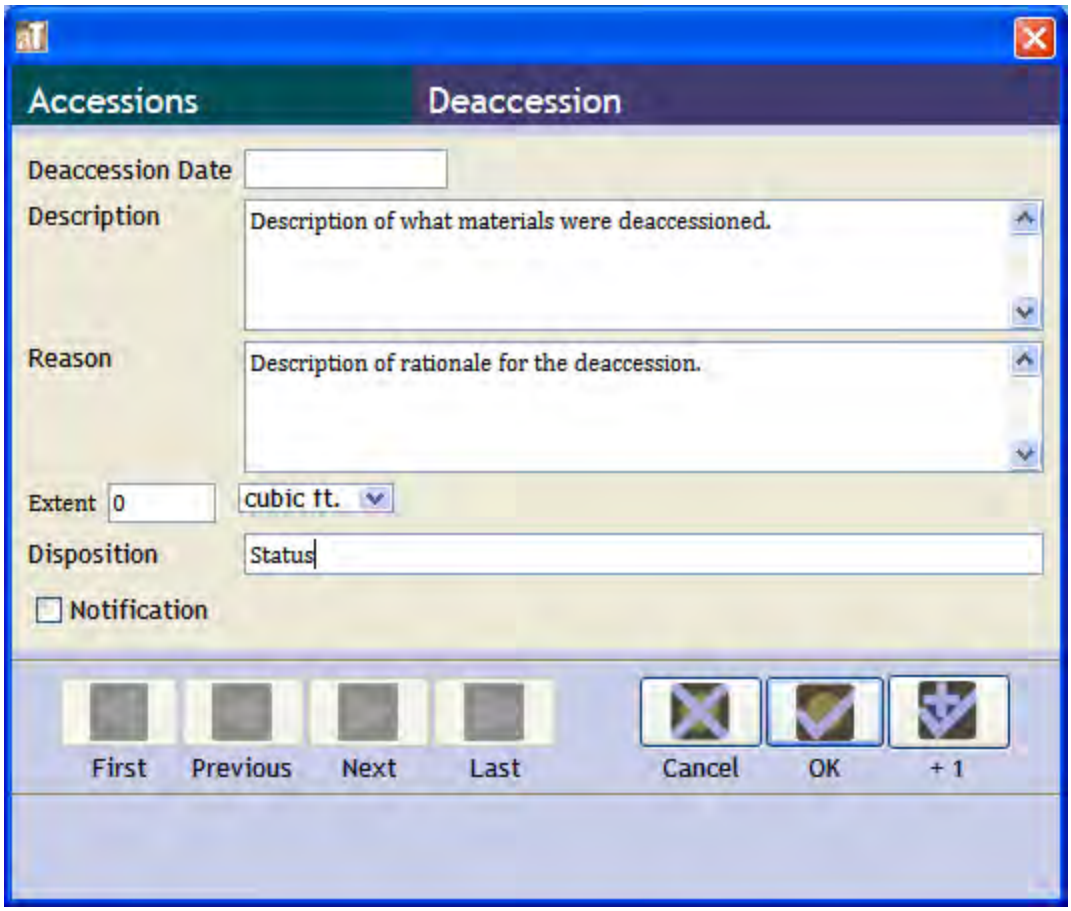


Deaccessions

Any deaccessions to accessions/collections/resources are listed under the Deaccessions area of the accessions "Basic Information" tab.

To remove a deaccession entered onto an Accession Record in error, highlight the Deaccession note and select the "Remove Deaccession" button.

To add a deaccession, select the "Add Deaccession" button. The following screen will appear:



Enter the exact date of the deaccession, if known.

Under description provide details about what was deaccessioned. (i.e. photographs of the patron's parents, family bible, brittle newspaper clippings found elsewhere.) Do not provide the rationale.

Provide rationale for the deaccession in the "Reason" field.

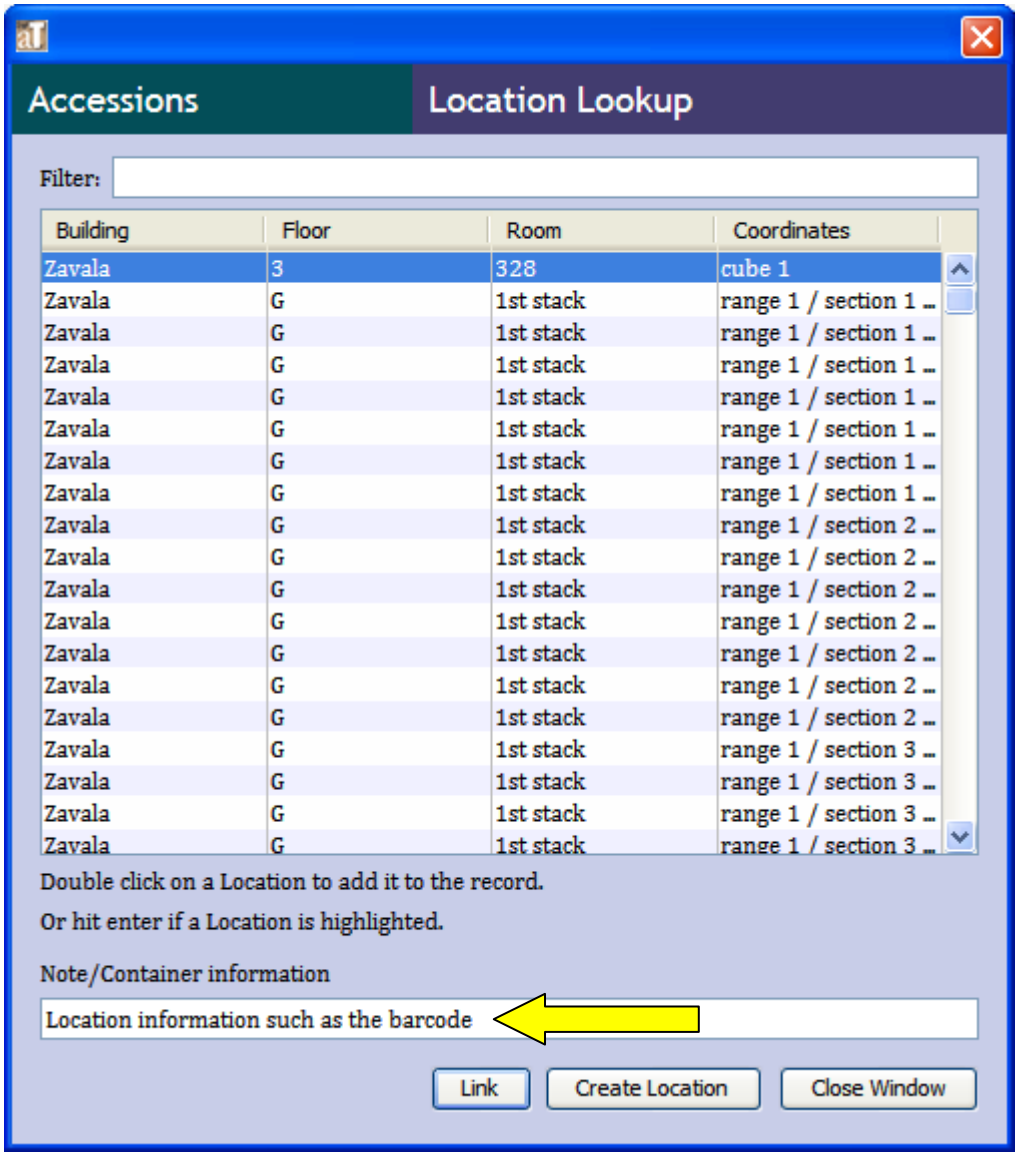
Volume deaccessioned should be given in cubic ft, not Cubic feet.

Dispositions should indicate what has happened to the records. For instance, you may enter "Destroyed," "Returned to Agency," or "Transferred to Accession XYZ."

Location

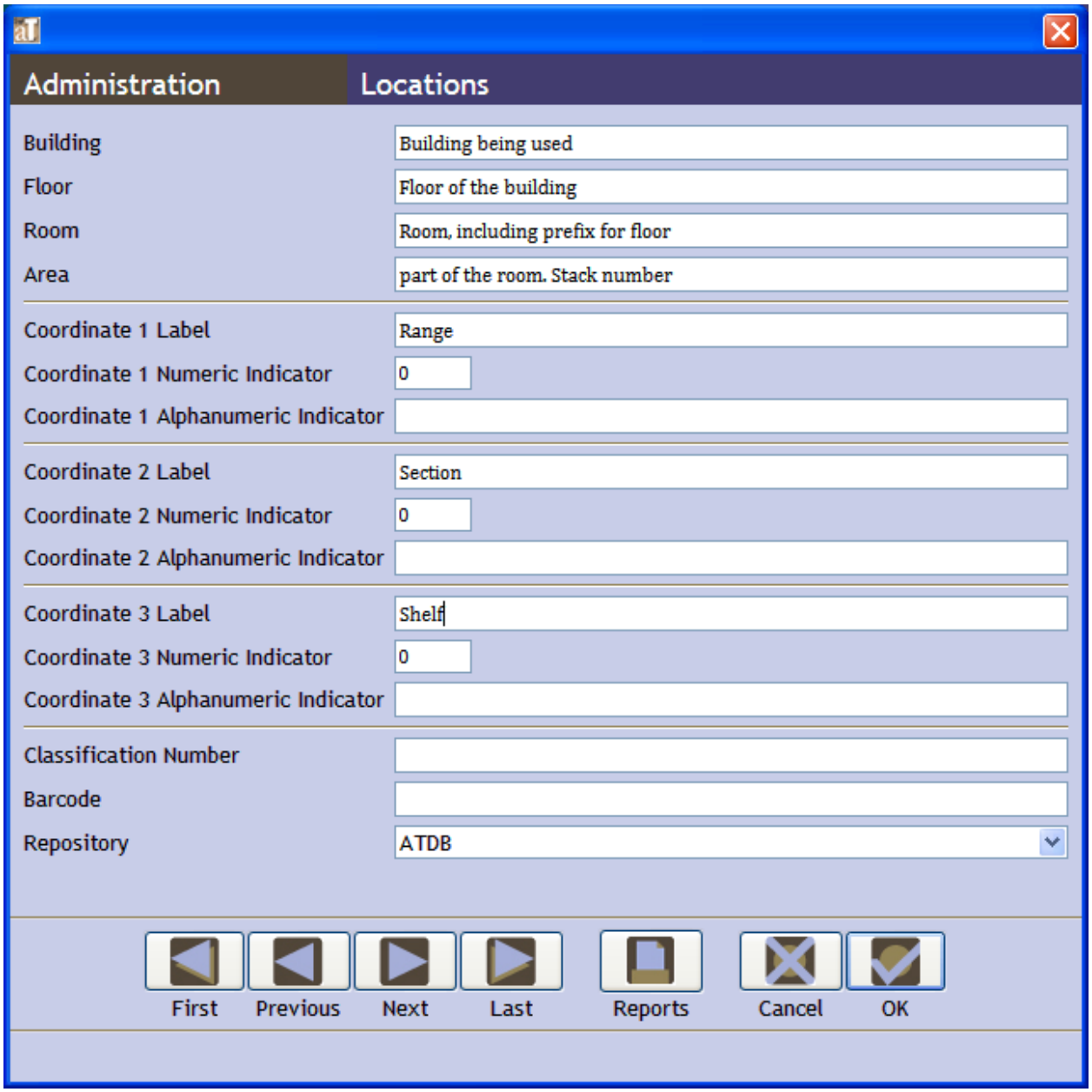
Location is used to indicate where in the archive the records are being stored. This information should be updated as soon as any changes are made. To remove an assigned location, highlight the Location name and select the "Remove Location" button.

To add a location, select the "Add Location" button. The following screen should appear:



From the screen you can search for the location using the "Filter" field. Under notes you should provide additional information on the location, such as the barcode for the container.

If the location does not exist you may create the location details by highlighting the "Create Location" button. The following screen will appear:



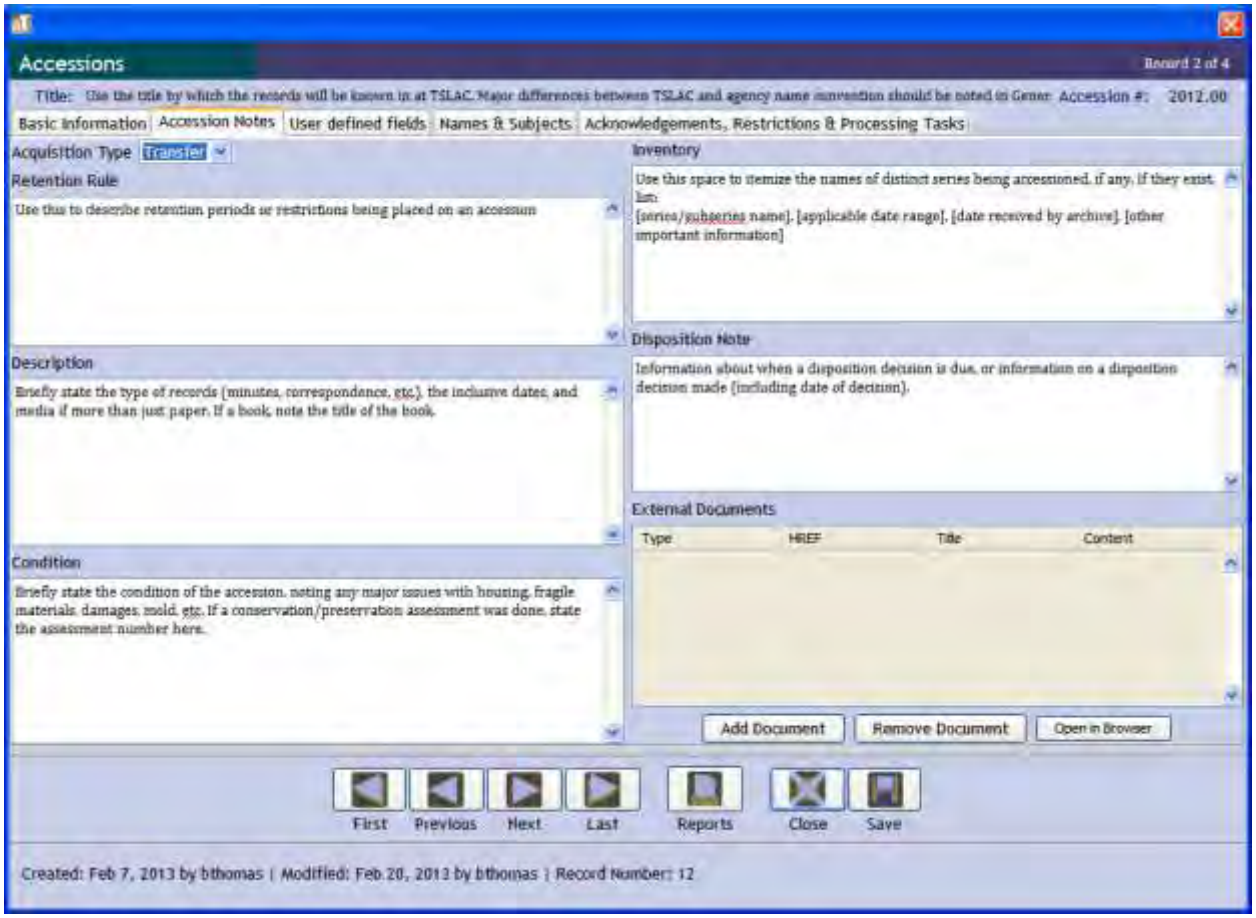
Now enter the following required information: Building, floor (of the building), Room (room number, including prefix for floor), and area (stack number). Coordinate 1 indicates the stack range, coordinate 2 indicates the section within the range is being used, and coordinate 3 indicates shelf on the section.

General Accession notes

Use for general remarks which are not appropriate for other fields.

Accession Notes

The Accession Notes tab is used to provide further details about the accession. This can include links to external resources that can be used to process or understand the accession.



Acquisition Type

This is used to indicate means by which the Accession was received.

For scheduled state or local records select “Transfer”

For unscheduled state or local records select “Transfer”

For Accessions which do not have a legal requirement to be sent to the archive, such as personal papers, select “Gift”.

Retention Rule

Use this field to describe the retention periods or restrictions being placed on an accession. A summary of the retention period/restrictions is sufficient, but it is necessary to cite statute/retention schedule that are the basis of this information. For accessions without retention periods or restrictions, leave this screen blank.

Description

This field is intended for a physical description, not a description of the intellectual content of the accession. Briefly state the type of records (minutes, correspondence, etc.), the inclusive dates, and media if more than just paper. If a book, note the book title.

Condition

This field is used to provide the basic preservation information about the collection. You should briefly state the condition of the accession, noting any major issues with housing, fragile materials, damages, mold, etc. if a conservation/preservation assessment was done, state the assessment number. See the Preservation/Conservation Assessments section of this manual for more details on this (more detailed) type of assessment.

Inventory

The inventory field is intended for itemization of the distinct known series of the accession, if any. This is initial information and is not expected to necessarily match the final processed collection/resource. If series are identified, provide: the series/subseries name, applicable date range, date received by the archive (or date donor signed the agreement), and any other important information.

Disposition Note

The Disposition Note will rarely be used. It is intended to note information about when a disposition decision is due, or to provide information on a disposition decision that was made (including date of the decision).

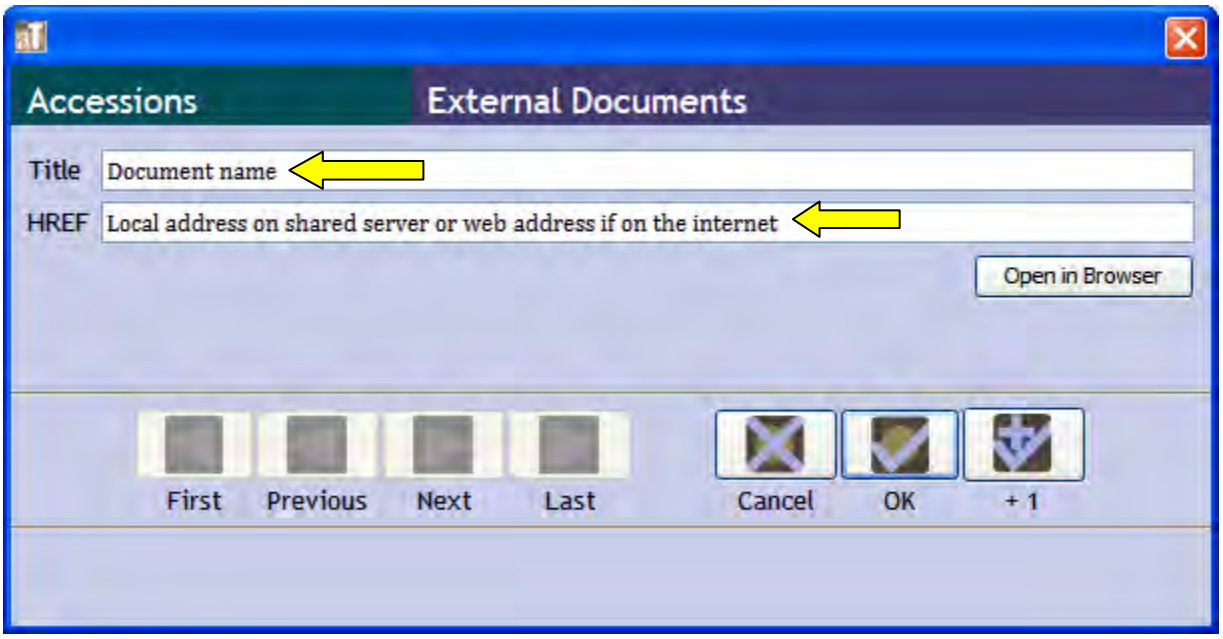
Linked documents/references

It may be necessary or beneficial to link external information to an accession. For instance, if it is necessary to review the retention schedule for an Accession to determine what should be kept after the records were transferred to the archive. Toolkit will only gather data based on the computer being used, therefore it is important that the linked document be at a location accessible for all workstations so that other users may view the linked document if needed. A link *must* be to a document on the shared drive or on the internet.

To view an existing link, highlight the desired document and select the “Open in Browser” button. This will prompt the document to be opened in the default web browser.

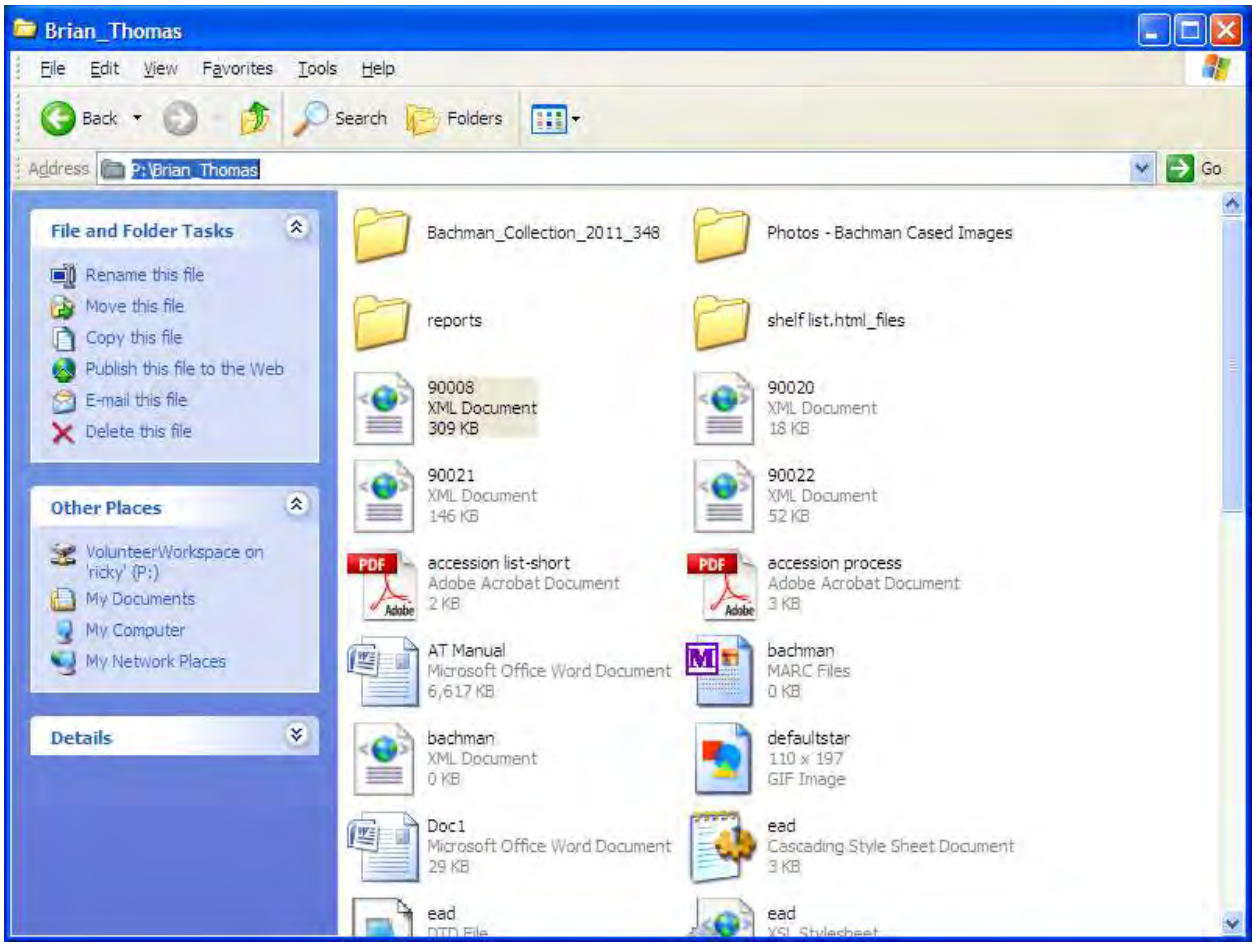
To remove a linked document highlight the desired document and select “Remove Document.”

To add a new document, select the “Add Document” button. The following screen should appear:



Provide the official title for the document in the Title field. If no title exists provide a short descriptive name.

HREF refers to the location of the document. If a resource on the internet, then copy the entire web address into this field. If a local document, then write in the address of the file. To find this, use the Windows Explorer to navigate to the document (see example below).



Once the document has been located, copy the location information in the "Address" line from the Explorer to the HREF field, type backslash (\), and the then the file name with its extension.

After the address is written into Toolkit, select the "Ok" button.

User defined fields

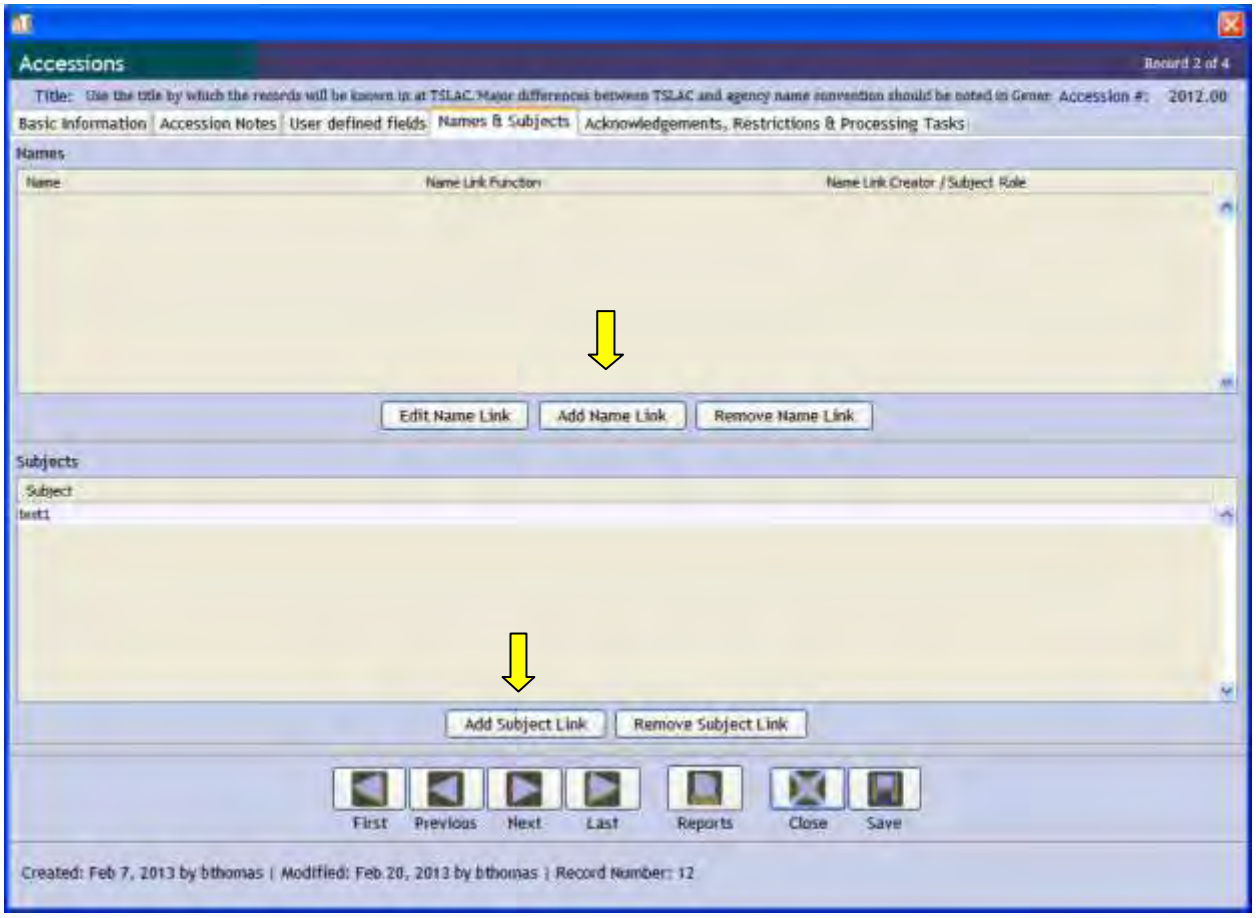
This Accession tab is designed for special information that the repository requires on its Accessions. At this time TSLAC does not have any special information requirements. *Do not use* this tab to input information.

Names and Subjects

The Names and Subjects tab allows you to link subject terms to the Accession. For information about how to create a Name or Subject go to the Subject Headings section of this manual.

Providing detailed and extensive Subject Headings for the Accession will allow you and your coworkers to locate the Accession if you cannot determine the name of the accession but know what the accession pertains to, or to identify linked materials while researching a particular subject/individual. At a ***minimum*** the creator of the Accession should be linked

to the Accession.



Creator

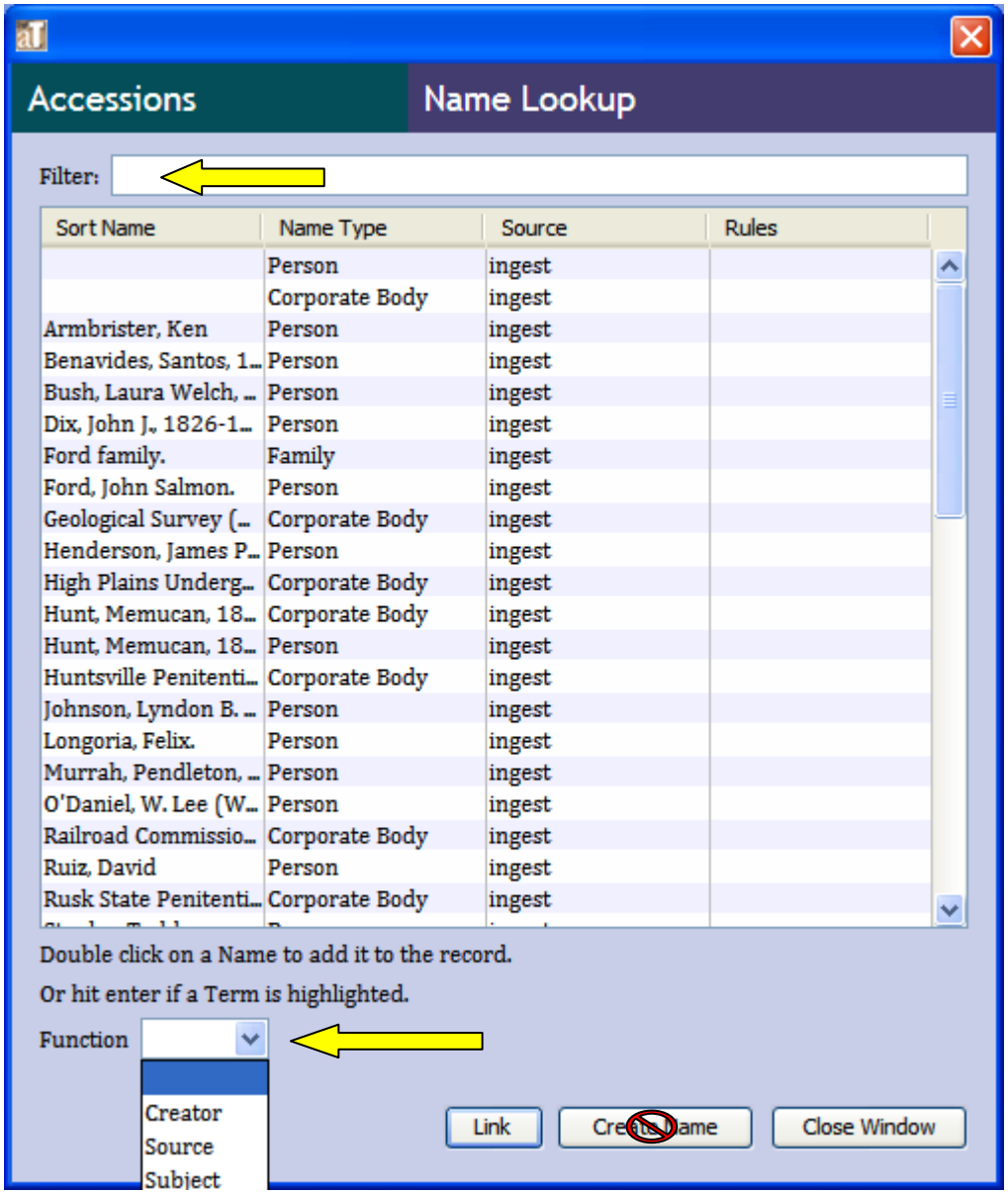
This field is *required.*

For the purposes of TSLAC, creator is used to describe the last agency that made use of the records. This is typically, but not always, the party transferring the records to the archive. If the accession is a personal collection, the creator should be the donor.

Linking an Name/Subject to an accession

Linking a name

To link a name to an Accession select the "Add Name Link" button. The following screen will appear:



Select the role that the individual has in relation to the collection under the "Function" drop down list.

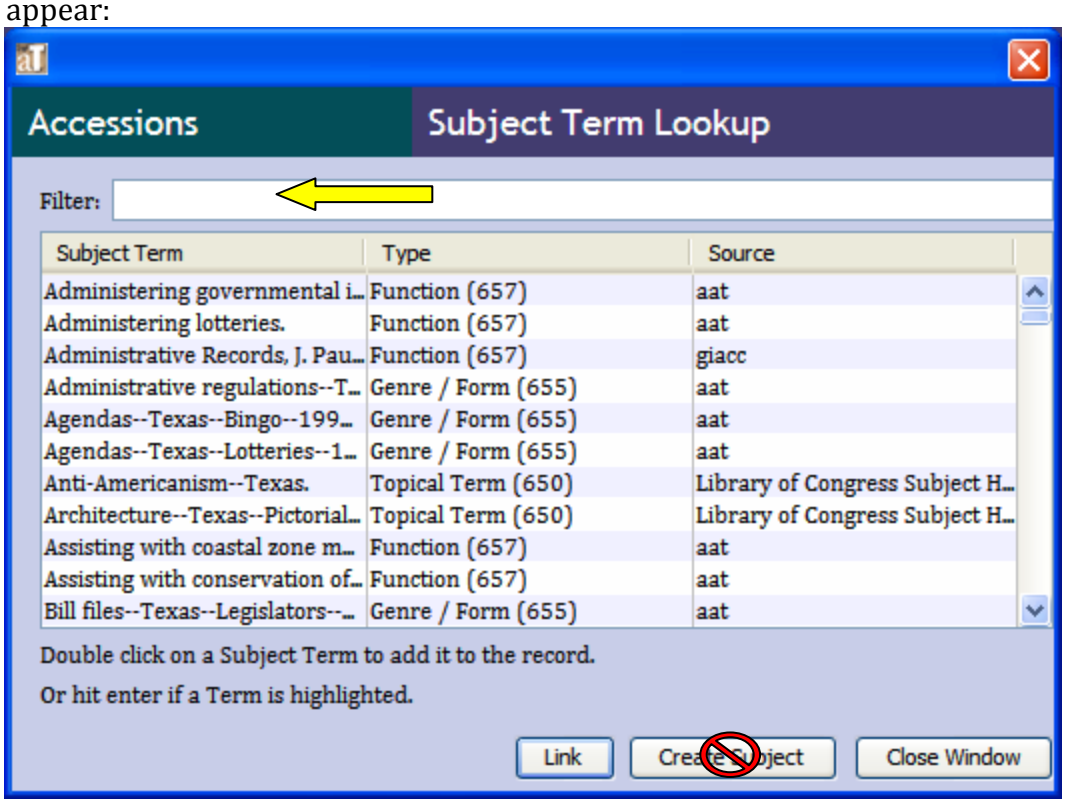
To search for a name type a portion of the preferred version of the name in the "Filter" field. If the name does not appear try non-preferred variations of the name. If it is determined that the name is not in the Toolkit database, see the *Adding a New Name* section of this manual.

Note: Adding a new name or subject within Toolkit is restricted to the Assistant Director and Director. Even if the system does not prevent you from adding a name, do not create a new name unless you are given the authority to do so.

Once the name has been located or properly added, highlight the name and select the "Link" button.

Linking a Subject

To link a subject to an Accession select the "Add Subject Link" button. The following screen should appear:



To find the subject, type the name of the subject under the "Filter" field. Begin with the most general information, and provide more detailed name information until you are able to locate the subject. Once the subject has been located, highlight the field and select the "Link" button.

If you are unable to locate the subject using any possible search terms, then the subject may need to be added. See the *Adding a New Subject* section of this manual for additional details on adding a new subject.

Note: adding a new subject is restricted to the Assistant Director and Director. Even if the Toolkit permits you to add a new subject to the system you should not do so unless given the proper authority.

Additional Accession Details

The Acknowledgments, Restrictions & Processing Tasks tab in the Accessions window allows you to provide more fine details on the Accession.

Acknowledgements and Restrictions

Acknowledgement Sent

Check this field if an acknowledgment letter or email was sent to the donor/transferor. Input the date of the correspondence as month, day and year (MM/DD/YYYY).

Agreement Sent

Check this field if the donation agreement has been sent to the donor or the transferring agency. Input the date the agreement was sent by month, day, year (MM/DD/YYYY).

Agreement Received

Check this field if the donor/transferor has sent back a signed, official, and donation/transfer agreement form. Input the date the agreement was received by the archive by month, day, year (MM/DD/YYYY).

Rights Transferred

Check this box if intellectual, property, copy or other rights were transferred to the archive. If a transfer occurred note the date by month, day, year (MM/DD/YYYY).

In the rights transfer note field below the check box you should state what rights were transferred to the archive and what rights were retained by the donor. If no rights were

transferred to the archive, or if no rights were retained by the owner, you should state so explicitly.

Restrictions

If restrictions apply to accession check the "Restrictions Apply" box. Next you must choose whether the restriction is regarding access or use.

Access restriction will refer to restrictions placed on an accession which inhibits the ability to access the materials. For instance, a donor agreement requiring the records not be released for 5 years. If an access restriction exists, check the "Access Restrictions" box and enter a note. The note should state what restrictions exist. If the restrictions are specific to a particular item or series they should be identified.

Use restrictions refers to special conditions that apply when actually using the collection. For example, using gloves when handling photographs. If a use restriction exists, check the "Use Restrictions" box and enter a note. If the restrictions on use are to a specific item(s) or series they should be identified.

Processing Information

Processing Priority

This should indicate the urgency with which the Accession needs to be processed. The options are high, medium and low. Select high if and only if the Accession should be processed *immediately*. Otherwise, the default selection will be medium or low. Processing priority should be discussed with the Assistant Director or Director.

Processors

This should state the name of those people who processed the Accession. These will most likely be the same individuals who have created the collection/resource record in Toolkit. If multiple people have worked on processing the Accession, separate the names using a comma (,).

Processing Plan

This should be used to give a brief description of the processing plan for the accession. If no formal plan exists leave this field blank. It can be updated once a processing plan is in place.

Processing Start Date

Use to indicate the date processing began. Use the month/day/year (mm/dd/yyyy) format.

Processing Status

This field has several options to describe the status of the accession.

Deaccessioned: Accession has been removed from the archive.

In-progress: Accession is in the midst of being processed. This describes any processing, even minimal, that is still in-progress.

Intellectually arranged: Use only if the contents of the accession are known and the organization schema has been determined *but* the physical rearrangement has not yet taken place. Do not use this if an MPLP tactic has been used to process the collection.

Inventory done, no description: Use this status if there is a basic understanding of what exists in the collection, but there has been no processing and no intellectual control of the accession.

Minimal processing: Use this status if the collection has been processed using the MPLP standard.

New: Accession recently received and has not been processed in any way.

Processed: Use this description if the Accession has been fully processed using more than an MPLP method.

Single item: use this status to state if the accession is just one item. An example may be a new accession being added to an existing collection/resource because of an additional donation by the creator.

Processed

Check this box if processing has been completed. This should only be checked if Single item, Processed, or Minimal processing were selected in the status drop down list. If processed indicate the month, day and year it was completed (mm/dd/yyyy).

Cataloged

Check this box if the cataloging process has been completed for the accession. If cataloged, indicated the date that was completed by month/day/year (mm/dd/yyyy). A catalog note should be added to indicate if the catalog entry has been uploaded to SIRSI or another current TSLAC catalog system.

Note: Cataloging may take place prior to an accession being processed. Do not take a note indicating that the collection was cataloged as proof that it was processed.

Collections/Resources

Toolkit places Collections under the Resource Records section. This is due, in part, to the fact that a manuscript or other type of collection may not be the only kind of Resource you would like to describe. In general, you should only enter Collections into the Resources button. Hereafter a Collection will be referred to as a Collection/Resource

A Collection/Resource record will usually consist of Collection-level description and notes, series/subseries level description and notes, and folder level description. On occasion, you may also be entering item-level description and notes. These various levels are nested within each other. An individual file will show up as an item within a series/subseries

folder, and a series/subseries folder will show up as a folder within another folder in the hierarchy.

A note about saving

Toolkit provides multiple means of saving information you have entered. You can click on close on the Save icon at the bottom of the screen. You can click on close and, if you have not saved changes you have made, you will be prompted to save changes. However, depending on the changes you make to an existing record, if you click on the X on the upper right-hand corner of the active window it may not save or prompt to save your changes. *Always* save your work by pressing the Save button on the bottom of the screen.

Creating a Collection/Resource Record

There are several levels of creation for a Collect/Resource record. As stated before there are Collection/Resource records, series/subseries records, file records, and item records. In order to create series/subseries, file, and item-level records you must first create the overarching collection/resource record.

Creating many records in quick succession

Toolkit allows you to enter many records in quick succession of each other. This is done using the Save+1 icon listed below.

Clicking on this button will generate a record-type identical the one which you are currently working on. Therefore, if you are working on entering a Primary Collection/Resource record and wish to add a series or file to that same record *do not* press this button. Pressing this button while working on that level will create a new Primary Collection/Resource Record.

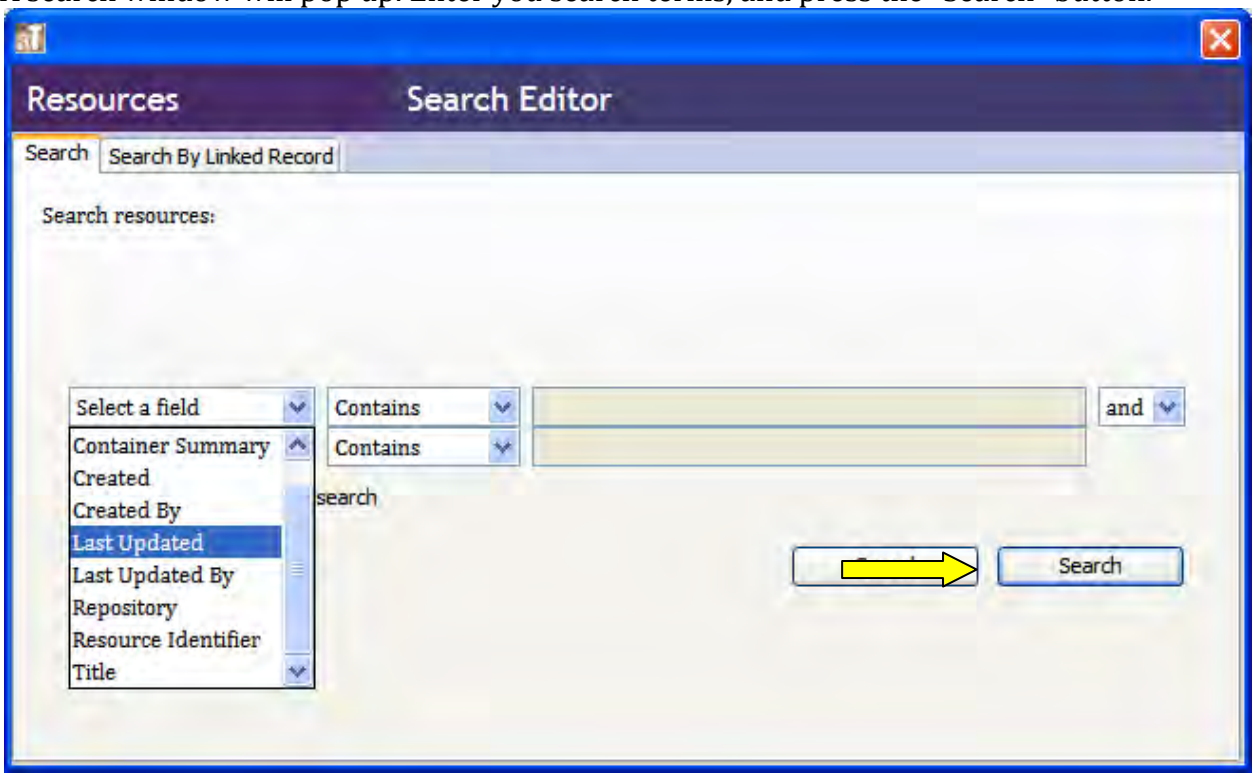
Creating the Primary Collection/Resource Record

To create a primary Collection/Resource record you must be on the main screen.

First, double-check that the Collection/Resource does not already exist. To do this, double-click on the Resources button the left-hand side of the main window. This will list all collection/resource records existing in Toolkit. You may browse this list, or search.

To conduct a search, highlight the Resources button on the left-hand side of the main window. Then, click on the search button.

A search window will pop up. Enter you search terms, and press the "Search" button.

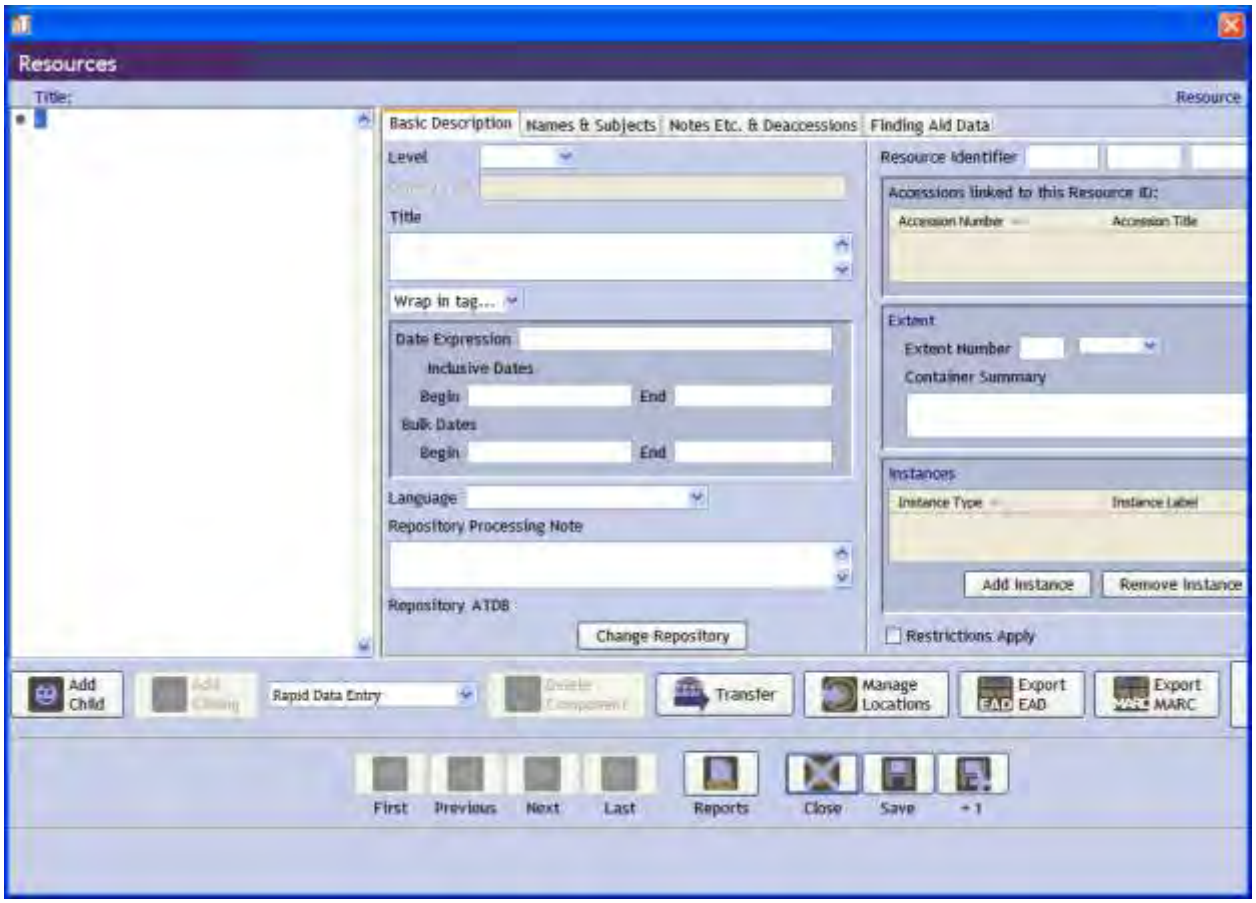


Be aware that a search will give you the series/subseries, file and item-level results in addition to collection-level results.

If, after your search, you are confident that you need to create a new Collection/Resource record, you should:

Highlight the Resources button on the left-hand side of the main screen, and select “New Record” from the Toolbar at the top of that window.

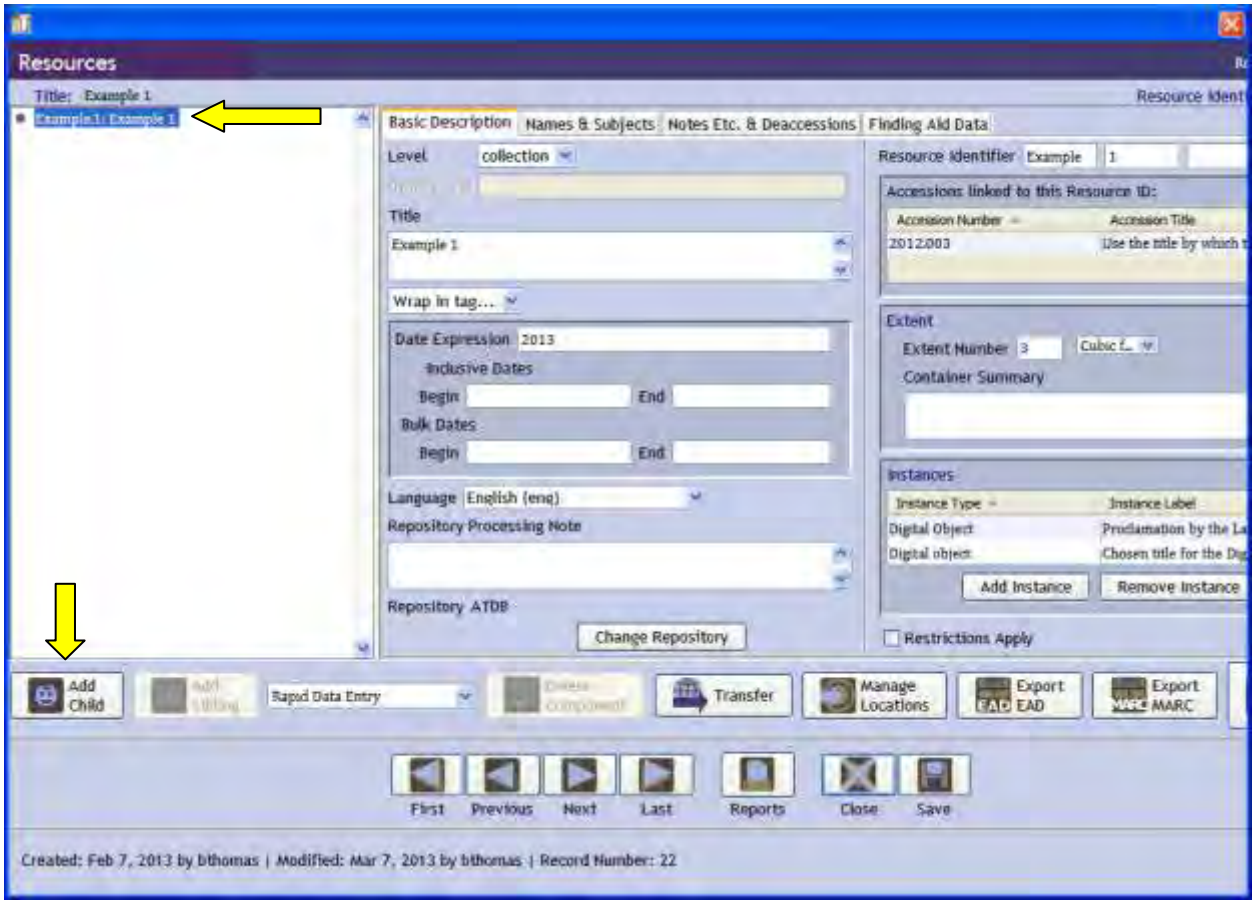
You will be faced with the following screen:



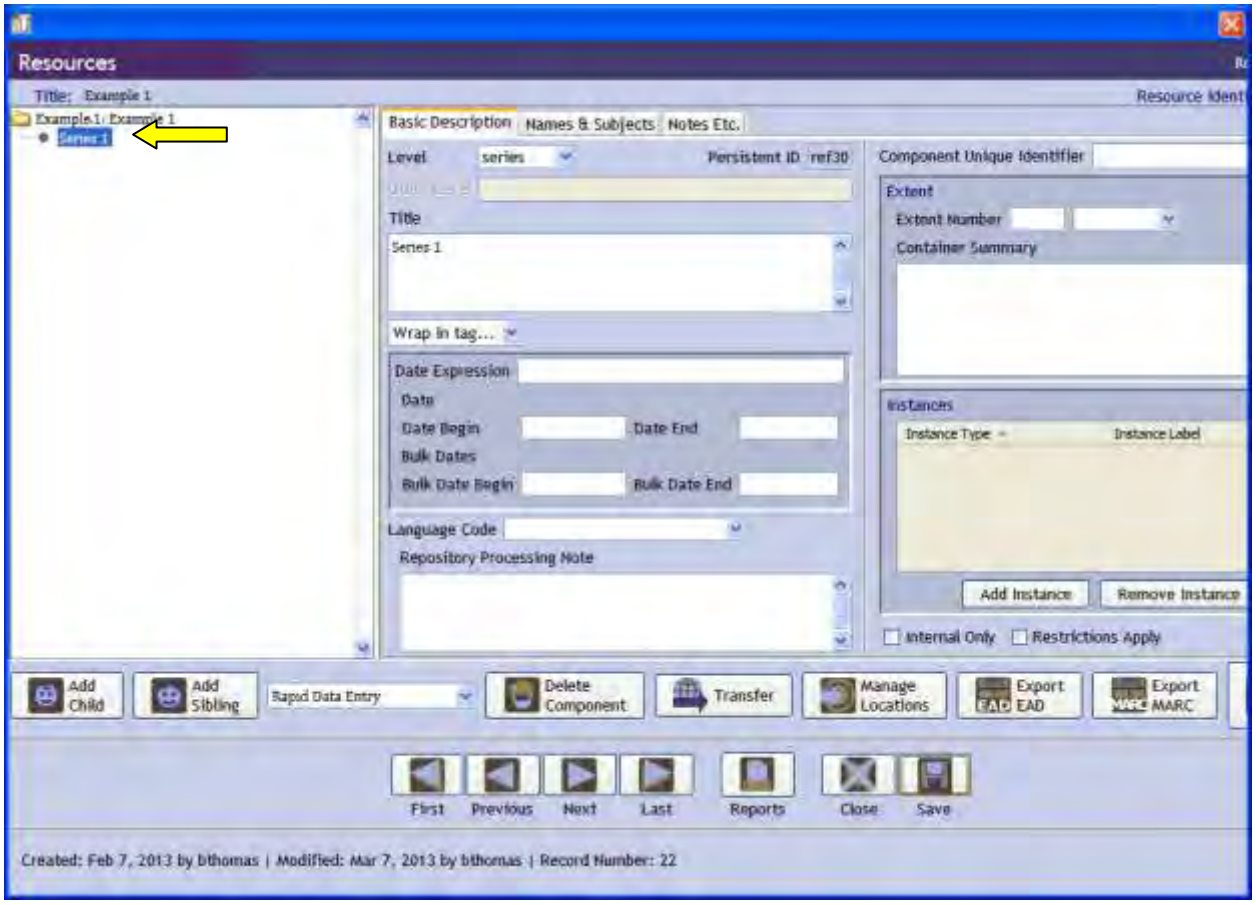
Creating Child Collection/Resource Records

A child Collection/Resource record is a record that is a subdivision of the collection/resource record you are working on. For example, a series is a child to the primary collection/resource record. A file is a child to the series/subseries collection/resource record.

To add a child, ensure that the Primary Collection/Resource record is open. Next, highlight the portion of the Collection/Resource record that the child record will belong to. Once that is highlighted, press the “Add Child” button on the bottom of the Collection/Resource record.



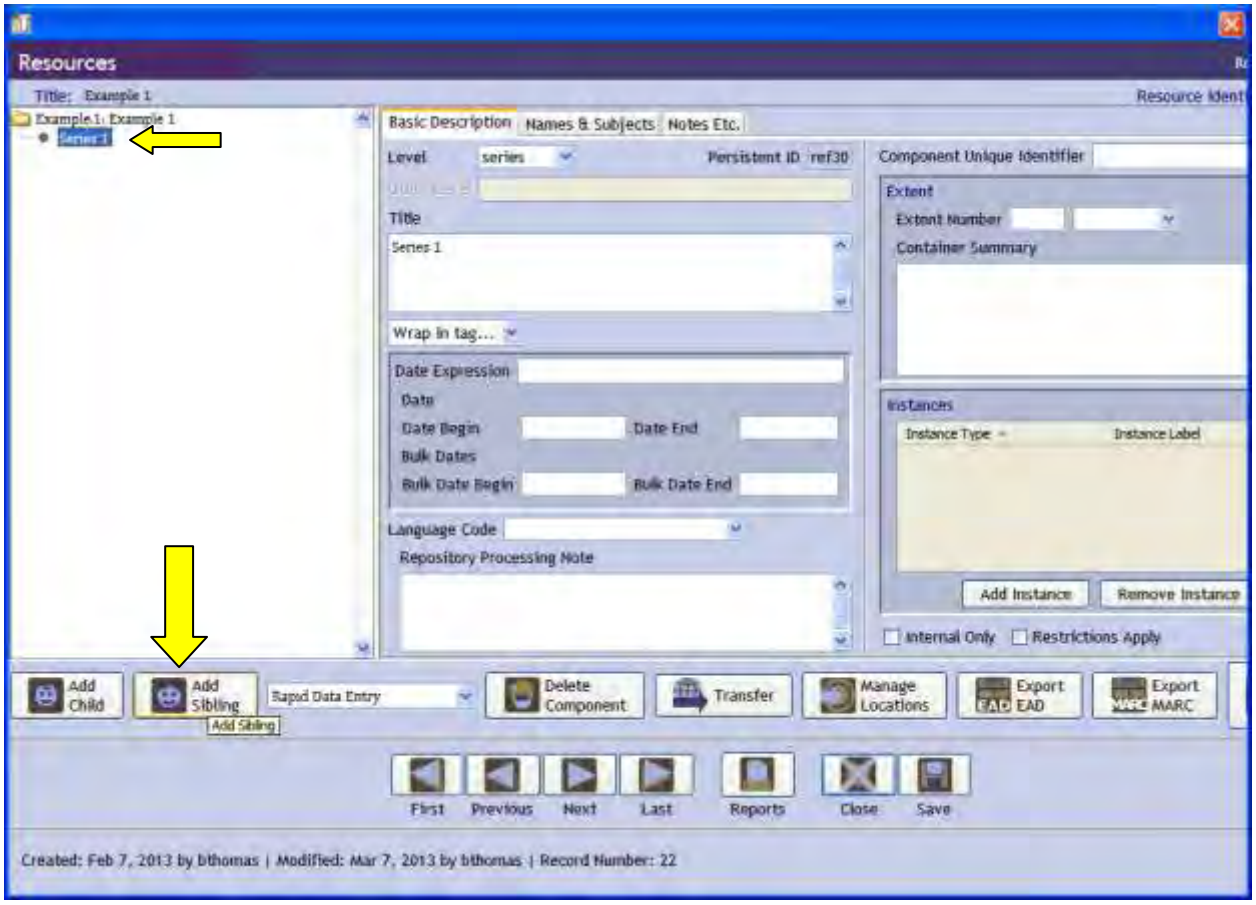
This will generate a blank record window that is nested within the parent record, as shown below.



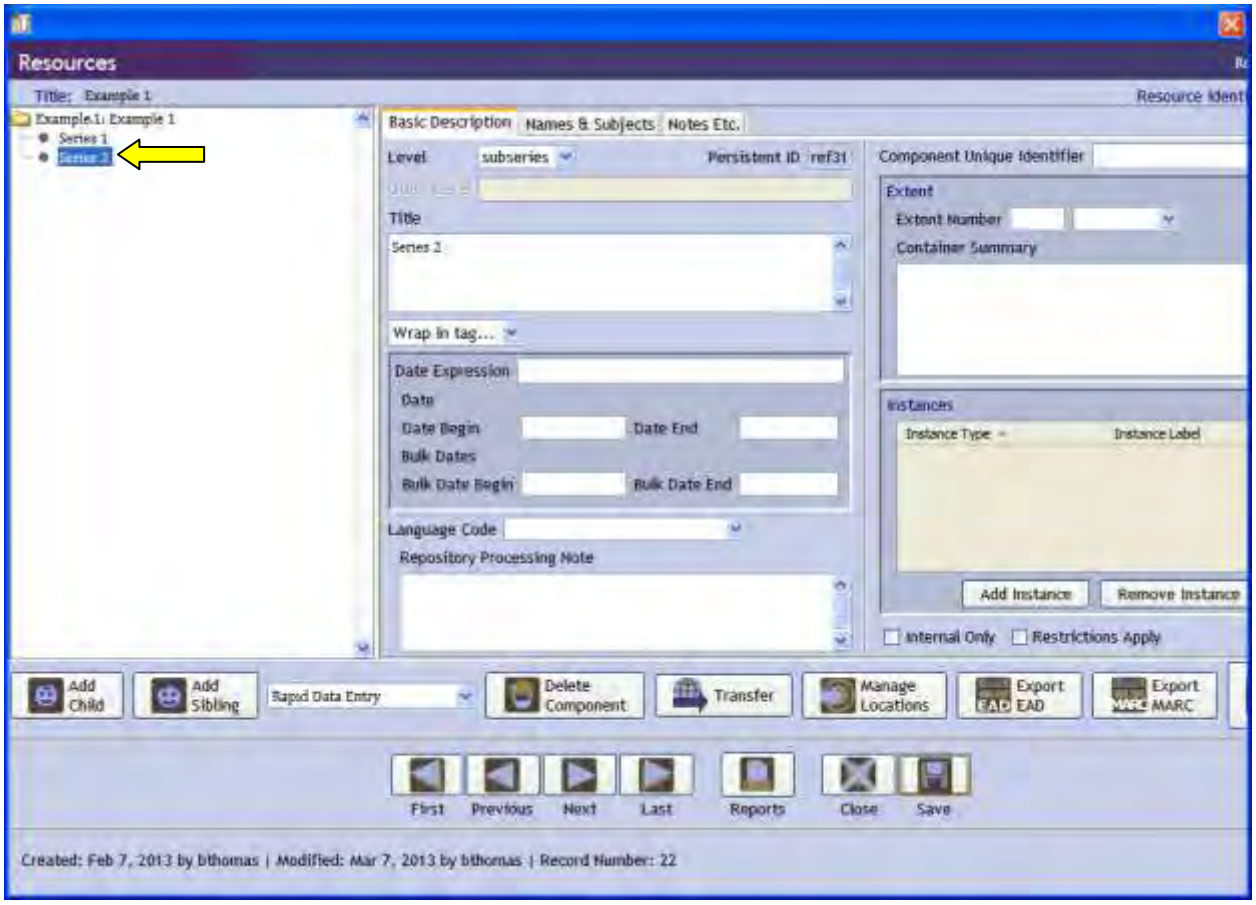
Creating Sibling Collection/Resource Records

A sibling Collect/Resource record is a record that is equal in place on the hierarchy of the collection/resource to the record you are currently working on. A series-to-series relationship, or a file-to-file relationship within the same series are examples of a sibling relationship.

To add a sibling collection/resource record, highlight the portion of the collection/resource that would be placed directly above the new record in the hierarchy (folder 1, folder 2, folder 3, etc.). Next, click on the “Add Sibling” button on the bottom left-hand portion of the screen.



A blank sibling record will appear for data entry.



Works in-progress

When you are working on creating a portion of a collection/resource record, but it is not ready for public consumption you can mark a section as internal only so that it will not appear in a published finding aid. Notes on any level of the collection/resource can be marked as internal.

You should note that the basic information available from the primary collection-level record cannot be marked as internal. However, the component pieces, such as digital objects, series, subseries, file, etc. can be marked as internal while you are working on the collection/resource record at that level.

Access terms in the Names & Subjects tab cannot be marked as internal.

To mark a note as internal at the component level you should check the “Internal Only” box on the bottom right hand corner of the record.

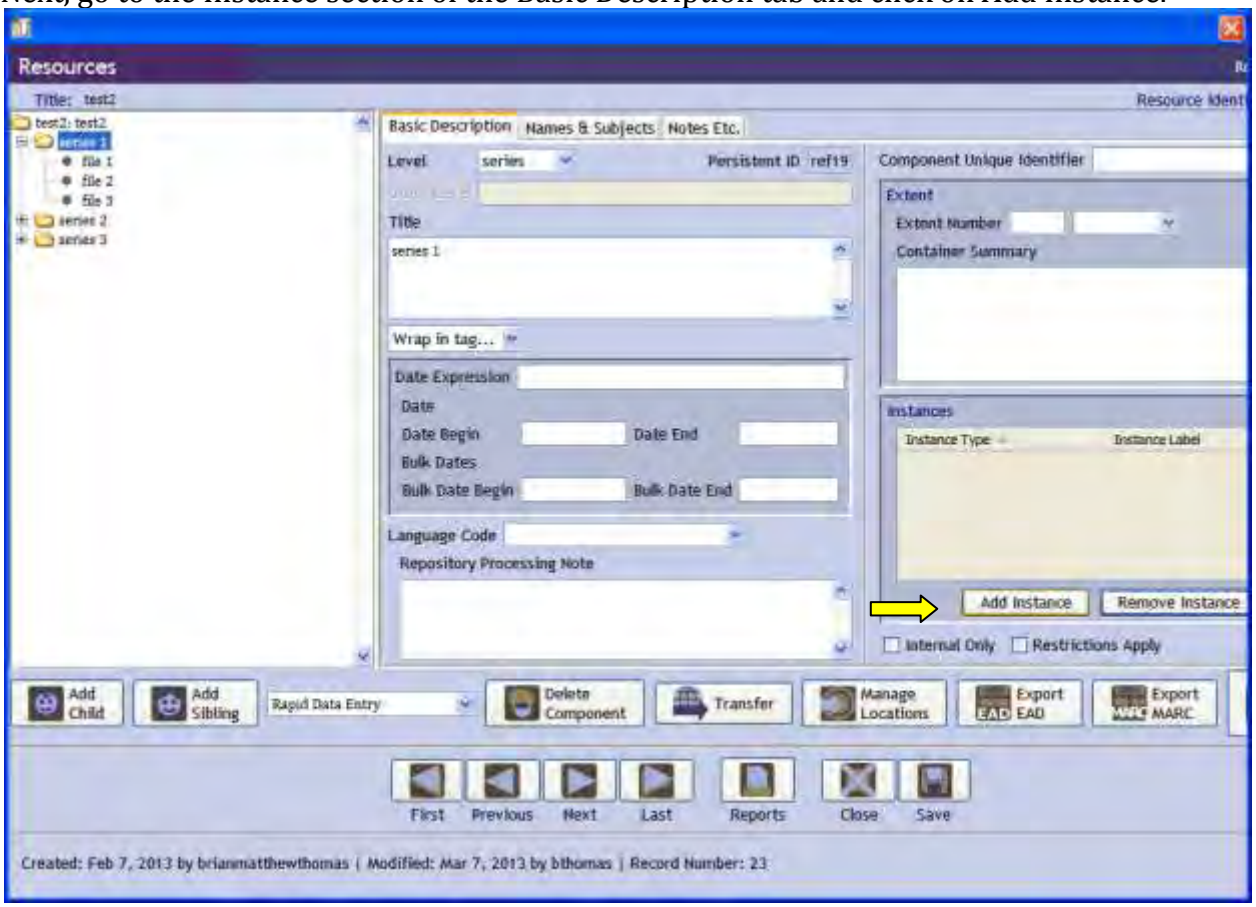
To mark a note as internal you should check the “Internal Only” box on the upper left-hand corner of the individual note. You will need to do this for every internal note.

Instances/Digital Objects

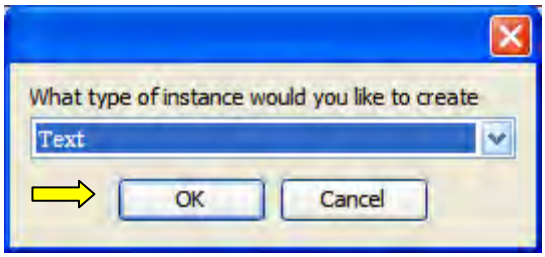
An instance is a way to itemize the containers involved in a collection as well as linking to Digital Object Records. You can enter container information at the series/subseries level or the folder level as you determine it to be appropriate. In general you should create a link at the folder level, unless the series/subseries has no subsidiary units. Be aware that if linking a digital object record you should link at the series/subseries or file level. If the digital object is its own series/subseries or file for the collection you will need to create an appropriate level record and link the digital object to that. Once you have created the container record you can link the container to a location within the repository.

To link to a location, follow the directions under Linking to Locations in this section of the manual. To link to a Digital Object, follow the direction under Linking to Digital Objects in this section of the manual. Linking

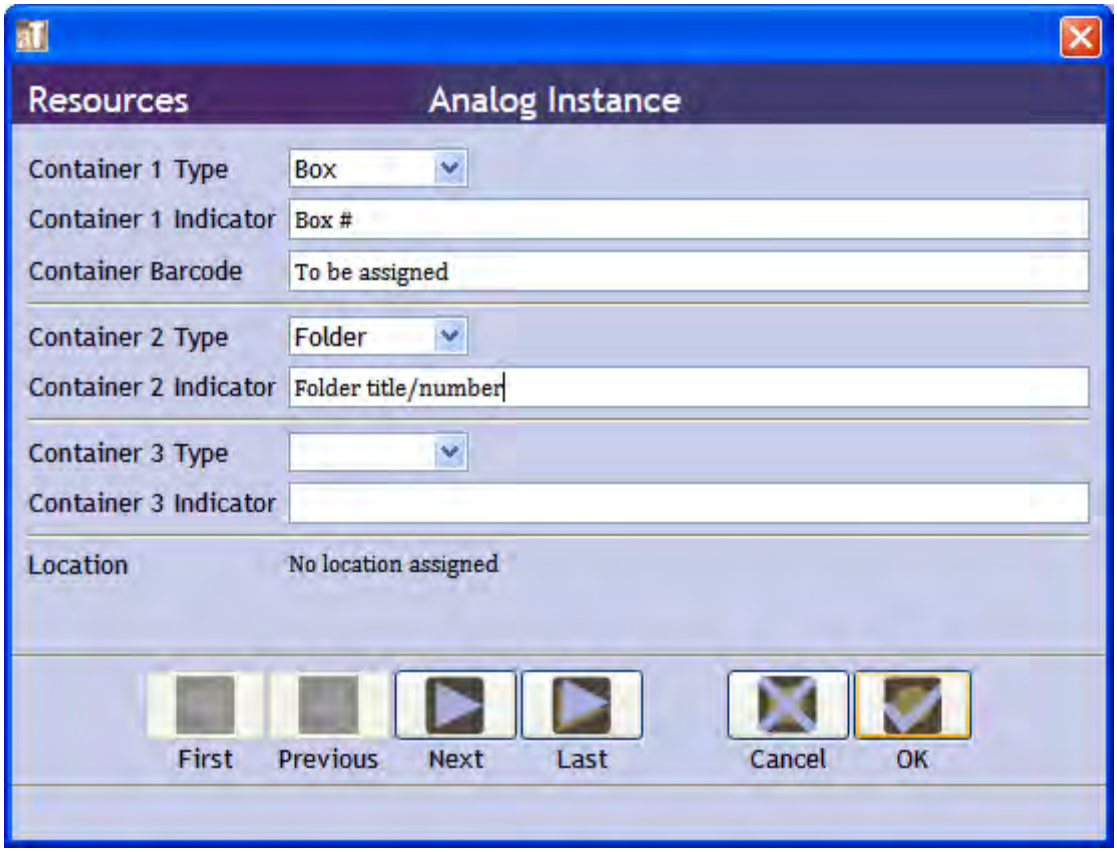
To create an instance select the level of the collection at which you wish to create the information. This can be found on the left-hand side of the Collection/Resource record. Next, go to the Instance section of the Basic Description tab and click on Add Instance.



The following screen will appear, select the applicable object type and then click Ok.



The following screen will appear, select the appropriate values according to the rules listed below and click Ok. The instance should now be linked to that level of the record.



Note that an instance created at a lower level within Toolkit will not show as an instance in higher levels of the Collection/Resource record.

Instance Rules

Instance Types

In the initial screen when adding an instance you will need to select the type. As a general rule you should only list instances at the folder level. If an instance of a physical object actually exists which needs to be addressed, such as a film reel or cassette tape, you should list that. Individual pages should not have instances listed unless there are extraordinary circumstances.

The following parameters should be used when selecting a type.

- Audio: Should be used to refer to an audio recording of any kind which is not available as a Digital Object record, and which does not have a video component.

- Book: Should be used to refer to any Monograph or Serial published material.
- Computer Disks/Tapes: Should be used for any digital storage medium. This can include hard drives and reel-to-reel tape backups. Physical computer items, such as an actual computer is classified under realia.
- Digital Object: *DO NOT USE.* This will create a new Digital Object Record. If the Digital Object Record does not yet exist, follow the directions for creating digital object records and return to the collection/resource record to create a digital object link once that is done.
- Digital Object link: This will link an existing digital object record. See the directions under Linking to Digital Object to proceed with linking a digital object.
- Graphic Materials: Should be used when the material is primarily graphic, such as a comic book or a movie poster.
- Maps: Should be used when addressing maps. If a map is being removed from the collection and placed with the Map collection you should itemize maps and create instance information.
- Microform: To be used with any kind of microfilm, microcard, or microfiche. Itemized listing is appropriate with microforms.
- Mixed Materials: Should be used when the Folder or other container has a mixed set of materials. If the mix of materials is significantly text-based and the non-text material is unlikely to be of import to a researcher, used the Text field. If the mixed set of materials is itemized at a lower level you should not create a mixed material record at the higher level.
- Moving Image: Should be used when referring to any medium which produces a moving image. If the moving image is only a digital object and there is a digital object record for the moving image, you should link the digital object record instead of choosing the Moving Image option. If there is both a digital object record and a physical form of the moving image, then create an instance for both.
- Realia: Should be used any physical artifact not covered by any other medium described here.
- Text: Should be used in description of any text-based materials, such as manuscripts and government paper-based records.

Container Information

Container information should be provided from the highest level, down to the lowest level.

Container 1: Under Container 1, select the Box, Carton, Drawer, Map Case, or Object as appropriate. Under Container 1 indicator provide the Box (or other designation) number without using the term Box. Container barcodes at this time will refer to the barcode for the entire collection. At a later time barcodes will be created for each box, at which time the barcode information should be updated.

Container 2: Under Container 2 indicate Folder or other subcontainer. If a disk, cassette, or other being individually listed is in a folder, then provide the Folder information. Write the name or designation of the folder as it appears in the collection.

Container 3: Should only be used when the instance is for a specific item, and only if the individual item was unable to be described at the Container 1 or Container 2 level. Proceed with further description as appropriate.

Restricted Materials

You can mark levels of a collection as restricted. You can also ensure that the component of a collection/resource record that is restricted does not show up in a published finding aid.

If restrictions apply to a segment of a collection but it is acceptable to provide basic information about that segment of the record, you should *only* check the "Restrictions Apply" box of the record. If a restriction applies to the whole collection, this should be checked at the primary record level. If it applies only to a component or subcomponent of the collection, you should check the "Restrictions Apply" box on the bottom right-hand corner of the part of the record that is restricted.

If restrictions apply to a segment of a collection and it *is not* accepted to provide basic information to the public you should also check the "Internal Only" box next to the "Restrictions Apply" box. When a finding aid is generated this part will be removed from the publicly viewable version of the record.

EAD Tags generated by Toolkit

The following tags are generated by Toolkit using its data entry fields:

- <abstract>: found in the abstract note
- <accessrestrict>: found in the conditions governing access note
- <accruals>: found in the accruals note
- <acqinfo>: found in the immediate source of acquisition note
- <altformavail>: found in the existence and location of copies note
- <appraisal>: found in the appraisal note
- <arrangement>: found in the arrangement note
- <author>: found under the Author field in the Finding Aid Data tab
- <bibref>: found in the bibliography note
- <bibliography>: found in the bibliography note
- <bioghist>: found in the biographical/historical note
- <blockquote>: found as a wrap in tag function
- <c01><c02>, etc: output by Toolkit using the Number Component levels on the Save as screen when exporting an EAD
- <container>: output by toolkit based on Instance information
- <controlaccess>: output with the linked Names and Subjects information
- <corpname>: found as a wrap in tag function; under the <controlaccess> tag, output with the linked Names and Subjects information
- <creation>: automatically output by Toolkit
- <custodhist>: found in the custodial history note
- <date>: found as a wrap in tag function, found in the basic description information for a record or portion of a record
- <descrules>: found under the Description Rules field in the Finding Aid Data tab

- <dimensions>: found in the dimensions note
- <eadid>: found in the finding aid tab of the top-level of the Collection/Resource record under EAD FA Unique Identifier, and under the EAD FA Location.
- <editionstmt>: found under the Edition Statement field in the Finding Aid Data tab
- <emph>: found as a wrap in tag function
- <extref>: found as a wrap in tag function
- <famname>: found as a wrap in tag function
- <fileplan>: found in the file plan note
- <function>: found as a wrap in tag function
- <genreform>: found as a wrap in tag function; as a <controlaccess> subtag, output with the linked Names and Subjects information
- <geogname>: found as a wrap in tag function; as a <controlaccess> subtag, output using the linked Names and Subjects information
- <index>: found in the index note
- <langmaterial>: found in the language of materials note
- <language>: found under the Language of Finding Aid field in the Finding Aid Data tab
- <legalstatus>: found in the legal status note
- <materialspec>: found in the material specific note
- <name>: found as a wrap in tag function
- <occupation>: found as a wrap in tag function
- <odd>: found in the general note
- <originalsloc>: found in the existence and location of originals note
- <otherfindaid>: found in the other finding aid note
- <persname>: found as a wrap in tag function; as a <controlaccess> subtag, output from the linked Names and Subjects information
- <physdesc>: gound in the general physical description note
- <physfacet>: found in the physical facet note
- <physloc>: found in the location note
- <phystech>: found in the physical characteristics and technical requirements note
- <prefercite>: found in the preferred citation note
- <processinfo>: found in the processing information note
- <publicationstmt>: found under the Finding Aid Date field in the Finding Aid data tab
- <publisher>: automatically output with the repository information
- <ref>: found as a wrap in tag function
- <relatedmaterial>: found in the related archival materials note
- <revisiondesc>: output as a
    - <change><date> subtag, found under the Revision Date field in the Finding Aid Data tab
    - <change><item> subtag, found under the Revision Description field in the Finding Aid Data tab
- <scopecontent>: found in the scope and contents note
- <separatedmaterial>: found in the separated materials note

- <seriesstmt>: found under the Series field in the Finding Aid Data tab
- <sponsor>: found under the Sponsor Note field in the Finding Aid Data tab
- <subject>: found as a wrap in tag function; as a <controlaccess> subtag, output using the linked Names and Subjects information
- <subtitle>: found under the Finding Aid Subtitle field in the Finding Aid data tab
- <title>: found as a wrap in tag function, found in the basic description tag of any portion of a record
- <titleproper>: found under the Finding Aid Title field in the Finding Aid data tab
- <unittitle>: found under the top-level record Basic Description tab as a combination of the Title and Date fields
- <userestrict>: found in the conditions governing use note

Adding italics and other tags

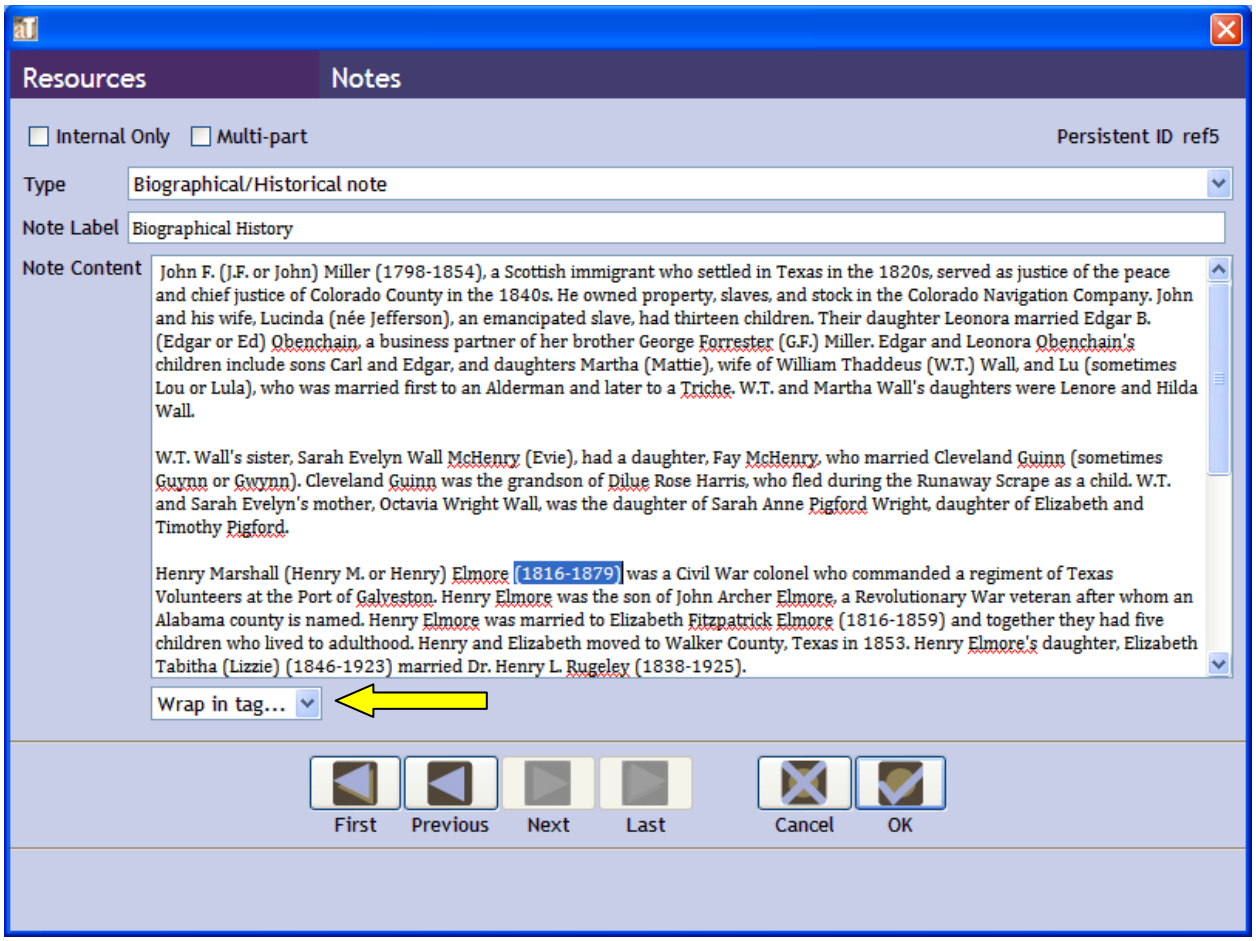
There are times where you will want to emphasize text or specifically tag certain parts of the Collection/Resource record. Toolkit creates a tag when outputting an EAD finding aid based on the fields you have filled out. Any tags you add will appear within the tags that corresponds to the field you are entering.

To make sure that the tag transfers to the EAD, ensure that the "Wrap in tag" field, when available, is selected. You can have the tags present in the basic component information and in the individual notes.

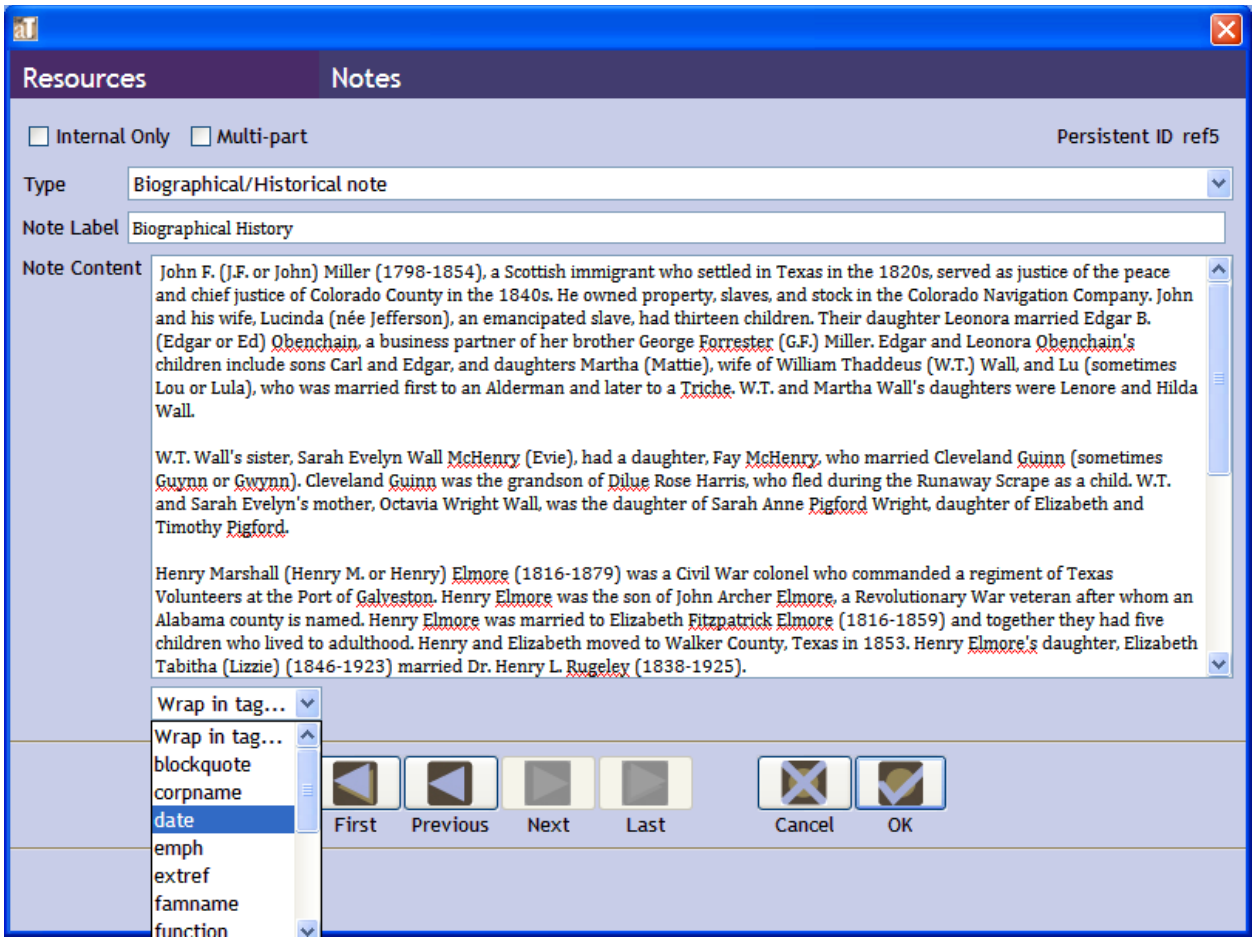
There are two ways to add tags: You can manually enter the tag information using the <[tag]></[tag]> format; or you can have Toolkit create the tag for you.

To have Toolkit input the tag:

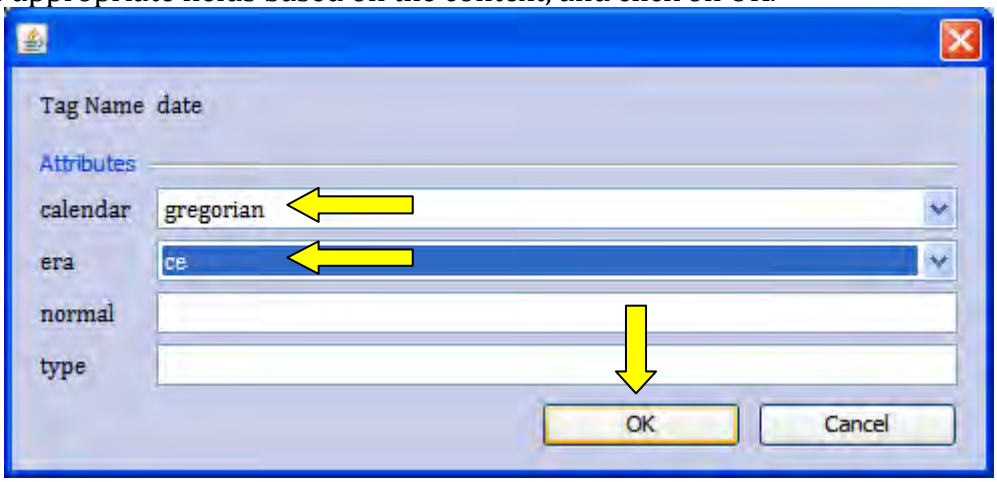
Highlight the text you wish to be tagged.



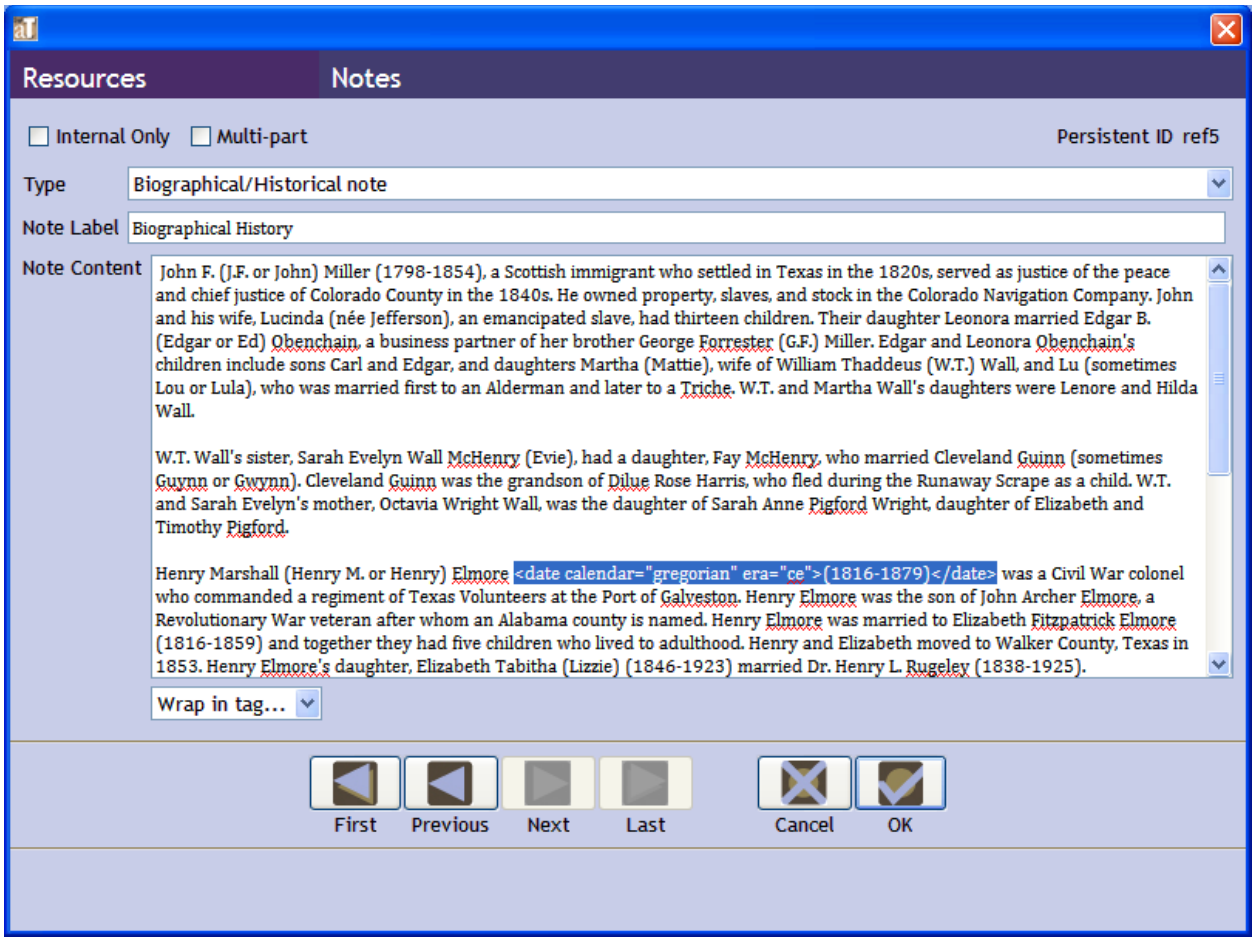
Next, select the appropriate type of tag from the Wrap in tag drop-down list. In this example, we are adding a date tag.



The following type of screen will appear, appropriate to the type of tag you are entering. Select the appropriate fields based on the context, and click on OK.



You will now see that the tag has appeared around the area that you had highlighted.



When creating a tag by hand be sure to close the tag with </[tag name]>, otherwise the beginning of the tag will show as part of the text.

Note that you will not need to create tags for the access terms section of an EAD record. Those are automatically done by Toolkit.

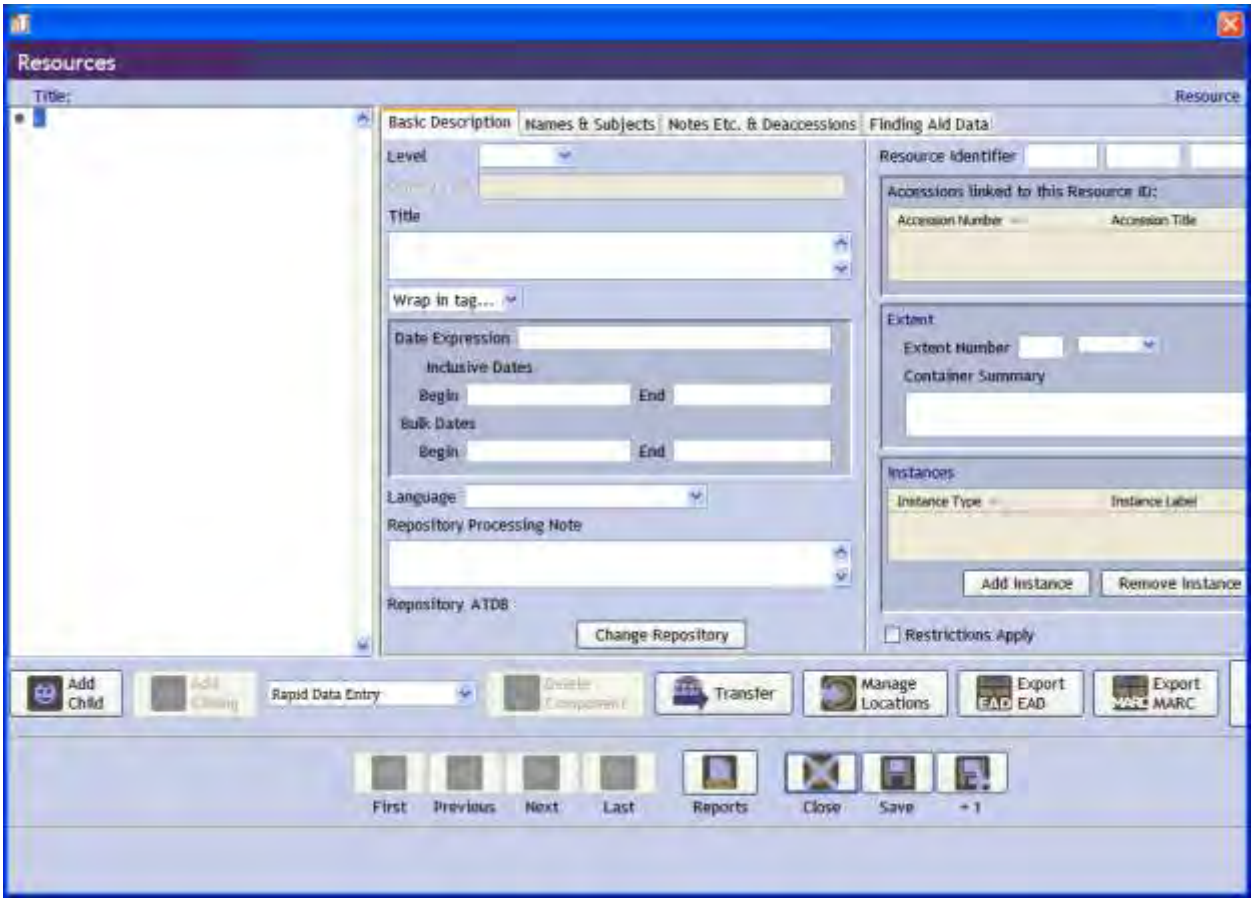
The following tags are available:

- <blockquote> to indicate a block quote being entered into a note. Will most likely occur when creating a biographical/historical or scope/content note.
- <corpname> to indicate an organizational name within the text. Such as <corpname>Threadgills Bar</corpname>.
- <date> to denote a date within a text.
- <emph> to emphasize a text portion.
- <emph render="italics"> to make a portion of text in italics.
- <emph render="bold"> to make a portion of text bold.
- <extref> to create an external reference embedded in the text.
- <famname> to indicate the name of a family. May be used to emphasize the last name of an individual. Most commonly you will use this within the biographical/historical and scope/content notes.

- <function> to indicate the function of something.
- <genreform> to indicate a genre or subset of a genre. For example, referring to a picture, you could use <genreform> to highlight the method, such as pastel paintings v. photography.
- <geoname> to mark off a geographical name.
- <lb> ???
- <name> to indicate a name.
- <occupation> to indicate an occupation being referenced. Will most likely be used in the biographical/historical and scope/content notes.
- <persname> to indicate the name of a person, can be used to emphasize the first name of an individual.
- <ref> to mark off a reference, such as might be used in a bibliography.
- <subject> to mark off the used a subject term.
- <title> to indicate the title of something.

Collection level

The collection level of the Collection/Resource record will be where the majority of the information about the collection will be provided. The following is the initial screen for the collection level of the record.



Basic Description tab

The Basic Information tab is where you provide the essential information about the collection without the specifics that come with the individual notes.

Required Collection-level information

Level

The Level field is a drop-down selection menu. Mark the level as "Collection".

Title

Toolkit does not differentiate between the titleproper (the first part of a title) and subtitle (second part of a title) in the basic information tab, but TSLAC does. Both the title and subtitle should go in the title field. If a subtitle is used it should be separated from the main title using a colon.

Title proper

Provide the title of the collection/resource. The title should include the name of the person or agency identified as the creator of the collection/resource. Try to be consistent with LCNAF standards. Only creators, *not donors (if the two are different)*, should be in the title. *DO NOT* use an abbreviation for a state agency. If the state agency is a subdivision, use commas to separate out the division under which it falls. For example, "subdivision, division" or "subsubdivision, subdivision, division."

Subtitle

Subtitles at TSLAC are usually separated from the main title using a colon (:). It should have the following components: the name of the creator, the type of materials, and a short description.

If the collection has records (government entity records) usually use "Records" as part of the subtitle. If a collection is a set of papers, include "Papers" as part of the subtitle. If a collection is a single series, use the designated name for the series as the subtitle.

If there are 2 or less specific types of material (such as photographs and diaries) it is ok to specify the types in the subtitle. If there are 3 or more types of material use the descriptor most appropriate to whole collection.

Note that if you use a (:) and try to generate a finding aid whatever material is after the (:) will not show up in the finding aid. If a (:) is necessary for the title, when you generate an EAD finding aid you will need to correct the finding aid as follows:

Toolkit output: <title>[title before the : symbol}</title>
Correction: <titleproper>[main title]:</titleproper><subtitle>[subtitle, use the <date> tag if needed]</subtitle>.

Date Expression

The initial field is *not* used to indicate what type of date system is being used (i.e. Gregorian). It is used to indicate the date or dates applicable to the collection. Input the full

date range using DACS 2.6 as the guideline. Dates should not abbreviate months. Always represent years using the YYYY format.

If the date range is broken due to an unknown date issue, put the date range in years (YYYY), then state "undated." If it is reasonably certain what the date is, it is sufficient to provide the estimated date as part of the date range. An entry with an unknown date would look like this: 1996-2013, undated

If the date range is known but has one or a few significant gaps, separate the date ranges with commas. For example: 1955-1969, 1975-1996

If the date range is estimated, use circa, not ca.

If the dates are approximated, use about.

If the collection is ongoing, use the beginning year and the most recent year for records received. Update the dates of the collection as new records come in.

If the majority of the records fall within a specific timeframe, with additional but lesser quantity of records falling before or after, indicate the bulk dates. For example: 1966-1993, bulk 1979-1982. *Always indicate bulk dates if they are known.*

You should try to avoid using specific dates or months at the collection level. However, if you wish to do so, do not use abbreviations and use the format yyyy month day. For example: 1978 May 24. If the dates are a few months within a single year use the year (yyyy) followed by the month range.

Date Subfields

You may use the date subfields rather than the initial field if you have specific year ranges and bulk dates. Always use this option if the collection dates are simple enough to allow for it.

Under inclusive dates provide the overall date range of the collection by year (yyyy).

Under bulk dates provide the bulk dates by year (yyyy).

Language

Use this to indicate the primary language used in the materials. By default you should use English.

Resource Identifier

This is the TX# for the collection. In the first box enter TX and the first two digits of the TX#. In the second box enter the remaining 4 digits of the TX#. To obtain the correct TX#, ask the Assistant Director for Archives.

Linked Accessions

You should create a link for any accession that makes a contribution to the collection/resource being described. Linking an accession and collection should be done through the Accession records. Follow the directions under Linking Accessions to Collections/Resources under the Accessions portion of this manual.

Extent/Container Summary

Use this field to provide information about the overall size of the collection. Enter the amount in terms of cubic feet, use of a decimal place is acceptable. Under the drop-down options for size make sure to select cubic ft. and *NOT* cubic feet.

Under the Container Summary field you can provide a more detailed description if you feel it is appropriate. Separate out types using commas. An example might be a mixed collection with significant elements such as bibles, maps and photographs. In this case you could say: 25 cubic ft., 2 family bibles, 18 photographs, 6 maps.

Note that when specifying types of material in the container summary, some materials are separate out by TSLAC. If the type of materials being described will be separated, you should separate the different types in the EAD finding aid by adding the <extent> tag in the output. This tag cannot be entered directly into Toolkit.

Instances/Digital Objects

Instances and Digital Objects should not be created at the primary collection/resource level. They should be created at the file or item level as appropriate. See the directions for adding Instances/Digital Objects at the beginning of this section for details on how to add an instance.

Processing note

For a new finding aid, enter the name of the archivist and month and year that processing was finished. For revised finding aids, add details of new processing completed such added accessions, changes in arrangement, rewriting the finding aid, changes made to comply with new rules. When updating this information, be sure to include the name of the archivist completing the activity and month/year that it was finished. Use a return to separate out new activities as they are done. An example of a note with updates would be:

> Laura Saegert, June 2010
> Addition of new accession, Tonia Woods, June 2011

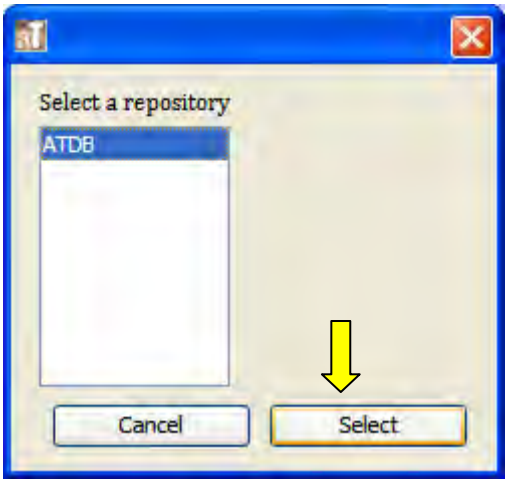
If an addition occurs, a duplicate type of note needs to be added under that component of the Toolkit record to indicate the change.

Optional Collection-level information

Repository

The repository should be defaulted to the repository you are logged into/assigned to. A change in repository needs to be completed at the Repository Manager or Assistant Director level.

Managers/Assistant Director: To change a repository assignment, click on the Change Repository button. The following screen will appear. Highlight the correct repository that the Collection/Resource should be assigned to and click the Select button. Changing repository will remove the Collection/Resource record entirely from the original repository.



Restrictions Apply

Only select this box if restrictions apply to use of the entire collection.

Names & Subjects tab (access terms)

The Names and Subjects tab acts as the input for controlled access terms. The names and subjects are direct links from the records in the Name and Subject sections of Toolkit, which act as authority records. For directions on how to add a name or subject, see Linking to Name Records and Linking to Subject Records in this section of the manual.

Names & Subjects are always entered at the collection level. If there are terms unique to a series that would be misleading or inappropriate at the collection level, and if the author of the archivist believes they would be helpful for access, then subject terms can be added to series/subseries. However, this would be the exception, not the rule.

Names and Subjects should derive from content of the scope and contents, and the biographical/historical notes.

If instructed to do so by the Director or Assistant Director, you can add the following tag text under the <controlaccess> tag that this portion of Toolkit creates when exporting an EAD finding aid:

<emph render="italic">The terms listed here were used to catalog the records. The terms can be used to find similar or related records.</emph>

Required Names & Subjects information

You should include all of the names and subject you feel are pertinent from the content you provided in the Scope/Content and Biographical/Historical note. While processing a

collection and establishing the details of these notes, at minimum you should link the following names and subjects, and link the remaining applicable names and subjects as your work progresses:

Name: Creator

The person or group responsible for the creation or aggregation of the material in the collection. If there are multiple creators, you should at least indicate the primary creator and indicate that person's role within the creator option.

The donor should be listed as a creator.

Subject: Primary subject

The primary subject addressed by the records. This can be a geographic location, a type of documentation, a type of activity, etc.

Optional Names & Subjects information

It would be incorrect to state that any names and subjects are optional. You should provide Name and Subject links to those things mentioned in the scope/content and biographical/historical notes. If there is a Name or Subject pertinent to the record but not substantial enough to justify mention in these notes, consider them optional.

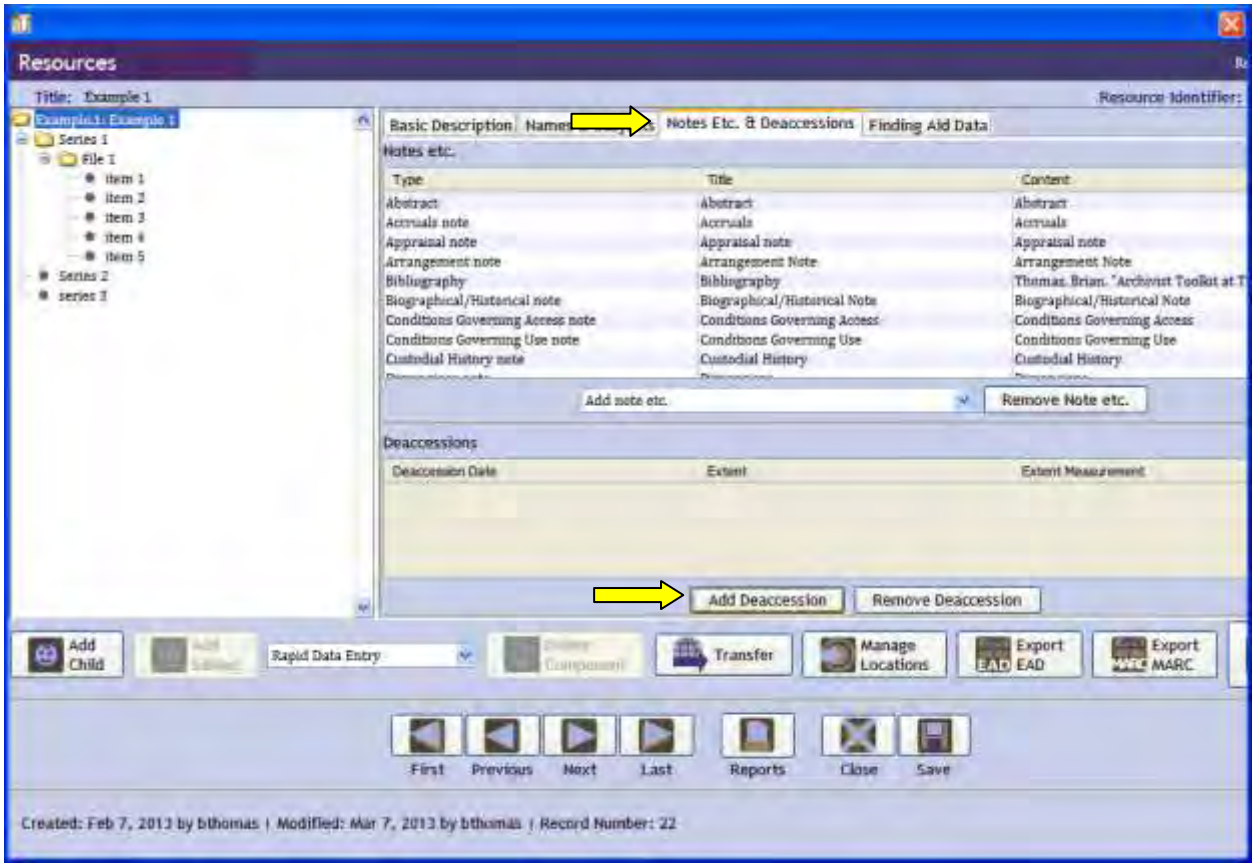
Notes, Etc. & Deaccessions tab

Deaccessions

It is important to document all records/materials that are removed from a collection. This should be documented at a granular level if removing individual items from folders, and at a wholesale level for removals at the folder/subseries/series bulk level.

Note that you can only add a deaccession at the top Collection/Resource Record level.

To add a deaccession, click on "Add Deaccession" from the Notes and Deaccessions.

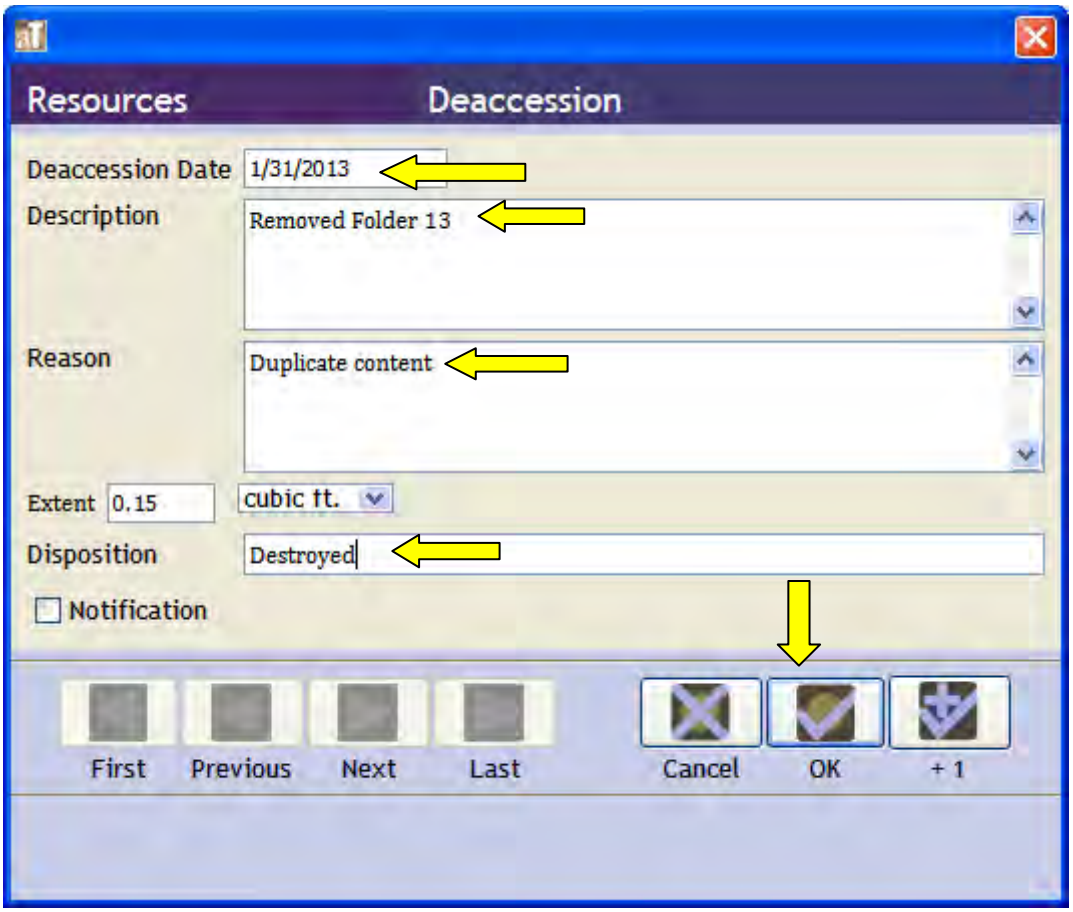


On the resulting screen input the date of Deaccession, and what was deaccessioned. Be as specific as possible, especially if it was a specific item removed. Provide the reason for removal in the Reason field. If removed for statute reasons, provide the statute citation. If copyright, provide the copyright detail (if known). If related to a judgment from the initial appraisal based on a retention schedule, cite the retention schedule name, and section if applicable.

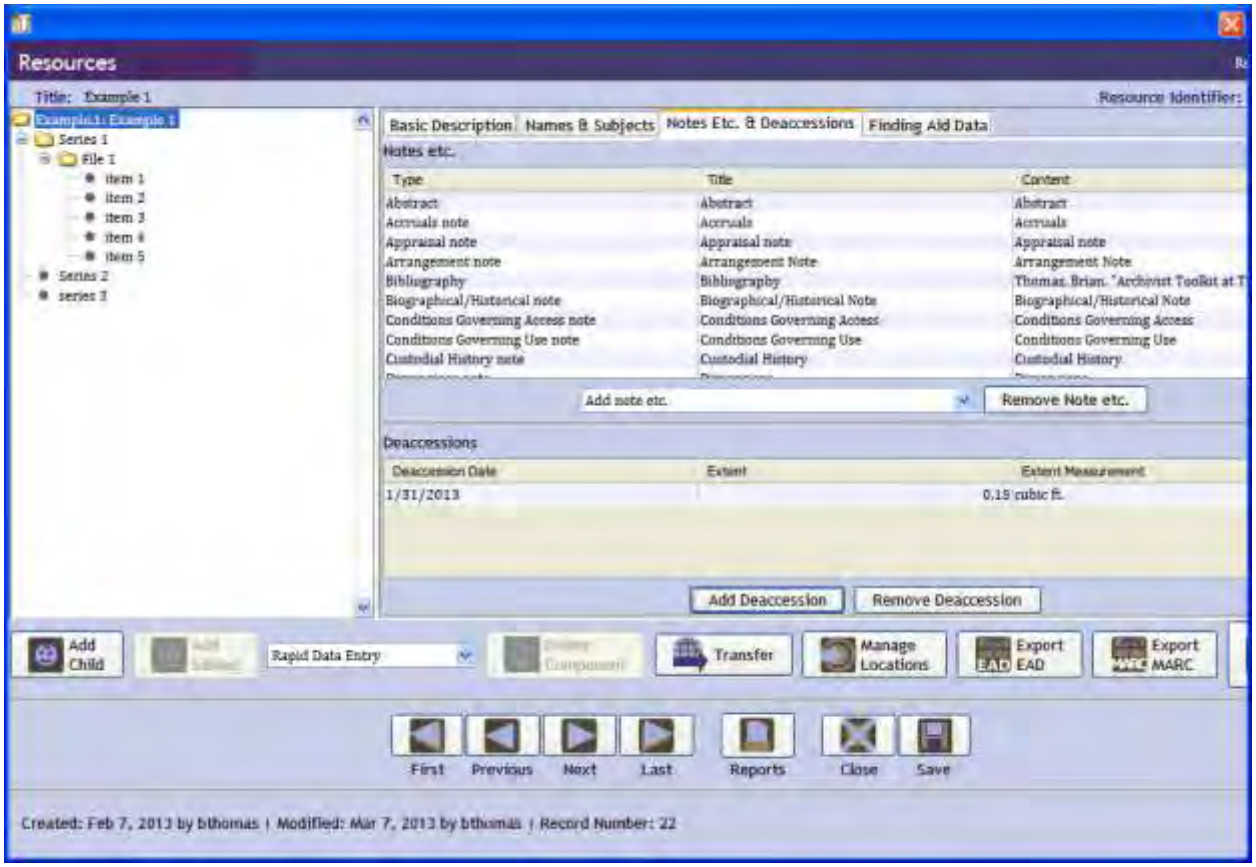
On the disposition field, note what happened to the record(s) deaccessions. You should either use the terms Destroyed, Returned to Agency/Donor, or Transferred. If transferred, note the repository/place the records were transferred to.

Provide a measurement of the records deaccessioned in cubic ft (not Cubic Feet). If a single record it is acceptable to enter 0. If a marginal amount of records, estimate the cubit footprint.

Click on Notification if you have notified to donor/agency that the records were deaccessioned. Once you are done click on OK.



The deaccession information should now show in the Notes & Deaccessions tab.



Required notes and deaccession information

Abstract

Use the Label: Abstract

The abstract should be used to quickly inform a reading if the rest of the material in the collection/finding aid fits their needs. It should be similar in nature to the scope and contents note, as well as the biographical/historical note, but include only highlights and not the full details. It should be written in free text, not bullet points, and includes the following information (in listed order if possible):

- Functions, activities, transaction and processes that generated the materials.
- Documentary forms or intellectual characteristics of the records.
- Content dates covered by the intellection content or subject.
- Geographic areas and places dominant in the records.
- Subjects matters involved (topics, events, people, organizations).
- Any other information that would help the user asses the collection.

Accession Information

Use the Label: Accession Information

In this note you should list all accession numbers applicable, earliest to latest, with accessions separated by commas. It is not necessary to precede accession numbers with AC. You should provide the name of the donor and the date(s) of accession. Multiple dates

and/or multiple donors can be represented using semicolons. Make sure to associate the correct donor with the correct donation date. Use this format:

Accession numbers: [list all accession numbers]
These records were transferred to the Archives and Information Services Division of the Texas State Library and Archives by [donor name] on [date].

Appraisal Information

Use the Label: Appraisal Information

Refer to DACS 5.3 for further guidance on handling Appraisal Details.

At TSLAC, this note should be used to provide information about the rationale for appraisal decision, destruction of records and disposition schedules that are relevant to the materials in the collection/resource. Provide details about the material destroyed or retained in free text format (not itemized), and give the reason for these appraisal decisions if known. Supporting information can be taken, or summarized from the appraisal report, retention schedule, or other sources.

This if applicable to Collection/Resource record level if the appraisal was done for whole collection all at one time. If all or several of the series were appraised separately, note the appraisal information at the level that the appraisal was done. Add series-specific information at the series level note. You may wish to note what is related to the series/collection but was not judged archival, what is held permanently by the agency (if applicable), or extenuating appraisal circumstances.

Arrangement

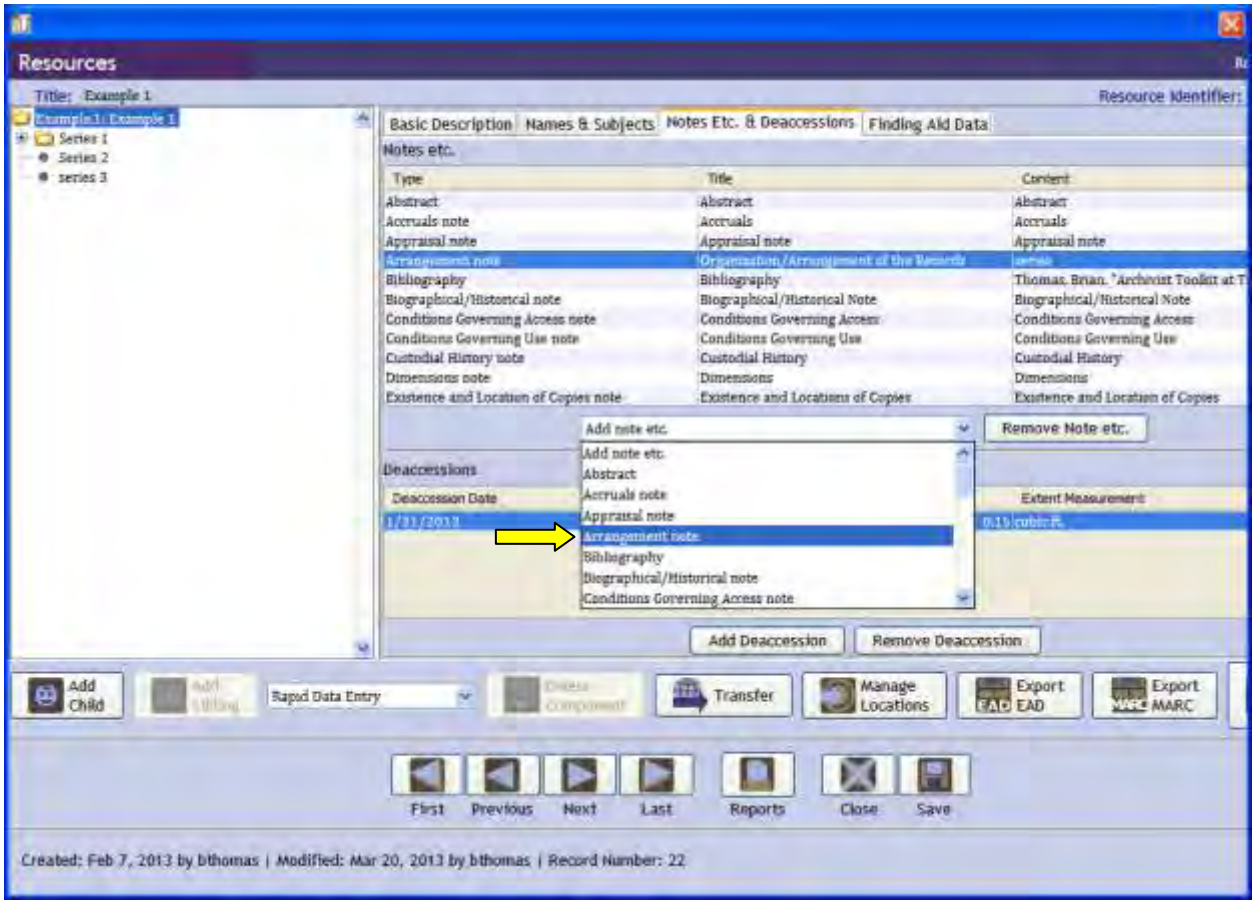
Use the Label: Organization/Arrangement of the Records

The Arrangement note is difficult to enter as you will need to provide the overall structure of the collection in one note. Toolkit helps you do this by allowing you to create a multi-part note.

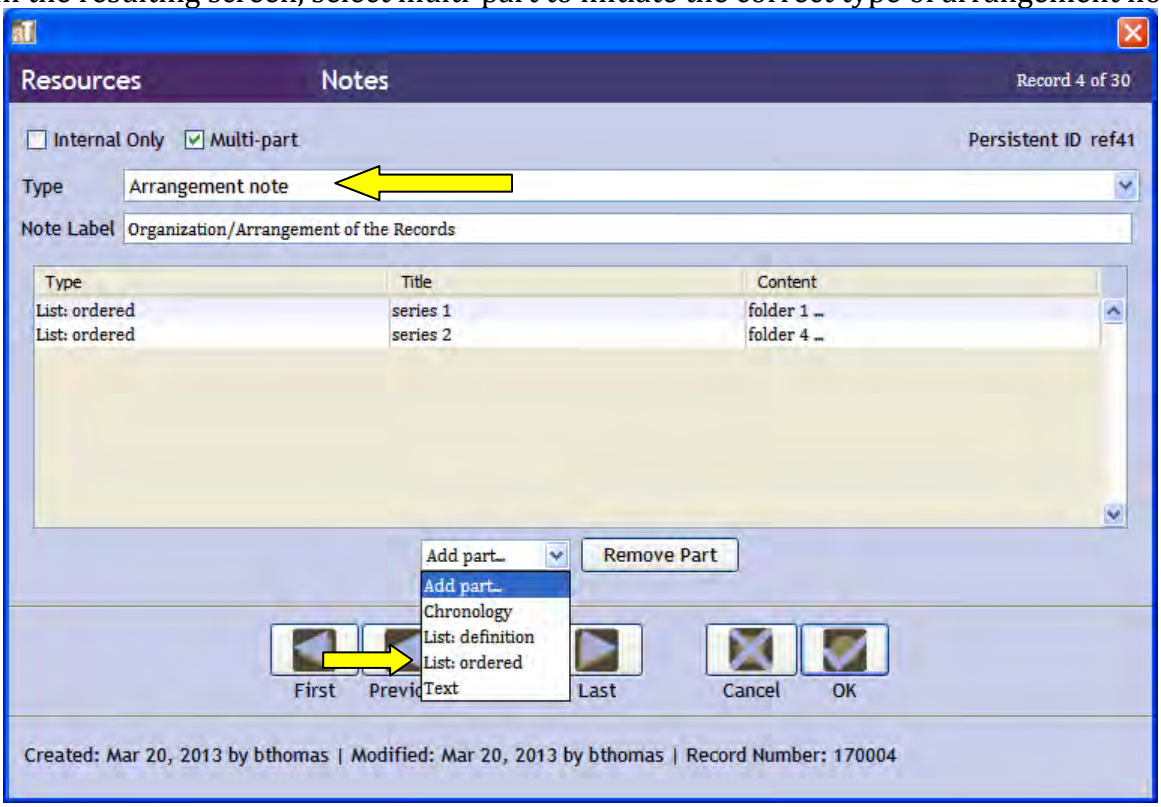
Note that you *MUST* enter a multipart note for this type of record. If you enter a text only note it will not transfer to an EAD finding aid very well. If you enter information nested in an <item> tag, it will not appear in the EAD output, and will be confusing to the user. You will need to correct the EAD output to conform to TSLAC standards but entry of a multipart note will minimize this requirement.

To create an arrangement note, from the Notes & Deaccessions tab, select Arrangement note from the Add Note drop down menu.

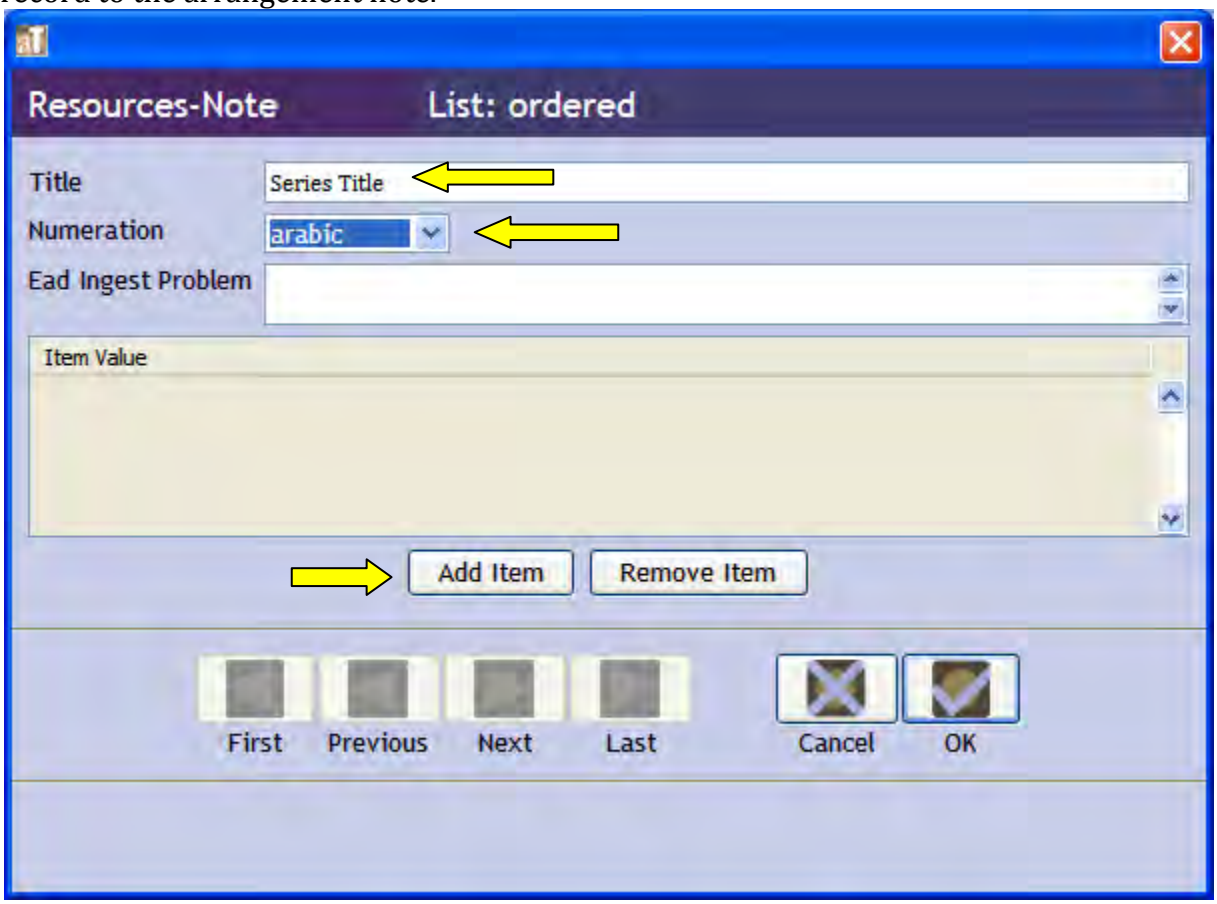
Note that you *must* select the Arrangement note from the drop-down menu on the Notes tab. If you select another type of note in error and try to modify the type after the fact, the system will not let you generate a multi-part note.



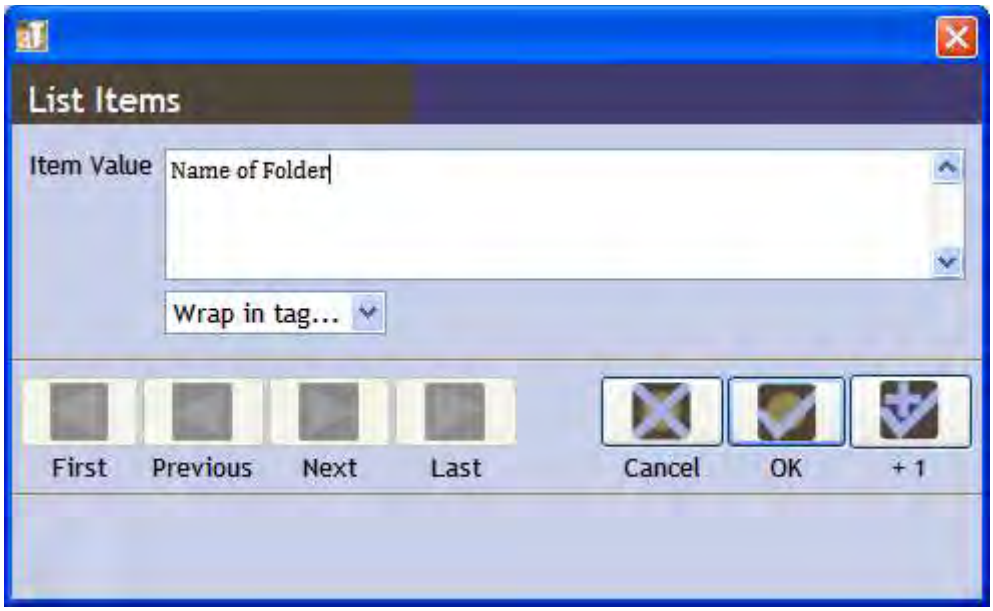
In the resulting screen, select multi-part to initiate the correct type of arrangement note.



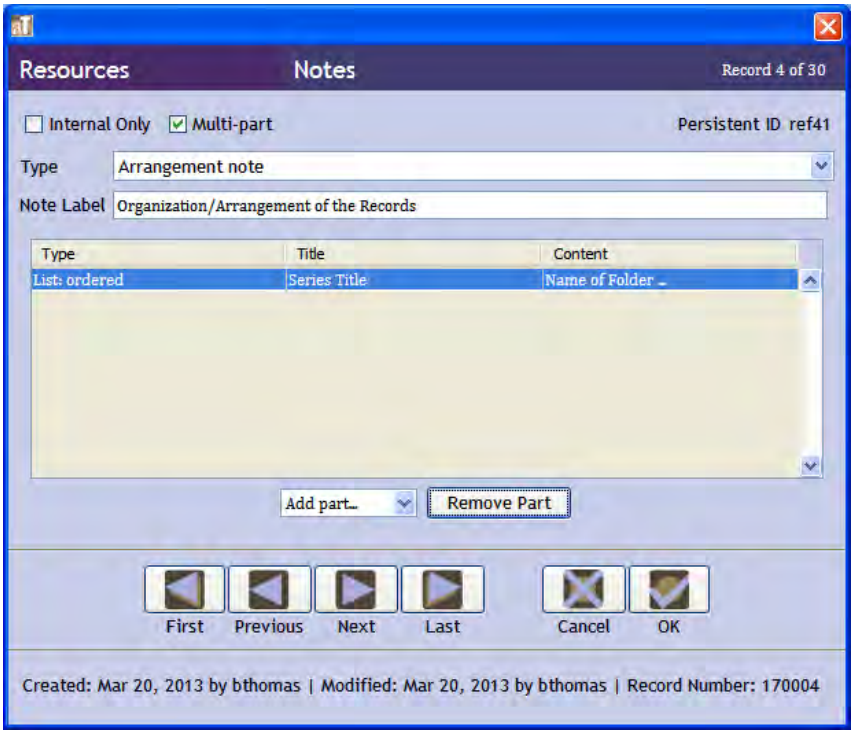
Next, select the List:Ordered option from the Add part drop-down menu.
In the following screen provide the title of the series/subseries and select Arabic for the numeration. Click on the Add Item button at the bottom of the window to add a file-level record to the arrangement note.



The next screen will prompt you to enter an item value, type in the name of the folder. Click OK if done. If you have additional folders you wish to add to the series description select +1. When finished, click on ok on the series level and arrangement level of Arrangement note.



The resulting note will look like this:



Note that when entering information into the arrangement note, the structure is very flat, you cannot create an arrangement that reflects subseries, only one that reflects series with folders. To reflect a subseries, in the series title field: type the name of the series, use a /, then type the name of the subseries (e.g. series 1/subseries 2).

Also use the following rules when creating an arrangement note:

The note label needs to read Organization/Arrangement of Records.

For series title use the convention: name of series, applicable dates, linear or cubic ft. For instance Series 1, 1990-1992, 2.3 linear ft. The linear ft should reflect the sum of the folder linear ft.

For folder titles, use the convention: name of folder, applicable dates, linear or cubit ft. For instance John Doe Correspondence, 1991-1992, 1.1 linear ft.

Do not list items unless they constitute a folder level or series level of the collection/resource.

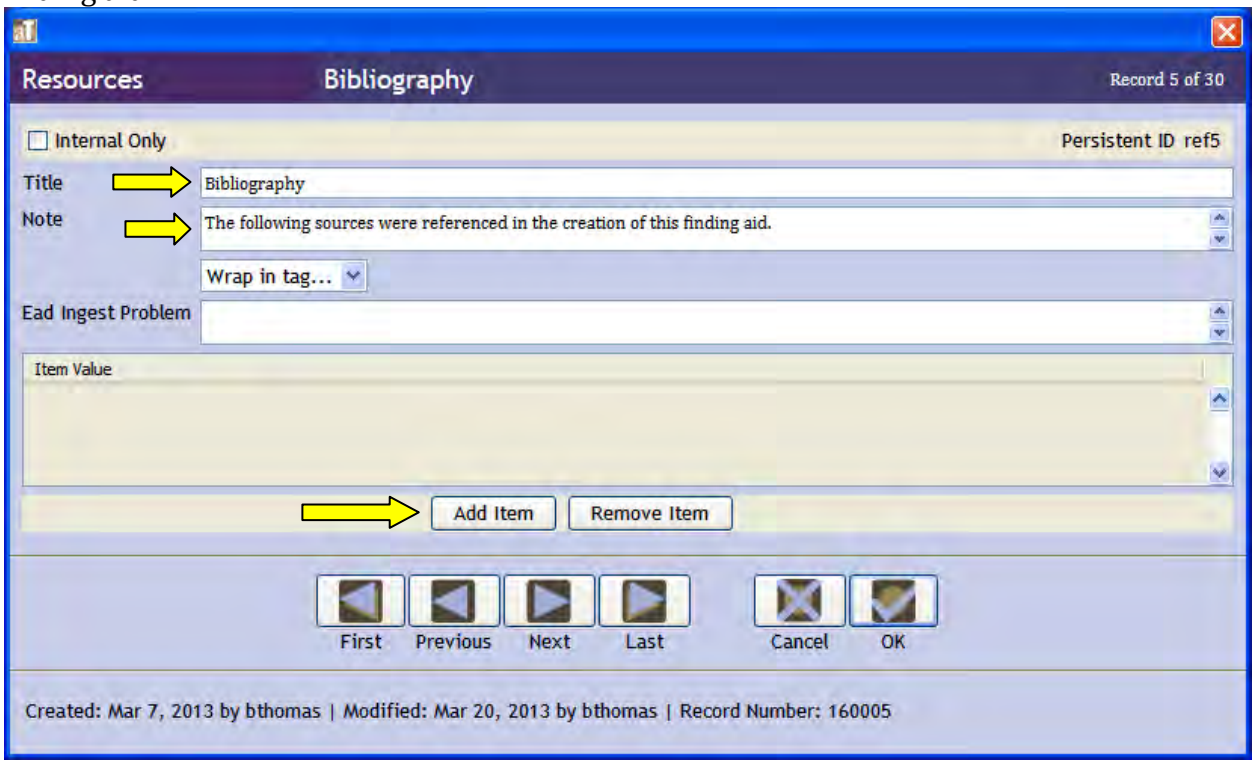
Bibliography Note

Use the Label: Bibliography

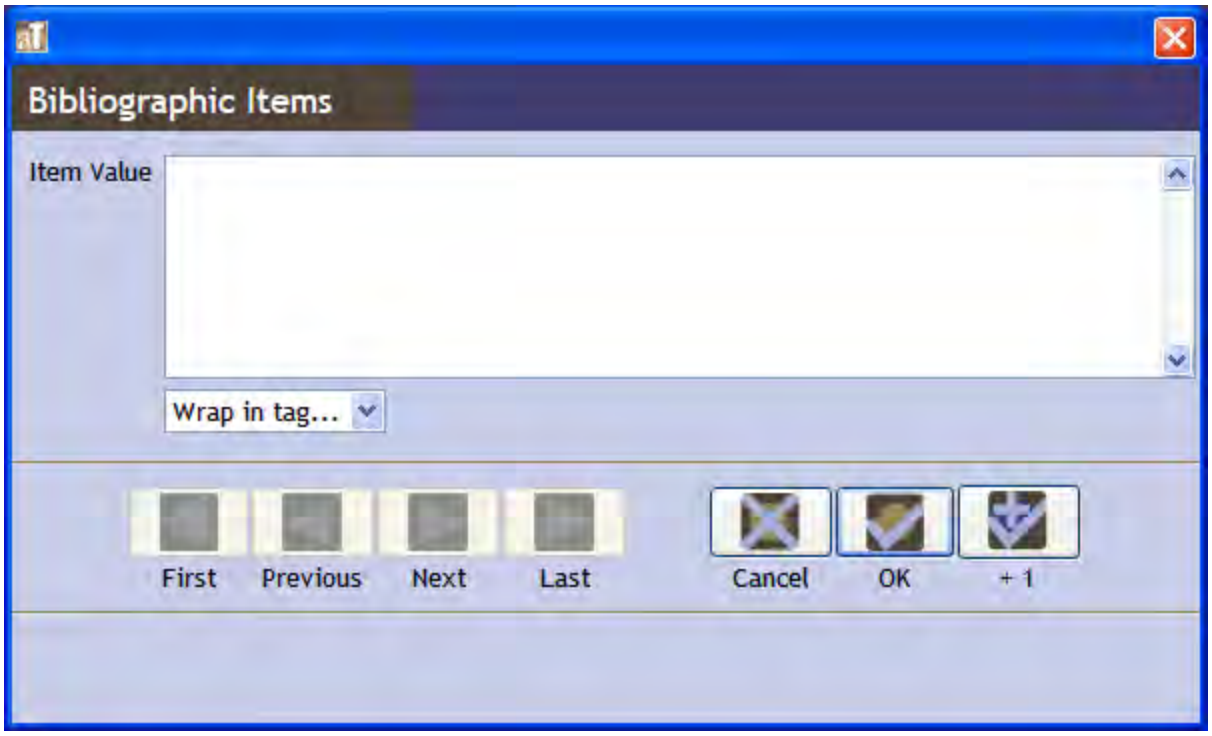
Use this note to cite sources used as references to create content for the Collection/Resource record, but which are not a part of the collection materials. For example, if you referenced a book, you would place the book information in a bibliography note.

The bibliography note is structured to create an item for each text/material referenced. Use Chicago Style for citation standards. Use this note only at the Collection/Resource record level, not at the individual series/file levels.

To add a Bibliographic note, select Bibliographic note from the Add notes drop down menu on the Notes and Deaccessions tab. In the resulting screen, type Bibliography in the Title field. In the note, use the text "The following sources were referenced in the creation of this finding aid.



Now, add a citation by clicking on the Add Item button. The following screen will appear. Type in the citation information, using Chicago Style, for one (and only one) of your sources. When done click OK, if there are more to be added, click on +1 until all sources have been added.



Biographical/Historical note

For the label use: Agency History (for government agencies), Biographical Sketch (for personal papers or other non-governmental groups).

Note: If there are major subdivisions within the organization that necessitate in-depth discussion of more than one subdivision add a second (third, etc.) Biographical/Historical note. One to cover each part of the organization you are describing. (This will create equal level <bioghist> tags in the EAD, which can be linked by adding an enclosing <bioghist> tag.)

Note: If creating a biographical/historical note that will generate details of more than one distinct agency, but which is not significant enough to justify separate biographical/historical notes, separate the agency descriptions by a hard return (press return twice) between segments. Create a header line for each agency with the name of the agency in bold using the <emph render="bold"> tag.

Note that you should write in a factual tone. Do not, if possible, write in a tone that presents information relative to the present-tense or indicating content is the perspective of the archivist. Do not provide subjective emphasis such as noting that there is a key point.

For agencies, search the other Toolkit records to see if a historical note has been drafted elsewhere. If so, you may copy it into this record. You will need to review it to determine if it covers all of the information that is documented in your materials. If not, expound on the existing historical note. This can mean creating a brief history of a division, a committee, or special project concerning the period and functions reflected in the records you are working with.

If no history has been written, you will need to write one. The history needs to contain the beginning date of the agency, mandates and functions, name changes, organizational structure, important events and date of dissolution (if appropriate). Also note any agencies which have taken over some or all of its functions.

If it would be helpful to a researcher, it is ok to include the names and titles of the people prominent in the records. These names may also be reflected in the Scope and Content note.

For biographical sketches of an individual or family: Provide information relevant to the understanding of the life, activities and relationships of the people involved. Use DACS 10.14-10.24 as a reference guide. The note should include these elements, as appropriate, with a brief summary of the most relevant aspects at the beginning of the note.

- Name(s), including the full name, title(s), aliases, married names, pseudonyms, and common or popular versions of the name.
- Dates of birth and/or death.
- Places of residence, length of residence, and other places which have a connection to the individual or family.
- Education background.
- Occupation, life, and activities, including: the accomplishments, achievements, and important relationships with other persons or organizations.
- Other significant information pertinent to understanding the subject of this note.

With agency histories, you will need to provide information relevant to understanding the creator's functions, activities, and relations with other corporate bodies. Use DACS 10.25-10.36 as a reference. The following elements should be included as appropriate, with a brief summary of the most relevant aspects at the beginning of the note.3

- Dates of founding and/or dissolution, including place of each.
- Geographical areas, including location of head office and any branch or regional offices that the agency operated in.
- Mandate of the agency, including relevant legislation, other legal or policy instruments that gave the agency authority/power, responsibility and/or spheres of activity. Be sure to note significant changes in authority/functions.
- Functions and activities performed by the agency.
- Administrative structure of the organization. Provide internal structure and dates of any changes to that internal structure which are relevant to understanding the operations of the agency. Provide the names of bodies having authority over the agency, as well as the names of subordinate bodies. Describe changes in status between the agency and these other parties (if any).

- Predecessor and successor agencies, including relationship to earlier bodies/types of bodies, and later bodies; including details that affected the mandate, functions or activities of the agency.
- Names of corporate bodies relevant but not covered under the other description requirements.
- Name of chief officer of the agency, if appropriate.
- Any other information deemed significant.

Cite the sources used to create the biographical/historical note in the Bibliographical note.

Conditions Governing Access note

For the Label use: Restrictions on Access

A restriction on access is something that prevents access to the records. A restriction on use limits the ability to use the materials after access has been granted.

Use the following default text: "Materials do not circulate, but may be used in the State Archives search room. Materials will be retrieves from and returned to storage areas by staff members."

If there are legal restrictions on access or donor-imposed restrictions on access, include that information. If the restriction is by statute, state explicitly what the statute is and when the restriction would be lifted. Although unlikely to completely bar access, if the restriction is by copyright cite the copyright details.

For Public Information Act excepted information you can use the following generic statement, tailored to your needs:

> Because of the possibility that portions of these records fall under Public Information Act exceptions including, but not limited to, [list if possible], an archivist must review these records before they can be accessed for research. The records may be requested for research under the provisions of the Public Information Act (V.T.C.A., Government Code, Chapter 552). The researcher may request an interview with an archivist or submit a request by mail (Texas State Library and Archives Commission, P. O. Box 12927, Austin, TX 78711), fax (512-463-5436), email (Dir_Lib@tsl.state.tx.us), or see our web page (http://www.tsl.state.tx.us/agency/customer/pia.html). Include enough description and detail about the information requested to enable the archivist to accurately identify and locate the information. If our review reveals information that may be excepted by the Public Information Act, we are obligated to seek an open records decision from the Attorney General on whether the records can be released. The Public Information Act allows the Archives ten working days after receiving a request to make this determination. The Attorney General has 45 working days to render a decision. Alternately, the Archives can inform you of the nature of the potentially excepted information and if you agree, that information can be redacted or removed and you can access the remainder of the records.

Listed items could be:

> Home addresses, phone numbers, social security numbers, and personal family information of government employees and officials (V.T.C.A., Government Code, Section 552.117)
>
> Driver's license numbers (V.T.C.A., Government Code, Section 552.130)
>
> Commercial or financial information ((V.T.C.A., Government Code, Section 552.110)

If the restriction is due to a confidentiality statute, give the citation, and tailor this statement to suit the circumstance:

> Because of the possibility that portions of these records fall under Public Information Act exceptions including, but not limited to, names, home addresses and other identifying information of juvenile offenders in the agency's juvenile delinquent system and of dependent and neglected children in any facilities operated by the Texas Youth Commission (V.T.C.A., Texas Family Code, Section 58.005); photographs where individual children in Youth Commission facilities can be identified are also confidential unless the child granted permission to allow the photograph to be taken (V.T.C.A., Texas Family Code, Section 58.005); psychological or psychiatric reports and evaluations (V.T.C.A., Health and Safety Code, Mental Health records, 611.002); medical records (V.T.C.A., Occupations Code, 159.002 (Medical Practice Act)); an archivist must review these records before they can be accessed for research.
>
> The LaSalle Project files are restricted until April 1, 2007 by V.T.C.A. Government Code, Section 191.994 (a-c), to give the Texas Historical Commission (THC) time to finish work concerning the site, publish its project report and to protect the site. The THC also has a set of these records and additional materials.

When the records have been thoroughly reviewed for Public Information Act exceptions, this statement may be used:

> A review of the records completed in May 2002 finds that Texas National Guard officer's exams and Medical officer's exams may be confidential under the Public Information Act (V.T.C.A, Government Code, Section 552.122, "Exception: Test Items"). A request to see records in either of these two series will require that the State Archives seek an open records decision from the Attorney General on whether the records can be released. No other information potentially excepted from disclosure by the Public Information Act was found.

Conditions Governing Use note

Use the Label: Restrictions on Use

A restriction on use would be imposed by the donor or the repository after access has been granted. This is different from the access restriction as an access restriction completely bars access. A note indicating use of a surrogate to the original records should be placed under the Restrictions on Access note.

A note regarding copyright restrictions to use of the materials would be placed in this note.

The following may be used and adapted as appropriate:

> Under the Copyright Law of 1996 as amended in 1998, unpublished manuscripts are protected at a minimum through December 31, 2002.

Or

> Under the Copyright Law of 1996 as amended in 1998, unpublished manuscripts are protected at a minimum through December 31, 2002 or 70 years after the author's death. The term of copyright for published material varies. Researchers are responsible for complying with the Copyright Law.

Or

> Most records created by Texas state agencies are not copyrighted and may be freely used in any way. State records also include materials received by, not created by, state agencies. Copyright remains with the creator. The researcher is responsible for complying with U.S. Copyright Law (Title 17 U.S.C.).

If a donor specifically restricts use, you may use the following:

> The Texas Library Association retains the right to review any proposed publication based on any of the records.

If no restrictions apply, state "None."

Existence and Location of Copies

Use the Label: Other Formats for the Records

Use this note if there are known copies of the records.

This note is for information about copies of the materials you are describing, including the type of form (if different from the originals that you posses), relevant control numbers, location and source for purchase/borrowing. Formats you will typically note here are microforms, photocopies and digital reproductions.

The following is an example of this type of note: The originals of the [item details here] were microfilmed in [year] by the Records Division of the Texas State Library and Archives Commission. The reels are available using interlibrary loan, contact your local librarian for details on ordering. Contact the State and Local Records Management Division of the Texas State Library and Archive Commission if you wish to purchase a microfilm copy.

Existence and Location of Originals

Use the Label: Location of Originals

Use this note to provide details about the location, availability and/or destruction of the originals upon which the collection is based. This applicable only if the collection represents copies. If there are copies of the collection materials and TSLAC holds the originals, provide information in the Existence and Location of Copies note.

General Physical Description note

Use the label: Quantity

This note is to record the total size of the materials that the finding aid described after duplicates and non-archival materials, and separations have been removed; and after accretions have been added. This should be an evolving note.

The standard measurement to use is a cubic foot, typed as cubic ft. This note can be used to point out the location and amount of special materials in the collection (maps, photographs, etc.) When these special materials are important the number and type of special materials should be given after the cubic ft measurement. Use an applicable measurement of the units, it does not need to be cubic ft.

Generally, do not include the listed special materials in the cubic ft measurement. It is implied that the special materials are separate from the cubic ft measurement. If the special materials are minimal and you wish to include them in the cubic ft calculation, bridge the description by adding ", including" after the cubic ft.

Immediate Source of Acquisition note

Use the Label: Accession Information

You should list all accession numbers applicable from the earliest to the latest. Use commas to separate accession numbers. If the provenance of any portion of the described materials is unknown, add "and unknown" at the end of the listing.

Use this format for the accession note, tailored to your needs: "These records/papers were transferred/donated to the Archives and Information Services Division of the Texas State Library and Archives Commission by the Administrative Division of the Texas Commission on … on [date].

This note can list multiple transferors when the materials come from multiple accessions and/or multiple divisions of an agency. The names of transferors and donors should be given as they are written in the accession log, accession file, or from your own research. Changes in agency names can be reflected here as well. Use semicolons to indicate multiple accession dates.

Languages of Material

Use the Label: Language

This should be a free-text description of all of the languages involved with the collection, providing the user with an idea as to how much of each language is present in the collection.

Percentages should not be used, descriptors should not be exact as the archivist's interpretation of the languages present may not be the same as the user. General terms are better. For example, "The materials are predominantly written in English, with a significant portion also written in Spanish. Czech is also present, although used rarely."

Other Finding Aids Note

Use the Label: Other Finding Aids

This note is used to record information about other finding aids that give information about the context or content of the collection you are describing. It does not need to a literal finding aid, but a tool accessible for the user to find information pertinent to the collection. Examples of other finding aids might be a register, database, or card catalog.

Provide the name of the collection, and location where it may be found. Provide the URL if the finding aid is electronic. Provide the name and location where the other finding aid is available if it is not electronic.

Physical Characteristics and Technical Requirements

Use the Label: Technical Requirements

This note will list restrictions imposed by the record themselves on access and use. This is separate from the restrictions on access and use placed by the repository. It may be general use requirements such as needing a microfilm reader, or special handling due to preservation issues.

For collections/resources with photographs, use:

> Researchers are required to wear gloves provided by the Archives when reviewing photographic materials.

For collections/resources with AV/digital media, use:

> Researchers wishing to access videotapes, audiotapes, or floppy discs [insert material-type here] must contact the Archives' Preservation Officer to obtain the necessary equipment.

You may also use and adapt the following:

> To listen to the audiocassettes please contact the Archives' Preservation Officer. Researcher access to reel-to-reel and film is dependent upon first arranging to transfer that outdated media to more contemporary media, at the researcher's expense; the Preservation Officer can explain the options.

Or

> Letterpress volumes are fragile and may not be photocopied.

If the restriction on access is due to preservation concerns, you can tailor the following statements to suit your needs:

> *[*Notes restricting access to originals and referring patrons to microfilm or digital copies should be placed here rather than under Restrictions on Use.]*

Service records are in the process of being scanned and made available online. If neither the researcher nor an Archives staff member can read or decipher the online image, the Archives staff member will consult the original and report the results back to the researcher. The only originals that will be pulled for research are those not yet scanned.

Some Civil War military rolls have been determined too fragile for retrieval, and the numbers of those do not appear in the inventory for that series. No other restrictions on access.

The Texas State Library and Archives Commission (TSLAC) holds 29 ledgers covering the years 1849-1954, with 10 indexes for the period 1849-1970. The original documents are extremely fragile and access is restricted to high-quality microfilmed copies.

Because the actual Republic Claims are extremely fragile, access to the records is restricted. In addition to the digital images linked within the index, high-quality microfilmed copies of the documents are available. The database provides the Reel and Frame location of more than 48,500 indexed names. The microfilm reels are available through interlibrary loan and, to view in person, at the Genealogy Collection of the Texas State Library and Archives Commission.

Preferred Citation

Use the Label: Preferred Citation

Use the following text, tailoring the information in brackets to reflect your collection details: "(Identify the item and cite the series), [full collection title]. Archives and Information Services Division, Texas State Library and Archives Commission."

This note is required for every series. If there is only one series to the collection, remove the "cite the series" portion of the above note.

Processing Information note

Use the Label: Processing Information

List this information in chronological order, adding a new line for each new entry. *Do not* enter this note as multi-part, provide the information in plain text, hitting return at the end of each entry.

For a new finding aid, enter the archivist's name and the month and year processing was completed. For revised finding aids, add detail of the new processing completed, such as: adding a new accession, alteration of the arrangement, rewriting of descriptive text, changes made to the coding of the finding aid to comply with EAD 2002 and DACS, and the splitting of the original finding aid file into multiple ones due to TARO file-size restrictions. As an example,

> New accession added to minutes series, [Archivist Name, month year]

If one archivist completes the same processing action, such as adding a new accession to a finding aid, on a regular basis without making other changes to the finding aid (other than those necessitated by the new accession), and without any intervening processing by another archivist, then enter the subsequent dates within the same paragraph, as in,

Addition of new accession, [Archivist Name], June 2008, September 2008, December 2008

In the above example, if the archivist made an additional change to the finding aid in September, then separate p tags should be used for each processing instance:

Addition of new accession, [Archivist Name], June 2008
Addition of new accession and agency history expanded, [same Archivist Name], September 2008
Addition of new accession, [same Archivist Name], December 2008

The revised processing note should appear in both the collection level description and the affected series level description (in the case of multi-series finding aids).

If a date of processing is known, but the archivist is unknown, use "Archives staff, month/year."

Related Materials

Use the Label: Related Material

This note is to indicate related materials within the repository, or outside the repository (most likely at another repository). Use DACS 6.3 as a general reference. If the connection between the collection and the related materials is not obvious, explicitly state the connection at the end of individual listing.

Related records are those records found during the course of processing and after half an hour's additional research by the archivist as well as those reviewers suggest. Since levels of processing vary, so too does the amount of research done and therefore the number of related records uncovered.

When adding a new related materials citation, notify the archivist responsible for creating the finding aid for (or who last processed) those related records. That archivist will add a related materials cross-reference to your finding aid when next revising her or his own finding aid. In the case of some search room-only finding aids that do not belong to a particular archivist, pencil in your related materials cross-reference in the search room-only finding aid.

If the related records have been posted on TARO or some other web location you may choose to make the archref tag function as a link. Simply use the href attribute with the website address, the show attribute with "new" and the actuate attribute with "onrequest."

(See the Creating Hypertext Links in the General Conventions section of this manual for further discussion.)

Related records are given when they are known and when they are important. Dates and sizes are included after the creator and the title, but not accession numbers.

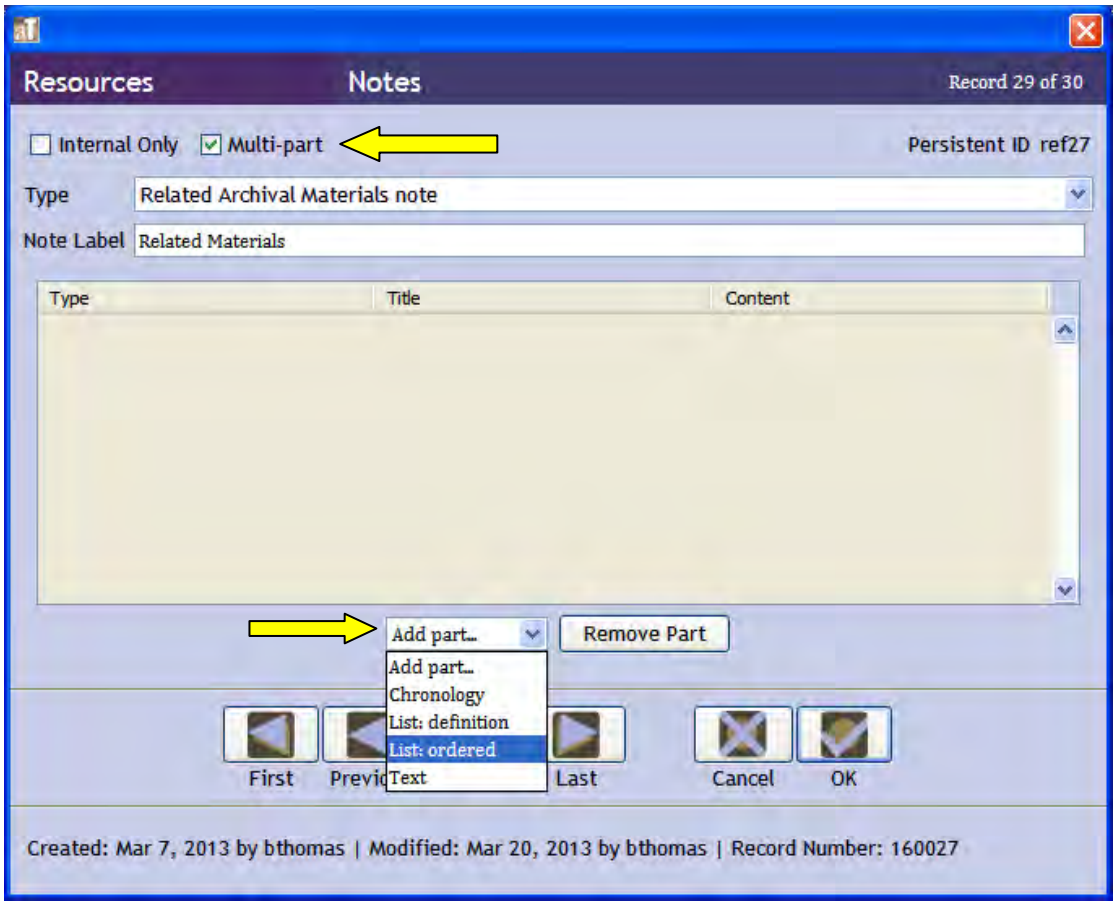
When the related records are unprocessed, after the creator, title (something descriptive and like a title if there isn't one), dates, and size, add, "[There is no finding aid for this unprocessed collection. Call numbers are xxxx/xxx-xx.]" Normally, we do not cite call numbers, but since there is no finding aid, the search room staff would be at a loss.

If there are no related materials, then write "None."

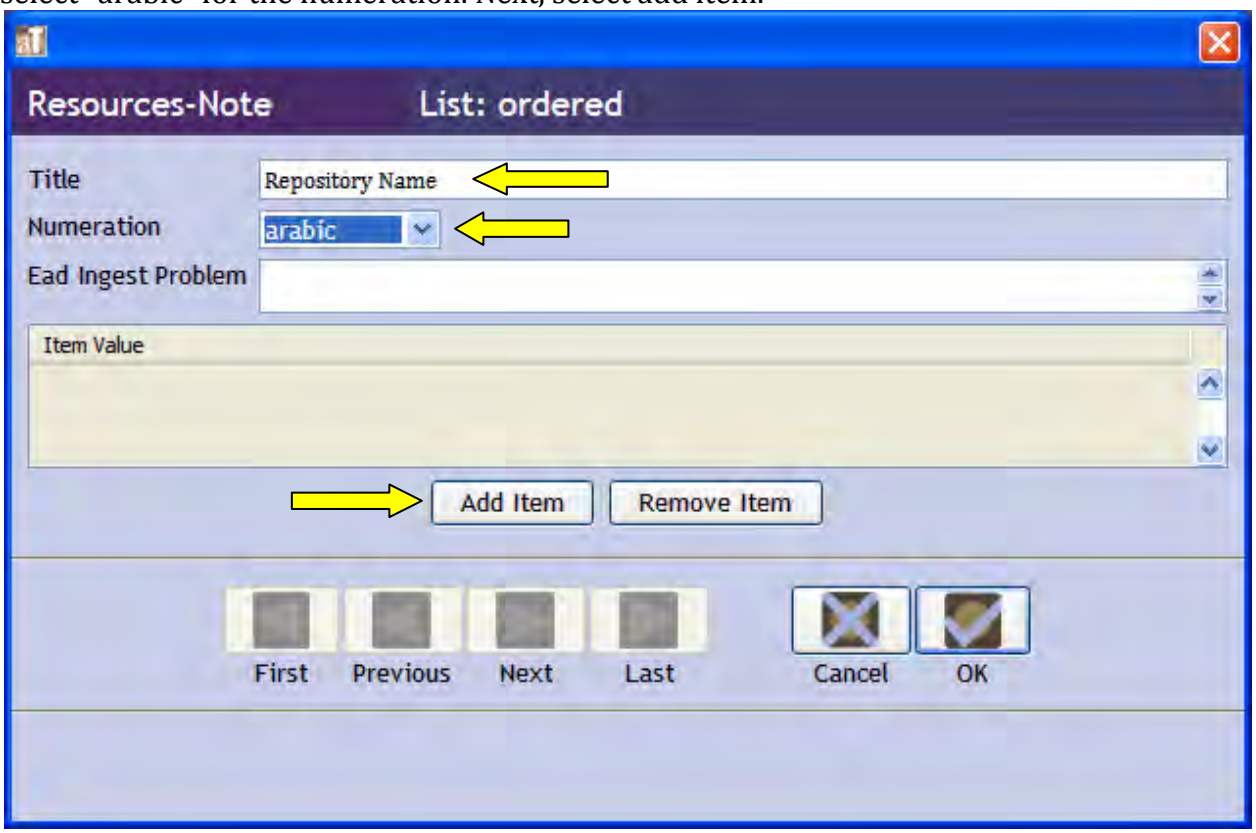
Publications that are of special interest will be noted in finding aids. "Special" means publications unlikely to be discovered by the ordinary researcher and ones that we have found to be important in regard to the records described.

If there are related materials, create a multi-part note. The note should be structured to create a part that reflects each repository or location that is being referenced, and then the collection name within that repository.

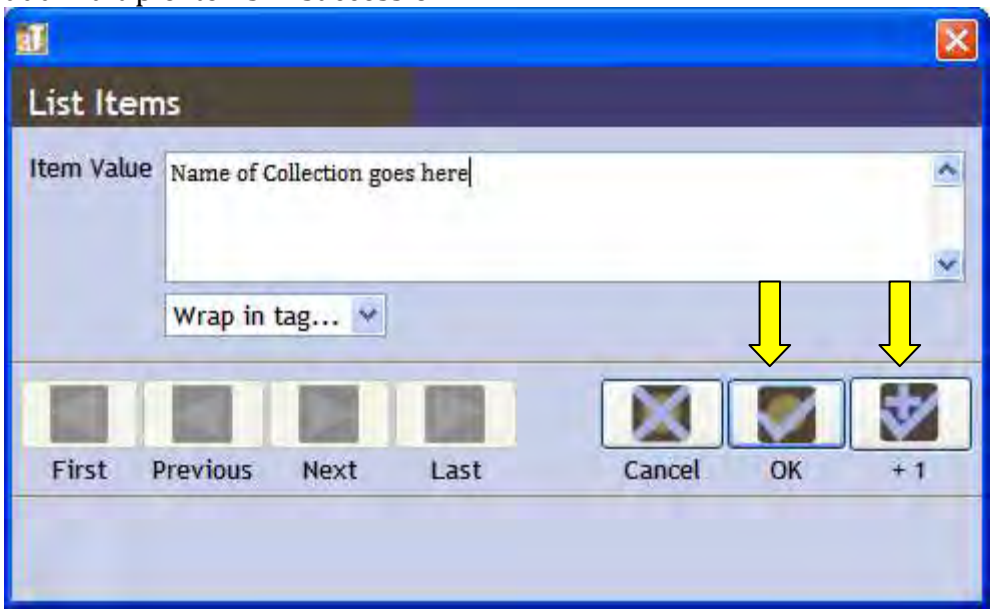
To do this, check the Multi-Part box on the upper part of the Note screen, then select List: Ordered from the Add part drop-down menu.


Resources
Notes
Record 29 of 30
Internal Only
Multi-part
Persistent ID ref27
Type
Related Archival Materials note
Note Label
Related Materials
Type
Title
Content
Add part...
Remove Part
Add part...
Chronology
List: definition
List: ordered
Text
First
Last
Cancel
OK
Created: Mar 7, 2013 by bthomas | Modified: Mar 20, 2013 by bthomas | Record Number: 160027

In the resulting screen, enter the name of the repository or location in the Title field and select “arabic” for the numeration. Next, select add item.



In the resulting screen, provide the full name of the related materials, and select OK. Add a new item for every related collection for that location/repository. You can use the +1 button to add multiple items in succession.



For publications, create a “List: Ordered” entry from the main note. Create the Title “Publications”, and select “Arabic” again for the numeration. Use the “Add Item” button to individually add the full citation for each related publication.

Scope and Contents

Use the Label: Scope and Contents

Until a collection is fully processed, provide this statement at the end of the scope and content note: “To prepare this inventory, the described materials were cursorily reviewed to delineate series, to confirm the accuracy of contents lists, to provide an estimate of dates covered, and to determine record types.”

In the alternative, if a collection has been appraised but not fully processed, provide this text as a paragraph at the end of the scope and content note: “These records have been appraised and processed.”

If applicable (very rarely), you should also include this statement as well:

> These records have not been processed. This folder inventory is a transcription of the original box and folder titles as they were received. Rough, non-exclusive groupings by title and date were formed to comply with the TARO project's file size restrictions. Researchers are advised to review all the finding aids for subjects of interest. Inconsistent titles and dates are evident. Misidentifications and misfilings are possible.

The final paragraph of the scope and content note should be used to mention the existence of other finding aids that have been split from this finding aid for no other reason than size. For example, if the collection description represents a major series within a larger collection.

From DACS 3.1: The scope and content element “provides information about the nature of the materials and activities reflected in the unit being described to enable users to judge its potential relevance. The scope and content element may include information about any or all of the following, as appropriate:

- " the function(s), activity(ies), transaction(s), and process(es) that generated the materials being described;

  Insert the purpose of the records as appropriate. The purpose of the records is a statement of the function of the records. For instance, "These records are created and maintained to administer…", "to document…", "to oversee…". "These records are created and maintained to oversee the conduct of judges." “Minutes were created to thoroughly document the official actions of the commission at its meetings.” “Decision materials summarize proposed recommendations by the Sunset Advisory Commission staff to the Sunset Advisory commissioners concerning agencies undergoing sunset review.” “Appropriation ledgers document in considerable detail (using double-entry bookkeeping) the appropriation of money for the purposes of Texas state government, as well as the expenditures of those appropriated funds.” Or something likewise specific to the records.

- "the documentary **form(s)** or intellectual characteristics of the records being described (e.g., minutes, diaries, reports, watercolors, documentaries);

  If you have used "and other material" in the title of the records, be sure to note all the document types in the scope and content note.

  Use Art and Architecture Thesaurus (AAT), available online at http://www.getty.edu/research/conducting_research/vocabularies/aat/, if you need assistance in determining an appropriate term.

- "the content **dates,** that is, the time period(s) covered by the intellectual content or subject of the unit being described;

  If relevant, note a distinction between dates of creation and dates of recordkeeping (i.e., creation, maintenance, and use as a **unit** of material) in order to provide the context of the material's active life. DACS (p. 24) discusses the option of using the date(s) of record-keeping activity in addition to dates of creation. Our print style sheet will not accommodate a "record-keeping" or "dates of creation" label in the date tag, TARO may not either, so this is the place to note it.

- "geographic area(s) and places to which the records pertain;

  This can be as simple as including Texas in the agency name. If the records cover a specific region or towns, note that: "Projects were built in Central and West Texas, including Austin, Ballinger, Blanco, Burnet, Coleman, Georgetown, Goldthwaite, New Braunfels, Ozona, San Angelo, Sonora, Sterling City, and Taylor." If Texas is a subset of the geographic area, note that: "The river basins cover areas in Arkansas, Oklahoma, Louisiana, New Mexico, and Texas." If there is a string of names, it may help researchers if the list is alphabetized or ordered geographically.

- " subject matter to which the records pertain, such as topics, events, people, and organizations; and

  See also the discussion regarding naming prominent people under the Agency History
  section above.

  DACS doesn't address lists of correspondents specifically, but it does state: "Repositories should establish institutional policies and guidelines for consistent practice regarding the level of detail to be recorded in the scope and content statement." We would "desire" such a list only for the most important records at the preliminary inventory stage. For fully processed records, such a list is "desired" not required, depending on the correspondents and their importance as individuals and on the content of their correspondence.

Please remember that the terms that are used to index MARC come from the scope and contents note. Index terms cannot be derived from series descriptions. (Index terms can be added to the EAD finding aid under special circumstances – the author's judgment.) If access is desired to a particular subject (or person, or place, etc.) in the online catalog, it should be mentioned in this note.

- "any other information that assist the user in evaluating the relevance of the materials, such as completeness, changes in location, ownership and custody while still in the possession of the creator, etc."

  "When the unit being described is known to be incomplete due to reasons other than archival appraisal decisions, record information about the gaps." For example: "Subject files A-C and O-W are missing for Judy Robinson's files. Subject files A-E and P-Z are missing for Sheila Simmons' files. A folder listing for Robinson's missing files is available in the processing folder."

  "Where the material includes a uniform set of documents (e.g., marriage certificates), indicate the kinds of information recorded in the documents." For example: "Information available on these rolls, which are usually pre-printed forms, include: name, rank, age; when, where, by whom, and for what period joined for duty and enrolled; number of miles to place of rendezvous and from place of discharge home; valuation in dollars of horses, horse equipment, guns, and pistols; and remarks."

  "If the material being described is a reproduction, indicate that fact, and if considered important, also indicate the date of reproduction." For example: "The original volume is on file at the General Land Office. The Archives holds a photocopy, for reference purposes."

Optional notes and deaccession information

Custodial History

Do not use this note, the information is provided in the Immediate Source of Acquisition note.

Dimensions note

It is *not necessary* to use this note.

File Plan note

Use the Label: Original File Plan

This note should be used if you want to provide information about the classification/organization methods used by the records creator.

General Note

Use this type of note if there is additional information you wish to provide that is not covered by any of the other note types.

Index

This note is to provide an index within the EAD. TSLAC does not use this type of note. It can be used to point the user to a specific point within the finding aid.

Legal Status note

Use the Label: Legal Status

This note is generally not used by TSLAC. However, if there is information about the status of the materials as defined in statute which is important to the records and which does not fit elsewhere you can use this note. For example, “Public Records” or “Private Records”

Location note

Use the Label: Physical Location

Use this note *only* if the records are not with the Texas State Archives. For example, if the records are housed at one of the State Records Centers.

Give the following text, tailored to the specifics of the collection, if this note applies:

> Please note that these records are stored at the State Records Center. Because of the possibility that portions of these records fall under the Public Information Act exceptions, these records must be reviewed by an archivist before they can be accessed for research. Records requested before 10:00am will usually be available for review by the archivist by 4:00pm the same day. Records requested after 10:00am and before 3:00pm will usually be available for review by an archivist by noon the next day. See the <emph render=”bold”>Restrictions on Access</emph> statement in this document for further information.

Material Specific Details Note

Use the Label: Material Details

Use this note if there are details regarding the material formats which are not covered under any other note or description already provided.

Physical Facet Note

Use the Label: Material Information

Use this note to provide information regarding a physical aspect of a collection, such colors, styles, processes if they are not covered by other notes. The information that is available in the physical facet note is usually contained in the physical description note.

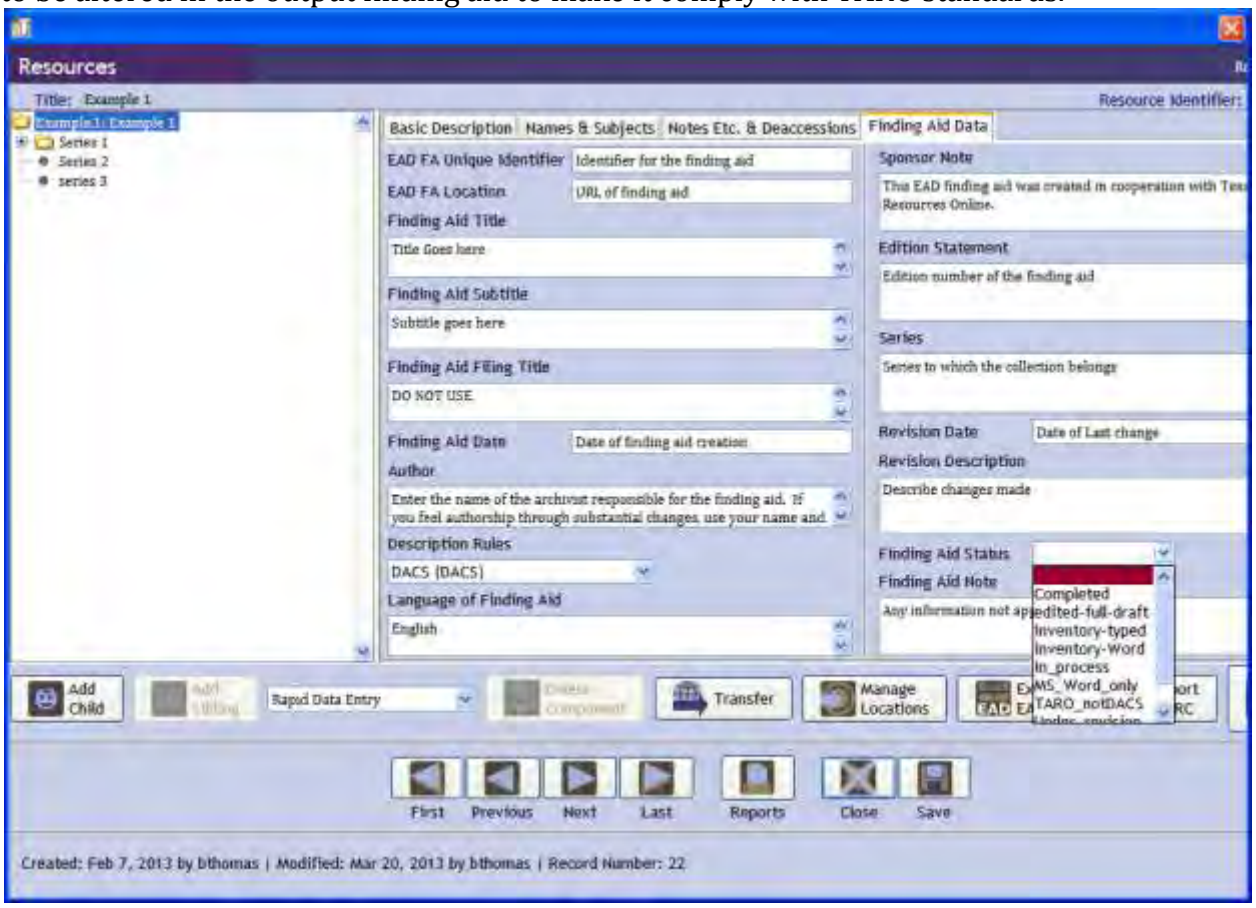
Separated Materials Note

Use the Label: Separated Materials

This note should be used to describe any materials that have been physically separated or removed from the collection. If applicable, provide the new location of the separated materials.

Finding Aid Data tab

The data from this tab will be used to populate the finding aid. Some information may need to be altered in the output finding aid to make it comply with TARO standards.



Required Finding Aid Data

Finding Aid Location

Give the URL where the finding aid can be found.

Finding Aid Title

You *must* provide a finding aid title. Toolkit will not auto-generate a title from the collection/resource record name. Do not use a (:) to separate sections of the title as the output will not include any information beyond the (:) symbol.

The title proper is the name of the creator of the holdings as you want it to appear in the finding aid. The name does not have to be strict LCNAF but it should be close. The name will be a state agency, the creator of the papers, or a private organization.

The organizational placement of the records' creator should be incorporated into the first part of the title --Agency, Division, Bureau, Program. That is, give the hierarchical position of the creator with as many intervening names as are required to place the records in context. Sometimes several layers will be needed and other times just the agency name and the program will prove sufficient.

Personal names are used only for creators of the collection (who are not necessarily the authors) and not for donors. Personal names are entered as “first name last name” in this tag. If more than one person is the creator, both names can be used in the title proper, for example, F.E. and Oscar Ruffini.

The names of private organizations should be as close as possible to LCNAF. For example, Texas Society, Children of the American Revolution [LCNAF is National Society, Children of the American Revolution. Texas Society.

Finding Aid Subtitle

Use the subtitle to provide the title of the collection as it exists beyond the name of the creator.

The formulation of records titles and series titles follows DACS 2.3.

An accession of records will generally have "Records" as part of the subtitle. An accession of papers will have "Papers." An accession consisting of a single series will use the series title as part of the title of the finding aid. For instance, "Minutes and Meeting Files" or "Regional Administrator Correspondence." Do not include the name of series in the subtitle if there are more than one series.

Subtitles should include the creator of the material, the form of the material, and a descriptor. For instance, "Correspondence" is a form, "Railroad Commissioners' correspondence" includes the creator and form, and "Railroad Commissioners' correspondence concerning Rule 37" adds a descriptor. . If the materials being described include only one or two forms of material these forms may be stated, e.g., diaries and letters, journals and clippings, with descriptors added. However, if the materials include three or more forms, use “Records” or “Papers.” If one or two specific forms predominate but there are also other materials present, you may use the option of listing the one or two predominant form(s) followed by the phrase “and other material” in the supplied title. In every case, describe all material forms in the Scope and Contents element. A recognized acronym can be used as the creator in the title with the full name provided as the creator.

Do not use an acronym in the title that could be misconstrued: TEC could mean Texas Ethics Commission or Texas Employment Commission.

If the creator of the material appears in a higher-level title, it need not be repeated in lower level titles. If the series is a standalone finding aid, the name of the creator should be included in the subtitle.

If the collection is a manuscript accession from a private organization, add “in the Manuscripts Collections” before “at the Texas State Archives”.

Very infrequently, the donor may title a collection or it may be that the collection carries an already well-established title. These are special circumstances and will be dealt with on a case-by-case basis.

Finding Aid Date

Input the date of the original finding aid.

Finding Aid Author

Enter the name of the archivist responsible for the finding aid. If you feel authorship through substantial changes, use your name and date.

Especially in cases where a legacy finding aid is old and does not contain some of our standard descriptive elements, we will want to alert researchers to the age of the finding aid by including its date of production.

Description Rules

State DACS, unless another standard was used in the description of the records.

Language of the Finding Aid

Enter "English." If the collection/resource record has been written in a language other than English, use the option for that language.

Sponsor Note

Use this text: "This EAD finding aid was created in cooperation with Texas Archival Resources Online."

Edition Statement

Write in "First Edition." If significant changes have been made and a finding aid was published before those changes, write "[next highest number] Edition" to reflect the changes.

Series

Use this only if the collection/resource record being translated into a finding aid is part of a larger collection of materials. For example, the papers of a famous Texas Governor would form part of a series of collections of Texas Governors. Provide the name of the larger series.

Revision date

Provide date of last change in an *mm/dd/yyyy* format. Only enter this information if the finding aid has been published before and has been altered in a major way.

Revision Description

In no major revisions have been made since a publication of the finding aid, do not enter any information.

Add a new line for each major revision of the finding aid. The line should include the name of person who completed the revision, and when. Revision descriptions are in reverse

order, that is, the most recent change is listed first. Each change element refers to substantial changes made AFTER the finding aid has been encoded. For example,

> Revised by [Archivist Name], June 2008.
> Revised by [Archivist Name], December 2007.

Prior to July 2008, revision descriptions included the following details: changes made to the coding of the finding aid to comply with EAD 2002 and DACS, the splitting of the original finding aid file into multiple ones due to TARO file-size restrictions, accession additions, and any description changes. When revising finding aids, retroactively move revision details from revision description statements to processing information statements in the collection and series descriptions. In the case of the TARO EAD 1.0 to 2002 conversion statement, follow this example,

(revision description statement): Revised by TARO, July 22, 2003.
(processing information statement): Finding aid converted from EAD 1.0 to 2002 by TARO using the style sheet v1to02.xsl, July 22, 2003.

Finding Aid Status

This should be noted immediately upon creation of the collection/resource record. Use the correct description of the status from the drop-down menu.

Use "in-process" whenever a collection/resource record is in the process of being created and records are being processed.

Optional Finding Aid Data

Finding Aid Unique identifier

Do not use this field. When creating the EAD/finding aid, Toolkit will populate the Resource Identifier from the Basic Description tab into the finding aid.

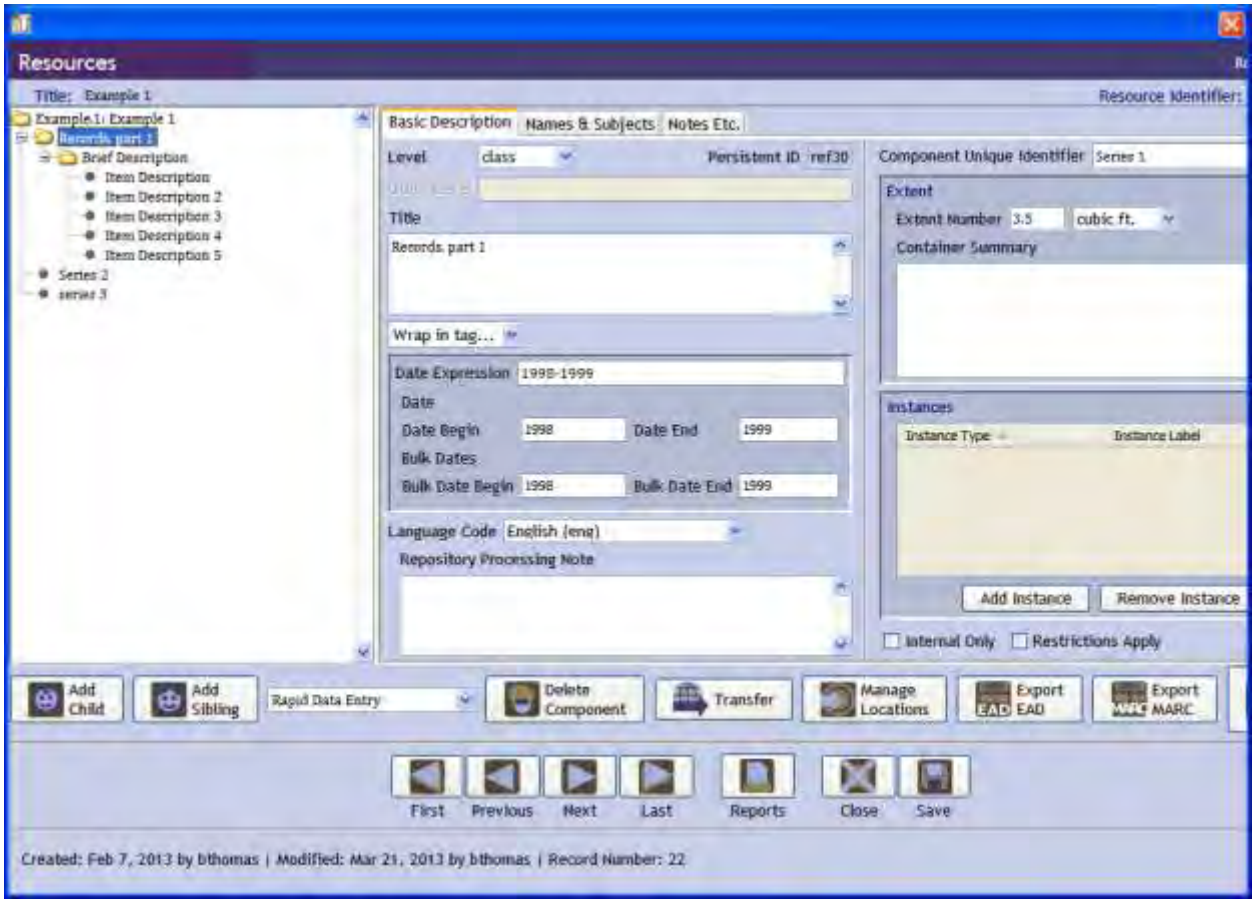
Finding Aid Filing Title

Do not use this field.

Finding Aid note

Use this field to provide finding-aid related data that is not applicable elsewhere on this collection/resource record tab.

Series/subseries-level



Basic Description

The following is the information you should input in the Basic Description tab on the series/subseries level of a Collection/Resource record.

Required Basic Description Information

Level

Use either series or subseries, as applicable, from the drop-down menu.

Title

When entering the title of a series or subseries, enter it as: [name], [date information, using the wrap-in tag function to indicate the date style],

It may be necessary to wrap the date information in a <emph render="bold"> tag as well.

Series titles should include the form of the material as well as something descriptive. Titles should include the creator of the material, the form of the material, and a descriptor. For instance, "Correspondence" is a form, "Railroad Commissioners' correspondence" includes the creator and form, and "Railroad Commissioners' correspondence concerning Rule 37" adds a descriptor. . If the materials being described include only one or two forms of material these forms may be stated, e.g., diaries and letters, journals and clippings, with

descriptors added. However, if the materials include three or more forms, use "Records" or "Papers." If one or two specific forms predominate but there are also other materials present, you may use the option of listing the one or two predominant form(s) followed by the phrase "and other material" in the supplied title. In every case, describe all material forms in the Scope and Contents element. A recognized acronym can be used as the creator in the title with the full name provided as the creator.

If the creator of the material appears in a higher-level title, it need not be repeated in lower level titles. So series titles generally will not include a name because the title of the collection already does. If the series is a standalone finding aid, the title should include the name of the creator.

Date Information

The date information should be included in the title of the series/subseries, wrapped in a <date> tag. If you provide it in the Date section, it will not render the EAD properly.

You must include a date range for the series/subseries level. The initial field is *not* used to indicate what type of date system is being used (i.e. Gregorian). It is used to indicate the date or dates applicable to the collection. Input the full date range using DACS 2.6 as the guideline. Dates should not abbreviate months. Always represent years using the YYYY format.

If the date range is broken due to an unknown date issue, put the date range in years (YYYY), then state "undated." If it is reasonably certain what the date is, it is sufficient to provide the estimated date as part of the date range. An entry with an unknown date would look like this: 1996-2013, undated

If the date range is known but has one or a few significant gaps, separate the date ranges with commas. For example: 1955-1969, 1975-1996

If the date range is estimated, use circa, not ca.

If the dates are approximated, use about.

If the collection is ongoing, use the beginning year and the most recent year for records received. Update the dates of the collection as new records come in.

If the majority of the records fall within a specific timeframe, with additional but lesser quantity of records falling before or after, indicate the bulk dates. For example: 1966-1993, bulk 1979-1982. *Always indicate bulk dates if they are known.*

You should try to avoid using specific dates or months at the series/subseries level. However, if you wish to do so, do not use abbreviations and use the format yyyy month day. For example: 1978 May 24. If the dates are a few months within a single year use the year (yyyy) followed by the month range.

Language
Use this to indicate the primary language used in the materials. By default you should use English.

Component Unique Identifier
Input the series number in consecutive order; for example Series 1, Series 2, Series 3. For subseries enter the Series number, colon (,), then the subseries number restarting numbering with each series. For example: series 1, subseries 2; series 3, subseries 1.

Extent
Use this field to provide information about the overall size of the series. Enter the amount in terms of cubic ft., use of a decimal place is acceptable. Under the drop-down options for size make sure to select cubic ft. and *NOT* cubic feet.

Under the Container Summary field you can provide a more detailed description if you feel it is appropriate to understand the series. Separate out types using commas. An example might be a mixed collection with significant elements such as bibles, maps and photographs. In this case you could say: 25 cubic ft., 2 family bibles, 18 photographs, 6 maps.

Note that when specifying types of material in the container summary, some materials are separated out by TSLAC. If the type of materials being described will be separated, you should separate the different types in the EAD finding aid by adding the <extent> tag in the output. This tag cannot be entered directly into Toolkit.

Instances/Digital Objects
Instances/Digital Object Record links should not be provided at the series/subseries level *unless* the physical item or digital object represents the entire series/subseries without any kind of folder number or other container number being associated with it. To create an instance follow the Instances/Digital Objects direction provided at the beginning of the Collection/Resources section.

Optional Basic Description Information

Repository Processing Note
Do not enter information into this field unless it is necessary to understand the arrangement of the series/subseries.

Internal Only
Only select this box if the series/subseries description is in the process of being created, or is restricted from public access. A restricted series/subseries will not show up in the finding aid but is visible to others within Toolkit.

Restrictions Apply
Only select this box if restrictions apply to use of the entire series/subseries.

Names & Subjects information (access terms)
Names & Subjects are always provided at the Collection level of a record. It is not necessary to duplicate that information at the series, file, or item level.

Notes, Etc.

Required Notes, Etc.

Accession Information
Use the Label: Accession Information

Follow the directions for entering Accession Information at the collection level. Use this note *only* if there is an accession specific to this segment of the collection.

Appraisal Information
Use the Label: Appraisal Information

This note is required if it applies at the series level.

Refer to DACS 5.3 for further guidance on handling Appraisal Details.

If all or several of the series were appraised separately, note the appraisal information at the level that the appraisal was done.

At TSLAC, this note should be used to provide information about the rationale for appraisal decision, destruction of records and disposition schedules that are relevant to the materials in the collection/resource. Provide details about the material destroyed or retained in free text format (not itemized), and give the reason for these appraisal decisions if known. Supporting information can be taken, or summarized from the appraisal report, retention schedule, or other sources.

Add series-specific information at this series level note. You may wish to note what is related to the series/collection but was not judged archival, what is held permanently by the agency (if applicable), or extenuating appraisal circumstances.

Arrangement
Use the Label: Organization, or Arrangement

Follow the directions for the arrangement note at the collection level, but provide only the arrangement information applicable the specific series/subseries. When entering this note, create a multi-part note.

For the first part of the note, select text from the add part drop-down menu and provide a general comment about the arrangement of the files within the series/subseries. An example might be: “These records are arranged in the original order maintained by the agency.” Or, “These records were organized into…”

If subseries exist, create a record for each using the List:Ordered option at the bottom of the main screen note, provide the subseries name in the Title, and enter the folders within those subseries as items for the subseries record. Subseries name should be in the format

of "[subseries title], [date range]". Folder titles should be in the format "[folder title], [date range]".

If subseries do not exist create a line for each folder using the Text option from the "add part" drop-down menu. Enter folder names using the convention "[folder title], [date range]" and click the OK button. Enter only one folder name at a time. Add a new text part for each folder.

Biographical/Historical note

Use the Label: Biographical Note, Administrative History, or Agency History depending on applicability.

A historical/biographical sketch can be provided at the series/subseries level *if the series/subseries deals with a program, division or individuals not appropriate for description at the collection level*. Follow the directions for the biographical historical note at the collection level.

Conditions Governing Access

If used at this level, use the Label: Restrictions on Access

Use this note if there are restrictions governing access which differ from that of the rest of the collection. Follow the guidelines given for collection-level notes when drafting this type note.

Conditions Governing Use

If used at this level, use the Label: Restrictions on Use

Use this note is there are restriction governing use which differ from that of the rest of the collection. Follow the guidelines given for collection-level notes when drafting this type of note.

Language of Materials

Use the Label: Languages of the Materials

Use this note if the languages represented in the series/subseries differs in a significant way or is otherwise unique within the Collection/Resource. A free text explanation is appropriate. If you need to input this type of note for one of the series/subseries, you should create a note of this kind for *every* series/subseries to maintain consistency.

Physical Characteristics and Technical Requirements

Use the Label: Physical Characteristics or Technical Requirements as it applies.

If used, the technical requirement statement must apply to the particular series. Any notes regarding series level restriction is included at the collection level as well. Follow directions for adding the Physical Characteristics and Technical Requirements note at the collection level.

Preferred Citation
Use the Label: Preferred Citation

Use the template: "(Identify the item), [series title], Archives and Information Services Division, Texas State Library and Archives Commission."

The citation must be to the particular series. Copy and paste the collection level preferred citation tag from the template. Edit to remove "cite the series." The citation is to the series and title of the records. (Make sure Texas is added to the title for preferred citation.)

Processing Information
Use the Label: Processing Information

If used, input only the processing information applicable to the series/subseries. If the processing information relates to the entire Collection/Resource, provide the information at that level.

Restriction Statements
Use the Label: Conditions Governing Access, or Conditions Governing Use

If there is a restriction on use or access that applies to the series/subseries and not to the whole collection, provide that information in the Restrictions on Access and Restrictions on Use as appropriate.

Scope and Contents
Use the Label: Scope and Contents

The series/subseries scope and content note should contain the same type of elements in the same order as directed at the collection level. *Each series/subseries* should have a scope and content note providing information relevant to that level of the collection.

If the series has its own collection record, and generated its own finding aid, you should provide a link to the correct finding aid. To do this in the EAD you will need to locate the line of the code and, within the <unittitle> tag for the series insert <archref href="[url of the alternate finding aid]" show="new" actuate="onrequest"> before the name of the series, and write the closing </archref> tag before the closing </unittitle> tag.

For the text, you should write: "If you are reading this electronically, click on the link to go to the finding aid. If you are reading this in paper, the series finding aid is found at a separate divider within the binder."

Optional Notes, Etc.

Bibliography
Do not use this note here. This note is for the Collection/Resource level of the record only. Entry here will input the information at the wrong level of the finding aid.

Existence and Location of Copies
Provide this information at the collection level. This encompasses copies via reformatting the original.

File Plan
Do not use this type of note.

General Note
Do not use this type of note unless special information exists which is not covered under any other note type.

General Physical Description
Use the Label: Physical Description

Avoid using this type of note at the series/subseries level, unless the physical description applies specifically to the series/subseries being described. Follow the directions at the Collection/Resource record level, inputting information only as it applies to the specific series/subseries. If there is physical information that will inhibit access or use put that information in the Conditions Governing Access or Conditions Governing Use notes as appropriate.

Index
Do not use this note.

Legal Status note
Use the Label: Legal Status

This note is generally not used by TSLAC. However, if there is information about the status of the materials as defined in statute which is important to the records and which does not fit elsewhere you can use this note. For example, “Public Records” or “Private Records”

Location note
Use the Label: Physical Location

Only use this note at this level if the physical location of the records in the series/subseries is different than that for the rest of the collection. If there is a location difference of any file/item within the series/subseries, you should provide the information at this level, and not at the file level.

Material Specific Details Note
Use the Label: Material Details

Use this note only if there are *important* details regarding the material formats within the series/subseries which are not covered under any other note or description already provided, and only if different than the rest of the collection/resource.

Other Finding Aids

Do not use this note. Other Finding Aid information should be provided at the Collection/Resource level.

Physical Facet

Do not use this note here. Physical Facet information should be provided at the Collection/Resource level.

Processing Information

Use the Label: Processing Information

If used, input only the processing information applicable to the series/subseries or a folder/item within a series. If the processing information relates to the entire Collection/Resource, provide the information at that level. Follow the directions at the Collection/Resource level.

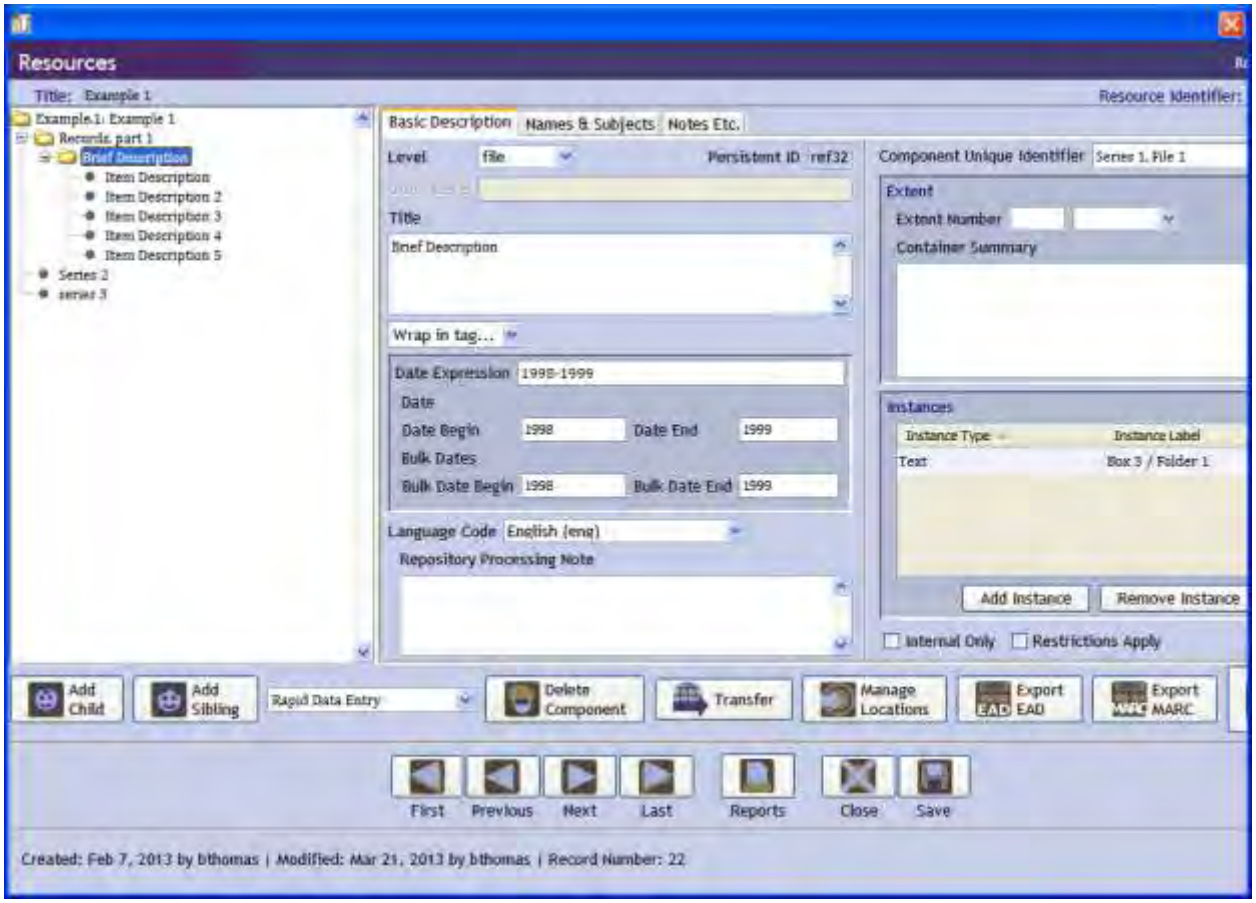
Related Archival Material

Do not use this note at this level. Related Materials should be noted at the Collection/Resource level.

Separated Materials

Do not use this note at this level. Provide material separation details at the Collection/Resource Level.

Folder-level information



Basic Description

Required Basic Description Information

Level

Use “file” from the drop-down menu for most records at this level. If the “folder-level” is being used to separate out classes of materials, use “class.”

Date

Date information is entered into the title, and not in the date field of the basic information screen itself. Use the wrap-in tag function to mark off the date. Follow these rules when providing date information.

The initial field is *not* used to indicate what type of date system is being used (i.e. Gregorian). It is used to indicate the date or dates applicable to the collection. Input the full date range using DACS 2.6 as the guideline. Dates should not abbreviate months. Always represent years using the YYYY format.

If the date range is broken due to an unknown date issue, put the date range in years (YYYY), then state “undated.” If it is reasonably certain what the date is, it is sufficient to provide the

estimated date as part of the date range. An entry with an unknown date would look like this: 1996-2013, undated

If the date range is known but has one or a few significant gaps, separate the date ranges with commas. For example: 1955-1969, 1975-1996

If the date range is estimated, use circa, not ca.

If the dates are approximated, use about.

If the file aggregation is ongoing, use the beginning year and the most recent year for records received. Update the dates of the collection as new records come in.

If the majority of the records fall within a specific timeframe, with additional but lesser quantity of records falling before or after, indicate the bulk dates. For example: 1966-1993, bulk 1979-1982. *Always indicate bulk dates if they are known.*

Title

Provide a descriptive title which gives insight into the contents of the file. This should be a short 1-6 word line.

If the date range of the folder contents will be title, you can use the <date> tag in the title, you do not need to provide the dates. Any date information *must* be entered at the title level and use a <date> tag from the wrap-in tag option. Do not input date information in the date segment as this will not generate a correct EAD

Component Unique Identifier

Input the file number within the series/subseries in consecutive order, providing the name of the series, followed by a colon (,), and the file number. For example: Series 1, Folder 2; or Series 2, Subseries 3, Folder 2.

Instances/Digital Objects

Instances (i.e. the analog or digital instance of an object) should be created at the folder level. A folder with an itemization of its contents should be listed as an instance at this level, with the items being individually listed at the item level. You do not need to itemize every article within a folder if you wish to draw attention to one or a few specific items among many.

Optional Basic Description Information

Extent

This information is provided at the series/subseries level. Do not provide it here.

Internal Only

Only select this box if the file description is in the process of being created, or is restricted from public access. A restricted file will not show up in the finding aid but is visible to others within Toolkit.

Language Code
This information is provided at the series/subseries level.

Repository Processing Note
This information should be provided at the Collection/Resource level. See that section of this manual for further guidance.

Restrictions Apply
Only select this box if restrictions apply to use of the file.

Names & Subjects information (access terms)
Names & Subjects are always provided at the Collection level of a record. It is not necessary to duplicate that information at the series, file, or item level.

Notes, Etc.

Required Notes, Etc.
There are no required notes at the file level.

Optional Notes, Etc.

Abstract
DO NOT use this note at this level. This is provided at the Collection/Resource level.

Accruals
Do not use this note at this level.

Appraisal Information
Do not use this note at the folder level. Information about appraisals should be done at either the collection/resource level, if done to the whole collection at one time, or at the series level, if a specific series was appraised.

Arrangement note
Do not use this note at this level. On export to a finding aid/EAD it will list the contents of the arrangement note with the other series level notes, which is not in compliance with TSLAC policy.

Bibliography
Do not use this note here. This note is for the Collection/Resource level of the record only. Entry here will input the information at the wrong level of the finding aid.

Biographical/Historical Note
It is not appropriate to provide a biographical/historical note at this level of the collection. Provide the relevant item information at the series/subseries or collection/resource level.

Conditions Governing Access
Do not use this type of note at this level. This information should be provided at the series or collection level.

Conditions Governing Use
Do not use this type of note at this level. This information should be provided at the series or collection level.

Custodial History
Do not use this note at this level. Provide the information, if necessary at the series/subseries level.

Dimensions
Do not use this note at this level. Dimensions of files are aggregated into the extent of the series/subseries level, or itemized at the item level.

Existence and Location of Copies
Do not use this note at this level. Provide this information at the collection level. This encompasses copies via reformatting the original.

File Plan
Do not use this note.

General Note
Use the Label: Note

Use this note to provide a brief description of a concern related specifically to the file, when it is not covered elsewhere in the series or collection/resource level descriptions. For instance, "Folder contains possible excepted information: personal address and email contact information." It may also be used to cross-reference to a related folder within the same Collection/Resource.

General Physical Description
Do not use this note to describe a Folder unless necessary to provide an explanation of the contents. If necessary follow the directions provided at the series/subseries level.

Immediate Source of Acquisition
Do not use this note at this level. Provide this information at the series/subseries level if necessary.

Index
Do not use this type of note.

Language of Materials
Do not use this note at this level. If it is necessary to describe language details specifically related to a folder, provide that information at the series/subseries level description.

Legal Status
Do not use this note at this level. If the legal status needs to be addressed and does not fall under the information provided at the Collection/Resource level, provide it at the series/subseries level. It is ok to cite the folder in the series/subseries description.

Location Note
If the location is different from that of the rest of the collection/resource, provide the description at the series/subseries level.

Material Specific Details
Do not provide this note at this level. Describe material specific details at the series/subseries level.

Other finding aids
Do not use this note at this level. Provide the information at the Collection/Resource level.

Physical Characteristics and Technical Requirements
Do not use this note at this level. If there are details for the folder contents which differ from the rest of the collection/resource you should provide that information at the series/subseries level.

Physical Facet note
Do not use this note at this level. Provide facet information at the item level, series/subseries level, or collection/resource level.

Preferred Citation
Do not use this note at this level. This information is captured at the series/subseries level.

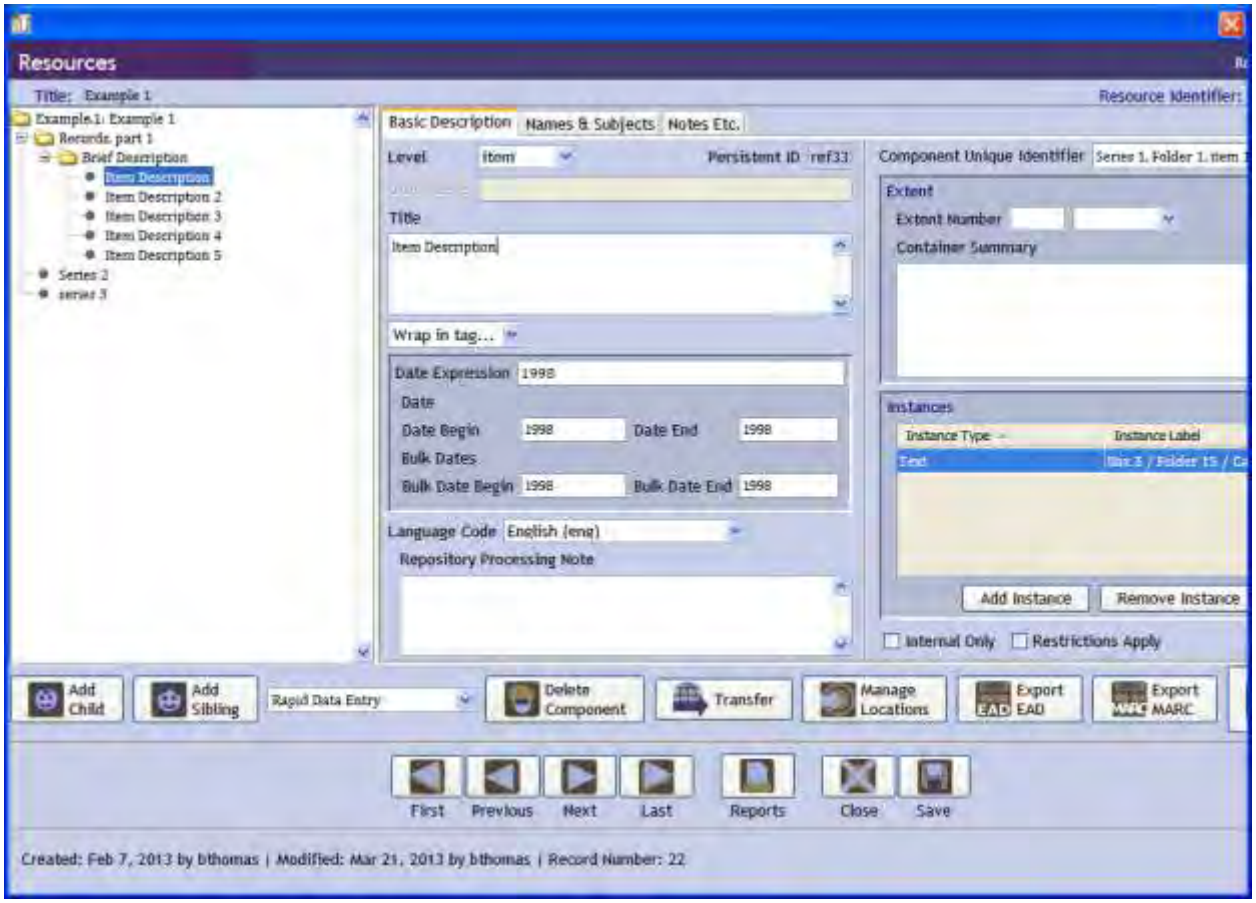
Processing Information
Do not use this note at this level. Provide processing information deemed necessary to document at either the series/subseries level or collection/resource level as appropriate.

Related Archival Material
Do not use this note at this level. Provide the information at the Collection/Resource level.

Scope and Content
Do not provide this information at this level. It is best to provide details of the scope and content at the series/subseries level, or at the collection/resource level depending on its importance.

Separated Materials
Do not use this note at this level. Provide material separation details at the Collection/Resource Level.

Item-level information



Item-level information should be provided *only* in exceptional circumstances where attention needs to be brought to a particular item, or in cases where things can only be organized at the item level. For example, a digital object or a film reel.

Basic Description

Required Basic Description Information

Level
Input "item."

Title
Provide a short descriptive title for the item, 1-6 words long. Include the date applicable and use the wrap-in tag function to mark off the date information.

Date
The date must be entered as part of the title. Follow these rules, but leave the date section blank. Encapsulate the date portion with the <date> tag using the wrap-in tag function.

Provide only information specific to the dates applicable to the item. Do not indicate the dates of the folder, series/subseries or collection/resource level.

The initial field is *not* used to indicate what type of date system is being used (i.e. Gregorian). It is used to indicate the date or dates applicable to the collection. Input the full date range using DACS 2.6 as the guideline. Dates should not abbreviate months. Always represent years using the YYYY format.

If the date range is broken due to an unknown date issue, put the date range in years (YYYY), then state "undated." If it is reasonably certain what the date is, it is sufficient to provide the estimated date as part of the date range. An entry with an unknown date would look like this: 1996-2013, undated

If the date range is known but has one or a few significant gaps, separate the date ranges with commas. For example: 1955-1969, 1975-1996

If the date range is estimated, use circa, not ca.

If the dates are approximated, use about.

Language
From the drop-down menu select the predominate language represented in the item.

Instances/Digital Objects
If you are creating item-level record you should create an instance record for that individual item. Follow the directions at the beginning of this section for details on creating Instances. If the item is a digital object record, see the directions for adding a digital object record in this section.

Optional Basic Description Information

Extent
This information is not necessary at this level as it is captured at the series level. If the item represents its own series, provide the extent as cubic ft., not cubic feet. If the cubic footage is less than .15 cubic feet leave this field blank.

Container summary is not necessary.

Internal Only
Only select this box if the item description is in the process of being created, or is restricted from public access. A restricted file will not show up in the finding aid but is visible to others within Toolkit.

Repository Processing note
This note is not necessary at this level. Provide relevant processing information at the collection/resource level.

Restrictions Apply
Only select this box if restrictions apply to use of the item.

Names & Subjects information (access terms)

Names & Subjects are always provided at the Collection level of a record. It is not necessary to duplicate that information at the series, file, or item level.

Notes, Etc.

Notes are not generally used in an item level description. However, some exceptions will apply.

Required Notes, Etc.

Dimensions

Use the Label: Dimensions

For single text-based objects provide the length and width.

For periodicals and monographs provide the height, width and depth.

For film, provide the size of the reel can

For photographs, this information is not required.

For computer-based artifacts, provide the cubic ft taken up.

Language

Use the Label: Language

Use this note if more languages are represented in the item than just that listed on the basic description tab. Provide a free text explanation.

Scope and Content

Use the Label: Scope and Contents

Use this note to draw attention to particular aspects of the item which caused it to be singled out from the rest of the collection for description. Follow the directions of at the collection/resource level for guidance on how to proceed.

Film should have a scope and content note for each item.

Exception: Photographs do not require a scope and content note as a descriptive title should provide the necessary contextual information.

Exception: If all items within a folder, series/subseries, or collection/resource are itemized it is not necessary to provide a scope and content note for every item. Providing this information at the series/subseries and collection/resource level is sufficient unless important details about the item need to be addressed.

Optional Notes, Etc.

Abstract
Do not use this note at the item level. The information is provided at the collection/resource level.

Accruals note
Do not use this note.

Appraisal note
Do not use this note at the item level. Information about appraisals should be done at either the collection/resource level, if done to the whole collection at one time, or at the series level, if a specific series was appraised.

Arrangement note
Do not use this note at this level. On export to a finding aid/EAD it will list the contents of the arrangement note with the other series level notes, which is not in compliance with TSLAC policy.

Bibliography
Do not use this note here. This note is for the Collection/Resource level of the record only. Entry here will input the information at the wrong level of the finding aid.

Biographical/Historical Note
It is not appropriate to provide a biographical/historical note at this level of the collection. Provide the relevant item information at the series or collection level.

Conditions Governing Access
Do not use this type of note at this level. This information should be provided at the series or collection level.

Conditions Governing Use
Do not use this type of note at this level. This information should be provided at the series or collection level.

Custodial History
It is not necessary to provide this information at the item level. Provide custodial history details pertinent to the item at the collection/resource level.

Existence and Location of Copies
Do not use this note at this level. Provide this information at the collection level. This encompasses copies via reformatting the original.

File Plan
Do not use this note at this level.

General Note
Use the Label: Note

Use a general note to provide *important* information about the item which is not covered elsewhere by the notes options.

Immediate Source of Acquisition

Do not use this note at this level. If significant, provide a brief description at the series/subseries level.

Index

Do not use this note.

Legal Status

Do not use this note at this level. Provide this information at the series/subseries level if necessary.

Location note

Do not use this note at this level unless the item represent is specifically separated from the rest of the location. If so, provide the location, following the Collection/Resource record guidance.

Material Specific Details

Do not use this note. Provide information about how this item is unique in the scope and content note.

Other Finding Aids

Do not use this note at this level. Provide the information at the Collection/Resource level.

Physical Characteristics and Technical Requirements

Use the Label: Characteristics or Technical Requirements

Use this note to describe physical characteristics of the item that may inhibit its use, such as water damage or smudged writing.

If the restriction on access is due to preservation concerns, you can tailor the following statements to suit your needs:

> *[*Notes restricting access to originals and referring patrons to microfilm or digital copies should be placed here rather than under Restrictions on Use.]*
>
> Service records are in the process of being scanned and made available online. If neither the researcher nor an Archives staff member can read or decipher the online image, the Archives staff member will consult the original and report the results back to the researcher. The only originals that will be pulled for research are those not yet scanned.
>
> Some Civil War military rolls have been determined too fragile for retrieval, and the numbers of those do not appear in the inventory for that series. No other restrictions on access.

> The Texas State Library and Archives Commission (TSLAC) holds 29 ledgers covering the years 1849-1954, with 10 indexes for the period 1849-1970. The original documents are extremely fragile and access is restricted to high-quality microfilmed copies.
>
> Because the actual Republic Claims are extremely fragile, access to the records is restricted. In addition to the digital images linked within the index, high-quality microfilmed copies of the documents are available. The database provides the Reel and Frame location of more than 48,500 indexed names. The microfilm reels are available through interlibrary loan and, to view in person, at the Genealogy Collection of the Texas State Library and Archives Commission.

For digital materials, copy the note from the digital object record.

Physical Facet Note

Do not use this note. Provide information about what physically makes an item unique (if any) in the scope and content note.

Preferred Citation

Do not use this note at this level. Guidance is provided at the series/subseries level.

Processing Information

Do not use this note at this level. Provide relevant processing information at the series/subseries or collection/resource level.

Related Archival Material

Do not use this note at this level. Provide details about related archival materials at the collection/resource level.

Separated Materials

Do not use this note. It is not relevant at the item level.

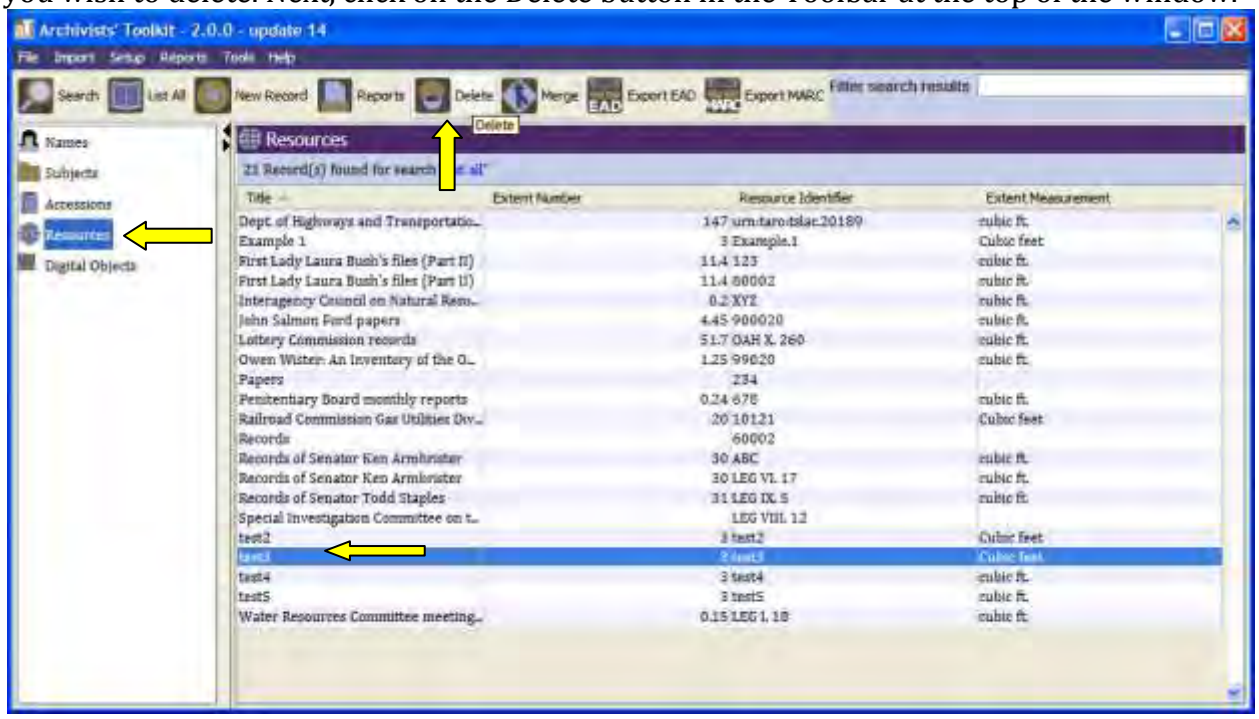
Deleting records

Toolkit will allow you to delete both a full Collection/Resource level record and a component part of a Collection/Resource record. If you have entered a part of a collection/resource record in the incorrect level of the hierarchy of the collection, or in the incorrect order, *do not* delete the component part of the record. You may move the component to the correct place in the hierarchy. See changing associations in this guide for further details.

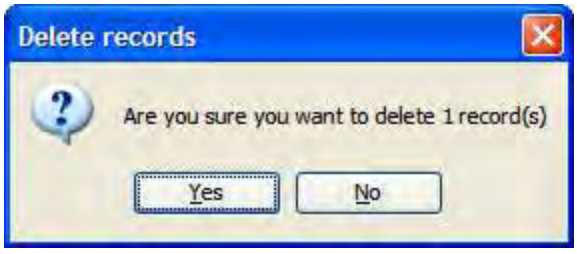
Deleting a full Collection/resource record

Note: you must have proper authority to delete a full Collection/Resource record. Even if Toolkit will permit you to complete the action, do not proceed if you do not have the appropriate permission to do so. If you entered a Collection/Resource Record in complete error you may delete that record, otherwise you should seek the approval of the Assistant Director or Director for Archives.

To delete a full Collection/Resource record you should access the main screen under Toolkit. From this screen click on the Resources button, and then highlight the resource you wish to delete. Next, click on the Delete button in the Toolbar at the top of the window.



The following window will appear requesting confirmation of deletion. Click on "Yes" if you wish to proceed with the deletion.

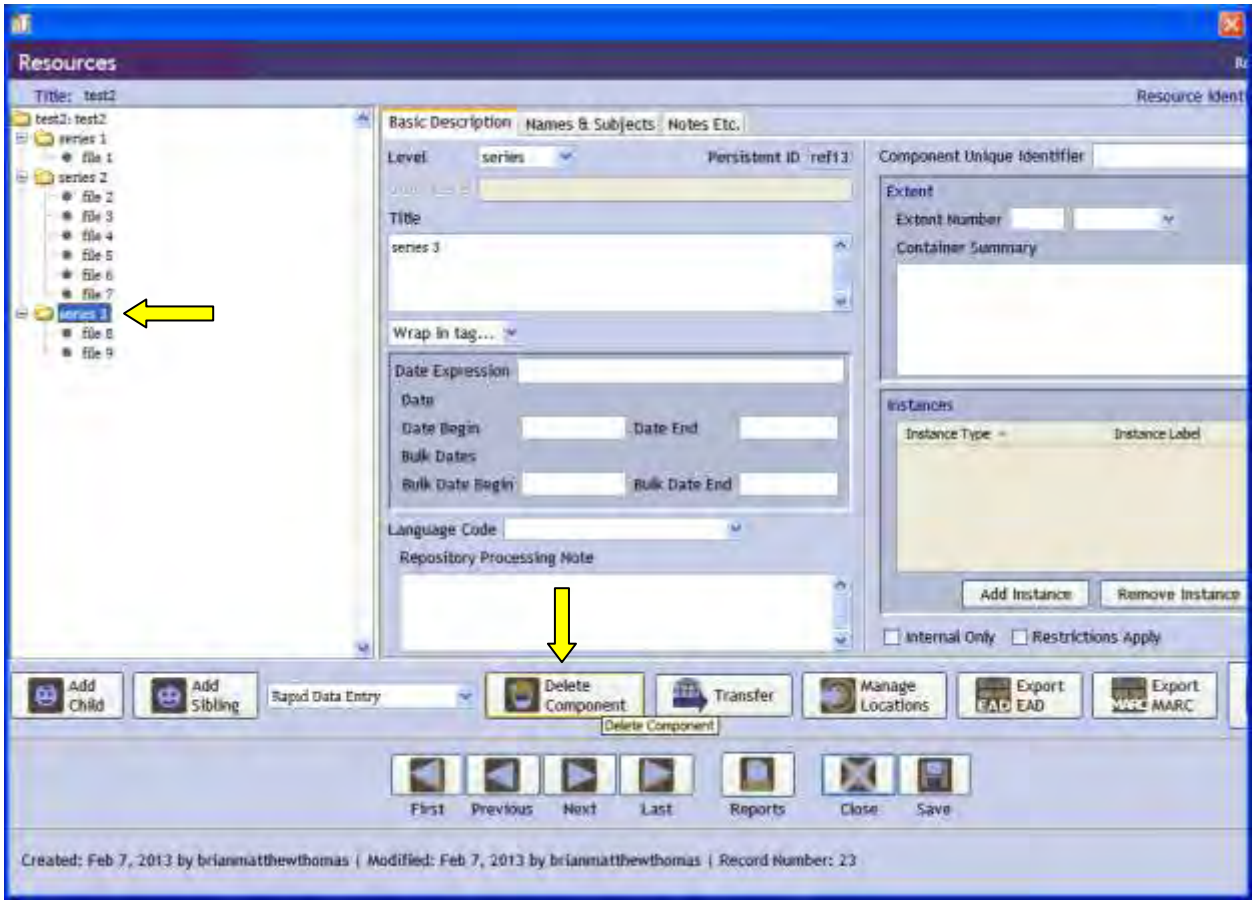


You may also accomplish this task by right-clicking on the correct Collect/Resource record.

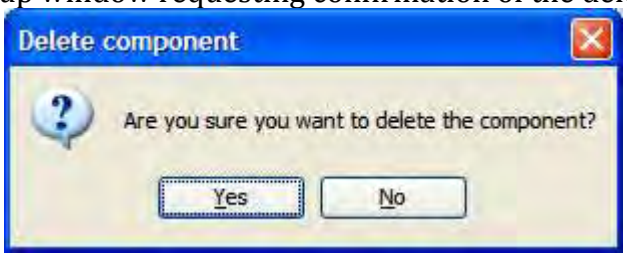
Deleting a portion of a Collection/Resource record

Deleting a portion of a Collection/Resource record will also delete all collection/resource records which are nested within that portion of the collection/resource. For example, deleting a series level record will remove the series record, as well as all file and item records that belonged to that series. If the record has no other records nested within it, then only the highlighted record will be removed. It is *highly* recommended that, if you wish to delete a portion of a record but not the records nested within it, you change the association of records nested within the undesirable record before proceeding with the deletion.

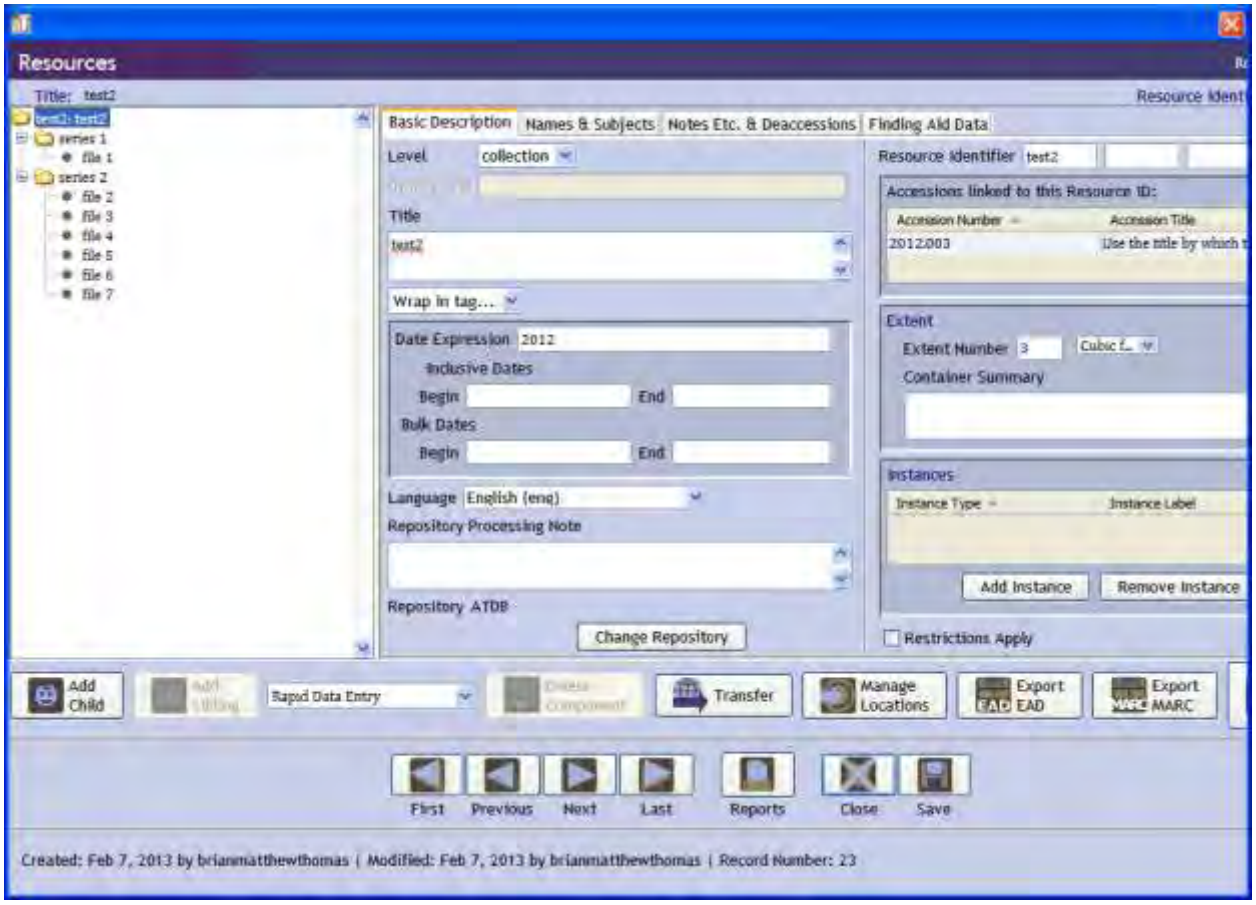
To delete a portion of a Collection/Resource record, first enter the Primary resource record from the main Toolkit screen. Next, highlight the portion of the record you wish to remove and click on the "Delete Component" button at the bottom center of the screen.



You will receive a pop-up window requesting confirmation of the deletion, click on "Yes."



And the selected record will be removed, as well as those record nested within it.



You may also accomplish this by right-clicking on the component of the Collection/Resource record you wish to delete.

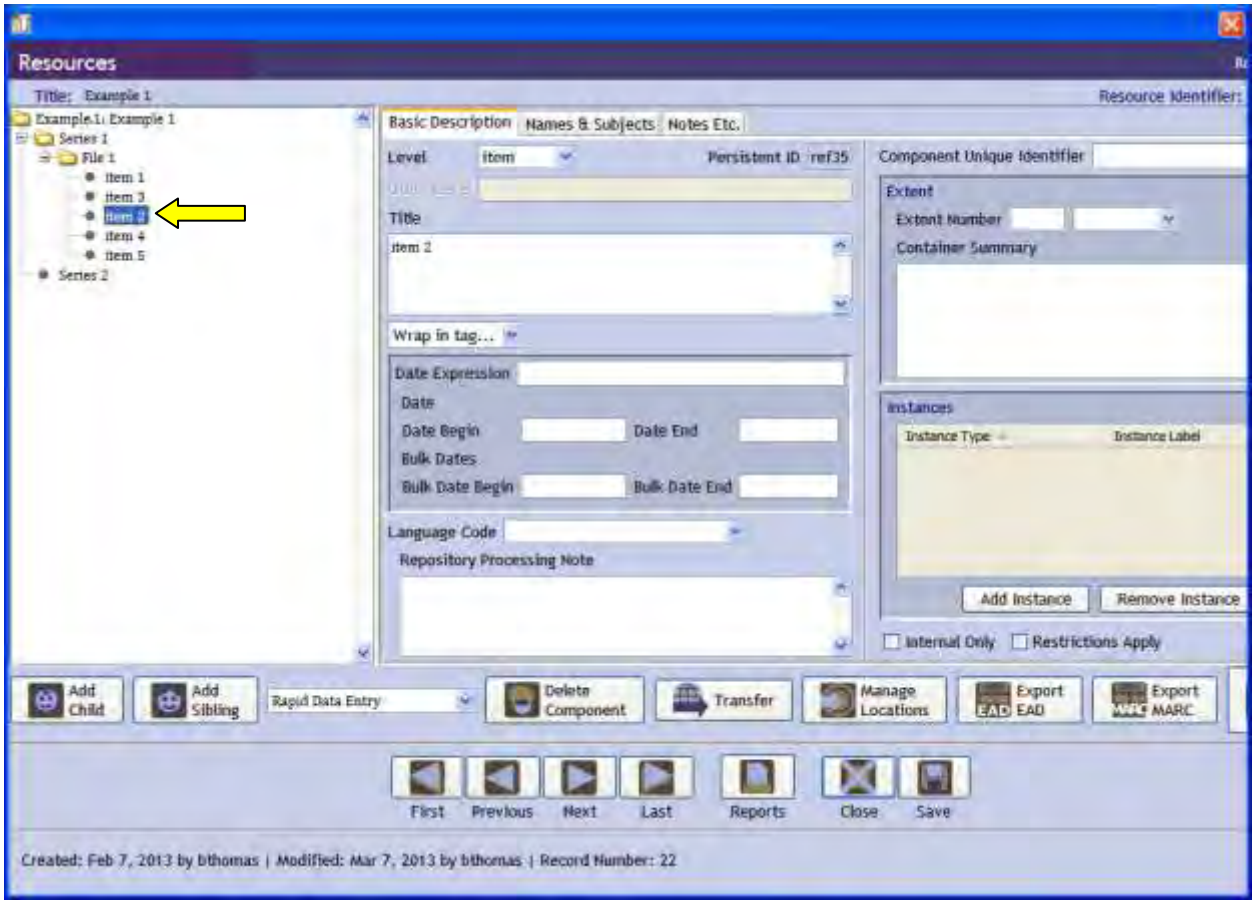
Changing Associations within a Collection/Resource Record

Toolkit allows you to change the relationship of a component of a Collection/Resource within the overall structure of the Collection/Resource record. For example, if you create a subseries record and realize that it should actually be its own series, then you can change the associations to make the record its own series.

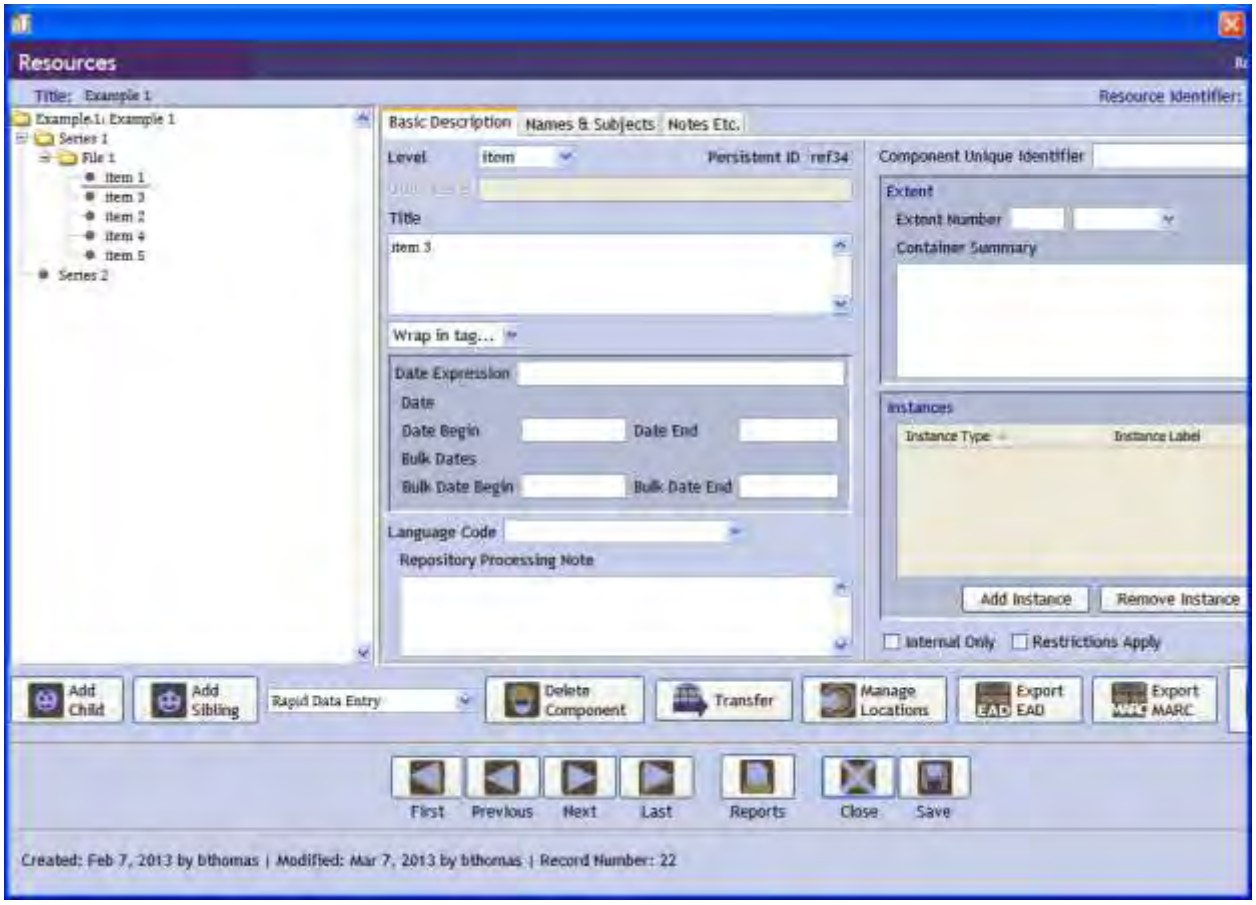
Changing sibling relationships within a Collection/Resource Record

You change the sibling relationships within a Collection/Resource record. By that we mean that you can change the order in which the information is presented in a record without changing the level (series, file, etc.) at which it is presented.

To do this, highlight the component of the Collection/Resource record that is out of order.



Next, click and hold onto that component on the left-hand side of the Collection/Resource record. Drag the component and hover just under the component that would fall directly before your component. Let go of the mouse. The order should now be changed.



Note that you can drag a component of the Collection/Resource record into a container at the same level by expanding the new container and dragging the component into the correct place on the new container.

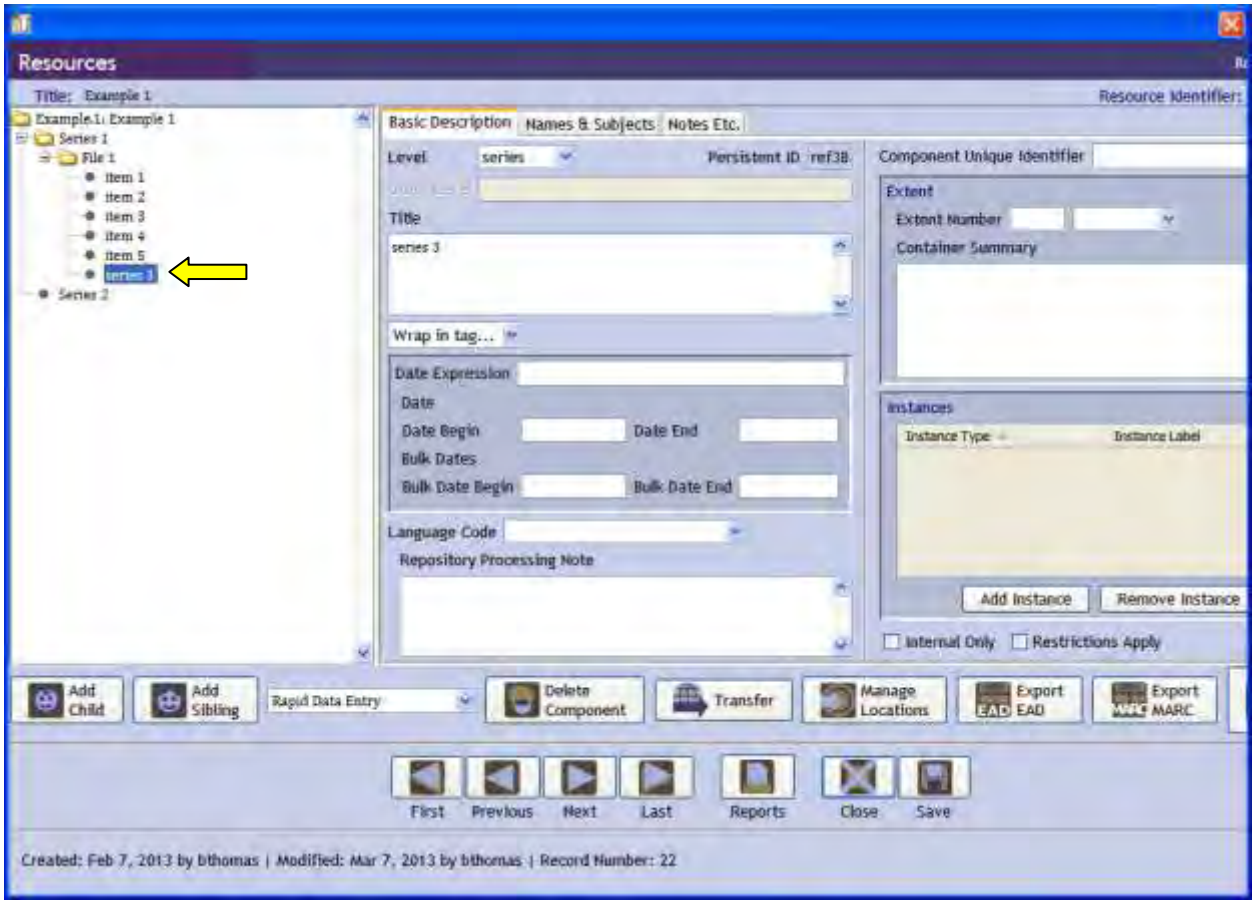
Changing Parent/Child Relationships within a Collection/Resource Record

Changing the Parent/Child relationship will change the level at which the component of the record is represented. For instance, if a series is added at the file level of another series, you can change the relationship of that component such that it goes to the series level.

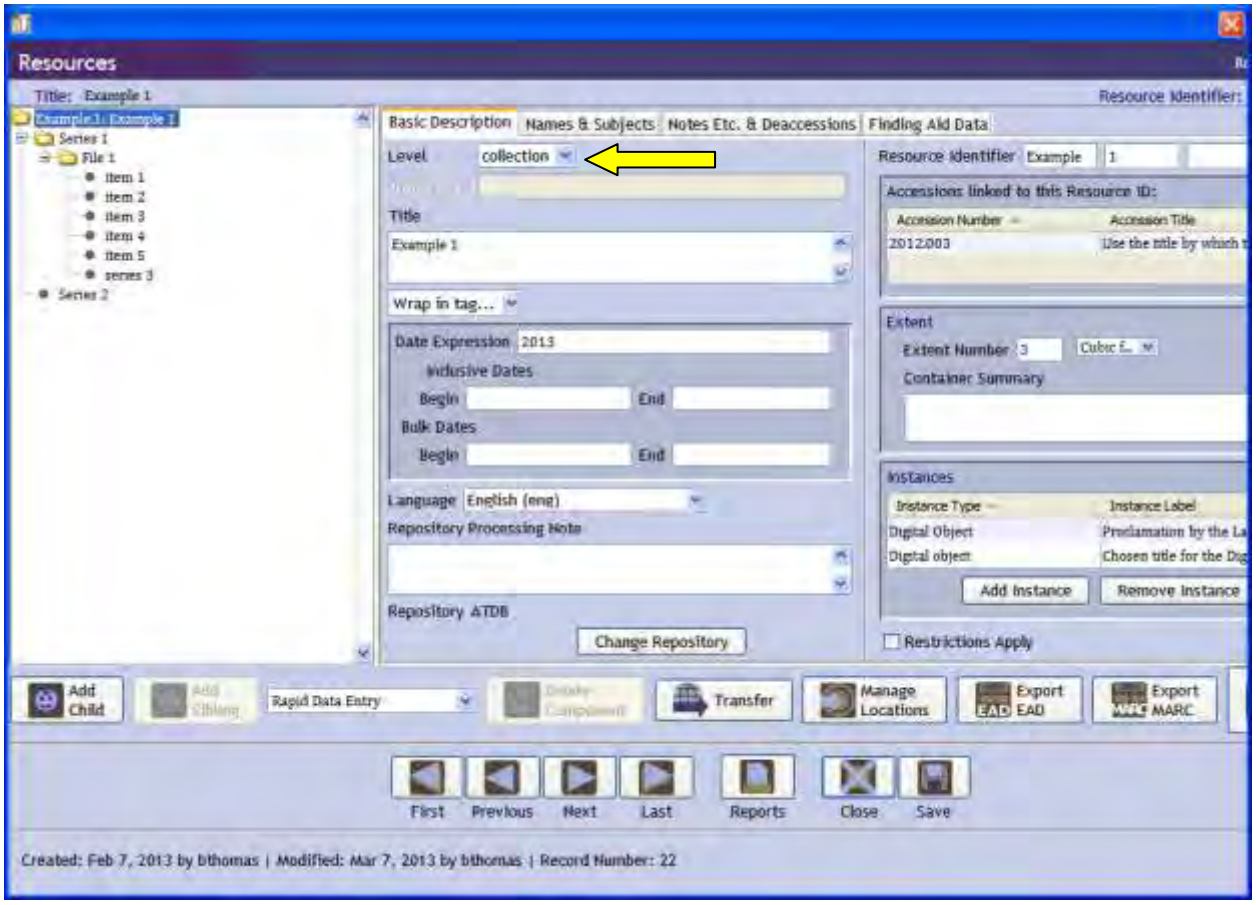
Note that after you change the parent/child relationship, you may have to change the order in which it is presented, as it will most likely appear as the first component under the level to which it has been reassigned.

Also note that all subcomponents will follow the component you have moved. You will need to change the level field in the drop-down box at the top of the Basic Information tab to reflect the new level within the collection/resource record.

To change the parent/child relationship, highlight the record you wish to change.



Next, click and hold onto the record and drag it to the level you wish to add it. You can do this by hovering over the container for the next level above the one you want to reassign the component to (shown below) or by hovering just below the part of the overall record that would be directly before the component you are changing (shown above in sibling relationships).

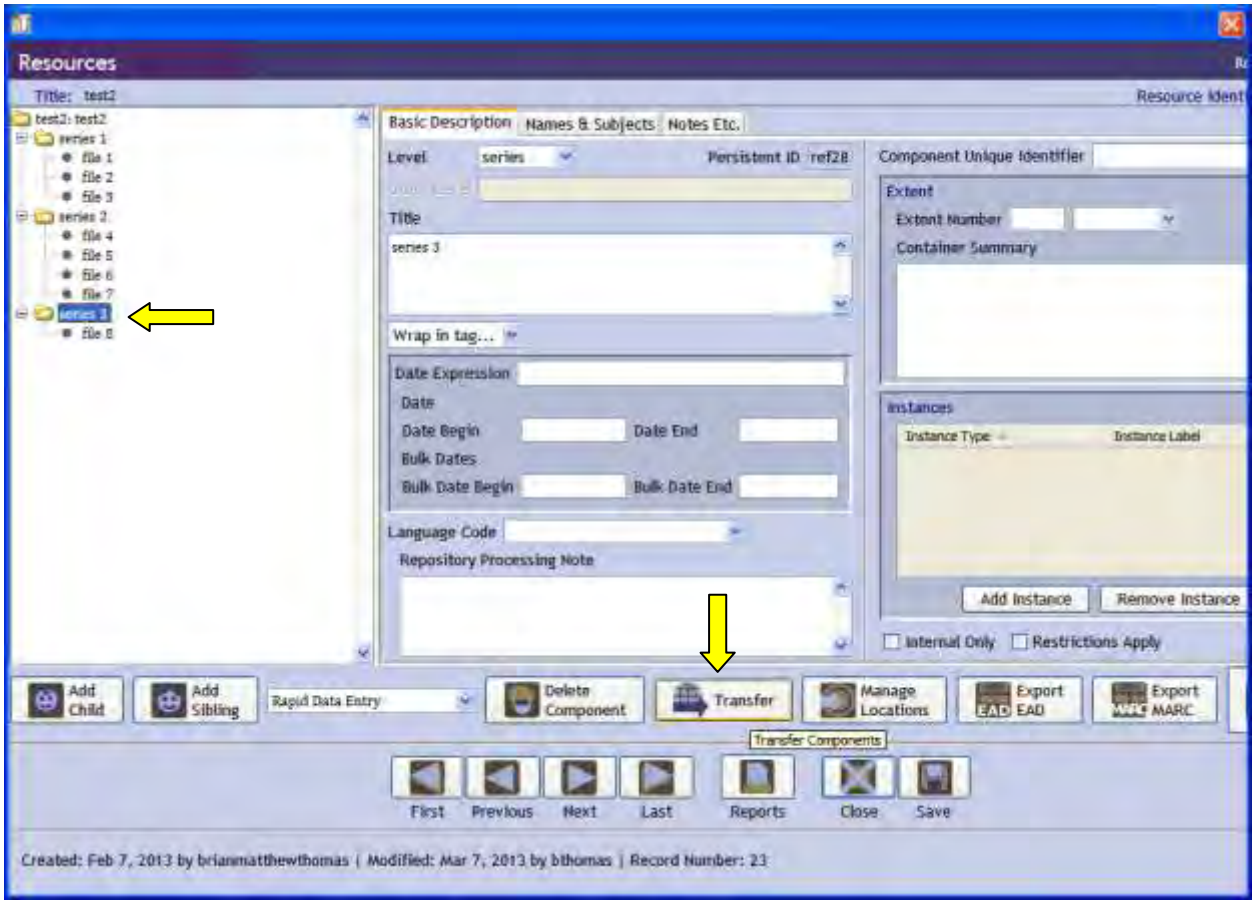


The new component level should now be correct. Do not forget to change the level of the record to reflect its new association with other records.

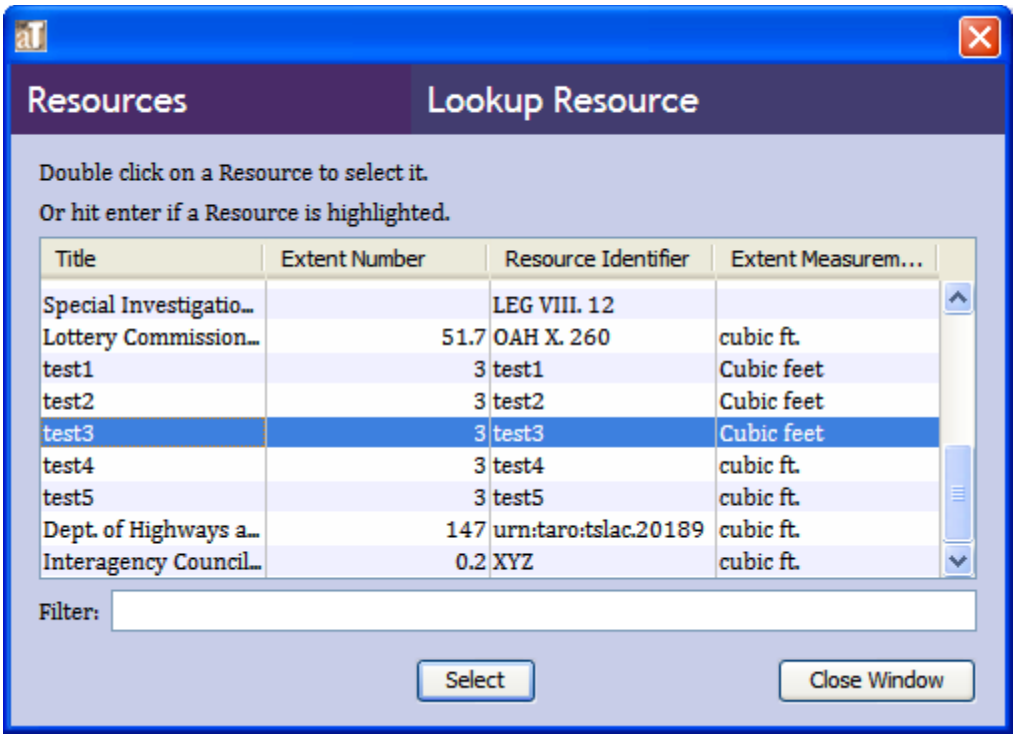
Transferring data from another collection

Toolkit can allow you to take information from one collection and place it into the record for another. This is a one-way, and all-encompassing transfer that will remove all of the components of one record and place them into the other. You can choose where in the receiving record the information from the other record will fall.

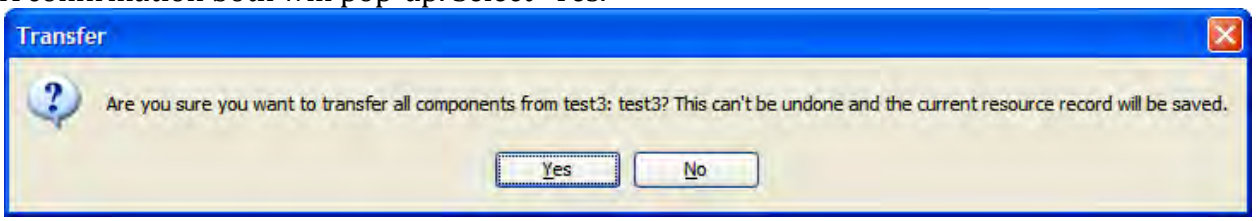
To transfer all data from another collection, open the Collection/Resource record for the collection/resource which will *receive* the information. Next, highlight that portion of the collection/resource where the received information should be placed. (For example, place as a series within the collection, or a subseries of a component of the collection.) Once that is highlight, click on the "Transfer" button on the center of the bottom of the window.



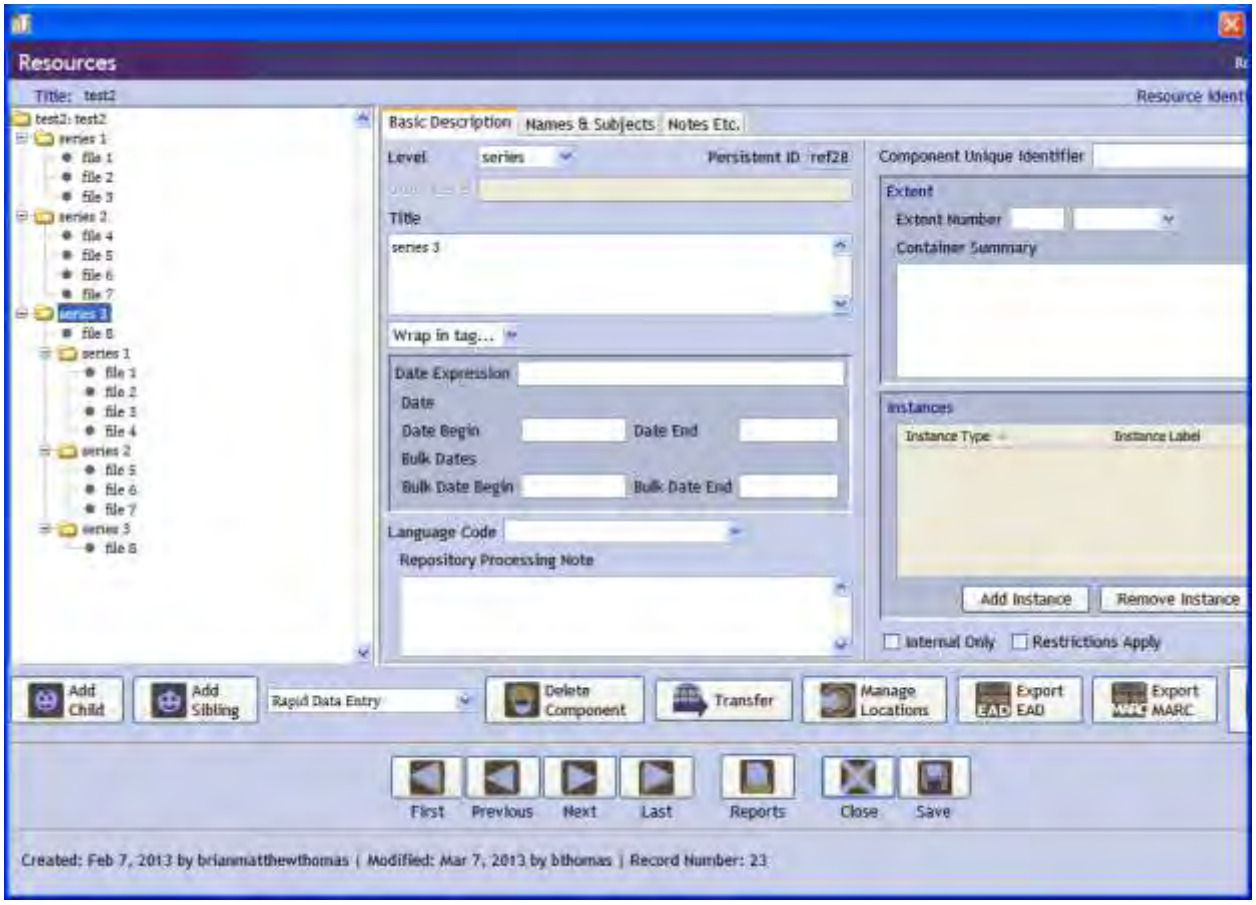
A box will pop-up prompting you to select the collection/resource you wish to transfer from. Locate the collection resource and either double-click on it or highlight it a press the "Select" button.



A confirmation both will pop-up. Select "Yes."



As you can see from the example below, all of the data from the other record is nested within the collection/resource level that was selected.



Note: The primary collection/resource record that you transferred the data from will not be deleted. If you wish to delete all evidence of the record you transferred data *from* you will need to delete that actual record.

Linking to Other Toolkit Records

You can link a Collection/Resource to other types of records within Toolkit. You cannot complete all linking activities through the Collection/Resources record; sometimes you will need to enter the record at the other end of the link to create the connection.

Linking to Accessions

Linking to Accessions can only be done through the Accession record. Go to Linking Accessions to Collections/Resources for instructions.

Linking to Preservation/Conservation Assessments

Linking a Collection/Resource can only be done through the Assessment record. Go to Linking to Collections/Resources from the Preservation/Conservation section.

Linking to Access Terms (names & subjects)

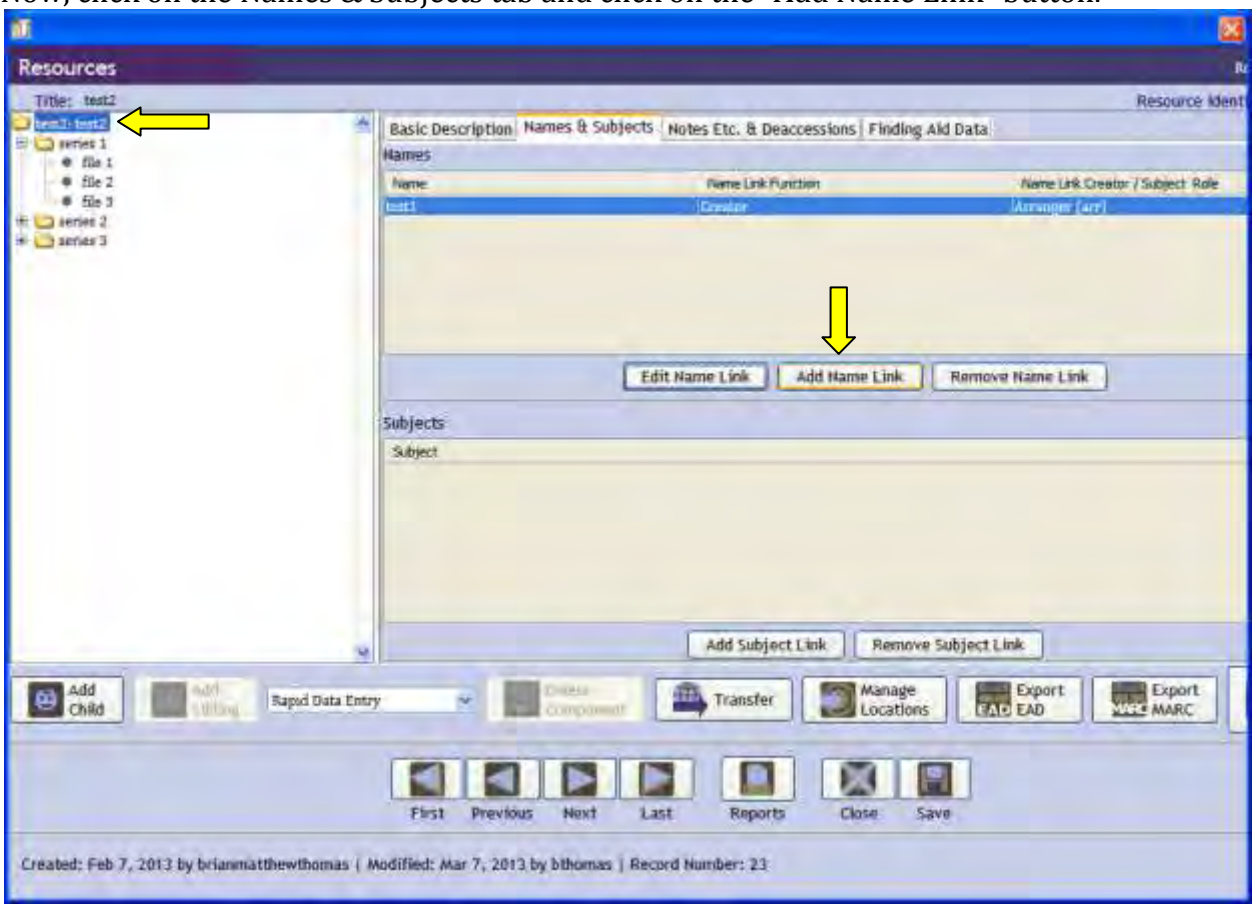
Access terms encompasses the Name and Subject records created in the Name and Subject Records section of the Toolkit. While you are capable of creating a Name or Subject record from within a collection resource, you should seek appropriate permission before doing so.

Linking to Name Records

Linking to Name records is done through the Names & Subjects tab of the Collection/Resource record. You cannot link a Name record to a collection from the Name record directly.

To link a Name record, ensure that you are in the Collection/Resource record you wish to link to the Name record. Within that record, select the level of the record you wish to link with. Typically this will be the primary collection/resource record. However, Toolkit can link to any level of the collection/resource record.

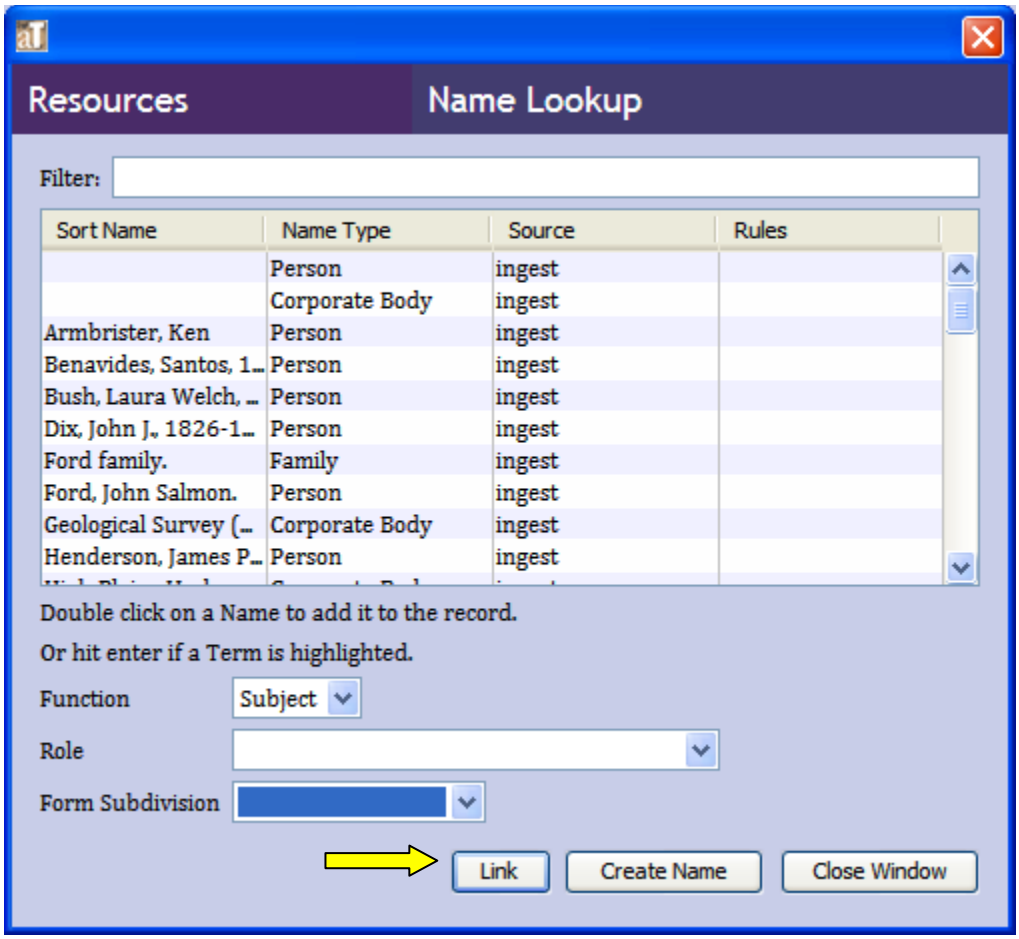
Now, click on the Names & Subjects tab and click on the "Add Name Link" button.



In the resulting pop-up window you will need to scroll through all of the Name Records in Toolkit or enter search terms to find the correct name. You will also be asked to enter the relationship of the Name Record to the Collection/Resource.

- Use Creator to designate someone responsible for the creation of the records.
- Use Source to designate the person responsible for donating the material to the archive.
- Use Subject to designate a person/entity who is a subject of the records.

Once you have found the correct Name Record highlight it and click on the "Link" button.



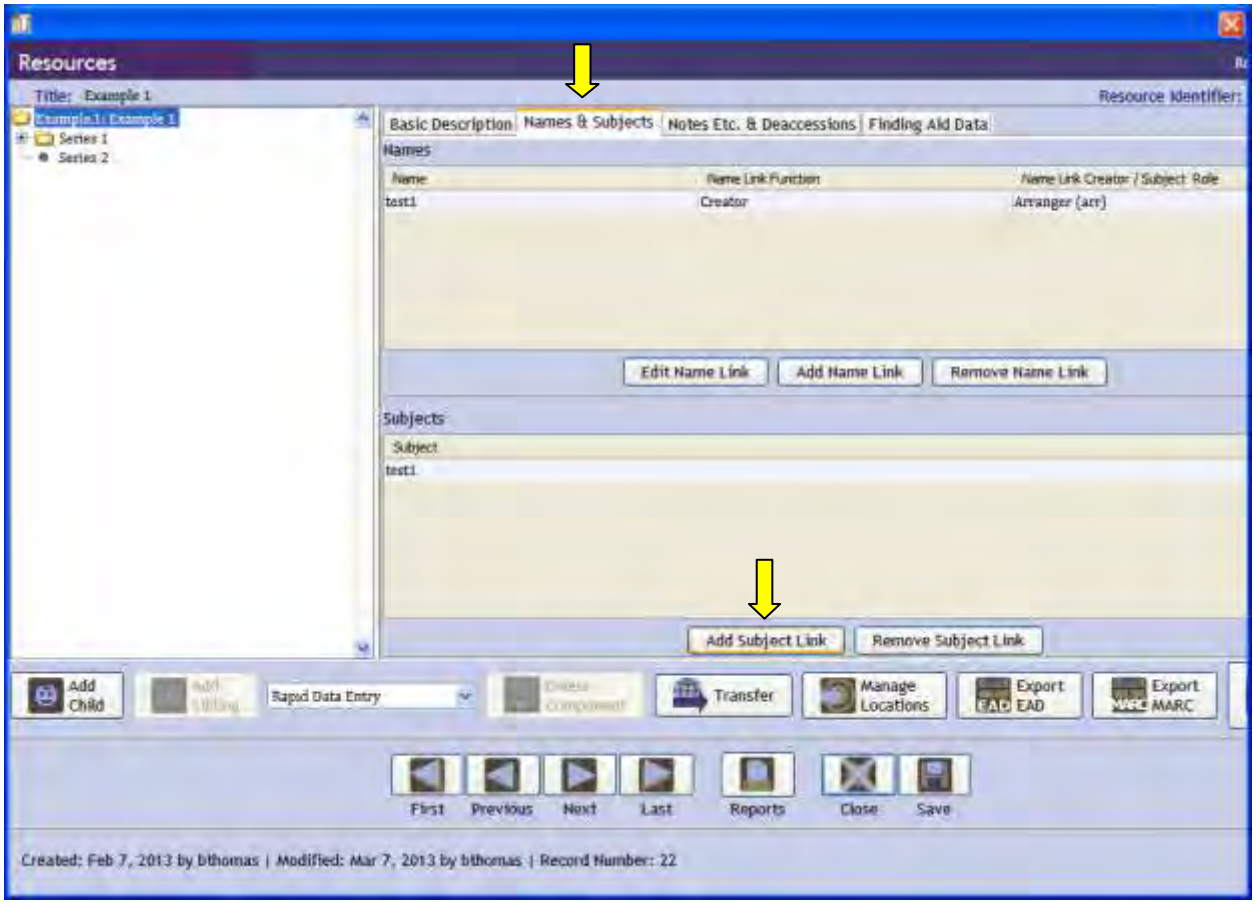
The Name Record should now be associated with this Collection/Resource record.

Linking to a Subject record

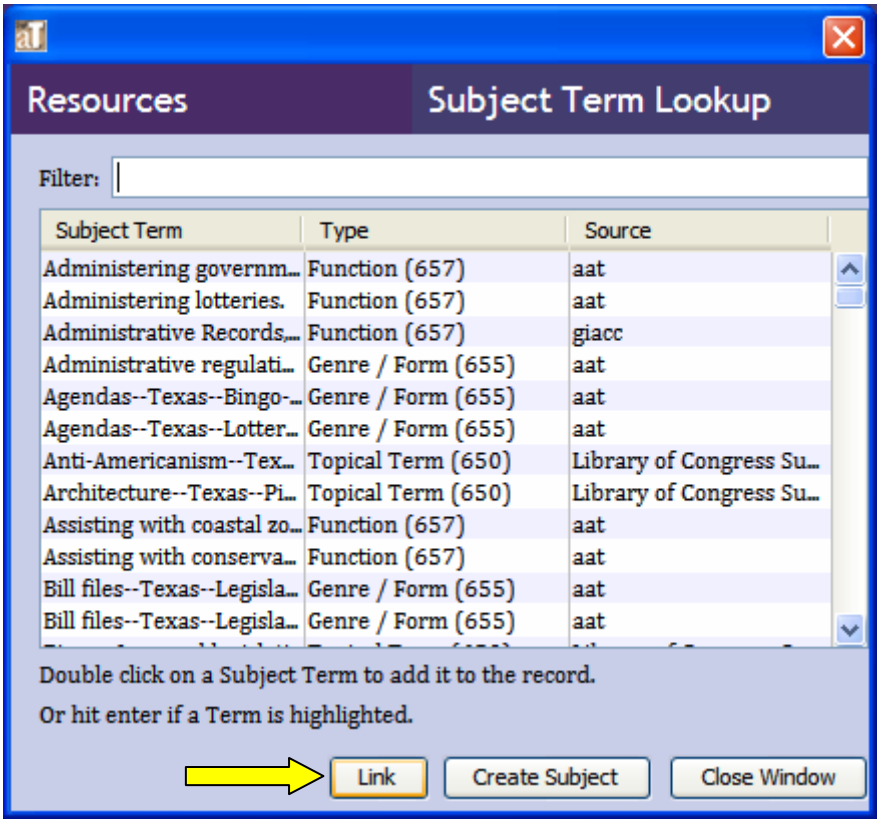
Linking to Subject records is done through the Names & Subjects tab of the Collection/Resource record. You cannot link a Subject record to a collection from the Subject record directly.

To link a Subject record, ensure that you are in the Collection/Resource record you wish to link to the Subject record. Within that record, select the level of the record you wish to link with. Typically this will be the primary collection/resource record. However, Toolkit can link to any level of the collection/resource record.

Now, click on the Names & Subjects tab and click on the “Add Subject Link” button.



In the resulting pop-up window you will need to scroll through all of the Subject Records in Toolkit or enter search terms to find the correct subject. Once you have found the correct Subject Record highlight it and click on the “Link” button.



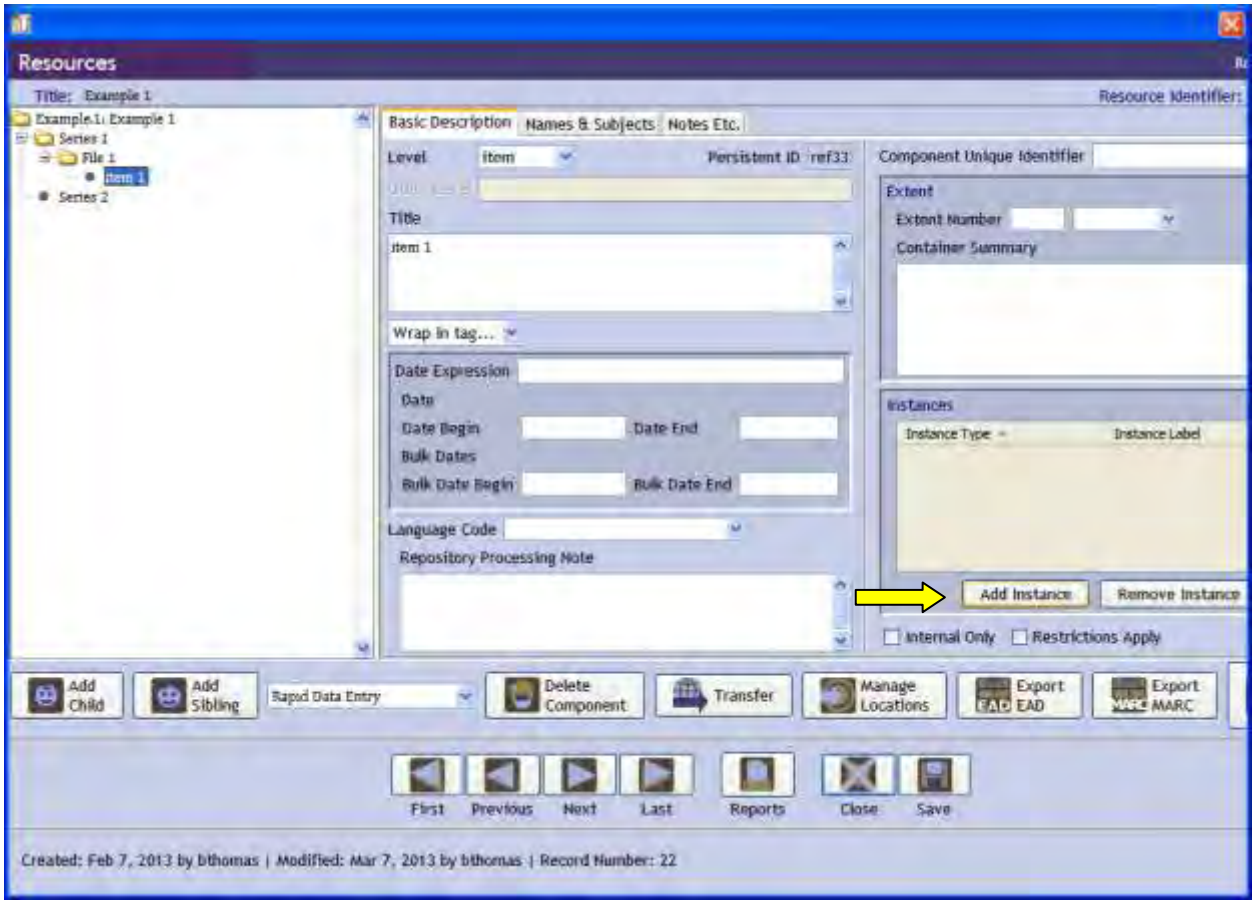
The Subject Record should now be linked to the Collection/resource.

Note: You cannot link multiple subjects with the exact same name to a Toolkit record. Even if the type of subject is different, Toolkit will only acknowledge one Subject record with a specific name. When Subject Records are created it important to ensure that each has a designation that differentiates it from other records of the same name.

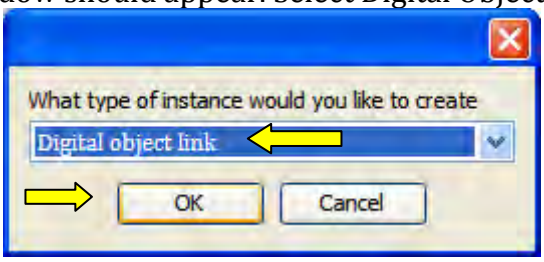
Linking to Digital Objects

Linking to Digital Object Records is done through the Basic Description tab in the Collection/Resource record, series/subseries, folder, and item level records. Make sure when linking a Digital Object Record that it is linked to the correct level of a collection/resource record. Linking a digital object should be done at the series/subseries or file level. If the digital object is its own series/subseries or file level for the collection you will need to create an appropriate level record and link the digital object to that.

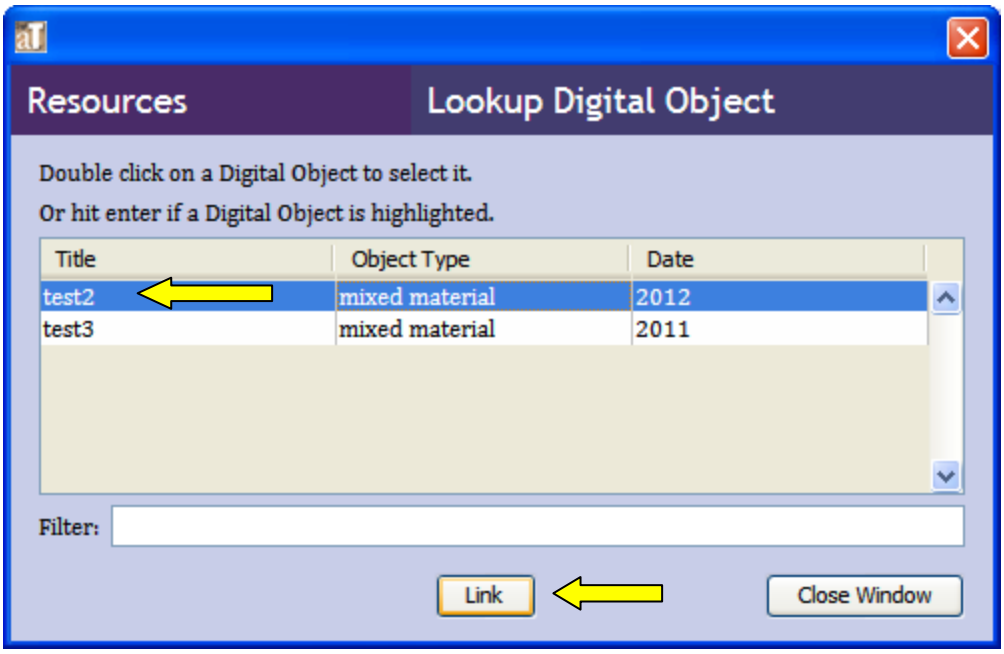
To link a Digital Object Record to a Collection/Resource, go to the Basic Description tab of the record level you have chosen. Now, under the Instances portion of the screen (bottom right-hand side) select Add Instance.



The following pop-up window should appear. Select Digital Object link and click Ok.



Now, choose the Digital Object Record you wish to link to the Collection/Resource. If there are many Digital Object Records in Toolkit you may need to enter search terms in the Filter field. Highlight the record you wish to link and click on the Link button.



The Digital Object Record will now be linked to the Collection/Resource. A Digital Object Record linked at a lower level will not show up as a link on the higher levels.

Note that a Digital Object Record can only be linked to one Collection/Resource Record. Be sure to link the Digital Object Record to the most appropriate Collection/Resource Record.

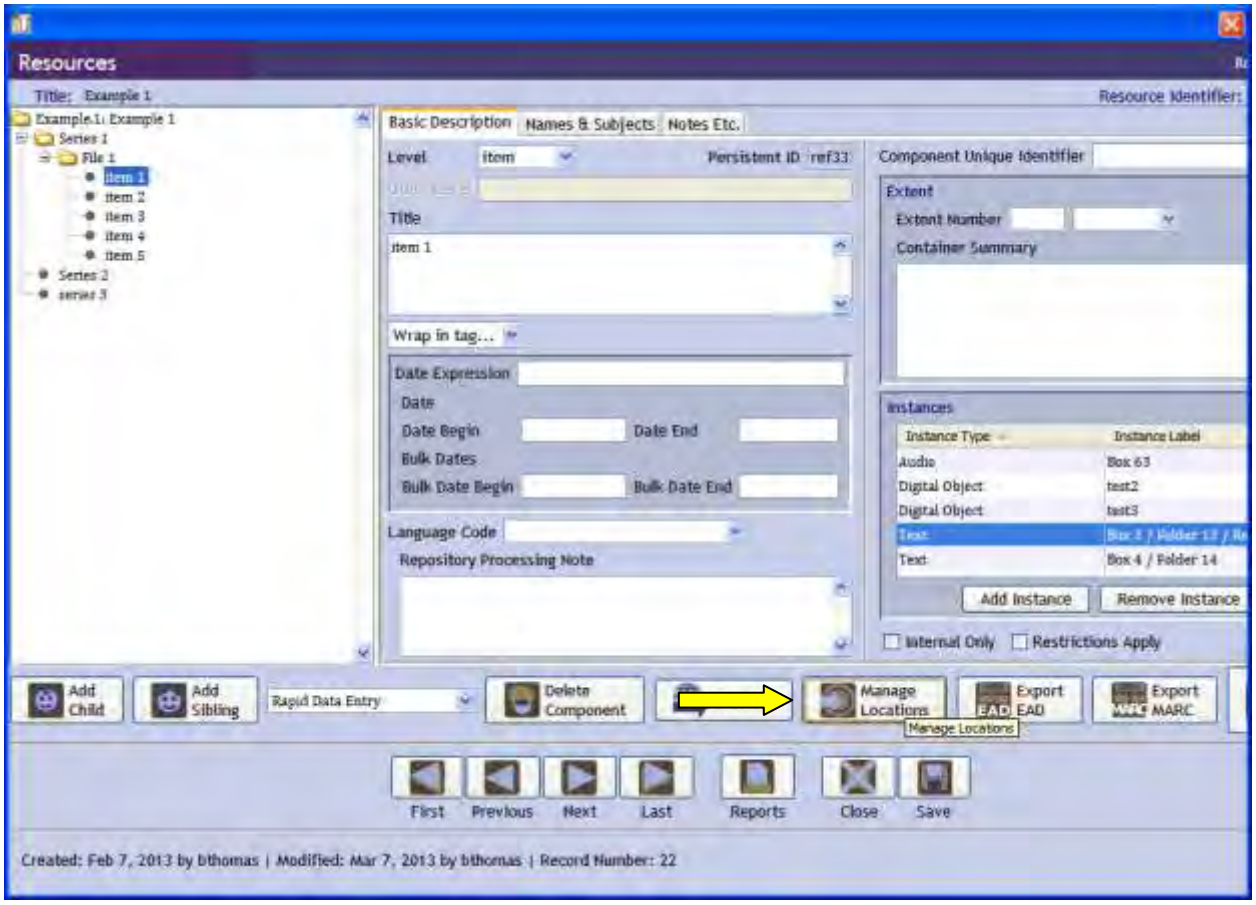
Also note that Toolkit may not show the Digital Object Record link immediately. If this happens, click on Save and Close the collection/resource. Perform another activity and later reopen the collection/resource record, the link should show up at that time.

Linking to Locations

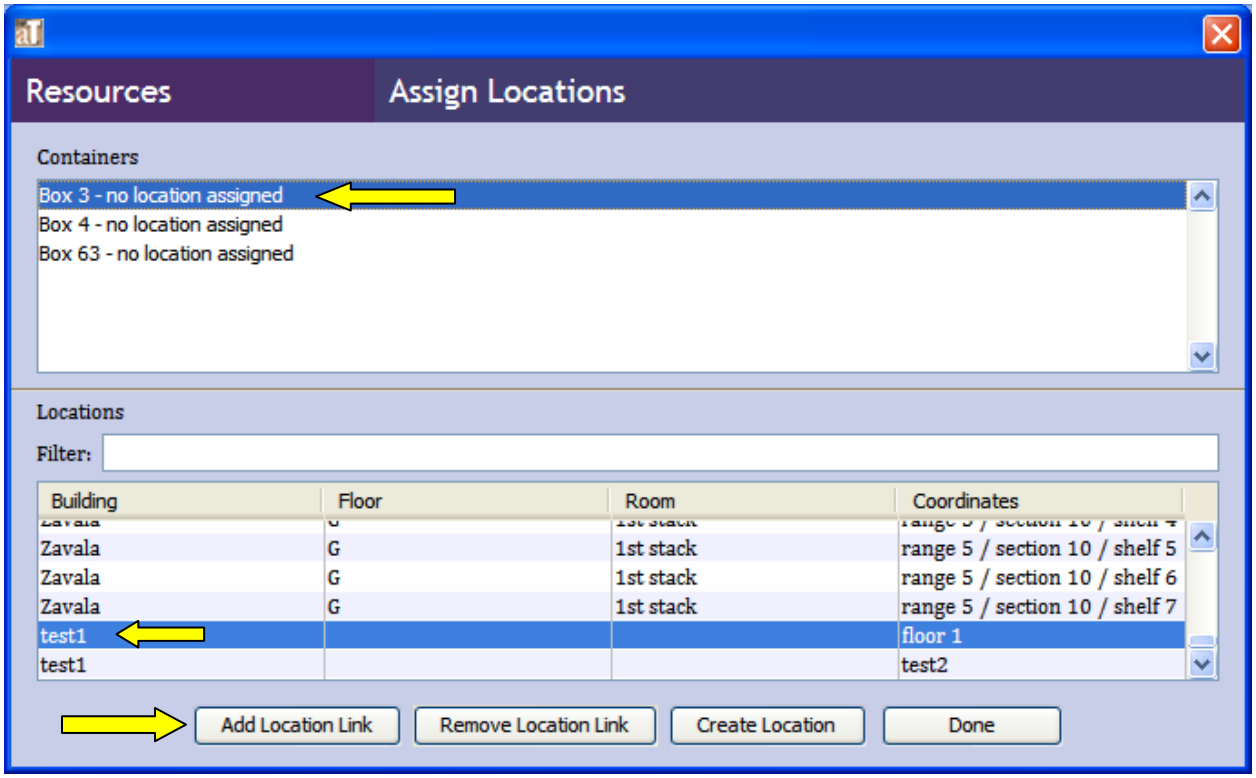
You should link all folder-level and item-level records to the file/box that they are housed in, and to the physical location where they are located in the repository. Digital Objects will already have the location linked via the hard-drive address entered for it. You should not link series/subseries level or collection level records to locations as this will be redundant to the file-level links.

For directions on how to create an instance record, see Adding Instances in this section of the manual.

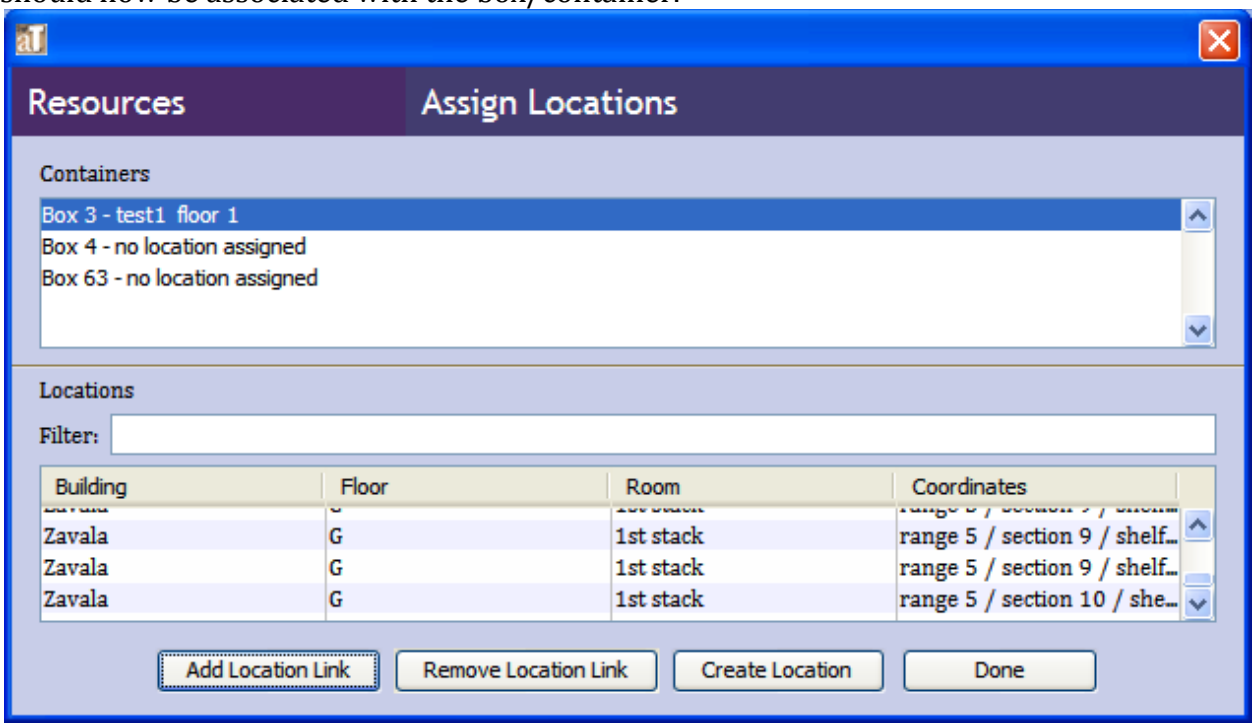
To link to a specific location, click on “Manage Locations” on the bottom toolbar of the Collection/Resource record screen. You do not need to be at a particular level of the collection/resource record to access this option.



From the resulting screen, highlight the container you wish to assign a location. Note that only the container 1 level will be listed. All folders or other instances within that container will follow that container's location once it has been assigned.



Next, find the location you wish to link the container to. You can use the filter option to narrow down the location options, or you may widen the window and browse to find the location. Once found, highlight that location and click on "Add Location Link." The location should now be associated with the box/container.

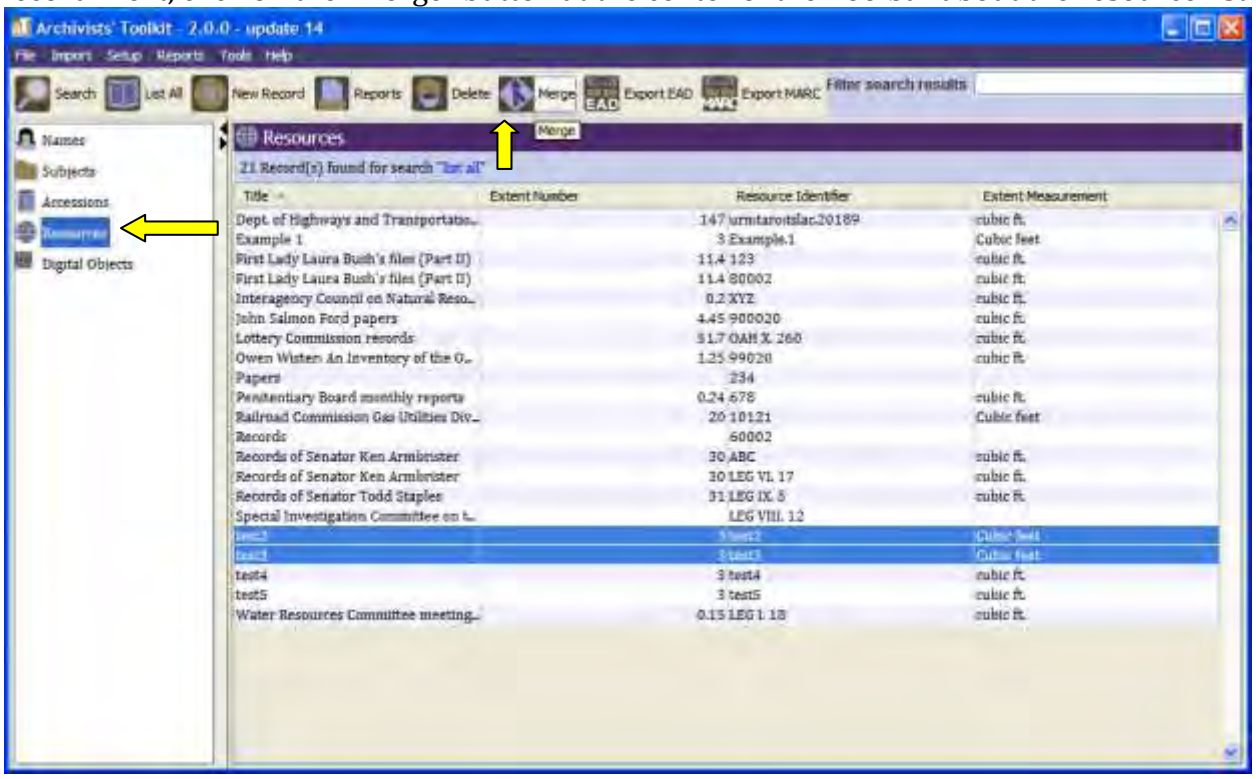


Merging Toolkit records

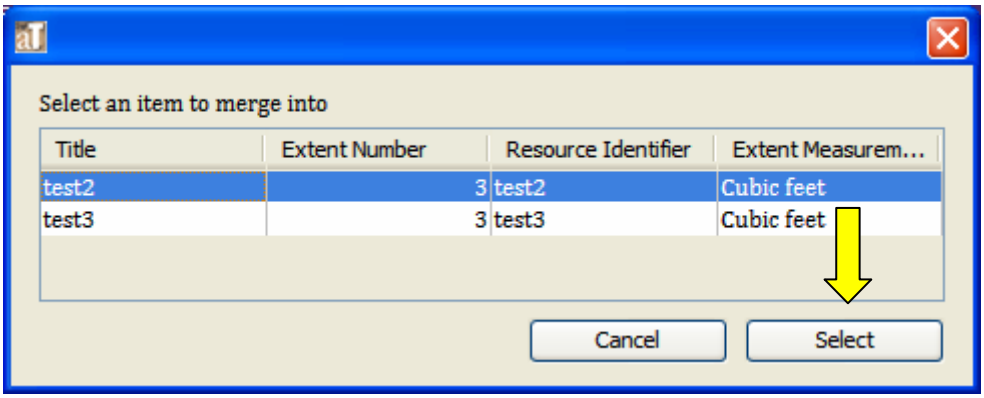
Merging Collection/Resource records in Toolkit can only be done from the main screen. Merging will move all data from one resource into another. The receiving collection/resource record will should the merged record information as appended onto the primary collection/resource record. The collection/resource record being merged from will be deleted and the primary collection/resource information will not be transferred to the receiving collection/resource record.

Once you have merged records you will need to enter the receiving collection/resource record to update and change associations which have been disturbed during the merge process.

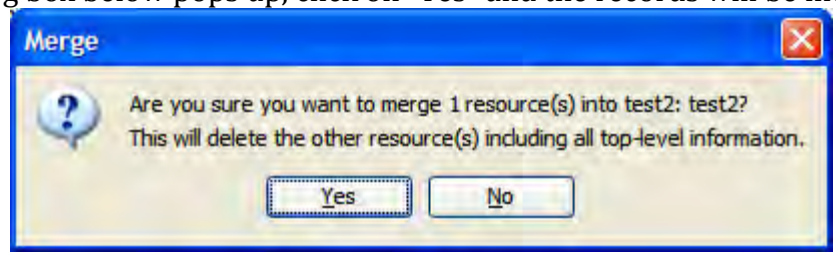
To merge record, from the main screen list all of the collection/resource records and highlight the records to be merged by holding the ctrl button down while clicking on the record. Next, click on the “Merge” button at the center of the Toolbar about the resource list.



The following screen will appear. In this screen select the record wish to have receiving the data and click on the “Select” button.



When the dialog box below pops up, click on "Yes" and the records will be merged.



Creating Finding Aids

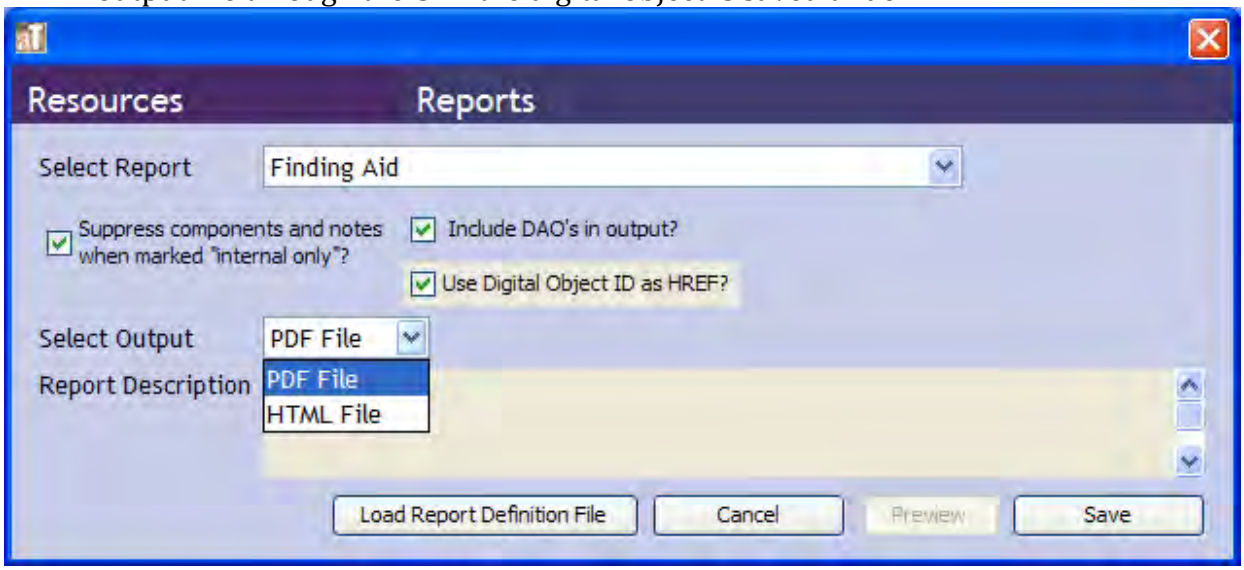
Once all of the Resources are listed select the one(s) for which you wish to generate the finding aid and then click on "Reports"

Next, choose "Finding Aid" from the dialog box, create a title and choose your output file type.

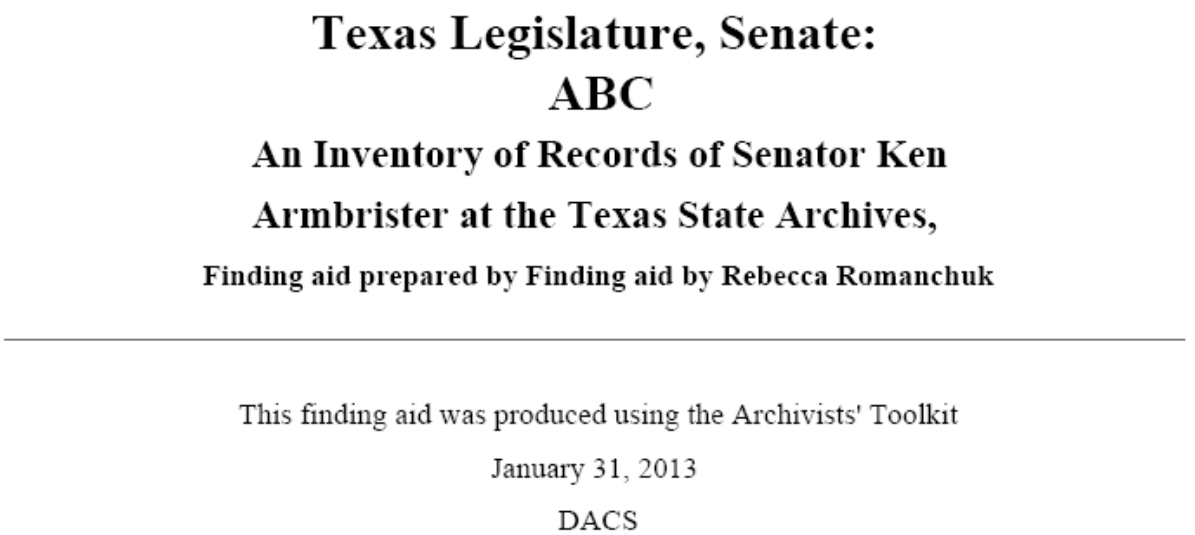
- Suppress components marked internal: When data on a collection is not ready for public viewing, that information should be marked as internal only. Clicking this radio button will remove internal only information. Once the information in-process

is ready for the public, just remove the internal only status to add it to the output. Unless the finding aid is only for internal TSLAC archivist use, this button should ***ALWAYS*** be highlighted.

- Include DAO: Selecting this radio button will embed any digital objects linked to the collection into the output finding aid, at the location in the collection it is associated with. For instance, if subseries 3 has a photograph thumbnail in the Toolkit system, a copy of that thumbnail will show up on the finding aid under subseries 3.
- Use Digital Object ID: This allows the embedded digital object to be linked to the output file through the URL the digital object is saved under.



A PDF finding aid will look like this:



Texas Legislature, Senate:
ABC
An Inventory of Records of Senator Ken Armbrister at the Texas State Archives,
Finding aid prepared by Finding aid by Rebecca Romanchuk

This finding aid was produced using the Archivists' Toolkit

January 31, 2013

DACS

It will have a title page, a page for the table of contents (with active links to those sections inside the document), and all information listed in the collection according to archival standardized finding aid conventions.

The HTML file output will look like this:

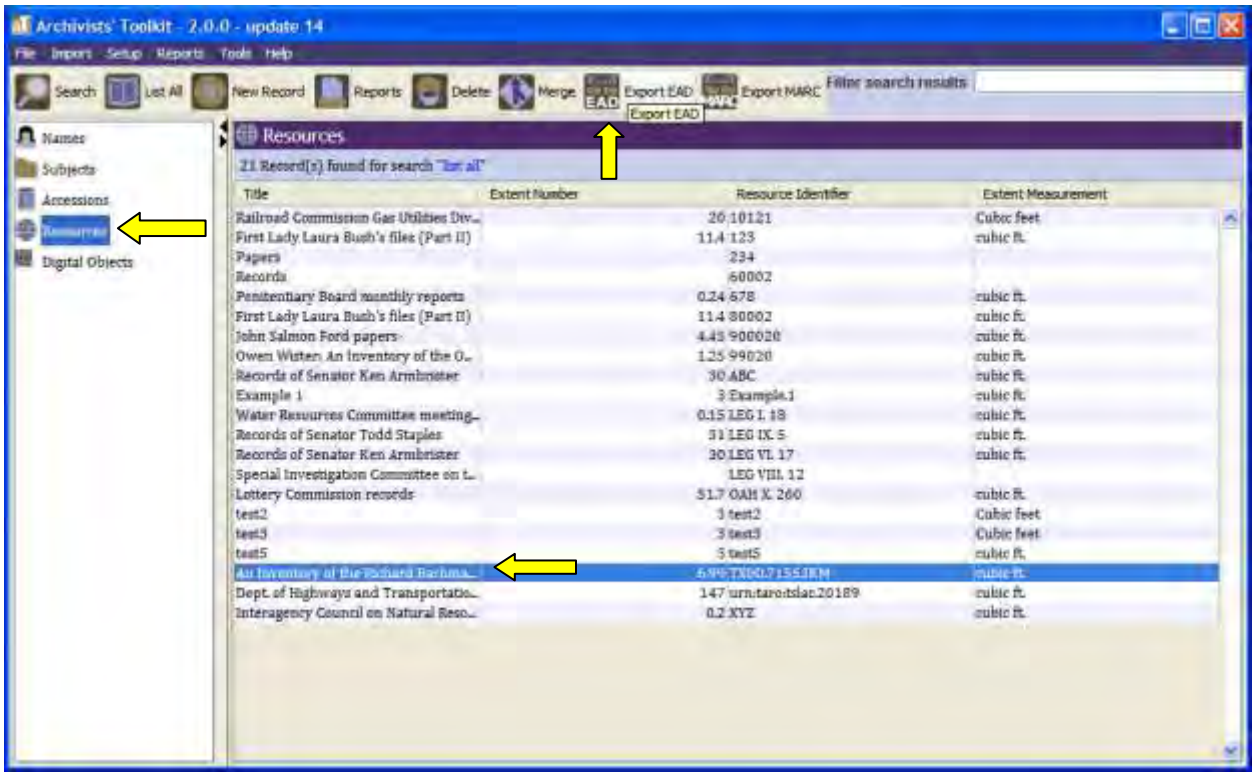
This finding aid will have the repository header at the top of the page, the collection title below against a black background. Below the collection title, the table of contents is in a column to the left and the finding aid content is on the right. The table of contents provides links to individual sections, and each section provides hotlinks back to the table of contents.

Creating EAD Finding Aids

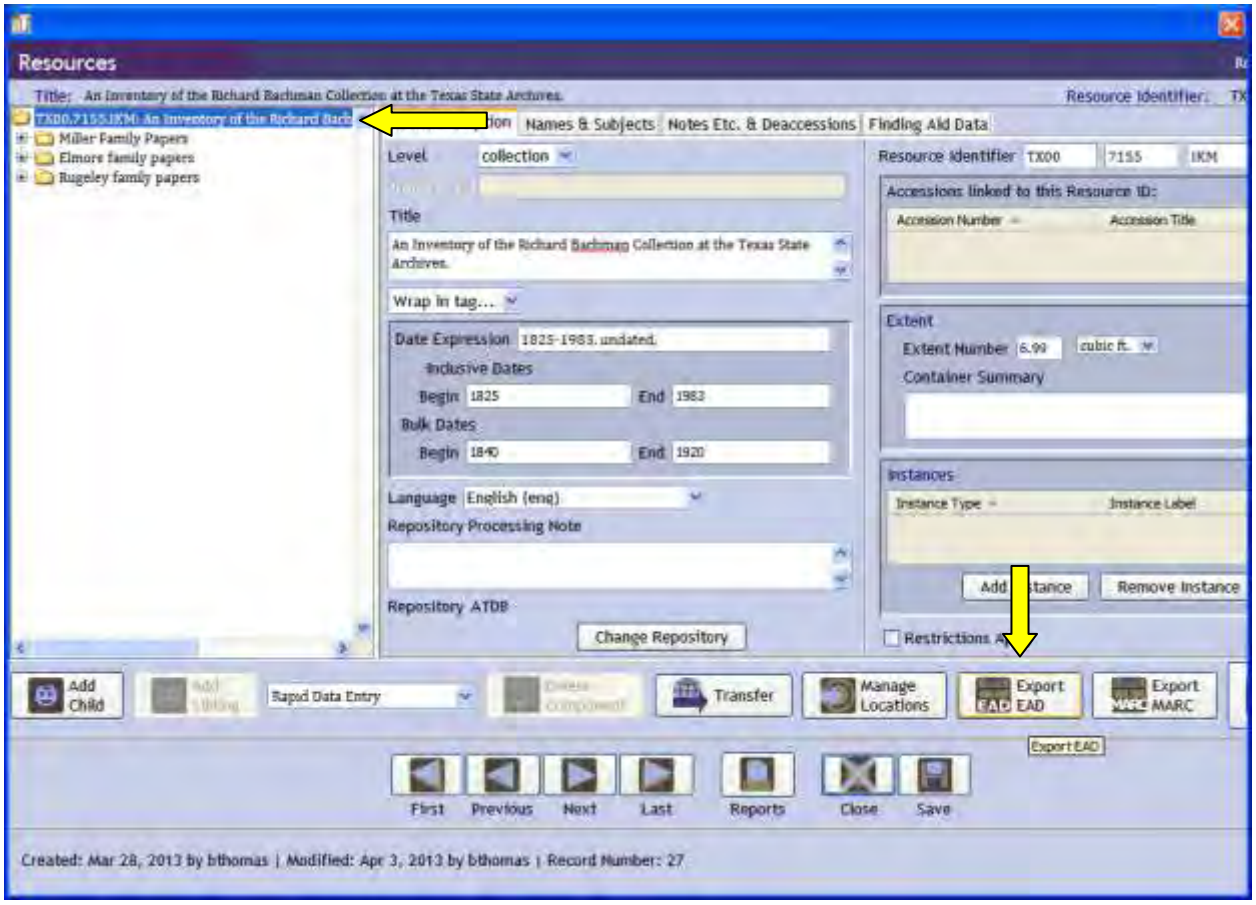
Creating an EAD Finding Aid can be done either through the main Toolkit screen or through the Collection/Resource Record directly.

To being the process from the main Toolkit screen, double click on the Resource tab on the left-hand side of the screen. All of the Collection/Resource Records should be displayed. Locate and highlight the record you wish to create the EAD from, then click on the Export EAD button at the top of the screen.

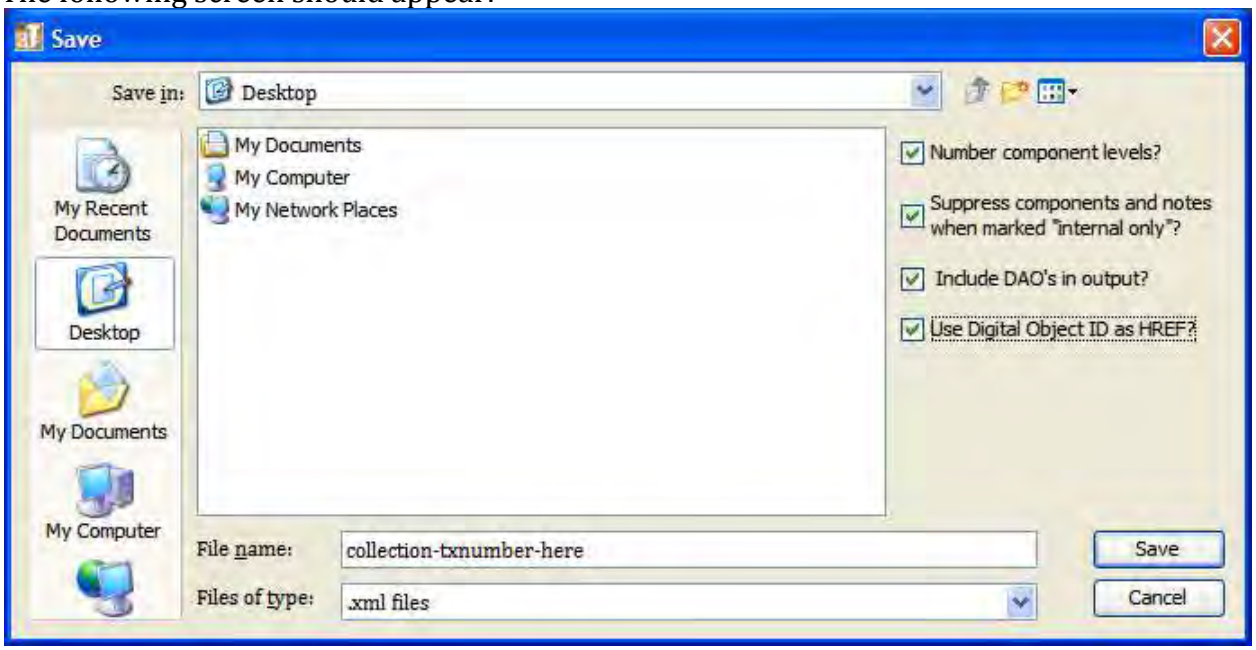
Note that you may also locate the record using the search function from the main screen once the Resources tab has been highlighted.



To being export from within the Collection/Resource Record, locate and enter the correction Collection/Resource record. Navigate to the upper-most level of the Collection/Resource record, then click on the Export EAD button on the bottom of the screen.



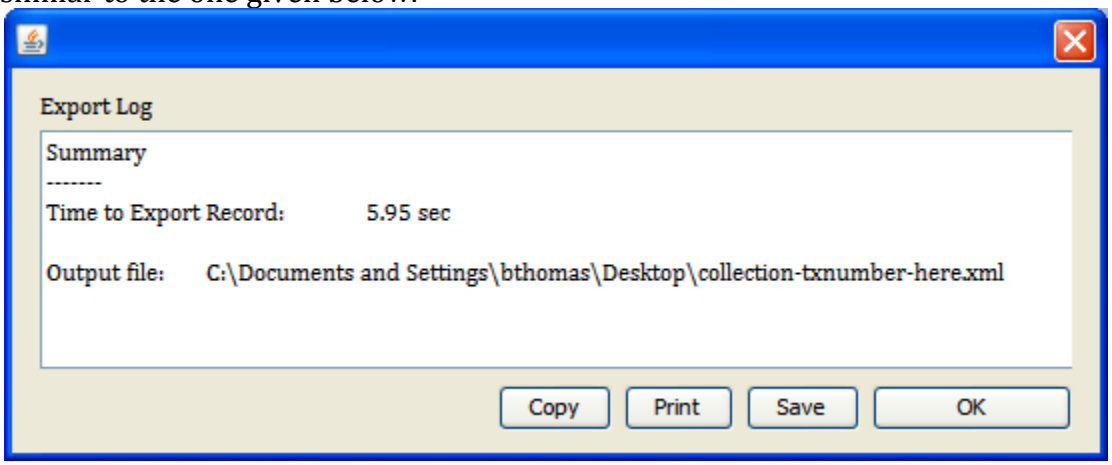
The following screen should appear:



Under file name, enter the assigned TX number. If that is not available, input the next available TARO finding aid number. Check the following fields on the upper-right hand corner: Number component levels (will output levels as c01, c02, etc), suppress

components and notes when marked “internal only,” Include DAO’s in output, and Use Digital Object ID as HREF (will allow linking to a Digital Object).

Next, click on Save. When the export is done, you will receive a confirmation message similar to the one given below.



Fixes

When creating an EAD finding aid that is in line with TSLAC and TARO standards there are a few things you will need to fix.

As a rule, Toolkit does not output EAD tags with the encodinganalog addendum in the tag. Toolkit generates MARC records through the notes system and does not need to keep track of MARC fields in the EAD. If the encodinganalog tags are necessary, you will need to enter them manually.

EAD Header

Insert this text as a replacement for the EAD header. Make sure you insert the correct TX# at the urn:taro:tslac. point.

```
<ead relatedencoding="MARC21">
- <eadheader langencoding="iso639-2b" findaidstatus="edited-full-draft"
    audience="internal" id="a0" scriptencoding="iso15924" dateencoding="iso8601"
    countryencoding="iso3166-1" repositoryencoding="iso15511">
  <eadid encodinganalog="852$a" countrycode="US"
    mainagencycode="Tx">urn:taro:tslac.TX#</eadid>
```

Title statement

Delete the <num> tag and its contents.

The change should output from this:

```
- <titleproper>
    An Inventory of the Richard Bachman Collection at the Texas State Archives,
    <num>TX00.7155.IKM</num>
  </titleproper>
```

To this:

```
– <titleproper>
    An Inventory of the Richard Bachman Collection at the Texas State Archives,
    <date type="inclusive" era="ce" calendar="gregorian">1825-1983, undated, </date>
    <date type="bulk" era="ce" calendar="gregorian">bulk 1840-1920</date>
  </titleproper>
```

Creation

If you do not wish to credit Archivists' Toolkit with the creation of the finding aid, you will need to remove this tag or replace the contents to credit the actual creators.

```
– <creation>
    This finding aid was produced using the Archivists' Toolkit
    <date>2013-04-10T16:27-0500</date>
  </creation>
```

Collection level description

- Remove the <unittitle> and <unitid> tags and contents, replacing it with <head> and whatever header is appropriate. Most likely "Overview".
- Under the <repository> tag remove <corpname> contents and insert: `<extref href="http://www.tsl.state.tx.us/arc/index.html" show="new" actuate="onrequest" linktype="simple">Texas State Archives</extref>`
- The <unittitle> information will need to be inserted between the end of the <repository> tag and the beginning of the <unitdate> tag.

The change should go from this:

```
– <did>
  – <unittitle>
      An Inventory of the Richard Bachman Collection at the Texas State Archives,
    </unittitle>
    <unitid>TX00.7155.IKM</unitid>
  – <repository>
      <corpname>Texas State Library and Archives Commission</corpname>
    </repository>
  – <langmaterial>
      <language langcode="eng"/>
    </langmaterial>
  – <physdesc>
      <extent>6.99 cubic ft.</extent>
    </physdesc>
    <unitdate normal="1840/1920" type="bulk">Bulk, 1840-1920</unitdate>
    <unitdate normal="1825/1983" type="inclusive">1825-1983, undated,</unitdate>
```

To something like this:

```
– <did id="a1">
    <head>Overview</head>
  – <repository>
      <extref href="http://www.tsl.state.tx.us/arc/index.html" show="new" actuate="onrequest">Texas State Archives </extref>
    </repository>
    <unittitle label="Title:" encodinganalog="245">Richard Bachman collection</unittitle>
    <unitdate label="Dates:" encodinganalog="245$f" type="inclusive" era="ce" calendar="gregorian">about 1820-1983, undated </unitdate>
    <unitdate type="bulk" era="ce" calendar="gregorian">bulk 1840-1920 </unitdate>
```

Arrangement

Toolkit does not use a "simple" list type in its output. It will instead state numeration as Arabic and type as ordered. This does not appear to need fixing.

However, the program outputs list arrangements using the series name as a header with items nested under it. TSLAC nests series/subseries as items only. To change this for any list sections in the arrangement section(s) of the EAD:

- Change the opening tag <head> to <item>
- Remove the closing </head> tag
- Insert a closing </item> tag at the end of each list

If this does not achieve the desired TARO result, you may also:

- Change the very first <list> tag from <list numeration="Arabic"…> to <list type="simple">
- Remove subsequent <list> opening tags, but retain the closing </list> tags
- Change each Toolkit list <head> opening tag to a <item> opening tag and remove the </head> tag.
- Place a <list type="simple"> tag where the </head> tag was located
- Insert a closing </item> tag at the end of the series being itemized, just after the closing </list> tag..

This should change the output from this:

```
– <list numeration="arabic" type="ordered">
  – <head>
      Miller family papers, 1825-1919, undated, 0.47 cubic ft.
    </head>
    <item>Correspondence, 1838-1904, undated, 0.1 cubic ft.</item>
    <item>Legal documents, 1836-1919, undated, fractional</item>
    <item>Receipts, 1825-1916, undated, 0.21 cubic ft.</item>
    <item>General documents, 1850-1854, undated, fractional</item>
  </list>
```

To this:

```
– <list type="simple">
  – <item>
      Miller family papers, 1825-1919, undated, 0.47 cubic ft.
    – <list type="simple">
        <item>Correspondence, 1838-1904, undated, 0.1 cubic ft.</item>
        <item>Legal documents, 1836-1919, undated, fractional</item>
        <item>Receipts, 1825-1916, undated, 0.21 cubic ft.</item>
        <item>General documents, 1850-1854, undated, fractional</item>
      </list>
    </item>
```

Nesting into subseries, subsubseries, and at the individual series arrangement notes may need to be fixed and should be examined closely.

Biographical/Historical Note

The bibliographic information previously included in the biographical/historical note is separated into its own note type in Toolkit. If you wish it incorporated into the biographical/historical note you will either need to enter it within the note in Toolkit or move the information in the EAD. The note will also appear after the scope and content note in the EAD output, although this may not affect its rendering in the TARO visualization. If it does, you will need to move the biographical/historical note to just before the scope and content notes.

Control Access

You will need to insert the following text at the very beginning of this section:

<head>Index Terms</head>
<emph render-“italic”>The terms listed here were used to catalog the records. The terms can be used to find similar or related records</emph>

You will also need to ensure each type of term (<persname>, <corpname>, etc) are set next to each other.

Before the corpname segment, insert the following:

<controlaccess><head>Corporate Names</head>

At the end of the <corpname> segment insert a closing </controlaccess> tag.
It should go from this:

```
<corpname rules="dacs" source="local">Jacob Bachman Grocery (Bay City, Tex.).</corpname>
<persname rules="dacs" source="LCNAF">Jones, Anson, 1798-1858</persname>
<persname rules="dacs" source="LCNAF">Lamar, Mirabeau B., 1798-1859</persname>
<persname rules="dacs" source="LCNAF">Lea, Albert Miller, 1808-1891</persname>
<persname rules="dacs" source="LCNAF">Miller, George Forrester</persname>
<persname rules="dacs" source="LCNAF">Miller, John F., 1798-1854</persname>
<persname rules="dacs" source="LCNAF">Miller, Lucinda Jefferson</persname>
<persname rules="dacs" source="LCNAF">Obenchain, Edgar B.</persname>
<corpname rules="dacs" source="local">Rugeley Motor Company.</corpname>
<persname rules="dacs" source="LCNAF">Rugeley, Elizabeth</persname>
<persname rules="dacs" source="LCNAF">Rugeley, Henry L.</persname>
<persname rules="dacs" source="LCNAF">Rugeley, James</persname>
<persname rules="dacs" source="LCNAF">Rugeley, John, 1792-1878</persname>
<persname rules="dacs" source="LCNAF">Rugeley, Rowland</persname>
<corpname rules="dacs" source="LCNAF">Texas Rangers.</corpname>
```

To this:

```
- <controlaccess>
    <head>Corporate Names</head>
    <corpname>Colorado Navigation Company (Tex.).</corpname>
    <corpname>Rugeley Motor Company.</corpname>
    <corpname>Texas Rangers.</corpname>
    <corpname>Jacob Bachman Grocery (Bay City, Tex.).</corpname>
  </controlaccess>
```

Before the <persname> segment, insert the following:

<controlaccess><head>Personal Names</head>

At the end of the <persname> segment insert a closing </controlaccess> tag.

It should go from this:

```
- <controlaccess>
    <corpname rules="dacs" source="LCNAF">Colorado Navigation Company (Tex.).</corpname>
    <persname rules="dacs" source="LCNAF">Elmore, Elizabeth Fitzpatrick</persname>
    <persname rules="dacs" source="LCNAF">Elmore, Henry Marshall, 1816-1879</persname>
    <persname rules="dacs" source="LCNAF">Harris, Dilue Rose, 1825-1914</persname>
    <persname rules="dacs" source="LCNAF">Hawkins, John Boyd</persname>
    <corpname rules="dacs" source="local">Jacob Bachman Grocery (Bay City, Tex.).</corpname>
    <persname rules="dacs" source="LCNAF">Jones, Anson, 1798-1858</persname>
    <persname rules="dacs" source="LCNAF">Lamar, Mirabeau B., 1798-1859</persname>
    <persname rules="dacs" source="LCNAF">Lea, Albert Miller, 1808-1891</persname>
```

To this:

```
- <controlaccess>
    <head>Personal Names:</head>
    <persname source="dacs" encodinganalog="600">Elmore, Henry Marshall, 1816-1879.</persname>
    <persname>Elmore, Elizabeth Fitzpatrick.</persname>
    <persname source="dacs" encodinganalog="600">Hawkins, John Boyd.</persname>
    <persname source="dacs" encodinganalog="600">Harris, Dilue Rose, 1825-1914.</persname>
    <persname source="dacs" encodinganalog="600">Jones, Anson, 1798-1858.</persname>
    <persname source="dacs" encodinganalog="600">Lamar, Mirabeau B., 1798-1859.</persname>
    <persname source="dacs" encodinganalog="600">Lea, Albert Miller, 1808-1891.</persname>
    <persname source="dacs" encodinganalog="600">Miller, George Forrester.</persname>
    <persname>Miller, John F., 1798-1854.</persname>
    <persname>Miller, Lucinda Jefferson.</persname>
    <persname source="dacs" encodinganalog="600">Obenchain, Edgar B.</persname>
    <persname source="dacs" encodinganalog="600">Rugeley, Elizabeth.</persname>
    <persname>Rugeley, John, 1792-1878.</persname>
    <persname>Rugeley, Henry L.</persname>
    <persname>Rugeley, James.</persname>
    <persname source="dacs" encodinganalog="600">Rugeley, Rowland.</persname>
  </controlaccess>
```

Before the subject <subject> segment, insert the following:

<controlaccess><head>Subjects:</head>

At the end of the <subject> segment, insert a closing </controlaccess> tag.

It should go from this:

```
<subject source="lcsh">Cotton--Texas</subject>
<genreform source="aat">Daguerreotypes (photographs)--Texas--1849--1862</genreform>
<genreform source="lcsh">Deeds--Texas--1836-1920s</genreform>
<genreform source="aat">Diffusion transfer prints--Texas--1980s</genreform>
<geogname source="lcsh">Elmore County (Ala.)--History</geogname>
<geogname source="lcsh">Galveston (Tex.), Battle of, 1863</geogname>
<genreform source="aat">Gelatin silver prints--Texas--about 1910</genreform>
<subject source="lcsh">Inheritance and succession--Texas</subject>
<genreform source="lcsh">Legal documents--Texas--1836-1919</genreform>
<geogname source="lcsh">Liverpool (England)</geogname>
<geogname source="lcsh">Matagorda County (Tex.)--History</geogname>
```

To this:

```
- <controlaccess>
    <head>Subjects:</head>
    <subject source="lcsh" encodinganalog="650">Archives--Texas--History.</subject>
    <subject source="lcsh" encodinganalog="650">Cotton--Texas.</subject>
    <subject source="lcsh" encodinganalog="650">Inheritance and succession--Texas.</subject>
    <subject source="lcsh" encodinganalog="650">Slavery--Texas.</subject>
  </controlaccess>
```

Before the <geogname> segment, insert the following:

<controlaccess><head>Places:</head>

At the end of the <geogname> segment, insert a closing </controlaccess> tag.

It should go from this:

```
<genreform source="aat">Diffusion transfer prints--Texas--1980s</genreform>
<geogname source="lcsh">Elmore County (Ala.)--History</geogname>
<geogname source="lcsh">Galveston (Tex.), Battle of, 1863</geogname>
<genreform source="aat">Gelatin silver prints--Texas--about 1910</genreform>
<subject source="lcsh">Inheritance and succession--Texas</subject>
<genreform source="lcsh">Legal documents--Texas--1836-1919</genreform>
<geogname source="lcsh">Liverpool (England)</geogname>
<geogname source="lcsh">Matagorda County (Tex.)--History</geogname>
<genreform source="aat">
  Photographs--Texas--about 1849-1982, bulk 1860s-1920s
```

To this:

```
- <controlaccess>
    <head>Places:</head>
    <geogname source="lcsh" encodinganalog="651">Texas--Politics and government--To 1846. </geogname>
    <geogname>United States--History--Civil War, 1861-1865.</geogname>
    <geogname>Texas--History--Civil War, 1861-1865.</geogname>
    <geogname>Texas--Annexation to the United States.</geogname>
    <geogname source="lcsh" encodinganalog="651">Bay City (Tex.)--History.</geogname>
    <geogname>Galveston (Tex.), Battle of, 1863. </geogname>
    <geogname source="lcsh" encodinganalog="651">Colorado County (Tex.)--History.</geogname>
    <geogname source="lcsh" encodinganalog="651">Elmore County (Ala.)--History.</geogname>
    <geogname source="lcsh" encodinganalog="651">Liverpool (England)</geogname>
    <geogname source="lcsh" encodinganalog="651">Matagorda County (Tex.)--History.</geogname>
    <geogname source="lcsh" encodinganalog="651">Wharton County (Tex.)--History. </geogname>
    <geogname>Texas--History, Local--Pictorial works.</geogname>
  </controlaccess>
```

At the beginning of the <genreform> segment, insert the following:

<controlaccess><head>Document Types:</head>

At the end of the <genreform> segment, insert a closing </controlaccess> tag.

It should go from this:

```
<genreform source="aat">Daguerreotypes (photographs)--Texas--1849--1862</genreform>
<genreform source="lcsh">Deeds--Texas--1836-1920s</genreform>
<genreform source="aat">Diffusion transfer prints--Texas--1980s</genreform>
<geogname source="lcsh">Elmore County (Ala.)--History</geogname>
<geogname source="lcsh">Galveston (Tex.), Battle of, 1863</geogname>
<genreform source="aat">Gelatin silver prints--Texas--about 1910</genreform>
```

To this:

```
- <controlaccess>
    <head>Document Types:</head>
  - <genreform source="lcsh" encodinganalog="655">
      Clippings (information artifacts)--Texas--1860s-1983.
    </genreform>
    <genreform source="lcsh" encodinganalog="655">Correspondence--Texas--1838-1934.</genreform>
    <genreform source="lcsh" encodinganalog="655">Legal documents--Texas--1836-1919.</genreform>
    <genreform source="lcsh" encodinganalog="655">Wills--Texas- about 1916-1930s.</genreform>
    <genreform>Deeds--Texas--1836-1920s..</genreform>
    <genreform source="lcsh" encodinganalog="655">Bible--Texas--1864.</genreform>
  - <genreform source="aat" encodinganalog="655">
```

Related Material

After the closing tag proceed with the directions listed below.

At the beginning of a listing for a repository, you will need to:

- Change the <list numeration=”Arabic” type=”ordered”> to <repository>, insert a tag
- If bolding is necessary for the name of the institution, insert an <emph render=”bold”> tag before the name, and a </emph> tag after the name
- Enter a closing </repository> tag, then a tag.
- Replace the <item> opening and closing tags with a <archref> opening and closing tag. Insert an href url link if appropriate prior to the name of the collection.
- Input a closing </relatedmaterial> tag and move to the next listing.

For books,

- Replace the <head> </head> tags with <emph render-“bold”> and </emph> , respectively.
- Replace the <item> opening and closing tags with <bibref> opening and closing tags.
- When the title of a book is given, insert a <title><emph render=”italic”> tag before and </emph></title> tag after the title.
- If an article, thesis or other non-book publication is being listed, follow the same title directions, replacing <emph render=”italic”> with <emph render=”doublequote”>.

It should go from looking like this:

```
- <relatedmaterial id="ref9">
    <head>Related Material</head>
  - <p>
    - <emph render="italic">
        The following materials are offered as possible sources of further information on the agencies and subje
        exhaustive.
      </emph>
    </p>
  - <list numeration="arabic" type="ordered">
    - <head>
        Dolph Briscoe Center for American History, The University of Texas at Austin
      </head>
      <item>F. Miller Papers, 1820-1882, 2 inches</item>
    </list>
  - <list numeration="arabic" type="ordered">
      <head>Baylor University, Waco, Texas</head>
      <item>Miller-Obenchain Papers, Texas Collection</item>
    </list>
  - <list numeration="arabic" type="ordered">
      <head>Publications</head>
    - <item>
        Allen, Arda Talbot.
        <emph render="italic">Twenty-One Sons for Texas.</emph>
        San Antonio, Tex.: The Naylor Company, 1959.
      </item>
    - <item>
        Palm, Reba W.
        <emph render="doublequote">Slavery in Microcosm: Matagorda County, Texas.</emph>
        MA thesis Texas A&I University, 1971.
      </item>
    </list>
  </relatedmaterial>
```

To this:

```
- <relatedmaterial id="a6">
    <head>Related Material</head>
  - <p>
    - <emph render="italic">
        The following materials are offered as possible sources of further information on the agencies and subjects cove
        exhaustive.
      </emph>
    </p>
  - <relatedmaterial>
    - <p>
      - <repository>
        - <emph render="bold">
            Dolph Briscoe Center for American History, The University of Texas at Austin
          </emph>
        </repository>
      </p>
      <archref href="http://www.lib.utexas.edu/taro/utcah/02309/cah-02309.html" actuate="onrequest" show="new">
      </archref>
    </relatedmaterial>
  - <relatedmaterial>
    - <p>
      - <repository>
          <emph render="bold">Baylor University, Waco, Texas</emph>
        </repository>
      </p>
      <archref>Miller-Obenchain Papers, Texas Collection </archref>
    </relatedmaterial>
  - <relatedmaterial>
    - <p>
        <emph render="bold">Publications</emph>
      </p>
    - <bibref>
        Allen, Arda Talbot.
      - <title>
```

<descgrp>

Toolkit will bunch the <prefercite>, <acqinfo>, <processinfo>, <appraisal> and <altformavail> segments in the same segment of the EAD and in the correct order. BUT, you will need to insert a <descgrp> tag before the first of these segments to appear in the EAD, and a closing </descgrp> after the last of these segments has been closed.

The change should go from this:

```
+ <prefercite id="ref10"></prefercite>
+ <acqinfo id="ref11"></acqinfo>
+ <processinfo id="ref12"></processinfo>
+ <appraisal id="ref13"></appraisal>
+ <altformavail id="ref14"></altformavail>
```

To this:

```
- <descgrp>
  + <prefercite id="a18" encodinganalog="524"></prefercite>
  + <acqinfo id="a19" encodinganalog="541"></acqinfo>
  + <processinfo id="a20" encodinganalog="583"></processinfo>
  + <appraisal encodinganalog="583"></appraisal>
  + <altformavail id="a17" encodinganalog="530"></altformavail>
  </descgrp>
```

<dsc>

Immediately following the <dsc> tag you will need to insert the following:

<head>Detailed Description of the Collection</head>

```
- <dsc type="combined" id="a23">
    <head>Detailed Description of the Collection</head>
  - <c01 level="series" id="ser1">
```

Series level description

Arrangement

If the series had a subseries attached to it necessitating the itemization of the various subseries, you will need to update the formatting. (If not, no action is needed.) After the initial statement about the organization of the papers, you will need to:

- Insert a <list type="simple"> opening tag
- Change the tags to <item>, and the tags to </item>
- Insert a closing </list> tag after the last </item> tag

From this:

```
- <arrangement id="ref17">
    <head>Organization</head>
  - <p>
      Papers are organized by State Archives staff and student volunteers into four subseries.
    </p>
    <p>Correspondence, 1838-1904, undated, 0.1 cubic ft.</p>
    <p>Legal documents, 1836-1919, undated, fractional</p>
  - <p>
      Receipts, 1825-1916, undated, bulk 1840-1860, 0.21 cubic ft.
    </p>
    <p>General documents, 1850-1854, undated, fractional</p>
  </arrangement>
```

To this:

```
- <arrangement id="ref17">
    <head>Organization</head>
  - <p>
      Papers are organized by State Archives staff and student volunteers into four subseries.
    </p>
    <p>Correspondence, 1838-1904, undated, 0.1 cubic ft.</p>
    <p>Legal documents, 1836-1919, undated, fractional</p>
  - <p>
      Receipts, 1825-1916, undated, bulk 1840-1860, 0.21 cubic ft.
    </p>
    <p>General documents, 1850-1854, undated, fractional</p>
  </arrangement>
```

Folder level description

<container>

Container information will appear in reversed order. You will need to move the information from after the <unittitle> information to before.

For the first level of a <container> remove all information within the <container> brackets (<>) except the *type=””.*

For the second level of a <container> description, remove all information within the <container> brackets (<>) except the *type=””*.

From this:

```
- <did>
    <unittitle>John and Lucinda Miller</unittitle>
    <container id="cid21001" type="Box" label="Text">2011/348-1</container>
    <container parent="cid21001" type="Folder">1.</container>
    <unitdate>1838-1849</unitdate>
  </did>
```

To this:

```
- <did>
    <container type="Box">2011/348-1</container>
    <container type="Folder">1. </container>
  - <unittitle>
      John and Lucinda Miller,
      <unitdate type="inclusive" era="ce" calendar="gregorian">1838-1849 </unitdate>
    </unittitle>
  </did>
```

Item level description

<container>

Container information will appear in reversed order. You will need to move the information from after the <unittitle> information to before.

For the first level of a <container> remove all information within the <container> brackets (<>) except the *type=””.*

For the second level of a <container> description, remove all information within the <container> brackets (<>) except the *type=””*.

If there is a third level, remove all information within the <container> tag brackets (<>) itself except the *type=””*.

Importing EAD Finding Aids

You can shortcut the process of data entry for processed Collections/Resources by importing the EAD XML finding aid. However, due to fixes necessary prior to import into Toolkit, batch import will not be possible. If a Toolkit import is causing errors not easily resolved, manual entry using the guidelines for this section may be necessary.

This type of import is very delicate and is prone to errors in how things are imported. Nothing is perfect and content will need to be spot-checked once the import is complete. Toolkit will most likely remind you what fields did not import properly when you go to save the record at a later time, but do not rely on this notice.

Toolkit may not recognize that the information from one Collection/Resource has already been imported, so it is recommended that a database be kept of what finding aids have been processed into Toolkit, whether the imported finding aids have been checked, what finding aids are still outstanding, and what finding aids need manual entry (and the status of that entry). It is also recommended that a copy of the import message be kept as it provides data on what might not have imported correctly.

The following are known issues with importing based on the TARO finding aids:

Fix before import: Collection/Resource number

Toolkit requires the Collection/Resource TX number in the <unitid> tag in order to import the data. This is not in the TARO record, and will need to be retrieved internally or through looking it up in the TSLAC catalog.

Once the TX number have been retrieved, enter it at:

<archdesc level=”subgroup” type=”inventory” audience=”external”>
<did id=”a1”>
<head>Overview</head>
<unitid>TX[the TX number]</unitid>
<repository>…

The TARO finding aid number can be used temporarily as the <unitid> until the TX number can be located.

Fix before import: DTD

To properly import, Toolkit requires that the DTD used to validate the original EAD XML be in the same folder as the file you are importing. Make sure when the DTD is placed in the folder that it is named ead.dtd.

Fix after import: Folder instances

Toolkit will import the box number for the folder, but will not import the folder number for an unknown reason. You will need to check the box information in each folder/item level part of the record and input the correct folder number. See the *Instances* portion of this section for instructions on how that information should look.

Fix after import: Extent

Toolkit does not import the extent past the series level. Any subseries, subsubseries, etc. for which an extent is recorded in the EAD finding aid will need to be updated. It may be best to check all levels for extent, and not just the subseries and downwards levels. When exiting the record, Toolkit should remind you that some of this information is missing.

Fix after import: Date in title

The date is imported into Toolkit in the date field, instead of in the title field. For organizing information this is good. However, to export an EAD record at a later time and have it output in a TARO-compliant format, the date needs to be wrapped in the date tag and be placed in the title. Transfer the date information into the title, making sure that the date is separated from the title using a comma (,), and use the wrap-in-tag function to encapsulate the date in the correct tag.

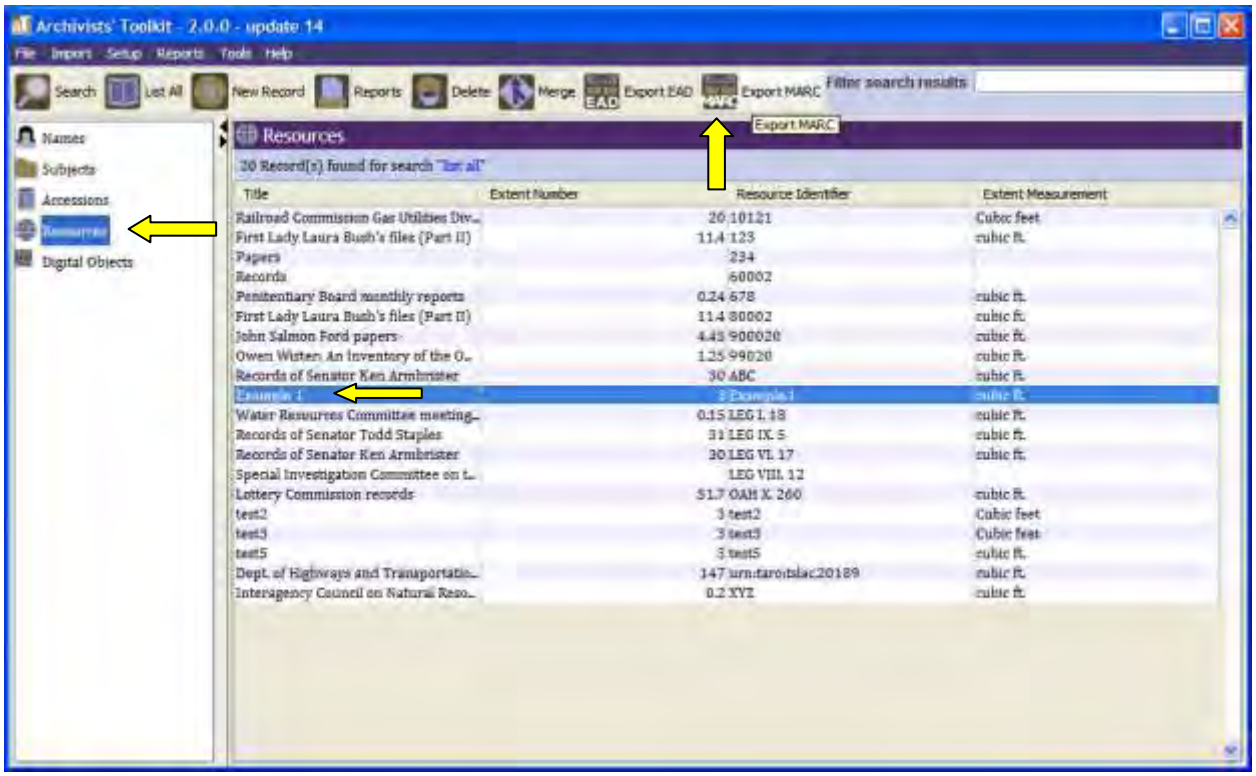
Fix after import: Names and Subjects

Name and Subject records are generated in the EAD import process if the information is not already in an existing Name and Subject record. When importing you should consider whether the import may have caused a duplicate Subject or Name record.

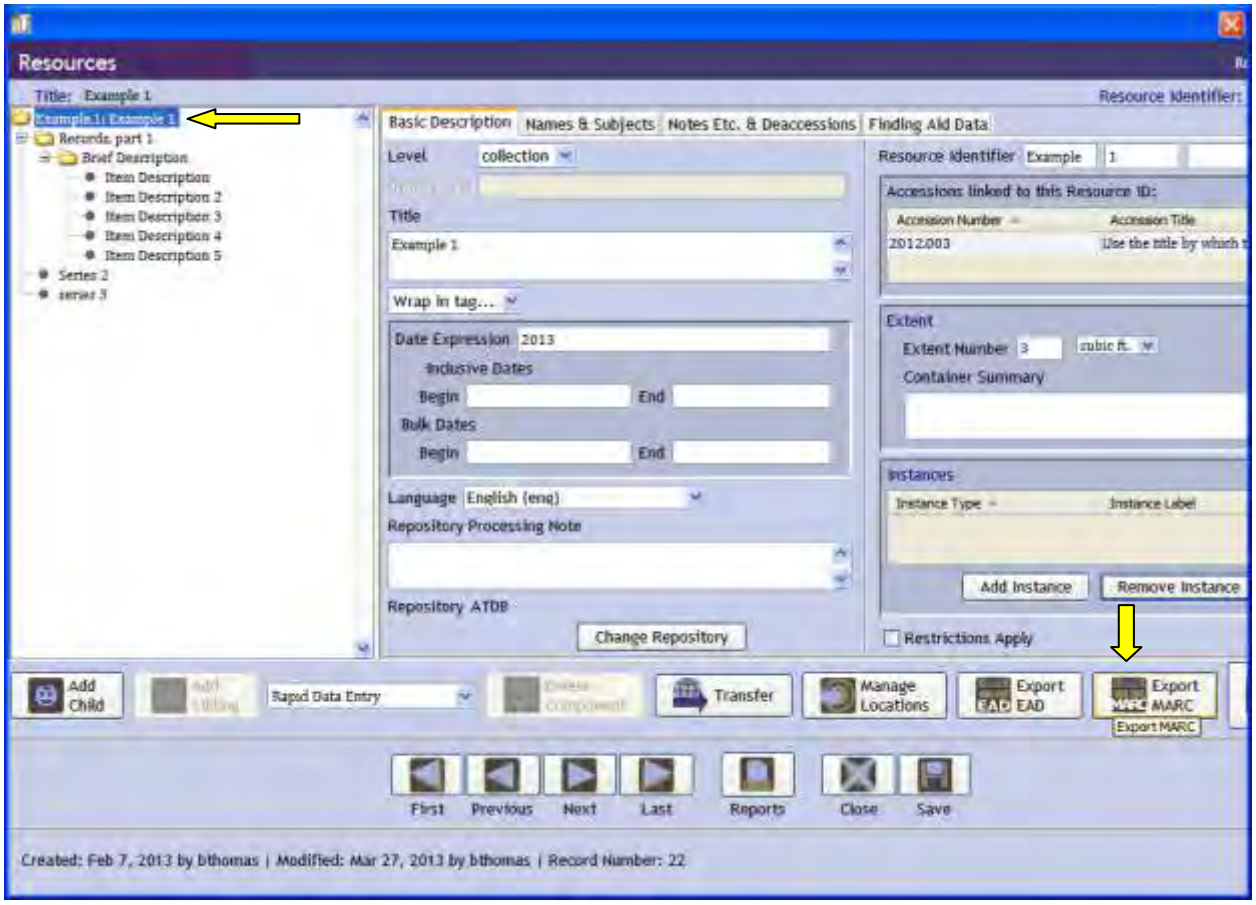
Exporting a Marc XML record

Mark XML is an XML metadata file that has standardized fields so that, when submitted to an electronic library catalog, it will read and render as a catalog item. There are a variety of fields that can be found and explained in the handbook for the current standard, AACR2.

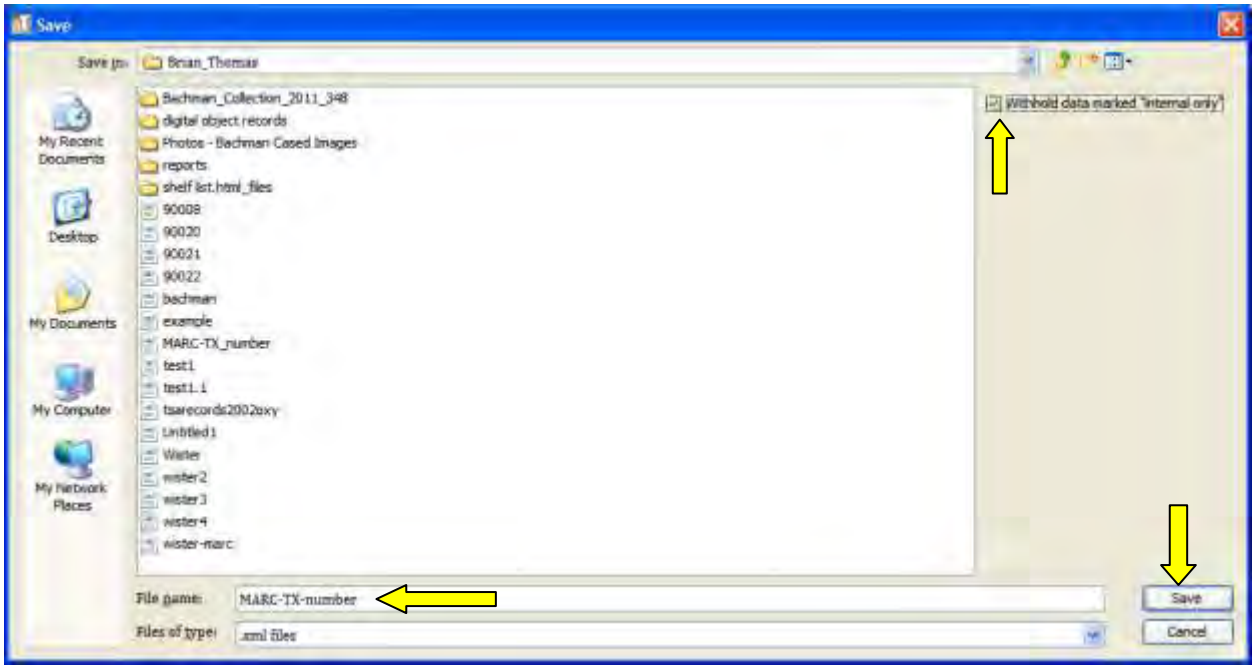
To export a MARC XML file from the main screen highlight the Resources button on the left-hand side of the main window, and click on the record you wish to export. Next, select “Export MARC” from the Toolbar at the top of the window.



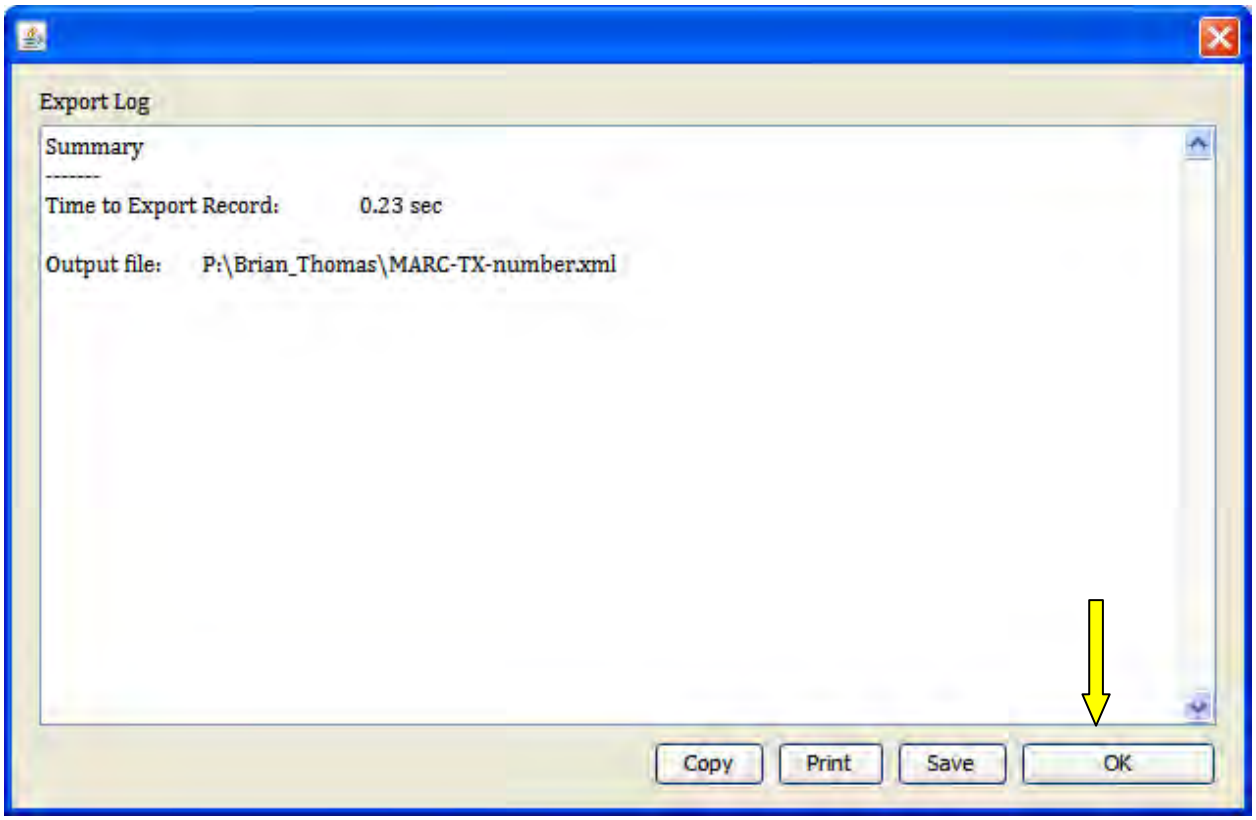
To export a MARC XML file from within the Collection/Resource record, ensure that you are at the top-most level of the Collection/Resource record. This will be the first line of the record on the left-hand side of the record window. Next, click on the "Export MARC" button at the bottom of the record window.



In the following screen input the desired MARC xml file name, make sure the "Withhold data marked 'internal only' checkbox has been selected to prevent a MARC file that shows data that is inappropriate for public use, and select Save. The naming convention should be: MARC-[collection TX number].



There will be a follow-up screen that provides details on the success of the export. Click OK to dismiss the window.



Creating a SIRSI-compatible Marc record

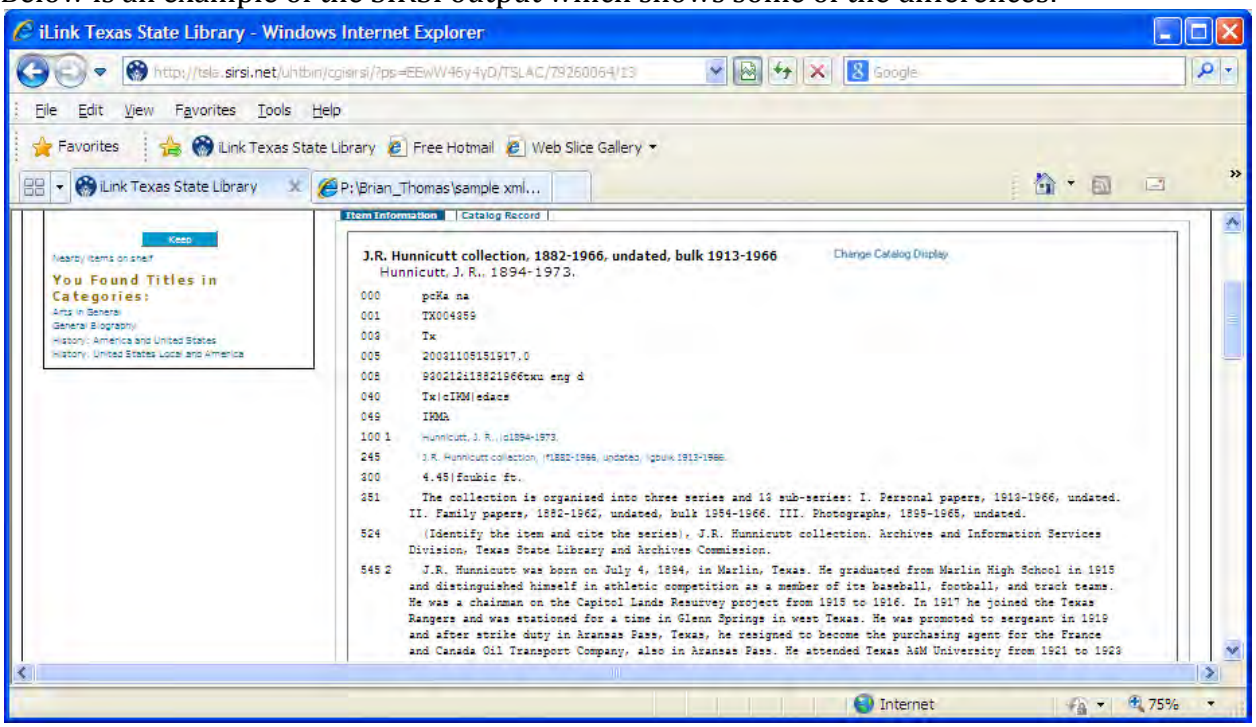
The Toolkit output for a Marc record can be converted into a Marc file for import into the SIRSI cataloging system.

To create a SIRSI Marc record, you will need to export a Marc XML file using the directions given above.

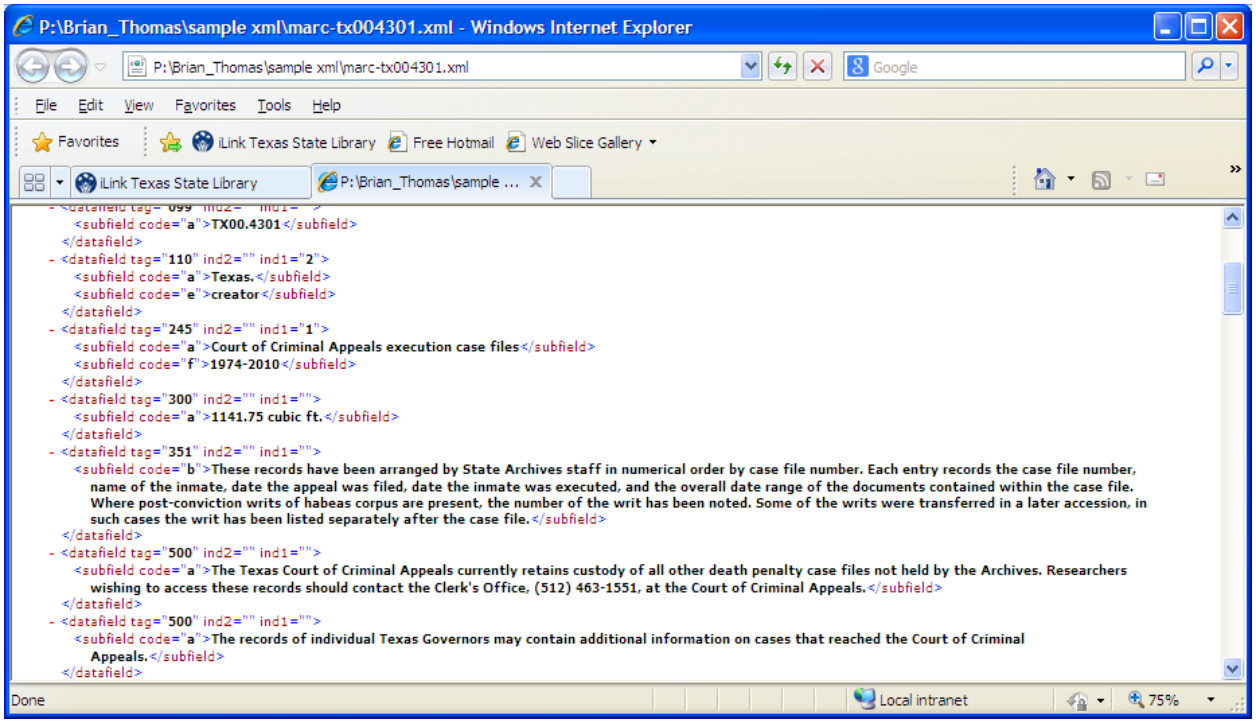
Next, you will need to edit the resulting Marc XML file as the Toolkit output may not completely be in tune with the other Marc record fields in SIRSI already. You can use a wordpad or notepad text editor to update, add or subtract information as necessary.

When editing the Marc XML file, please be aware that the Toolkit output provides Marc field chronologically, which is not the order in which it is shown in the SIRSI system. You may need to change the order in the XML file.

Below is an example of the SIRSI output which shows some of the differences:

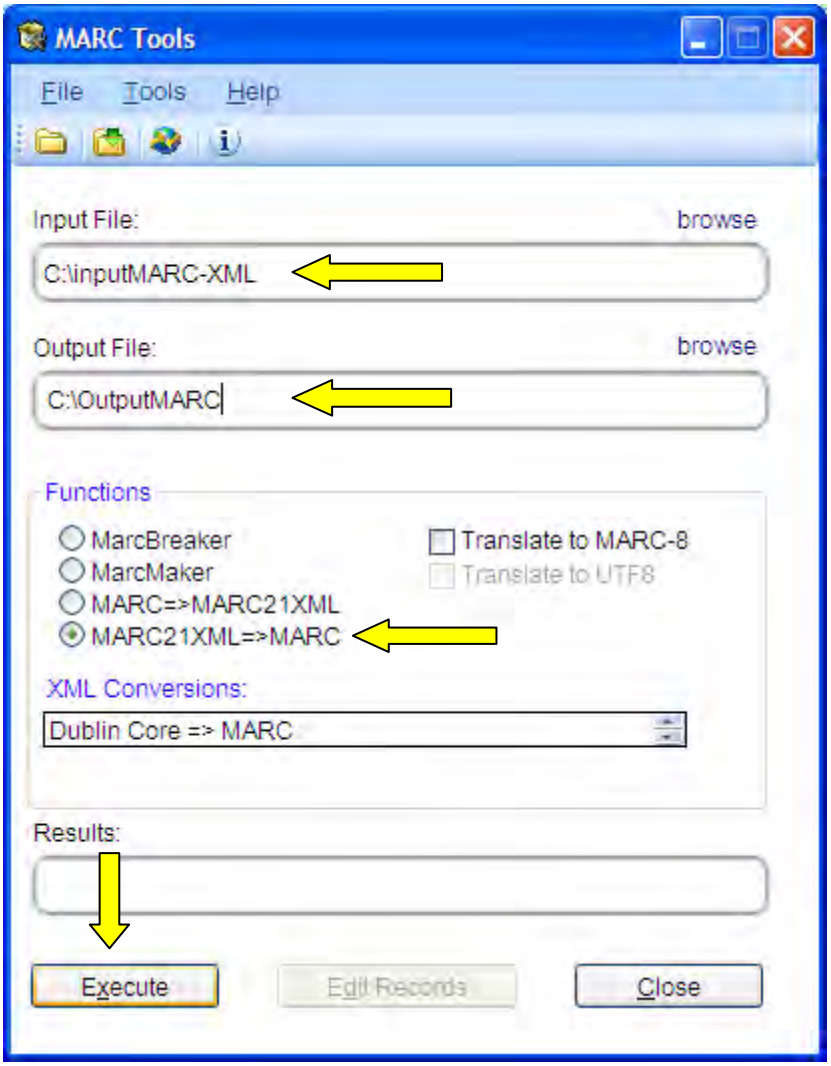


Compared against the Marc XML output:

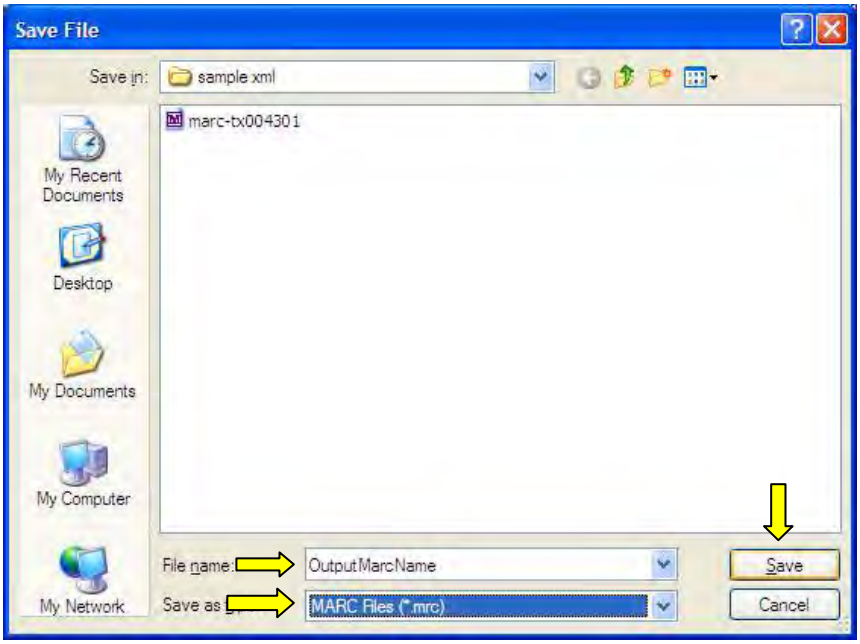


Once you have edited the Marc XML file, you will need to convert it to a text-based Marc record using MarcEdit. Marc Edit is a program external to Toolkit and should be accessible from the programs menu. To start this conversion, open the Marc Edit program and select Marc Tools.

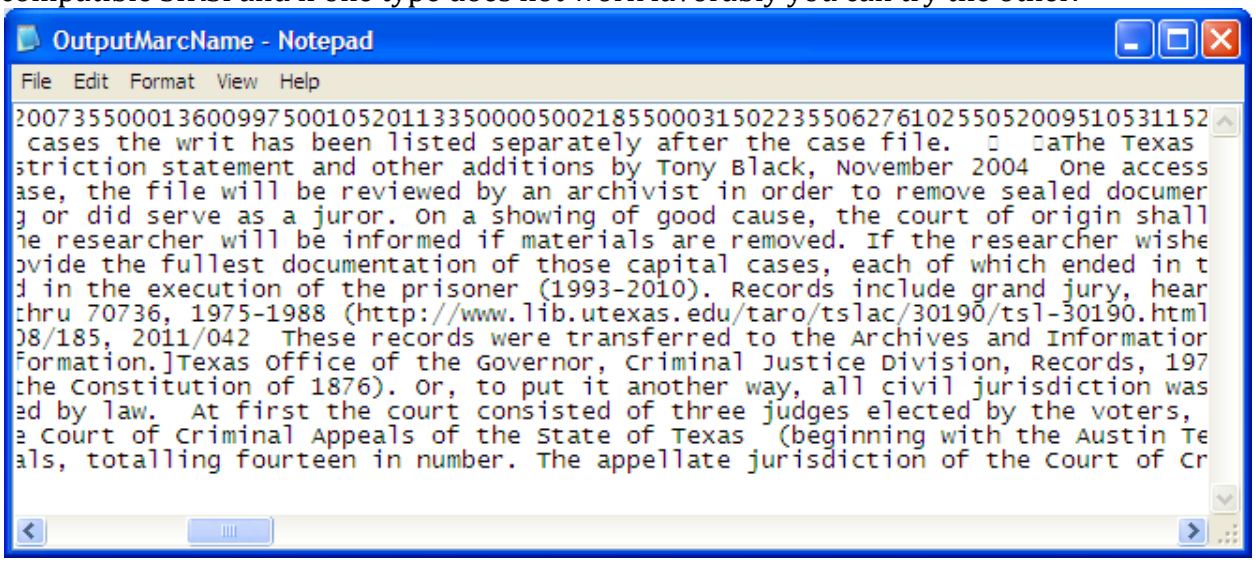
In the resulting screen you will need to select and input file by locating the MarcXML file you save earlier. Choose a target destination for the Marc file you are creating, and input the same name as your source file, less the file extension. Ensure that the MARC21XML=>MARC radio button has been selected and click on execute.



When selecting the output folder you will need to ensure that the correct Marc file extension is used. .mrc is recommended.



Once the system has generated the Marc record you can open it using wordpad or notepad to review the contents. It will look like the content below. Please note that .mrk may also be compatible SIRSI and if one type does not work favorably you can try the other.



Digital Objects

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A Digital Object is a physical object which has been scanned or otherwise imaged to create a digital copy, or a born-digital computer file (or sets of files) which makes a discrete whole. For Toolkit there are two major considerations that need to be taken into account: Is the Digital Object simple or complex?

A simple digital object is one that has only one computer file associated with it, even if there are multiple versions of that file. An example of this would be a digitized copy of a

photograph. There may be multiple versions, such as a master and thumbnail version, but it is based on only one simple thing. To enter information about a simple digital object follow the general directions in this section.

A complex digital object is a digital object that has multiple component files which, taken together, make up a whole thing. For example, a photo album (from scans or a digital camera) for a collection is a digital object because the individual photograph files aggregate to create the intended result of a whole album. Another example is a digitized book with single images for each page. To enter information about a complex digital object follow the directions under Complex Digital Objects.

A note about saving

Toolkit provides multiple means of saving information you have entered. You can click on close on the Save icon at the bottom of the screen. You can click on close and, if you have not saved changes you have made, you will be prompted to save changes. However, depending on the changes you make to an existing record, if you click on the X on the upper right-hand corner of the active window it may not save or prompt to save your changes. *Always* save your work by pressing the Save button on the bottom of the screen.

Creating a Digital Object Record

Follow these instructions to initiate the creation of a Digital Object Record [simple or complex records]

Verify that the digital object record does not already exist. On the left-hand bar double click on the Digital Objects icon. All of the Digital Object Records will be listed. Next, search for your Digital Object in the digital object records to ensure that you will not be entering a duplicate record.

If the record exists, double-click on it and update the record as-needed. If it does not exist, make sure that Digital Objects is still highlighted on the left-side of the Toolkit window, then select New Record on the Toolbar. This will generate a new Digital Object record. Complete the information per the guidelines listed below.

Simple Digital Object Records

As stated before, a simple Digital Object Record is a digital object that has only one component. For this component, there may be multiple versions of the digital object, but they all have a single origin.

Required Information

A simple digital object requires that you complete the following:

- All basic information as directed below.
- Names and Subjects Controlled access terms. At minimum, the controlled access terms need to list the creator, and the primary subject of the digital object.
- Notes
    - Abstract

- Biographical/Historical note
- Conditions Governing Access and Conditions Governing Use
- Custodial History
- Dimensions
- Existence and Location of Copies and Existence and Location of Originals
- General Physical Description
- Immediate Source of Acquisition
- Language
- Legal Status
- Linked Resource
- Physical Requirements and Technical Characteristics
- Preferred Citation
- Scope and Contents

Basic Information

Essential information is provided in the "Basic Description" tab of the Digital Object you have selected to edit, or which you are creating.

Label

Labels are not being used at this time. Do not enter any information in this field.

Title

The title should be a short description of the content of the object, and should be no more than 10 words. It is one of the fields immediately viewable when searching for an object so consistency is important.

For cartographic material/maps, list the name of location, year of map, and map creator. For instance, a Rand McNally Map of Austin in 1950 would be listed as: "Austin map, 1950, by Rand McNally.

For moving image (film) provide the name of the film, date and creator (company or individual). For example, Highlander would be listed as: "Highlander, 1986, Thorn EMI." If there is no official name, provide a short description. For instance, a 1968 clip of LBJ at the Capitol without a known author or name could be titled: "LBJ at Texas Capitol, 1968, source unknown.

For music, list the name of the song or score, name of the artist (if applicable), and year of creation. For instance, the song Flight of the Valkyrie performed by the UT Symphony in 2002 would be listed as: "Flight of the Valkyrie, UT Symphony, 2002.

For photographs list the name, location, and major activity being depicted. For instance, a photo of Laura Bush at the annual Christmas party at the capital greeting Girl Scouts would be described as: "Laura Bush at Capitol Christmas party with Girl Scouts."

For software, list the name of the program, year, and company or person responsible for the creation. For example, the Wing Commander video game would be listed as: "Wing Commander, 1992, Origin Inc."

For sound recordings that are not musical, give the name of the prominent party or feature of the recording, brief description of the content, and year. For example, Governor Perry's announcement to run for President of the United States would be listed as: "Governor Rick Perry, presidential campaign announcement, 2011."

For text based objects, provide the title of the text or brief description, year and author (if known). For example, the 2012 legislative retention schedule would be listed as: "Legislative Retention Schedule, 2012, TSLAC."

For digital images of realia or other 3-dimmensional objects provide the name or description of the item, part being imaged, and collection/resource number it pertains to. For instance, a photograph of the cover of the Bachman Family Bible would be listed as: "Bachman Family Bible, cover, TX[….]."

Date

In the Dates segment of the Basic Description screen the "Date Expression" field should provide as specific date information if possible down to the day if possible. If an exact date is unknown use estimate the date of date ranges and use the phrase "about" to describe the date.

In the Date Begin and Date end fields, provide specific information for dates covered under the digital object.

Restrictions

If restrictions apply to access of the digital object, check the "Internal Only" box. Unless the digital object has restricted access due to statute or a donor agreement, it is unlikely that this field will be selected.

Object Type

The object type should provide a basic description of how the digital object manifests itself when it is opened/used by the program that it was intended to be used with. So, a digital copy of a musical score that was written in a simple composition program, but can be played virtually with another program, would be listed as "notated music" rather than "sound recording."

Cartographic: Should be used if the digital object is a map or in some other fashion is specific to giving information about a geographic area.

Mixed material: Should not be used as an entry at the item level at this time.

Moving Image: Should be used when the object is a film or other digital object meant to be played with a visual element. If there is a strong audio component to the object but it has a visual aspect it should be listed as a moving image. For example, a music video would be categorized as a moving image, not a sound recording.

Notated music: Should be used when the digital object is sheet music of some kind, annotated or otherwise.

Software/multimedia: Should be used to when the digital object is a complex object meant to have some form of human interaction. A copy of Microsoft Windows is an example of software. A copy of a PowerPoint presentation with linked audio is an example of a multi-media object.

Object ID

The Object ID should be written as the accession number, a two letter designation of object type, the number of the digital object in relation to other digital objects in the associated accession using three digits. The number is sequential and should use leading zeros if one of the three numbers would not exist. Regardless of its association with the collection, the object should receive the next number available. Items should not be renumbered.

EAD DAO Actuate

This dropdown list instructs Toolkit how the object should be presented in an EAD finding aid, if one is generated. Note that in order for this function to work, it is necessary for at least one of the File Versions to have the same options selected.

Use "none" to have the digital object not represented in the finding aid.

Use “onLoad” to have the digital object shown automatically when the EAD loads is viewed by a user.

Use “onRequest” to have the digital object shown only when the user clicks on a link.

EAD DAO Show

This dropdown list instructs Toolkit how the object should behave when clicked on by an EAD finding aid user. By default you should select “new.” Note that in order for this function to work, it is necessary for at least one of the File Versions to have the same options selected.

Use “embed” to have the digital object appear at the location of the link.

Use “new” to have the digital object appear in a pop-up window.

Use “none” to have no action take place.
Use “replace” to have the digital object replace the finding aid in the browser window. Note that this should not be used as it would force the user to press the “Back” button in their browser to return to the finding aid.

Linked Collections/Resources

This section shows all collections/resources that are linked to the Digital Object. Note that you cannot link a Digital Object to a collection/resource from the Digital Object screen, it must be entered from the collection/resource screen. To do this, find the appropriate collection/resource and follow the directions in this manual under Collections/Resources, Linking Digital Objects.

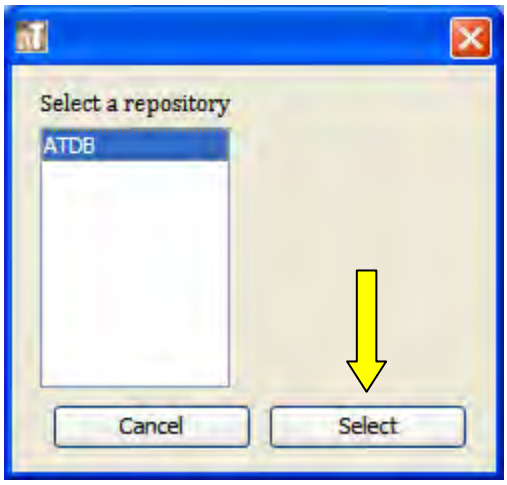
Language

Use the drop-down list to indicate the language which dominates the content of the digital object.

Repository

This option will let you transfer the record for the digital object to another repository in the Toolkit system. The Repository will default to the repository you are primarily assigned to. Only the Repository Manager, Assistant Director or Director should change the repository assigned to an object.

Note to Repository Manager, and Assistant Director/Director: To change the assigned Repository, click on the “Change Repository” button. The following screen should appear:



Next, highlight the correct repository for the digital object and click on "Select."

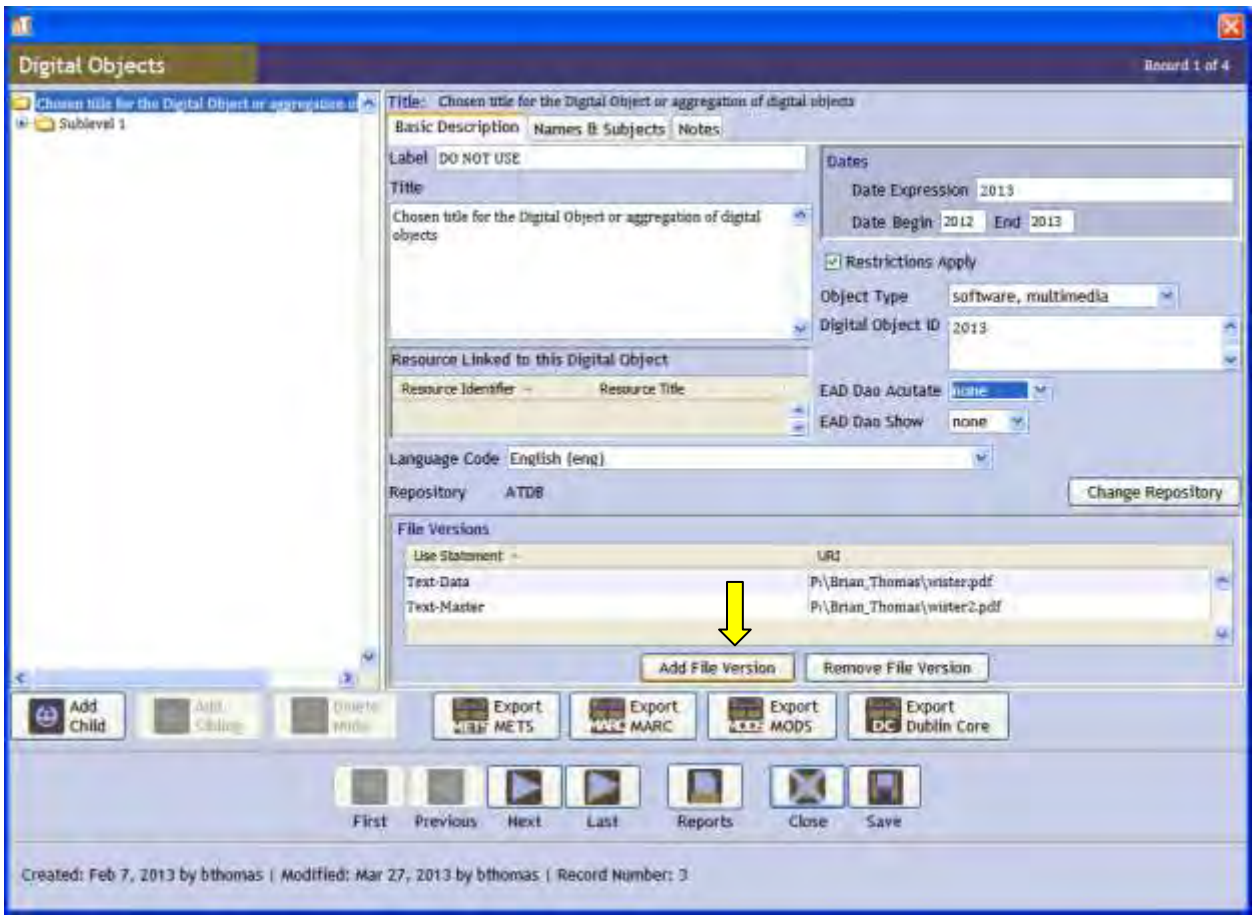
Versions

The "Add File Version" option allows you to link the digital object to the Digital Object record in Toolkit. It also allows you to link multiple files to one digital object record so that, if a change has been made to a digital object and there is a resulting new file, the derivative digital file can be associated with the same Digital Object Record. You must add at least one File Version for a digital object record.

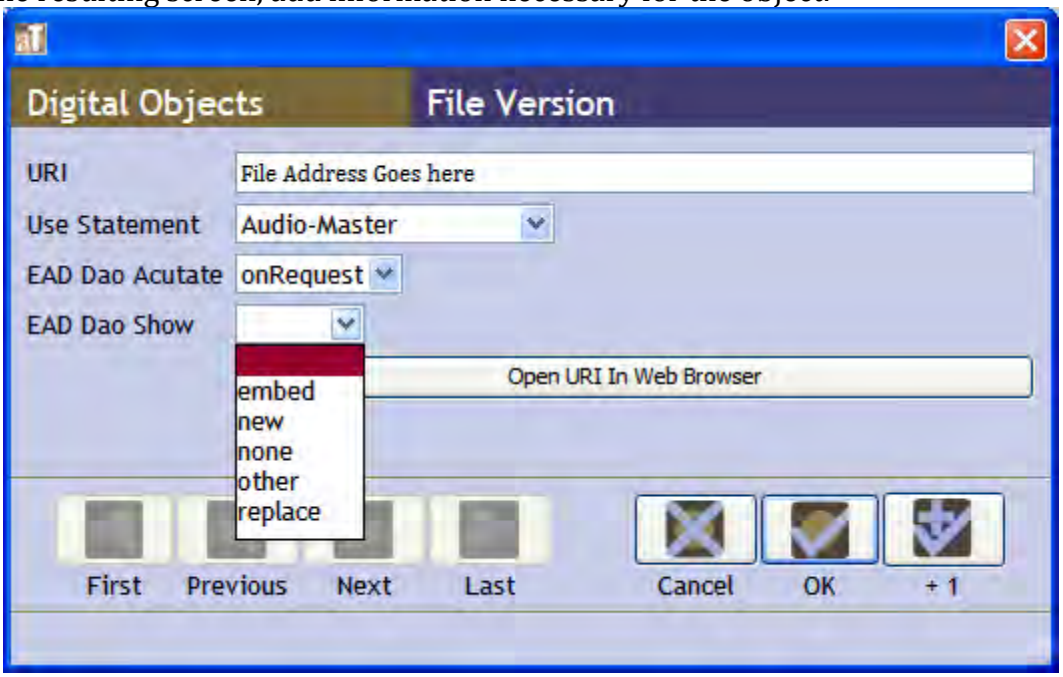
Note: if there are multiple components to a Digital Object, such as the multiple files found on a CD-ROM, the individual files should not be attached here. Only the Master file and derivatives from the Master file should be attached. See Complex Digital Objects for instructions on how to work with a Digital Object composed of more than one file.

Adding a Version

To add a version, click on the "Add File Version" button.



From the resulting screen, add information necessary for the object.



URI: This is the address of the digital file. Note that in order to be viewed by all archive users the address must be something accessible from any station. A file on the shared drive

or a file on the internet/intranet is appropriate. To be viewed from an EAD finding aid the computer file should be on the internet server. A file on the local computer hard drive is not appropriate as it is only available from a single station.

Use Statement: This is the type of file being attached. See File Types for a description of what each type of file option means.

EAD Dao Actuate: This will dictate whether the digital object will show in an EAD finding aid.

- Use "none" to have the digital object not represented in the finding aid.
- Use "onLoad" to have the digital object shown automatically when the EAD loads is viewed by a user.
- Use "onRequest" to have the digital object shown only when the user clicks on a link.

EAD Dao Show: This will indicate how the file will show up in the EAD finding aid if you choose the "onRequest" option for EAD Dao Actuate.

- Use "embed" to have the digital object appear at the location of the link.
- Use "new" to have the digital object appear in a pop-up window.
- Use "none" to have no action take place.
- Use "replace" to have the digital object replace the finding aid in the browser window. Note that this should not be used as it would force the user to press the "Back" button to return to the finding aid.

Open URI In Web Browser lets you check the computer file association to ensure it is working.

Updating a Version

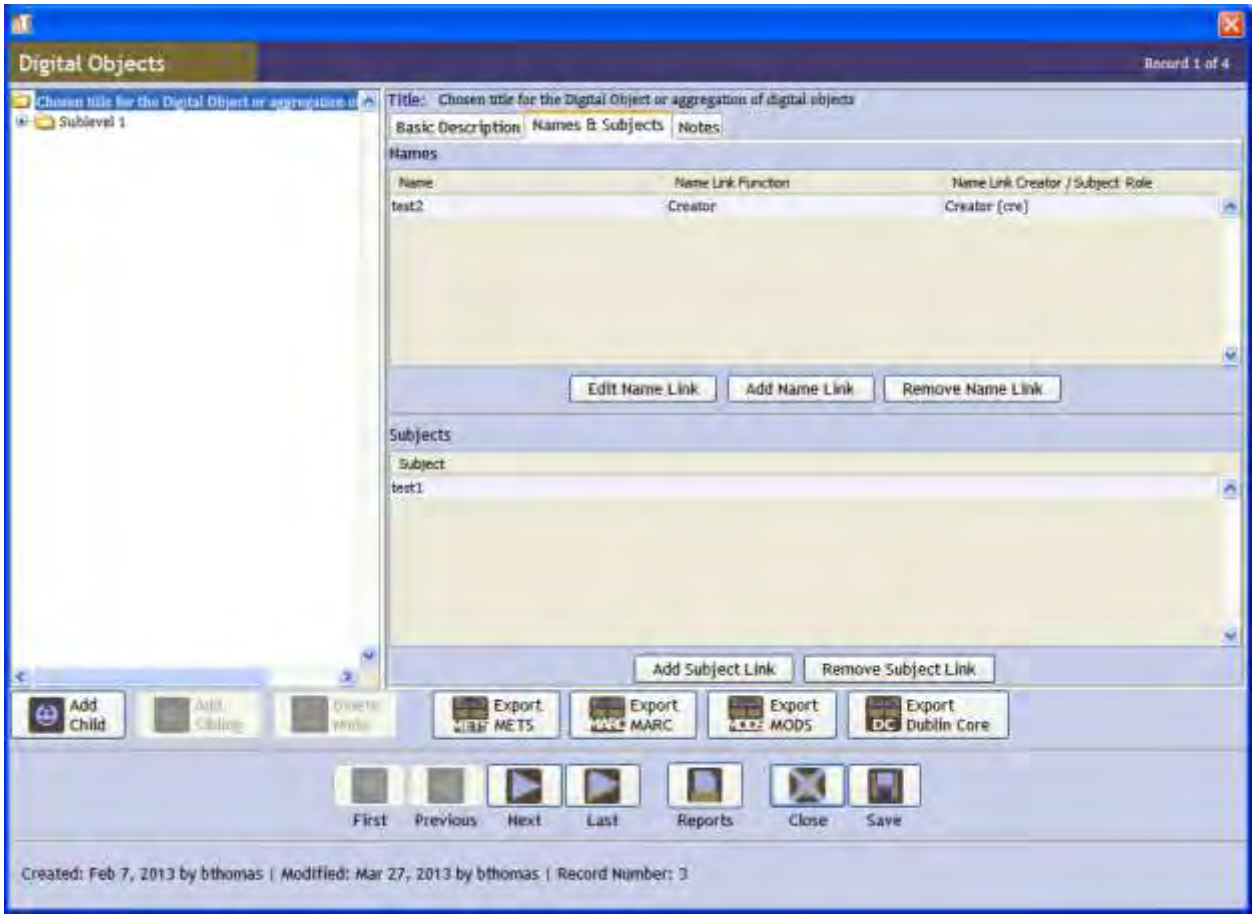
To update a version of a file double-click on the entry, update the necessary information and click "Ok." You should only use this to repair a broken link to a digital file or to update the Use Statement, EAD Dao Actuate and EAD Dao Show options. A file version should never be overwritten by a completely different file. The file version should be removed and a new entry made.

Removing a file version

To remove a file version highlight the version you wish to delete and click on the "Remove File Version" button. A pop-up screen will appear asking to verify if you want to delete the record, click the "yes" button.

Names and Subjects

The names and subject controlled access terms can be linked from the "Names & Subjects" tab on the digital object record. Unless it is unknown, the "Creator" name link is *required*. All other names and subject controlled access terms should be added as-appropriate.



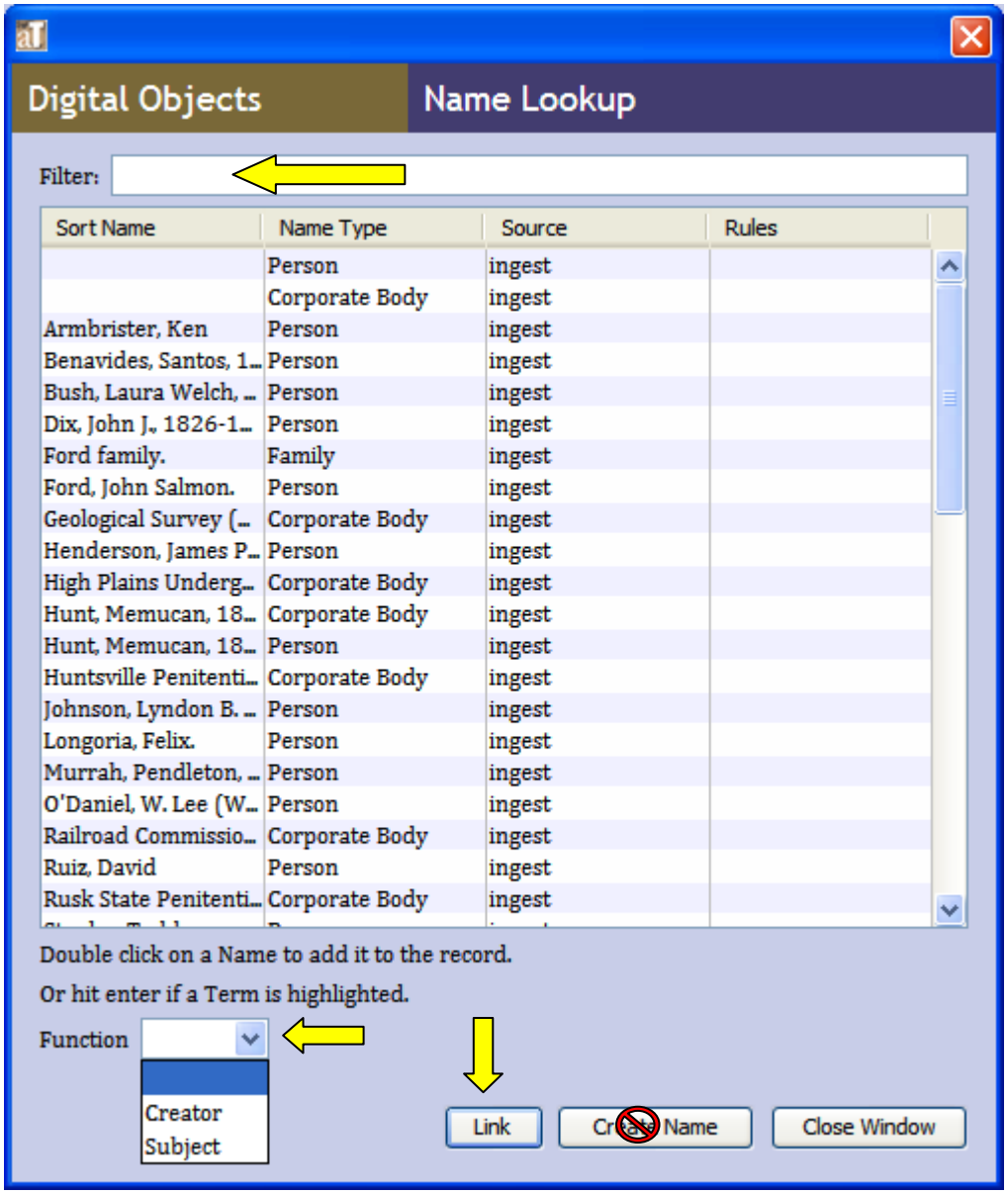
Name link

A name link for the Creator of the digital object is *required*. The creator is the person responsible for the creation of the original object, not the individual responsible for its digitization or the donor. So, if John Jones digitized a photograph (using a scanner or digital camera) by Ansel Adams and donated it to TSLAC, Ansel Adams would be the creator. Multiple creators can be linked to one digital object.

Note that in some cases such as a digital photograph, if the digital object has more breadth than the intended subject it may have multiple creators. A digital photograph of a work of art that also captures information about the surroundings of the artwork would have both the photographer and the artist as creators.

Adding an Name Link

To add a Name Link, click on the "Add Name Link" button. The following screen will appear:



Select the role that the individual has in relation to the collection under the "Function" drop down list.

To search for a name type a portion of the preferred version of the name in the "Filter" field. If the name does not appear try non-preferred variations of the name. If it is determined that the name is not in the Toolkit database, see the *Adding a New Name* section of this manual.

Note: Adding a new name or subject within Toolkit is restricted to the Assistant Director and Director. Even if the system does not prevent you from adding a name, do not create a new name unless you are given the authority to do so.

Once the name has been located or properly added, highlight the name and select the "Link" button.

Editing a Name Link

To edit a Name Link highlight the name you wish to update and click on the "Edit Name Link" button. Alternatively you can double-click on a name link to reach the edit screen. This will allow you to edit the Name Record's role in relation to the digital object. To change a what Name Record you want linked to the Digital Object delete remove those name links you do not wish associated with the digital object and add those which you do.

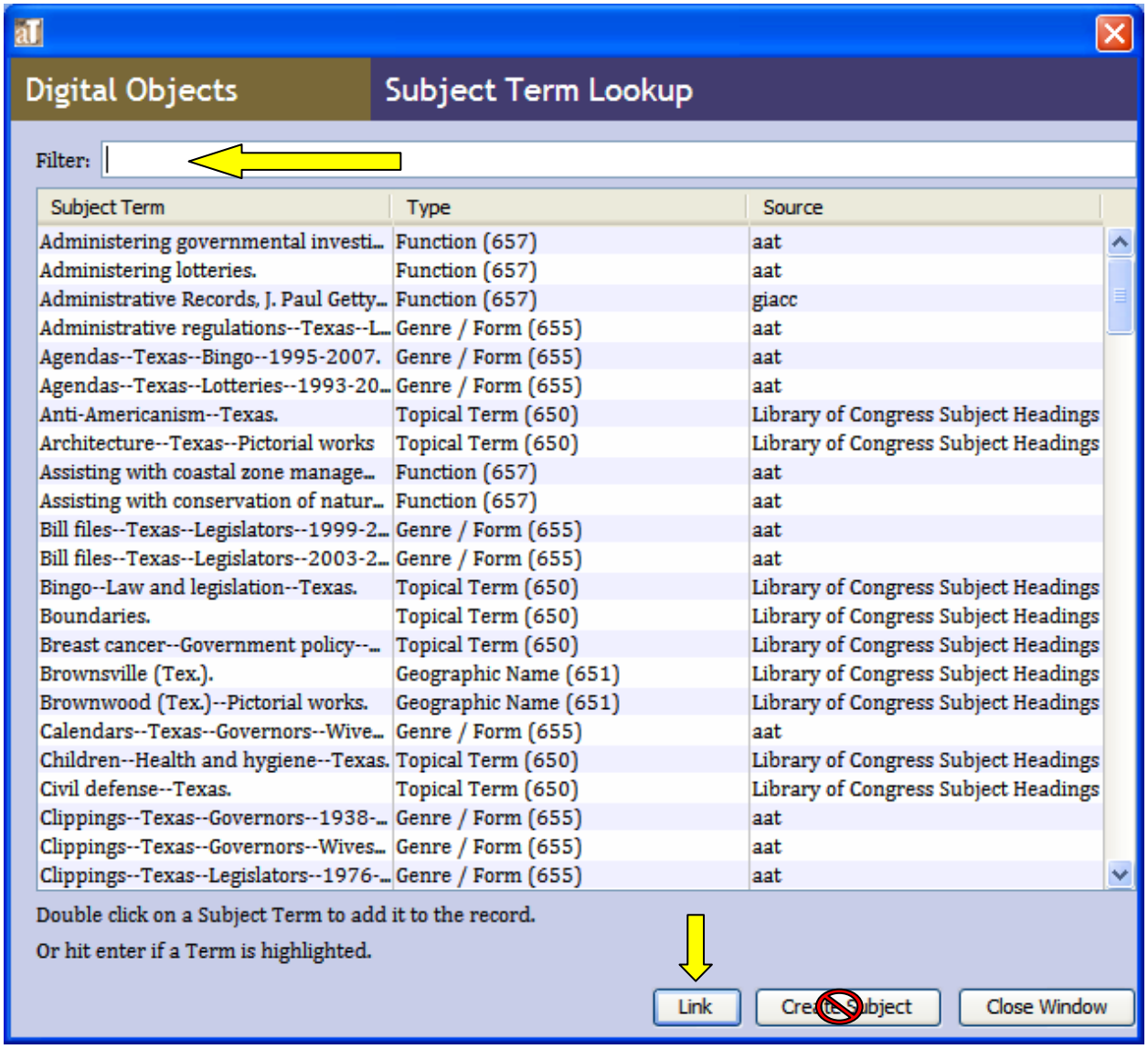
Removing a Name Link

To remove a name link highlight the name you wish to remove and click on the "Remove Name Link" button. A pop-up window will ask to confirm if you wish to delete the record, select the "Yes" button. Note that this does not delete the Name Record, only the link from the Name Record to the Digital Object.

Subject Link

Adding a Subject Link

To link a subject to an Accession select the "Add Subject Link" button. The following screen should appear:



To find the subject type the name of the subject under the "Filter" field. Begin with the most general information, and provide more detailed name information until you are able to locate the subject. Once the subject has been located, highlight the field and select the "Link" button.

If you are unable to locate the subject using any possible search terms, then the subject may need to be added. See the *Adding a New Subject* section of this manual for additional details on adding a new subject.

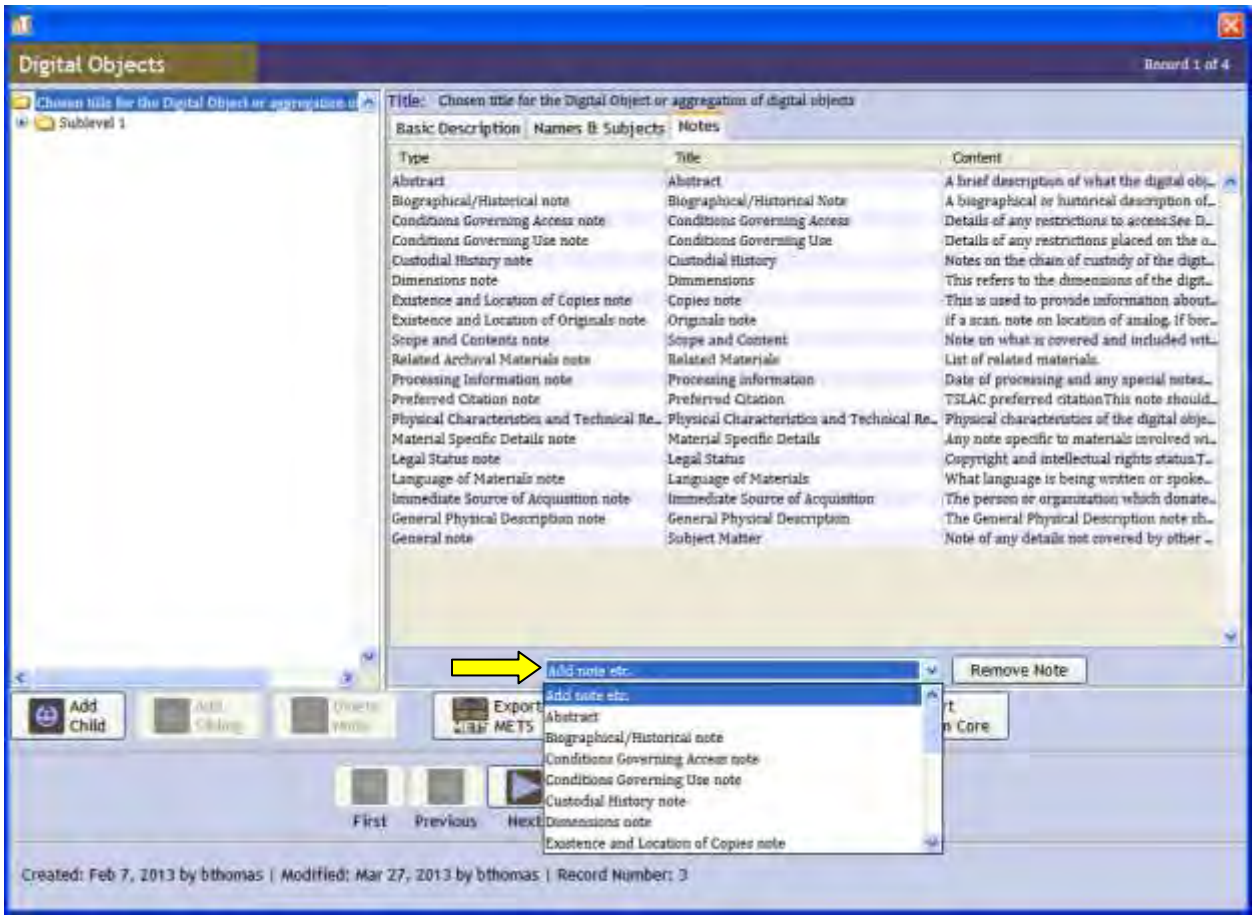
Note: adding a new subject is restricted to the Repository Manager, Assistant Director and Director. Even if the Toolkit permits you to add a new subject to the system you should not do so unless given the proper authority.

Removing a Subject Link

To remove a Subject Link highlight the Subject Link you wish to remove. Next, click on the "Remove Subject Link" button. A pop-up window will ask you to confirm that you wish to delete the subject link, click on "Yes."

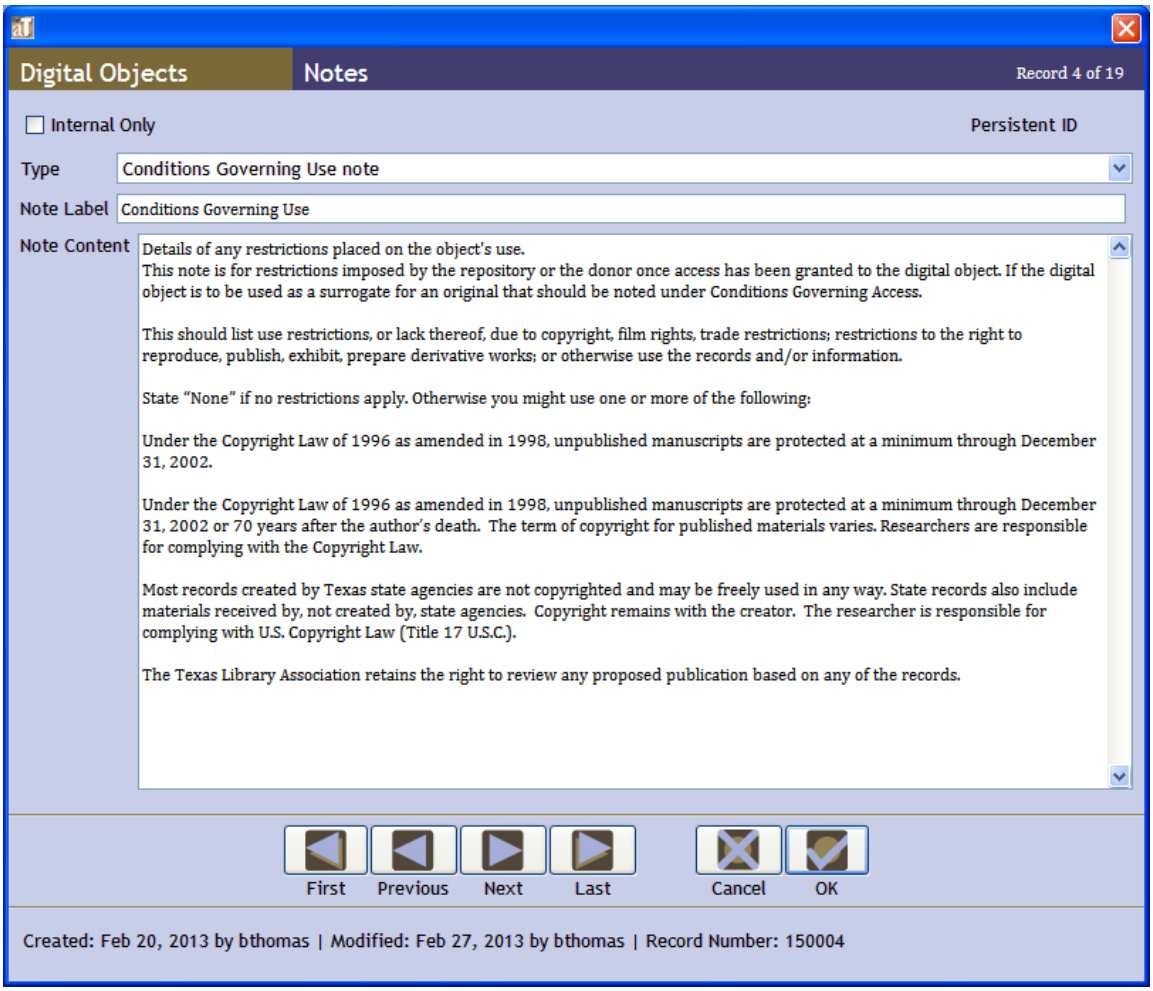
Note that removing a subject link will not remove the Subject Record from Toolkit. It will only delete the link between the Subject Record and the Digital Object Record.

Notes



Notes provide detailed information about the digital object. While detailed information is ideal, not all digital objects can be described in-depth. At minimum, there should be an Abstract, Biographical/Historical note, conditions governing use note, dimensions note, Existence and Location of Copies and Originals note, Legal Status note, Linked Accessions and Collections/Resources note, Material Specific Details note, and Scope and Content note.

To add a note, click on the Add note drop down menu. Next, scroll to the appropriate note type you wish to add and click on it. This will generate a dialog box for entering information, such as that shown below.



The label should be the subject chosen for the note, less the word "note". For example, "Conditions Governing Use note" would be labeled "Conditions Governing Use."

Abstract

The function of the abstract is to quickly inform the user why the Digital Object is relevant to their needs. You should use the same general information that would be placed in a scope and content note as well as the biographical/administrative history, but only use highlights (what you think is most important). This is not an abstract of a file type, but an abstract of the individual digital object.

If the digital object is related to an agency a sentence stating the purpose of the agency should be added.
As applicable, the following should be noted (briefly) in the abstract:

- Functions, activities, transaction, and processes that generated the digital object.
- Documentary forms or intellectual characteristics of the records.
- Content dates covered by the digital object.
- Geographic areas and places applicable to the object.
- The subject matter of the digital object, if any.

- A list of the file classifications (master, derivative, thumbnail, etc.) associated with the digital object.
- Any other critical information to understanding the object.

Biographical/Historical note

The biographical/historical note refers to those parties listed as *creators* of the Digital Object. If the Digital Object is linked to a Collection/Resource with a person who is not the creator of the Digital Object *do not* copy the text of the Collection/Resource. If, however, the creator for the Digital Object is the same as that of its linked Collection/Resource it is sufficient to copy the information from Collection/Resource record. You may also find the relevant text under the Name Record for the creator.

It is important to be as impartial as possible when entering this type of note. Refrain from using subjective verbiage such as key, critical; and avoid subjective time references such as in the future, currently, or in the past.

See DACS chapter 10 for full rules and recommendations. In general, the following should be included in a linear description of creators who are persons/families:

- A brief 1-2 sentence summary of the rest of the content (names, dates, location, etc.).
- Name(s), including full name, title(s), aliases, married names, pseudonyms, and common popular.
- Dates of birth and death.
- Place(s) of residence pertinent to the object, length of residence and other places the creator is tied to through other connections.
- Education.
- Occupation, life and activities, including accomplishments and achievements and important relationships with other persons or organizations.
- Other significant information about the person/family.

See DACS chapter 10 for full rules and recommendations. In general, the following should be included in a linear description of creators who are agencies or other corporate bodies:

- Brief 1-2 sentence summary of the most relevant parts of the rest of the content (names, dates, functions, etc.).
- Geographic areas, including that of the head office and any branch or regional offices and the region(s) in which the organization operated.
- Mandate, including applicable legislation or other legal or policy instruments (citation is fine, full wording is not necessary) that act as the source of authority in terms of an creator's powers, responsibilities, or spheres of activities. Note significant changes in function/authority if they apply to the digital object.
- Functions and activities done by the creator.
- Administrative structure of the creator (indicating internal structure and dates of change that are significant to the object and understanding the role and operation of the creator). Higher bodies that have authority or control over the creator and bodies subordinate to the creator should be named; as well as any changes in the power structure.

- Predecessor and successor bodies to the creator, if applicable. Significant details about the relationship to creator should be noted.
- Alternative names for the creator.
- Names of chief parties in the creating body, if applicable.
- Other significant information.

Include bibliographic information for sources used in compiling the biographical/historical note.

Conditions Governing Access

See DACS 4.1 for full details on this type of note. This note pertains to restrictions on the ability to access the materials, such as those placed by a donor, due to legislation or copyright. This is separate from conditions on use.

Include legal restrictions or restrictions imposed by the donor or the repository. If access to the digital object is restricted by statute, it is necessary to state explicitly the source of the restriction and the date that the restriction will be lifted.

If the digital object is a surrogate to use of an original that should be noted here with reference to the Collection/Resource to which the surrogate relates.

State "None" if there are no restrictions.

Note: If restrictions on access do apply you *should not* allow the digital object to be embedded into the EAD. See EAD Dao Actuate and EAD Dao Show for more details.

Conditions Governing Use

This note is for restrictions imposed by the repository or the donor once access has been granted to the digital object. If the digital object is to be used as a surrogate for an original that should be noted under Conditions Governing Access.

This should list use restrictions, or lack thereof, due to copyright, film rights, trade restrictions; restrictions to the right to reproduce, publish, exhibit, prepare derivative works; or otherwise use the records and/or information.

State "None" if no restrictions apply. Otherwise you might use one or more of the following:

> Under the Copyright Law of 1996 as amended in 1998, unpublished manuscripts are protected at a minimum through December 31, 2002.
>
> Under the Copyright Law of 1996 as amended in 1998, unpublished manuscripts are protected at a minimum through December 31, 2002 or 70 years after the author's death. The term of copyright for published materials varies. Researchers are responsible for complying with the Copyright Law.
>
> Most records created by Texas state agencies are not copyrighted and may be freely used in any way. State records also include materials received by, not created by,

state agencies. Copyright remains with the creator. The researcher is responsible for complying with U.S. Copyright Law (Title 17 U.S.C.).

The Texas Library Association retains the right to review any proposed publication based on any of the records.

Custodial History

This note is used to track the chain of custody of the digital object and its derivative files. The custodial history should include the date/time of its initial creation, note when it left the control/custody of the creator, and any locations/individuals which have held custody since. Date of receipt to the archive should be noted, as well as the accession number.

If the object is a digitization of a physical object done by TSLAC the following should be noted: the date/time of the digitization, name of the person doing digitization, and the date/time of upload to the TSLAC share drive or servers.

Dimensions

This refers to the dimensions of the digital object and its physical counterpart, if any.

Size should be noted in pixels (px) in a height-width-depth (hwd) format. Therefore a two-dimensional digital object might be listed as 1000px by 500px. A 3D object might be listed as 1000px by 500px by 300px. If there is any ambiguity put the dimension type in parenthesis (height, width, depth). Bit depth and file size of the master file should also be noted (if applicable).

If the digital object is a digitization of a physical object you should note the size of the original object as well.

For digital audio note the playing time.

For digital video note the playing time and dimensions of the image if known.

Existence and Location of Copies

This is used to provide information about copies of the digital object(s) which are not with TSLAC or the creator. You should provide information about alternative forms if applicable, control or accession numbers if applicable, location, holding person/institution, and their contact information. If there are multiple other locations, create a list by location and not by format type.

Existence and Location of Originals

When TSLAC holds a copy of the Digital Object (likely as digital objects can be copied exactly), this note should provide information about the source. You should identify the location, availability and status of the originals.

If the object is a scan of an analog item you should note the location of the analog item, even if held by TSLAC.

General Note

The general note should be used to indicate information not covered under any other note type. When using this kind of note it important that the "Label" field reflect the subject matter your note addresses.

General Physical Description

The General Physical Description note should note the original medium of the digital object, including the physical carrier (i.e. CD-ROM, DVD, etc.) or physical object (such as a map, picture, etc.). Any peculiarities of the original physical object should be noted.

Immediate Source of Acquisition

This note should provide the name and contact information for the entity that donated the digital object to the archive. Date of acquisition should also be noted. If a digitization done in-house, the date of acquisition of the analog material and the date of digitization should be noted.

Language of Materials

Should indicate the language of the digital object, written or spoken. If no language is present this note should not be added.

Legal Status

This note should provide the intellectual and copyright status of the digital object. For example, "Full Copyright transferred by the donor on March 1, 2013." Or, "The intellectual property of this CD-ROM is owned by XXYY Corporation. Intellectual Property rights have not been transferred to TSLAC. Image use rights have been transferred."

Linked Resources note

This is not a note specified by Toolkit but should be created for every digital object record. Using a general note, enter a label titled "Linked Resources." Next, provide an itemized list of Collection/Resource records tied to the digital object. State "None" if no Collection/Resource is tied to the digital object. This is important as, although unlikely, it is possible for the digital objects to be disassociated with Collection/Resource records. A note of this kind allows the archivist to re-establish links to Collections/Resources.

Material Specific Details

Any peculiarities of the original medium of the digital object, or any intervening carriers can be noted here. Also, quirks of the digital object such as known glitches in a digital file or viruses that were removed. Any details pertinent to the bit stream of the digital object.

Physical Characteristics and Technical Requirements

This should note the original carrier of the digital object, the size of the digital object (in bytes, Kb, Mb, Gb, Tb, etc.), and the file type. For the uppermost level of a complex digital object, the file types and file sizes of the component files should be listed here.

The computing environment, if known, of the creator of the digital object should be listed. This includes operating system and software used. You should also list the computing environment necessary to render the digital object, including operating system version(s),

software versions and plug-ins (if any). If multiple software types apply list the software used to create the object, and the defacto-standard software used to render the digital object. You are not expected to be an expert but you should provide as much information as you can gather.

For example: "CD-ROM, 15Mb, copy of MS Word .doc file. Images embedded in file. Created on MS Windows 7 operating system, using MS Word 2011. File should be accessible using Ms Word 98 or higher, on either Windows 95 or higher, or Mac OSx Leopard of higher. Accessible on Linux using Libre."

Preferred Citation

This note should give the preferred way to cite the digital object if it is used as a reference. The citation should be to the Collection/Resource to which the digital object is linked. If it is known, what collection the digital object belongs to and what series it falls under, this note should say:

"(Identify the item and cite [series name here]), Archives and Information Services Division, Texas State Library and Archives Commission."

Processing Information

This note should provide the names of all archivists and volunteers responsible for the processing of the digital object. In a separate paragraph for each, it should state: archivist name, action(s) [that archivist was responsible for], and date(s) [date range the archivist spent working on the materials].

Related Archival Materials

Refer to DACS chapter 6.3. This note is used to refer to any materials, other than the collection(s) to which the digital object is directly linked, held by other repositories or by TSLAC which are connected to the digital object in some fashion.

Scope and Contents

The Scope and Content note for Digital Objects should be used to provide information relevant to understanding the breadth and depth of *content* of the digital object. As opposed to the Biographical/Historical note, which gives information about the creator. For example, if the digital object is a digital photo album, the Scope and Content note will discuss the subjects in the photographs, while the Biographical note will discuss the photographer.

Refer to DACS 3.1 for rules on Scope and Content notes. Information should be given in paragraph(s) format, not in bullet point lists. In general you should include information on the following, as applicable:

- The functions, processes and transactions/activities that caused the digital object to be created. For example, "The digital object was created as part of a state oral history project about the rise of the oil industry in southern Texas."

- The type of files/documentation methods in the digital object. For example, "The digital object is composed of an oral history video and an accompanying .txt transcript which has been synced to the video using Glifos."
- The date(s) and/or time period covered by the content of the digital object. For example, "The oral histories cover the early 20th century, from 1915-1955."
- The geographic area or places specific to the content. If the geographic area includes, but is not limited to, parts of Texas, be sure to state Texas as part of the geographic area. For example, "The digital object describes the Texas Oil industry in Rio Grande Valley of both Mexico and Texas."
- The subjects covered in the digital object; including topics, events, people, organizations, government agencies, etc.
- Any additional information pertinent to the content of the digital object. This can include, completeness (or lack thereof) of the object, if the object is part of a set of digital objects or physical records, if the digital object is a derivative work or digital copy of an analog work, etc.
- Be sure to state what Collections/Resources the digital object is specifically linked to.

Complex Digital Objects

A complex digital object is a digital object that has multiple component files which together make up a whole thing. For example, a photo album (from scans or a digital camera) for a collection is a digital object because the individual photograph files aggregate to create the intended result of a whole album. A digitized book with single images for each page is only a complete digital object when all of the page images are compiled as whole. The contents of a CD-ROM created by an agency or a donor for a specific purpose, especially so with computer programs that rely on component files (such as Toolkit), are only a complete object when all of the contents are brought together.

To create a Complex Digital Object Record you should do the following:

1. Create a top-level Digital Object record under which all of the components will fall. This will be the digital object record linked to a resource. For example, with a digital book, this would be the title information about the book.
2. Create sub-level component digital object records for any major components of the hierarchy of a digital object. For example, with a digital book, this would be the names of sections/chapters
3. Create individual component digital object records for each computer file that contributes to the digital object.
4. Ensure that component digital object records are properly placed in the hierarchy of the object.

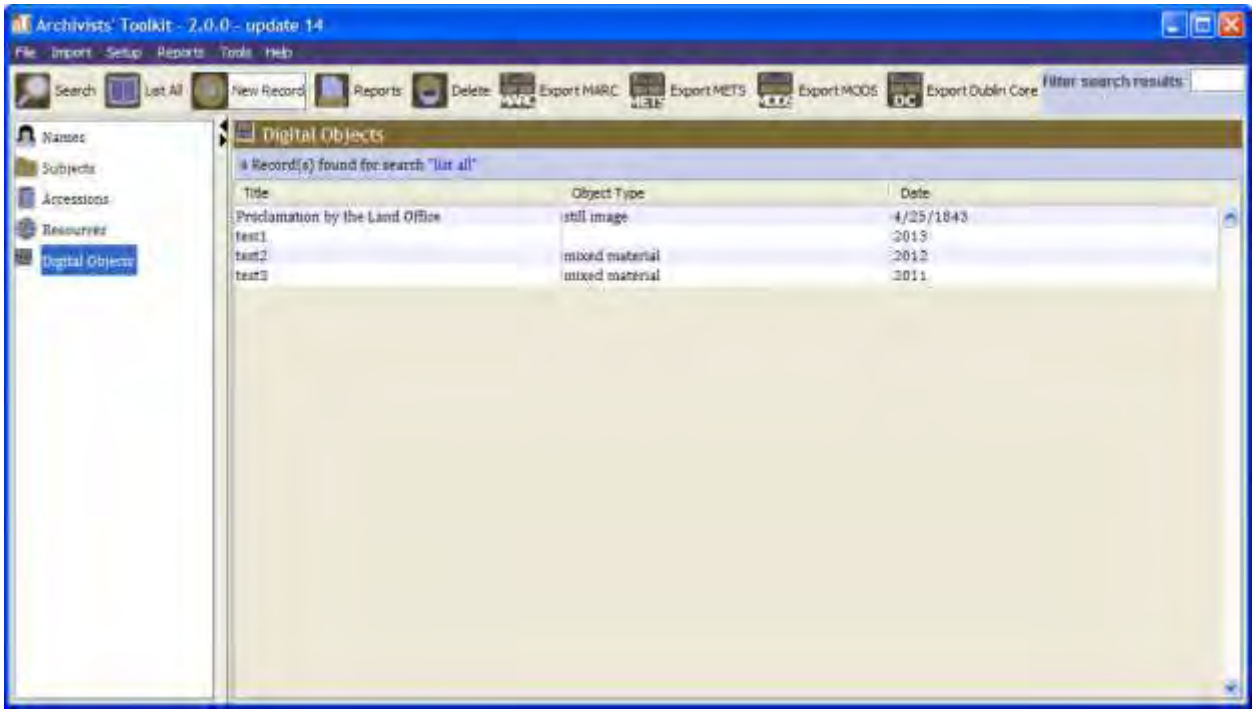
Top-level digital object record

A top-level digital object record is the main record for the complex digital object. This is the part that gets linked to a collection/resource record.

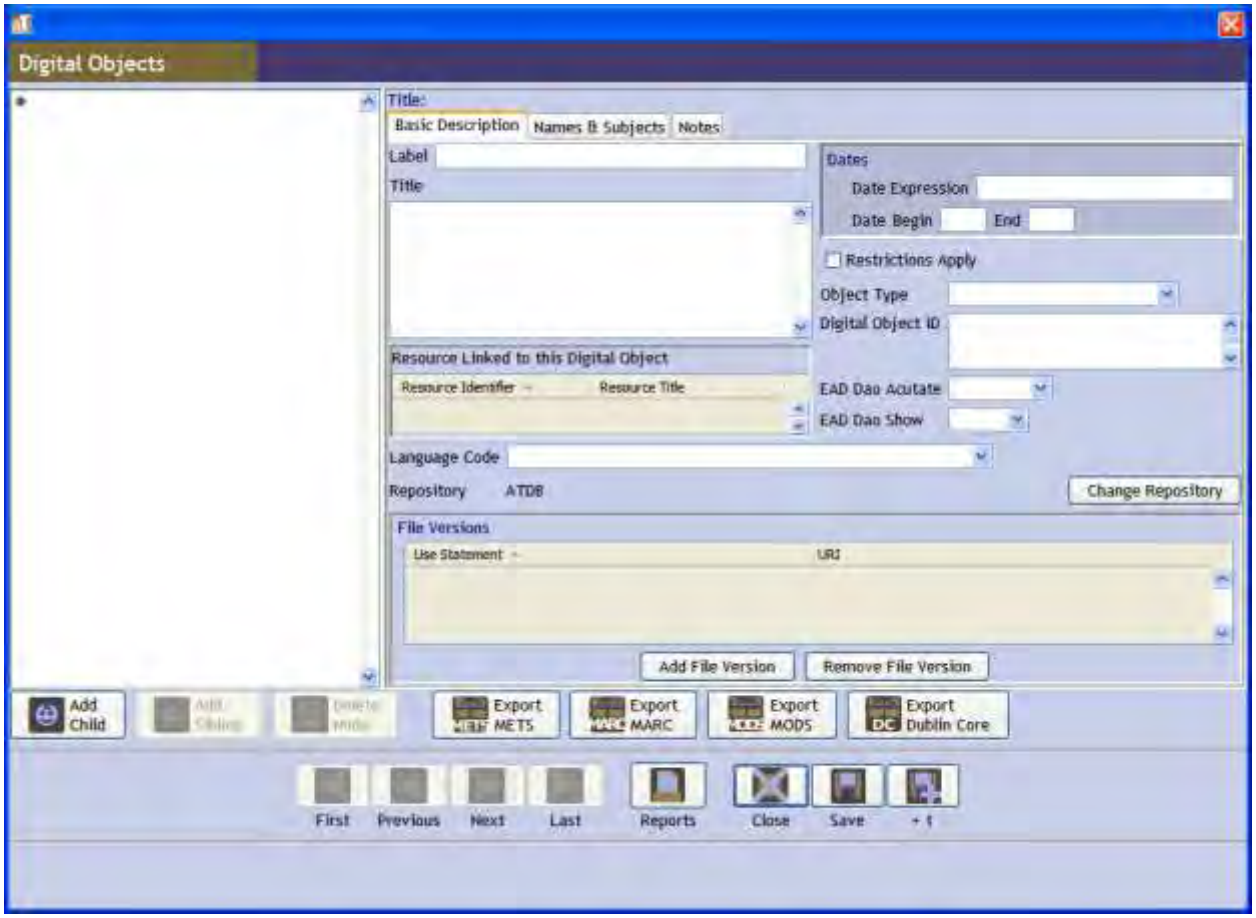
Creating a Top-level digital object record

To create a top-level digital object record, follow these directions:

Ensure that the digital object record does not already exist. To do this you can browse the digital object records by double-clicking the Digital Objects button the left-hand side of the main window, which will generate the complete list of Digital Object records. You may also highlight the Digital Object records button on the left-hand side of the main window and use the search function.



If the Digital Object record does not exist, make sure that the Digital Object button on the left hand-side of the main window is highlighted. Next, click on the “New Record button from the main toolbar. This will general a new record window.



The guidelines for content of a top-level digital object generally follow those for the individual fields as given for simple digital objects. In addition, you should follow the guidelines listed below.

Basic Description tab

Complete all information for the basic description tab as if the object were a simple digital object. Note the following

- If you wish to have any part of the digital object accessible through the EAD finding aid, be sure to have the EAD Dao Actuate and EAD Dao Show set appropriately.
- Restriction Apply: Use only if the entire digital file has restrictions placed on use or access.
- Object type: If the sub-level is a homogenous type of classification, use the designation for that type, if there is a variety of file classifications use “mixed”.
- *Do not* attach computer files under the “File Version” section. The file versions will be attached to the component object records.

Names & Subjects tab

Create all name and subject links applicable to the digital object, including all components.

Notes tab

This will be very similar to the notes entered for a simple digital object. Enter information as you would for a simple digital object, but be sure to include the following:

- Abstract: For the abstract be sure to highlight details about the major component parts of the digital object. It is not necessary to describe all components, but the abstract should reflect that the digital object is a composite, not singular item.
- Biographical/Historical note: No change.
- Conditions Governing Access and Conditions Governing Use: Should note details of Conditions specific to the component files, if they are different than the overall whole.
- Custodial History: Should detail the history of the object overall. Note differences, if any, in the custodial history of the component digital object records.
- Dimensions note: Include details of the whole only. For example, the top-level note for a set of video files would state the total run-time and the cumulative size of the digital object.
- Existence and Copies of Originals and Copies: State only location of copies and originals that exist for the entire aggregation of files. If known copies exist for some of the component files, this should be noted in the component file record.
- General Physical Description: Should state the original medium of the digital objects.
- Immediate Source of Acquisition: No change.
- Language: Should state all languages involved with the component digital object files. It is not necessary to specify which files have those languages.
- Legal Status: Should reflect the overall legal status but should identify any differences in legal status for component files. For, if copyright has been transferred for the whole by the donor, but part of a digital object is a photograph of copyrighted material that the donor does not have authority to transfer you should state the file which is the exception to the rule.
- Linked Resource: No change.
- Material Specific details: No change, should reflect the whole and identify specific files or component records which pertinent by their difference from the whole.
- Physical Characteristics: Should reflect the whole and will be a summary of any details provided by the component digital files.
- Preferred Citation: No change.
- Processing information: No change.
- Related materials: No change. If related materials deal with only one component of the digital object, identify which component.
- Scope and content: No change.

Sub-level Digital Object Records

The sub-level digital object record *only* applies when the internal hierarchy of the complex digital object necessitates it. For instance, a digital book would have sub-level Digital Object records to reflect chapters or sections, while a lengthy essay without identified sections would have no organizational need for sub-levels. Or, a CD-ROM digital object can have a file tree that needs to be preserved through the use of sub-level Digital Object records, but

a CD-ROM without a file tree would not. Depending on the depth of the complex digital object there may be multiple subsub-levels to a digital object record.

Be sure to enter the sub-level information in the order that is reflected in the digital object. To correct an error in order, click and hold onto the sub-level that needs to be changed and drag the component to the correct location. See Changing Associations in this section of the manual for more details.

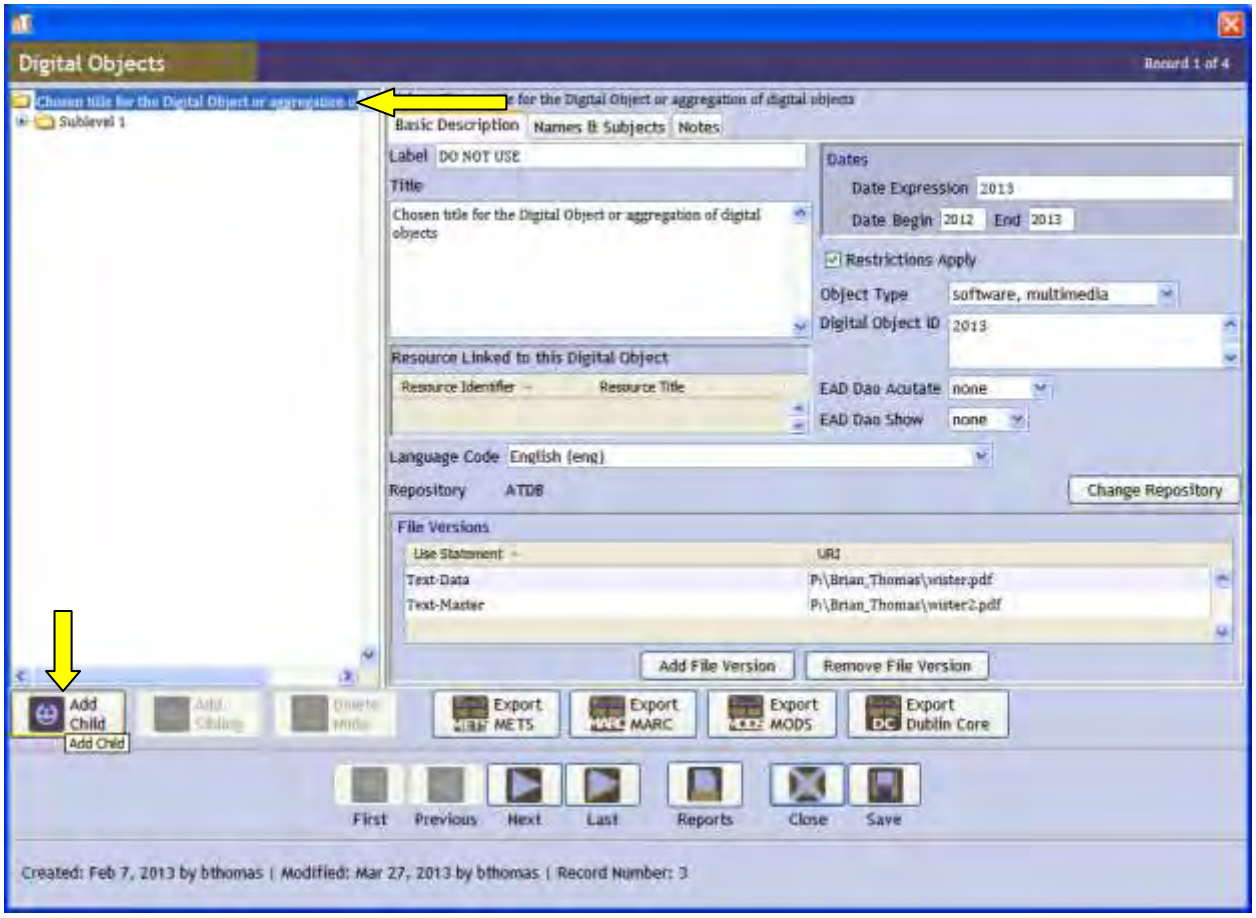
Creating a sub-level digital object record

There are two ways to create a sub-level digital object record. If this will be your first sub-level record in the complex digital object, or if it is the first subsub-level (etc.) of a sub-level record, you should create a "child record." If the sub-level record is on the same level as other sub-level records (subsub-level, etc.) but will not be the first record on that level, you should enter a "sibling record."

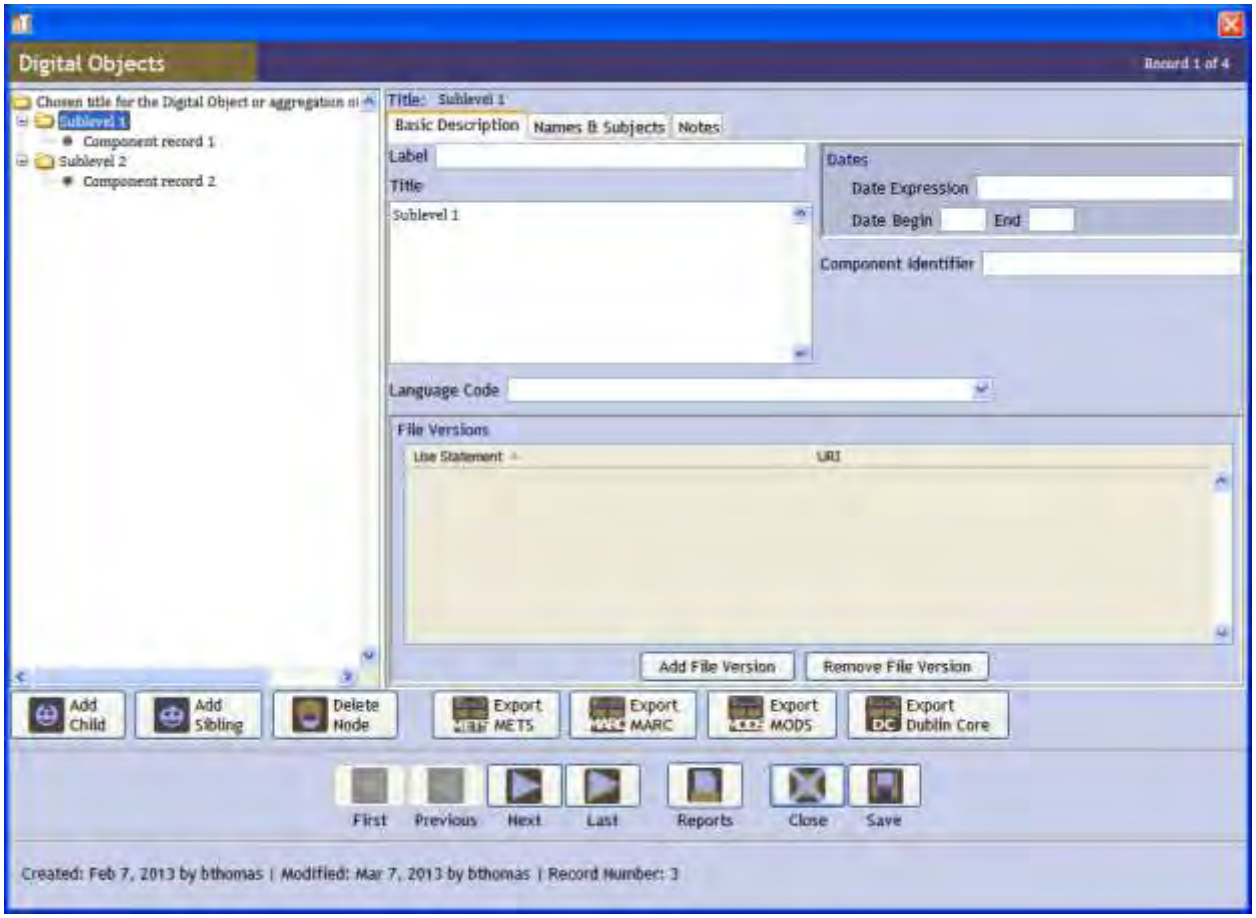
Adding a Child Record

A child record is a record created as a direct sub-record on a portion of the digital object record. The record that the child record will fall under is referred to as a parent record. To create a child record:

Click on the line of the complex digital object record that represents the parent record. On the parent-record screen you will see a button on the bottom left-hand side that states "Add Child." Click on this button to add the child record.

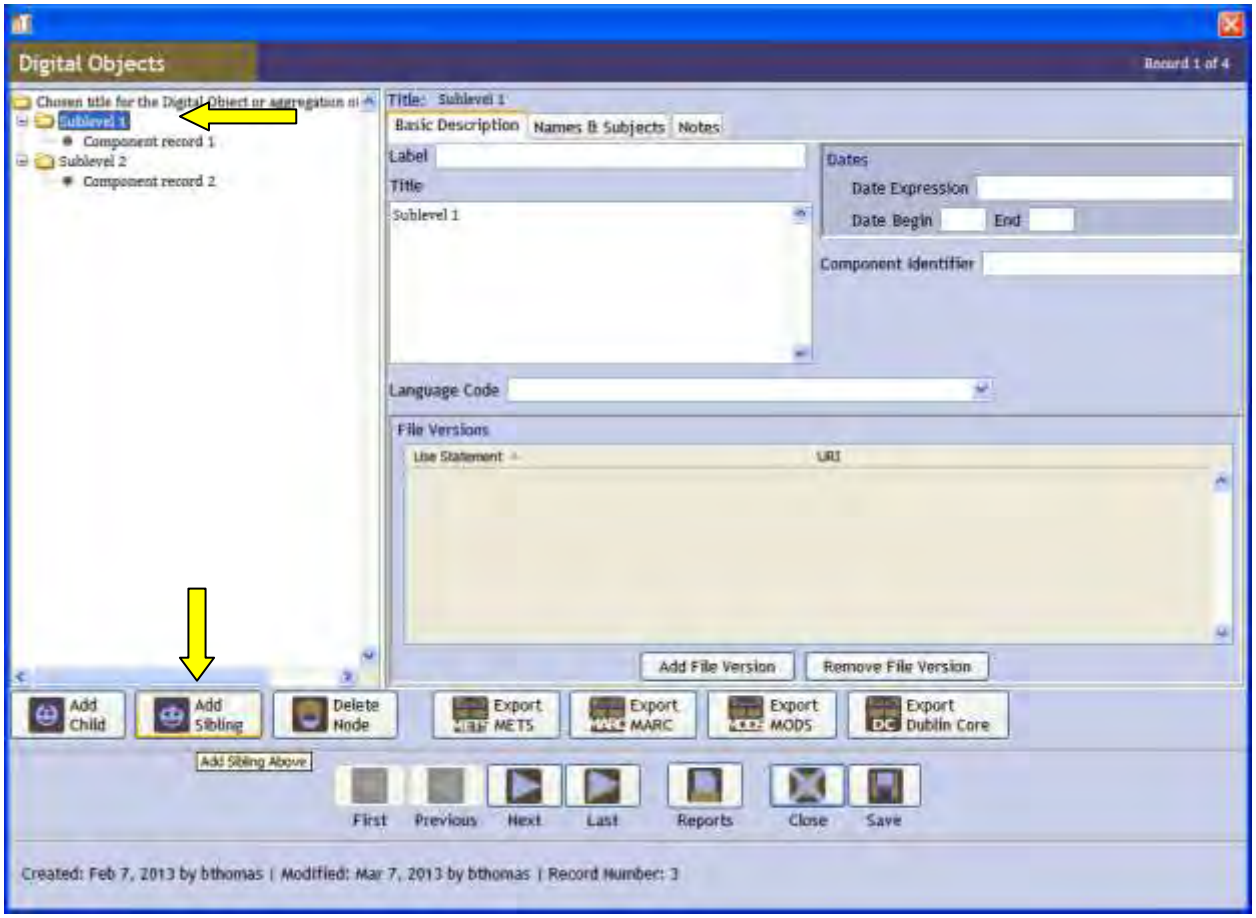


A blank “child record” will appear.



Adding a Sibling record

Sibling records are record that are on the same level in the hierarchy of a digital object record. To add a sibling record, select the line of the digital object record that will come directly prior to the portion of the digital object record you wish to add. Once that portion of the record has loaded, click the “Add Sibling” button on the bottom left-hand side of the screen. The following screen will appear:



Note: The sublevel and component digital object records are identical in format and the title of the level will be the key field to differentiate status.

Note: Levels and sub-levels within the digital object record should directly correspond to the parent record. You should not have a child record that is two levels below the parent record without an intervening level.

Once you have added the sub-level record, follow the rules given for entering information in a simple digital object record using the rules listed below as guidelines.

Basic Description tab:

Complete all information on this screen as appropriate, but only specific to the details of the sub-level and not the whole.

- Label: *Do Not* Use.
- Title: The title of the sub-level, subsub-level, etc. that is being described. *DO NOT* use the title of the top-level of the digital object record unless the titles happen to coincide. If they do coincide add information that denotes the difference. For example, if a chapter name in a digital book matches the book title, preface the chapter name with “Chapter 1:” or a similar convention. If a folder in a file tree, use the folder name.

- Language code: No change from general directions.
- Dates: Only include the dates covered by the sub-level.
- Object type: Not Used.
- Component identifier: Should be the digital object record ID, followed by a decimal (.) and the sequential number of the sub-level. For example, the first sub-level would be [object id].1, while the second subsub-level of the third sub-level would be [object id].3.2.
- File Version: *Should not be used*. File versions only apply to component digital object records.

Subjects & Names tab

It is only necessary to enter information for controlled access terms at the top-level record for a digital object, not the sub-levels and components. It is policy to generally avoid adding access terms to sub-level and components. However, if you do wish to add access terms, be sure to follow best practices.

Notes tab

The notes entered on a sub-level (subsub-level, etc.) will not be extensive. While you are able to enter additional information if you wish, only the Dimensions, Language, Linked Resources, Physical Characteristics and Technical Requirements, Preferred Citation, and Scope and Content notes are required. See the list below for details on what to enter into each note type.

Required notes:

- Dimensions: See Dimensions note details in the simple digital object record for detailed instructions. You should include details of that sub-level only. For example, the sub-level note for a set of video files within a CD-ROM that also has text-based files would state the total run-time and the cumulative size of the video files. It would not state data about the text files.
- Language: No change. List only the language present in the sub-level and not the whole digital object.
- Linked Resources: Should state the collections/resources linked to the digital object as a whole. If this sub-level is spun-off into its own digital object at a later time it will be important to have a list of potential collections it may be linked to.
- Physical Characteristics and Technical Requirements: No major changes, should reflect only those details of the component records that fall under the sub-level. Details for the component digital object records should be briefly itemized (instead of summarized as discussed in the top-level record).
- Preferred Citation: Follow the rules regarding Preferred Citation in the simple digital object record directions. The name of the sub-level (subsub-level, etc.) should be place where the series name would be.
- Scope and Content: No change in directions from the simple digital object. However, the information should be specific to the sub-level being addressed and not the digital object as a whole.

Optional notes:

- Abstract: Follow the directions for the Abstract found in the Simple Digital Object record section. Note that the abstract should only address the details of the sub-level being discussed, not the whole record.
- Biographical/Historical Note: Follow the directions for the Biographical/Historical note. Can be copied from the top-level record if there is no difference in creator from the top-level record. If the creator differs from that listed at the top-level for the digital object record you should provide that information.
- Conditions Governing Access and Conditions Governing Use: Copy the details of the note for the top-level *unless* the conditions are different in some way. If there is a difference for the sub-level or any of its components from the top-level, identify the difference and reference the name of the digital files to which it applies.
- Custodial history: This should not be provided unless there is a difference from the top-level custodial history. If there is a difference provide only the details which make it differ from the top-level.
- Existence and Location of Copies *and* Existence and Location of Originals: This should not be provided unless it differs from the top-level description. If there is a difference provide full details of the custodial history.
- General Physical Description: Only enter this note if the sub-level contains components whose physical description significantly differs from the top-level record. If so, itemize the differences.
- Immediate Source of Acquisition: Enter in information only if it differs from that of the top-level record and/or is different than that for the rest of the digital object. Follow the directions given for simple digital objects when entering this note, making sure to describe only the sub-level.
- Legal Status: Copy this note from the top-level digital object record. If there is a specific difference from the top-level note, describe that difference.
- Materials Specific Details: Only enter this note if the information for the sublevel differs significantly from the information for the top-level.
- Processing information: *Do not* enter information here.
- Related Archival Materials: Only provide information if it differs from that for the top-level record.

Component Digital Object records

The component digital object record is the record in the digital object hierarchy that bears the actual links to the digital files that make up the complex digital object. The component digital records may fall directly under a top-level record or may be filed under a sub-level record, but should never be a top-level record for a complex digital object. It should be the *only* digital object record in a complex digital object that has links to actual computer files.

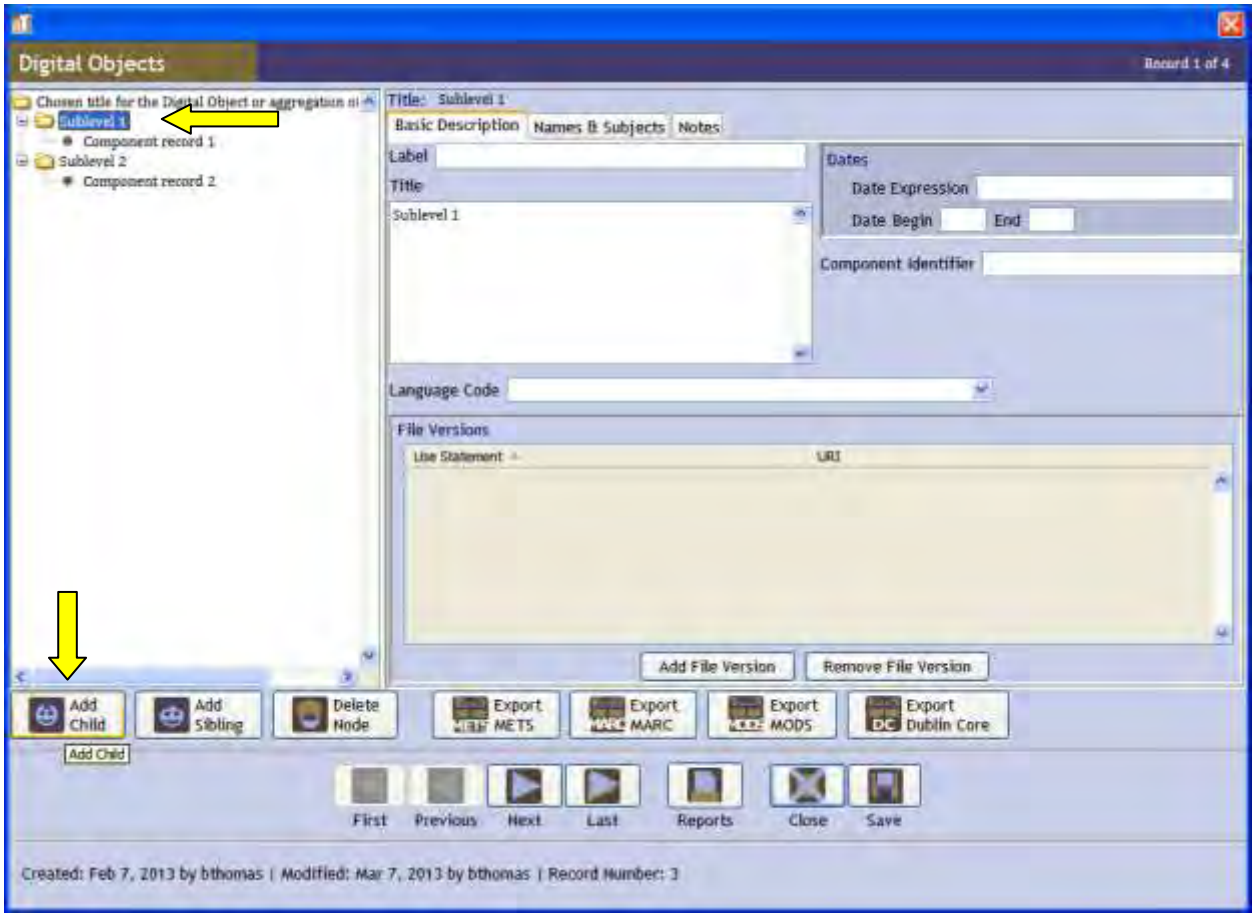
Creating a component digital object record

There are two ways to create a component digital object record. If this will be your first component record in the complex digital object, or if it is the first component of a sub-level record, you should create a "child record." If the component record is on the same level as other component records but will not be the first record on that level, you should enter a "sibling record."

Adding a Child Record

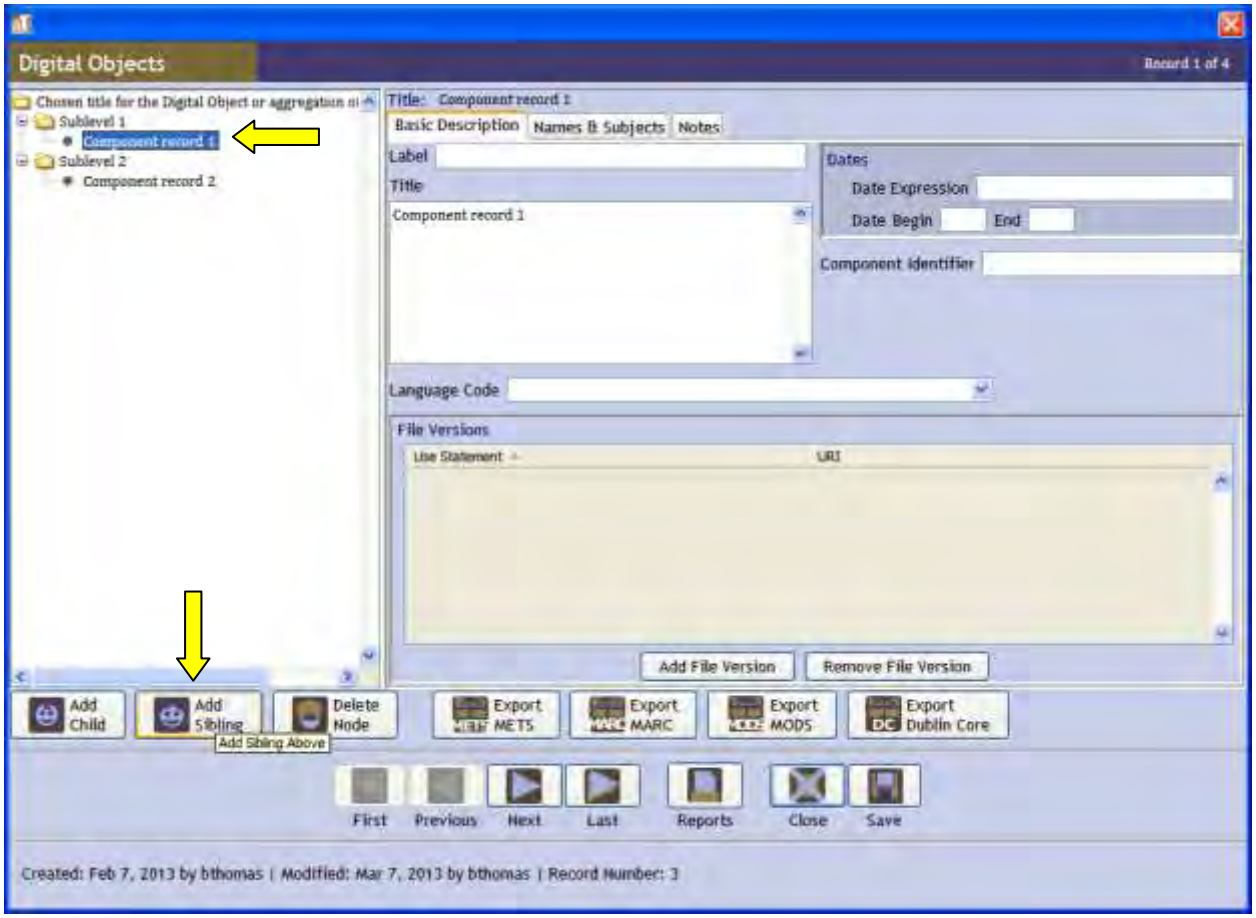
A child record is a record created as a direct sub-record on a portion of the digital object record. The record that the child record will fall under is referred to as a parent record. To create a child record:

Click on the line of the complex digital object record that represents the parent record. On the parent-record screen you will see a button on the bottom left-hand side that states "Add Child." Click on this button to add the child record.



Adding a Sibling record

Sibling records are record that are on the same level in the hierarchy of a digital object record. To add a sibling record, select the line of the digital object record that will come directly prior to the portion of the digital object record you wish to add. Once that portion of the record has loaded, click the "Add Sibling" button on the bottom left-hand side of the screen.



Note: components within the digital object record should directly correspond to the parent record. You should not have a child record that is two levels below the parent record without an intervening level.

Once you have added the component record, follow the rules given for entering information in a simple digital object record using the rules listed below as guidelines.

General Information Tab

Complete the information appropriate to the specific digital file. Use the directions found for simple digital object records with the following rules in mind:

- Label: DO NOT USE
- Title: Use to identify the specific component of a digital object.
    - If a computer file in a set of files that make a comprehensive heterogeneous whole where specific order does not matter (such as with a CD-ROM) use the name of the computer file, including file extension.
    - If a specific title applies to the digital file and is important in its identification use the title (e.g. “Essay on Texas Oil” “Essay on Texas Lumber” etc.).
    - If a page in a book, use the page number (e.g. “page 6” “page 7” etc.)
    - If a file in a sequence of homogenous or heterogeneous file-types where order is important, use the type of digital object and place in the sequence (e.g. “picture 1” “picture 2” “essay 3” etc.).

    - If a file in a sub-level where the numbering sequence restarts, use the sub-level title and the appropriate title for the sequence. For example, “Ch. 2, page 1” or “Sect. 3, picture 2.”
    - If a file in a sub-level where the order in the sub-level does not matter (as with a CD-ROM), use the file name as it is found in the file directory. For example, “bin/readme.txt” or “documents/tslac/manual.docx.”
- Dates: Use only those dates applicable to the component file. Unless there is a significant difference, this will generally be identical to the top-level or sub-level record.
- Digital Object ID: Use the Digital Object ID, follow by a period (.), followed by the sequential number of the sub-level (if applicable), another period (.), and the sequential number of the file. If file order does not matter, use the order in which you entered the component record. For example, a page in a book might be “example.2.1” for the first page in the second sub-level of the book. Or the 15th item in a sub-folder off the main file tree on a CD-ROM might be “example.4.15”
- Language Code: Select the dominant language of the digital file, if any.
- File Version: See file versions under the simple digital object directions.
    - Note that if you wish to have the file embedded or linked to an EAD finding aid you will need to make choices corresponding to the EAD Dao Actuate and EAD Dao Show which you chose for the digital component record.
    - Note that if you wish to have a file embedded or linked to an EAD finding aid and there are multiple versions attached to the component record, you should only select the EAD Dao Actuate and EAD Dao Show options for the file you wish to embed and NOT all versions.

Names & Subjects tab

It is only necessary to enter information for controlled access terms at the top-level record for a digital object, not the sub-levels and components. It is policy to generally avoid adding access terms to sub-level and components. However, if you do wish to add access terms, be sure to follow best practices.

Notes tab

The notes entered on a component object records will not be extensive. While you are able to enter additional information if you wish, only the Dimensions, Language, Linked Resources, Physical Characteristics and Technical Requirements, Preferred Citation, and Scope and Content notes are required. These notes are required so that, if the component object is accidentally removed from the complex digital object or it is determined that it should be made into its own digital object, you can create a specific digital object record from the data provided. See the list below for details on what to enter into each note type.

Required notes:

- Dimensions: See Dimensions note details in the simple digital object record for detailed instructions. You should include details of the component object only. For example, the component note for a video file in a set of video files within a CD-ROM would state the total run-time and the size of only that video file. The component

note for a text file on a CD-ROM composed of mixed formats would state the length of the text.

- Language: List only the language present in the component object and not the whole digital object.
- Linked Resources: Should state the collections/resources linked to the digital object as a whole. This should be identical to the top-level and sub-level records.
- Physical Characteristics and Technical Requirements: Should reflect only the details of the component digital object. See instructions for simple digital object records.
- Preferred Citation: Follow the rules regarding Preferred Citation in the simple digital object record directions. The name of the sub-level (subsub-level, etc.) should be place where the series name would be.
- Scope and Content: No change in directions from the simple digital object. Copy the sub-level [or top level if no sub-level exists] scope and content note.

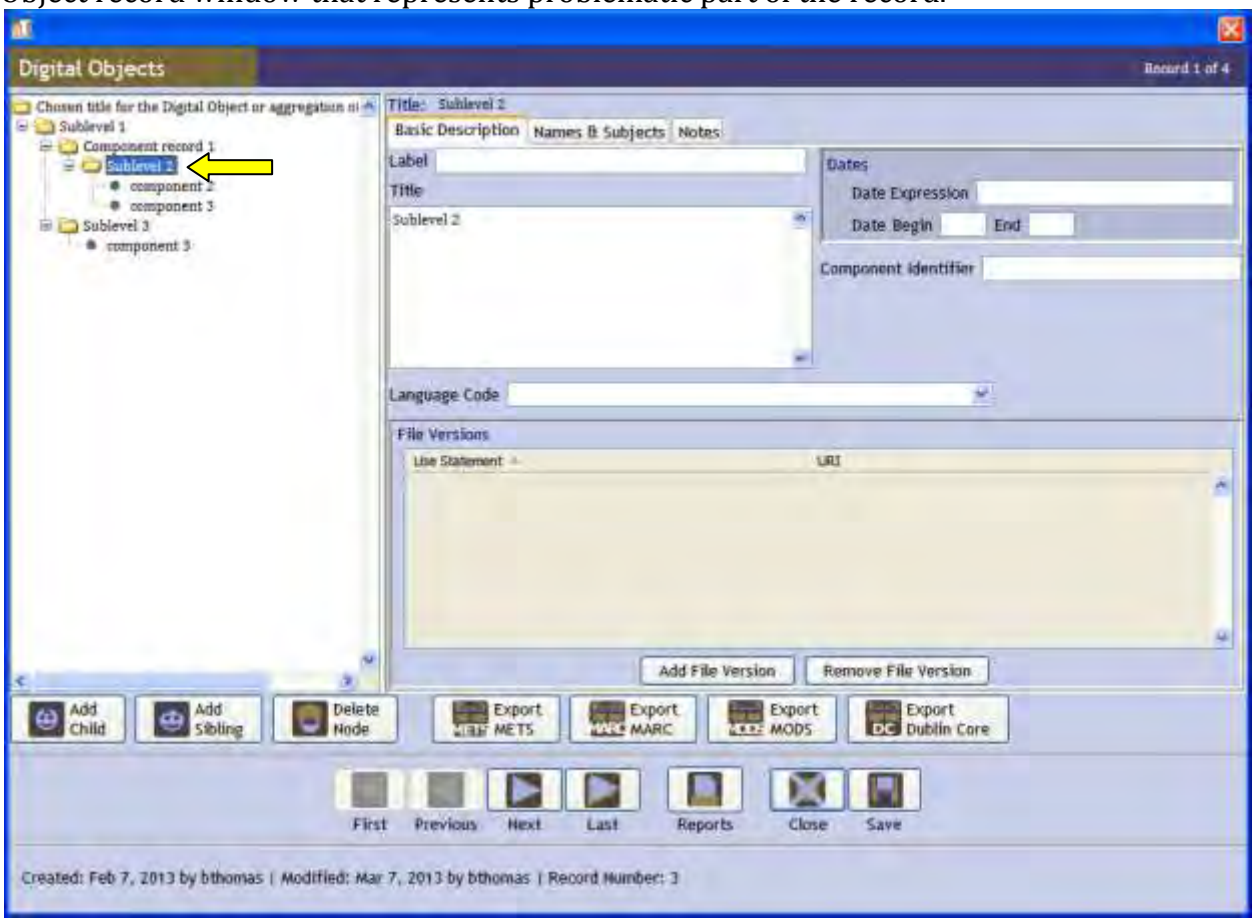
Optional notes:

- Abstract: Follow the directions for the Abstract found in the Simple Digital Object record section. Note that the abstract should only address the details of the component digital object, not the whole complex digital object record.
- Biographical/Historical Note: Follow the directions for the Biographical/Historical note. Can be copied from the top-level record if there is no difference in creator from the top-level record. If the creator differs from that listed at the top-level for the digital object record you should provide that information.
- Conditions Governing Access and Conditions Governing Use: Copy the details of the note for the top-level *unless* the conditions are different in some way. If there is a difference for the sub-level or any of its components from the top-level, identify it.
- Custodial history: This should not be provided unless there is a difference from the top-level custodial history. If there is a difference provide only the details that make it differ from the top-level.
- Existence and Location of Copies *and* Existence and Location of Originals: This should not be provided unless it differs from the top-level description. If there is a difference provide full details of the custodial history.
- General Physical Description: Only enter this note if the component object's physical description significantly differs from the top-level record. If so, itemize the differences.
- Immediate Source of Acquisition: Enter in information only if it differs from that of the top-level record and/or is different than that for the rest of the digital object. Follow the directions given for simple digital objects when entering this note, making sure to describe only the individual component digital object.
- Legal Status: Copy this note from the top-level digital object record. If there is a specific difference from the top-level note, describe that difference.
- Materials Specific Details: Only enter this note if the information differs significantly from the information for the top-level.
- Processing information: Do not enter information here.
- Related Archival Materials: Only provide information if it differs from that for the top-level record.

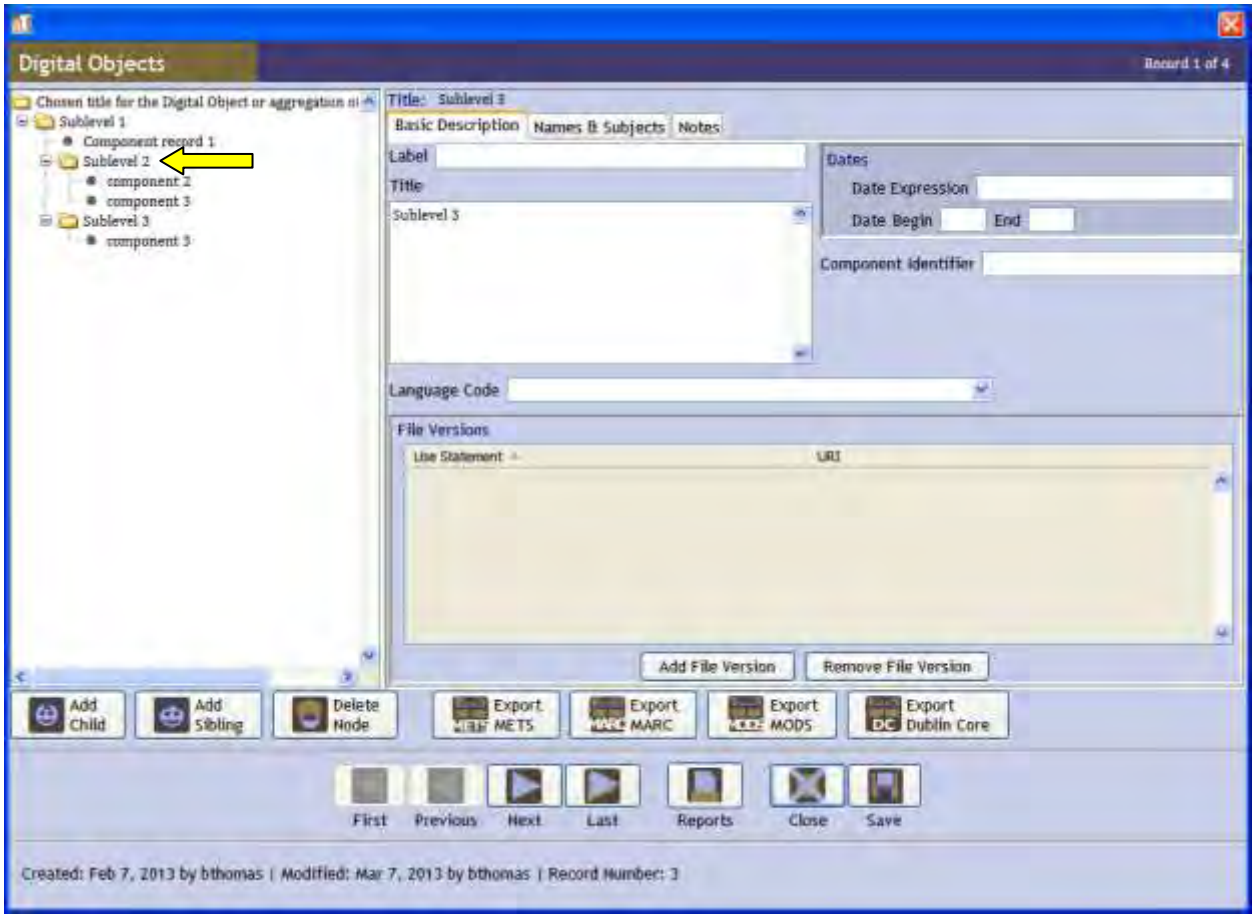
Changing Associations within a Digital Object record

If you accidentally create a sub-level record or a component digital object record with an incorrect association with the rest of the Digital Object record, this error can be fixed. This could either be an error in order or in the parent-child relationship.

To fix an error in order, click and hold onto the line on the left-hand side of the Digital Object record window that represents problematic part of the record.



Next, continuing to hold onto the record line, drag the line into the correct place within the digital object record.



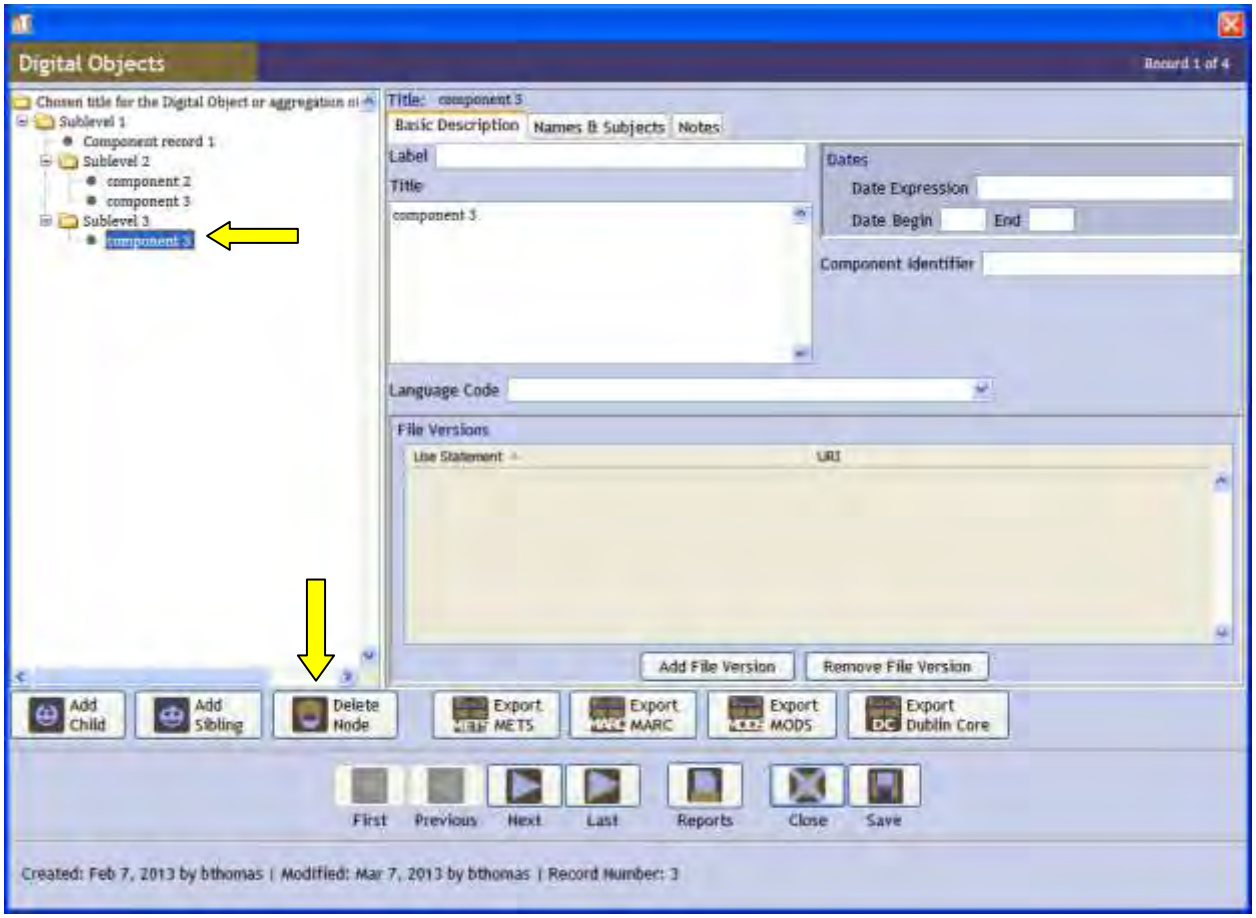
Note: To be placed as a direct sub-level of the top-level record, a sub-level must have been a direct child of the top-level record when it was created. If it was not a direct child of the top-level record you will need to delete that sub-level record and create a new one.

Note: If you change the association of one part of a digital object, any children of that record will follow it to the new location. You may need to reassign unique identifier numbers to reflect the corrected location in the digital object hierarchy.

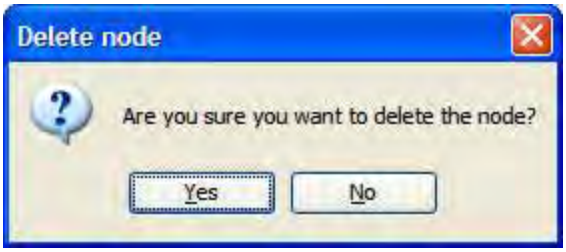
Deleting Parts of a digital object record

You can delete portions of a digital object record without deleting the whole record. To do this, find and enter the complex digital object record. Once in the record, highlight the component you wish to delete.

Once a portion of the complex digital object record is highlighted, except for the top-level record, a button on the bottom left-hand side of the screen should appear that says “Delete Node.” Click on this button to delete the portion of the record you have highlighted.



The following message should appear. If you really wish to delete that portion of the record, select "Yes."



Embedding/Linking a Digital Object to a Finding Aid

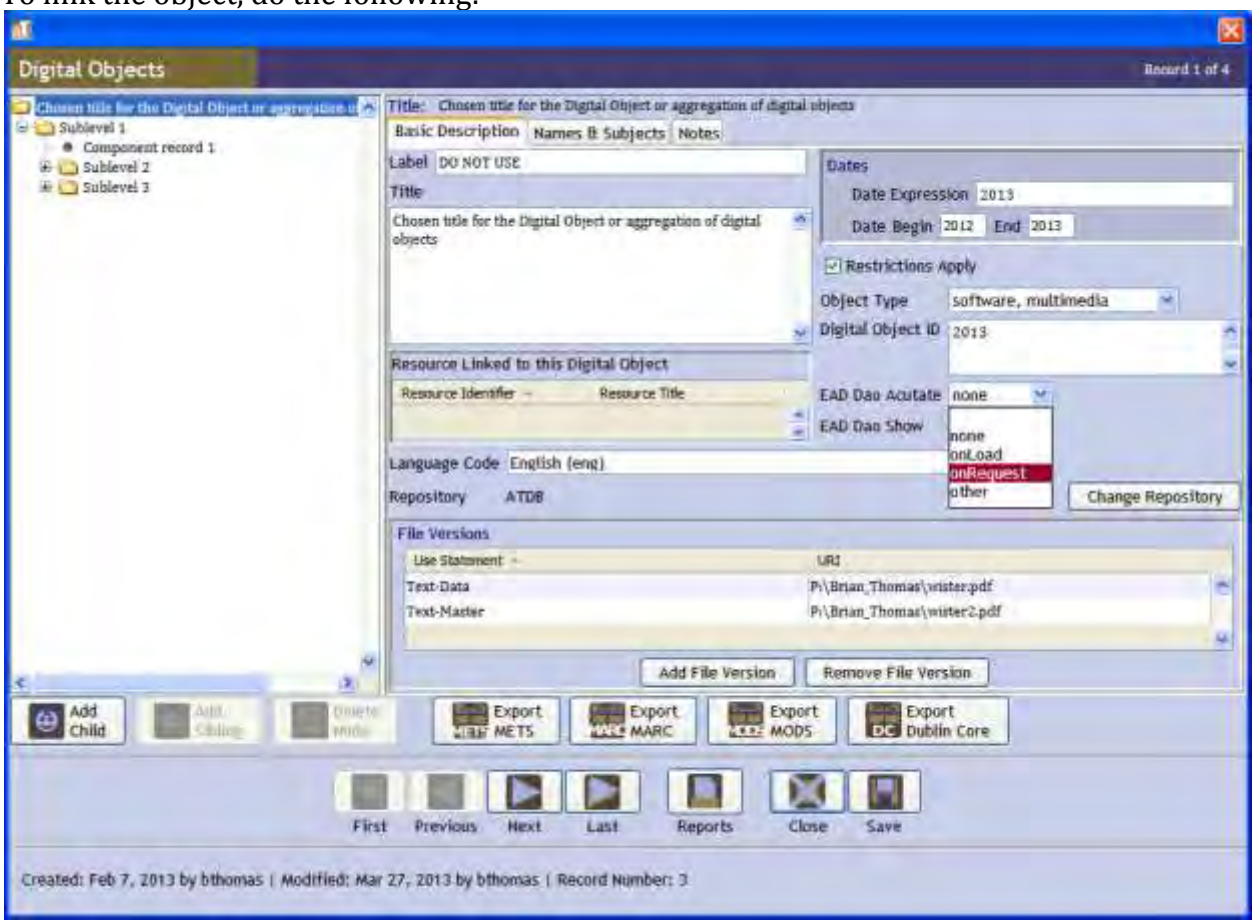
Embedding a digital object into a finding can only be done with an EAD finding aid, not with a PDF document or with an HTML file. Embedding a digital object into a finding aid is accomplished using the EAD Dao Actuate and EAD Dao Show functions found in the Basic Description tab and the individual Versions that have been linked into Toolkit.

When embedding a digital object into the EAD finding aid, you should follow these rules:

- Only link to the thumbnail or otherwise smallest digital object version available, never the master file as this will be too large for the average user to handle.
- Only link one copy of the digital object, or component digital object in the case of a complex digital object, to the EAD finding aid. A user can always request to see a larger or better version.

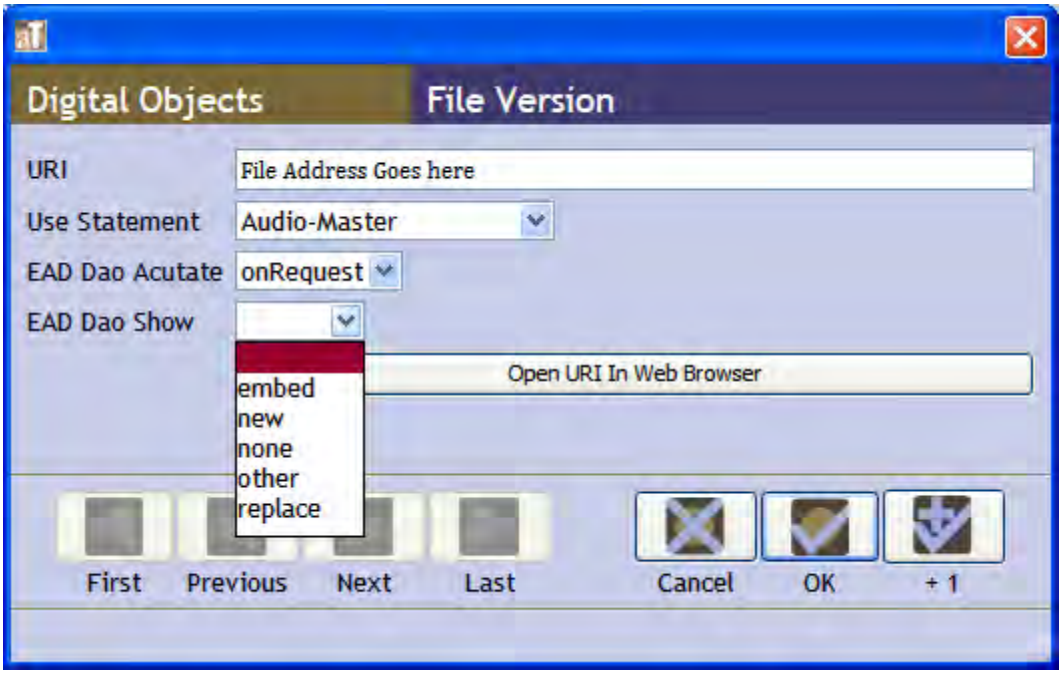
- Be consistent when linking digital object versions, if there are thumbnails of some objects but not of others consider using the smallest size that is common to all component records.
- The file version being used *MUST* be on a server accessible to the public. If the version is on a share drive or an intranet server the EAD finding aid will not have a valid urn address to pull the image from.

To link the object, do the following:



For the simple digital object, or for the top-level of a complex digital object, do the following:

- EAD DAO Actuate: This dropdown list instructs Toolkit how the object should be presented in an EAD finding aid, if one is generated.
    - Use “onLoad” to have the digital object shown automatically.
    - Use “onRequest” to have the digital object shown only when the user clicks on a link.
- EAD Dao Show: This dropdown list instructs Toolkit how the object should be behave when clicked on by a EAD finding aid user.
    - By default you should select “new.”
    - Use “embed” to have the digital object appear at the location of the link.
    - Do not use “none” or “replace.”



Next, select the file version you wish to have shown in the finding aid. To do this, under the desired file version, select fields matching the EAD Dao Actuate and EAD Dao Show for the digital object records. In the case of complex digital object you will need to select this for every component digital object record.

Note: Make sure that one, and only one, of the file versions is set to Actuate and to Show, multiple Versions set to Actuate and Show will result in multiple versions being placed in the EAD Finding Aid.

Exporting a XML Record

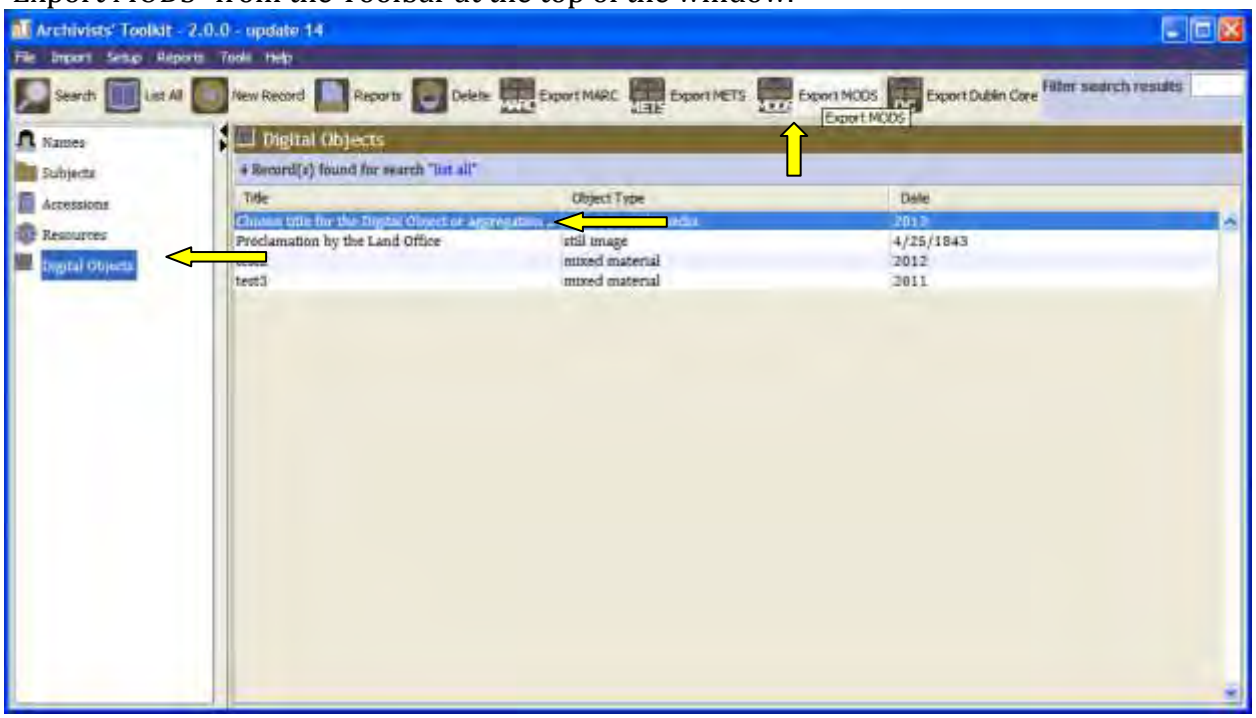
Toolkit can export the information you have provided into a variety of metadata computer files based in XML and validated against current standards for each type of metadata schema.

You can export a XML file from the main screen after you have highlighted the Digital Objects tab and highlighted the specific record you wish to export, or from within the record itself.

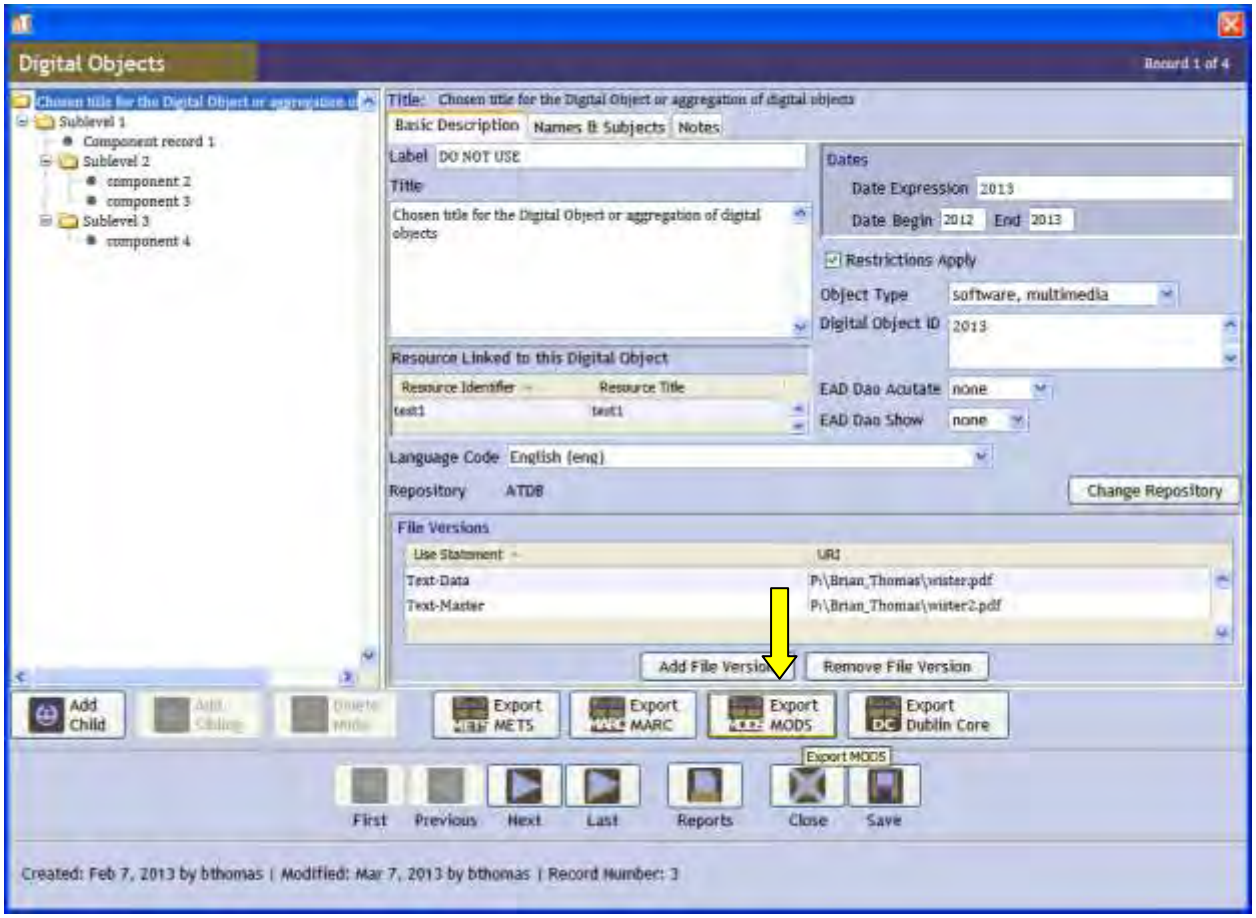
Exporting MODS file

MODS is a metadata schema designed specifically to describe and wrap around a digital object to ensure the object's longevity by having a rich description directly associated with the file. The content of a MODS file, in some cases (not Toolkit) can actually have the digital object embedded within it. A MODS file may also give instructions on how to render an object.

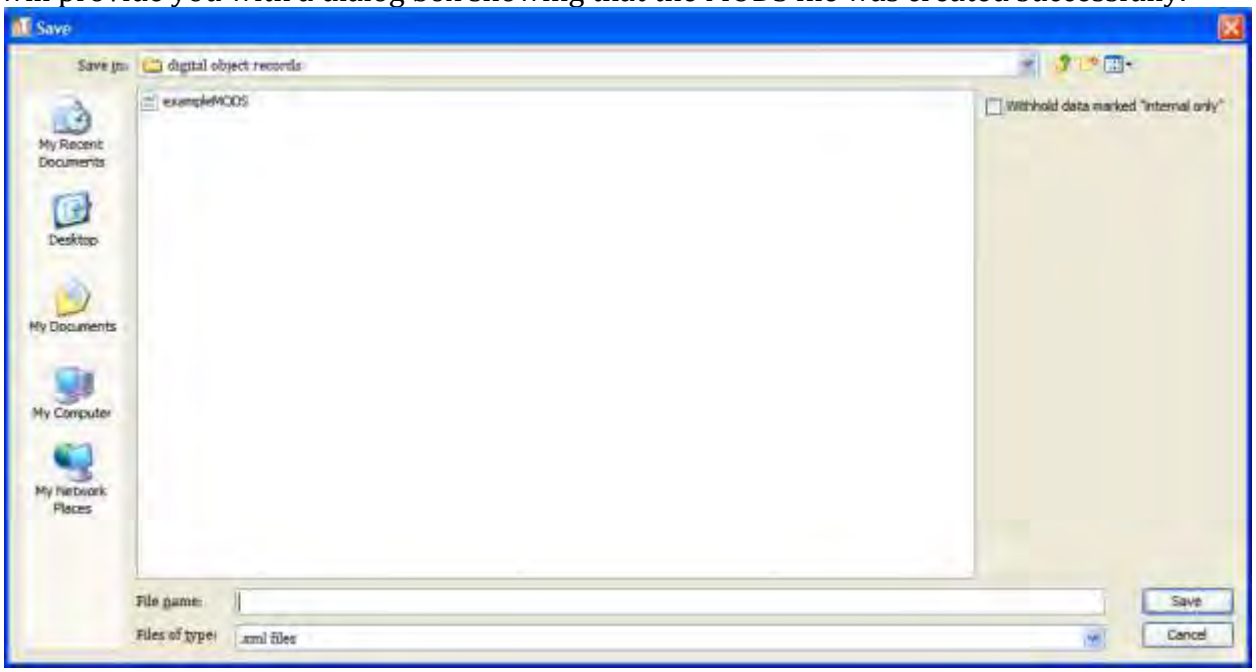
To export a MODS XML from the main screen highlight the Digital Objects button on the left-hand side of the main window, and click on the record you wish to export. Next, select "Export MODS" from the Toolbar at the top of the window.



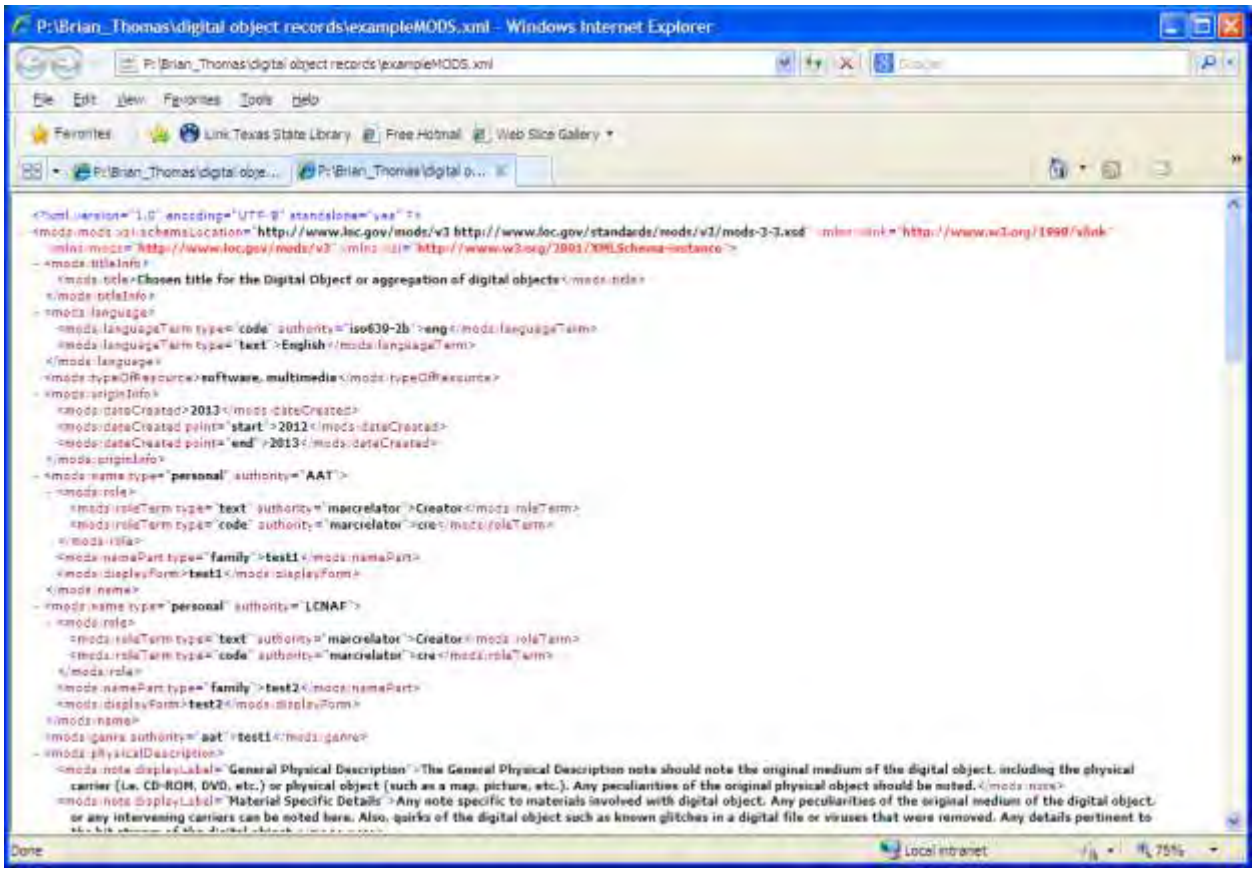
To export a MODS XML file from within the Digital Object record, ensure that you are at the top-most level of the digital object record. This will be the first line of the record on the left-hand side of the record window. Next, click on the "Export MODS" button at the bottom of the record window.



Next, create the correct file name for the MODS xml file, and select Save. Once saved Toolkit will provide you with a dialog box showing that the MODS file was created successfully.



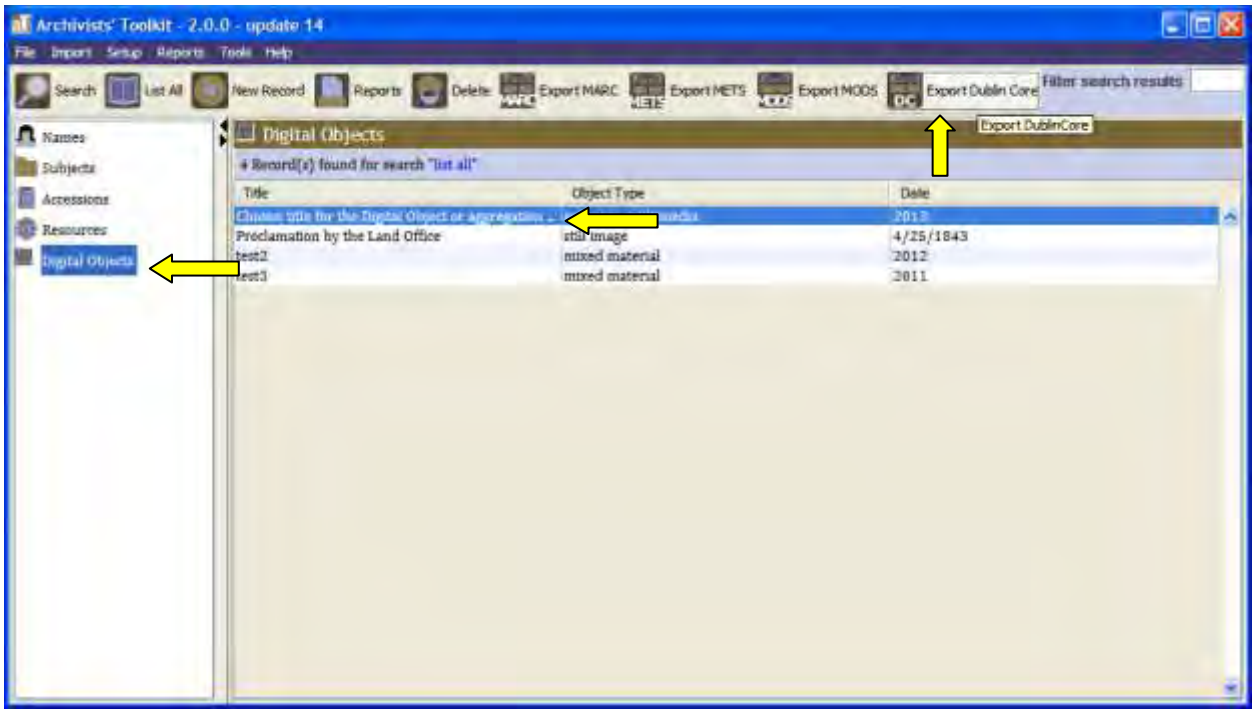
The finished MODS document will be very long, and should look like this:



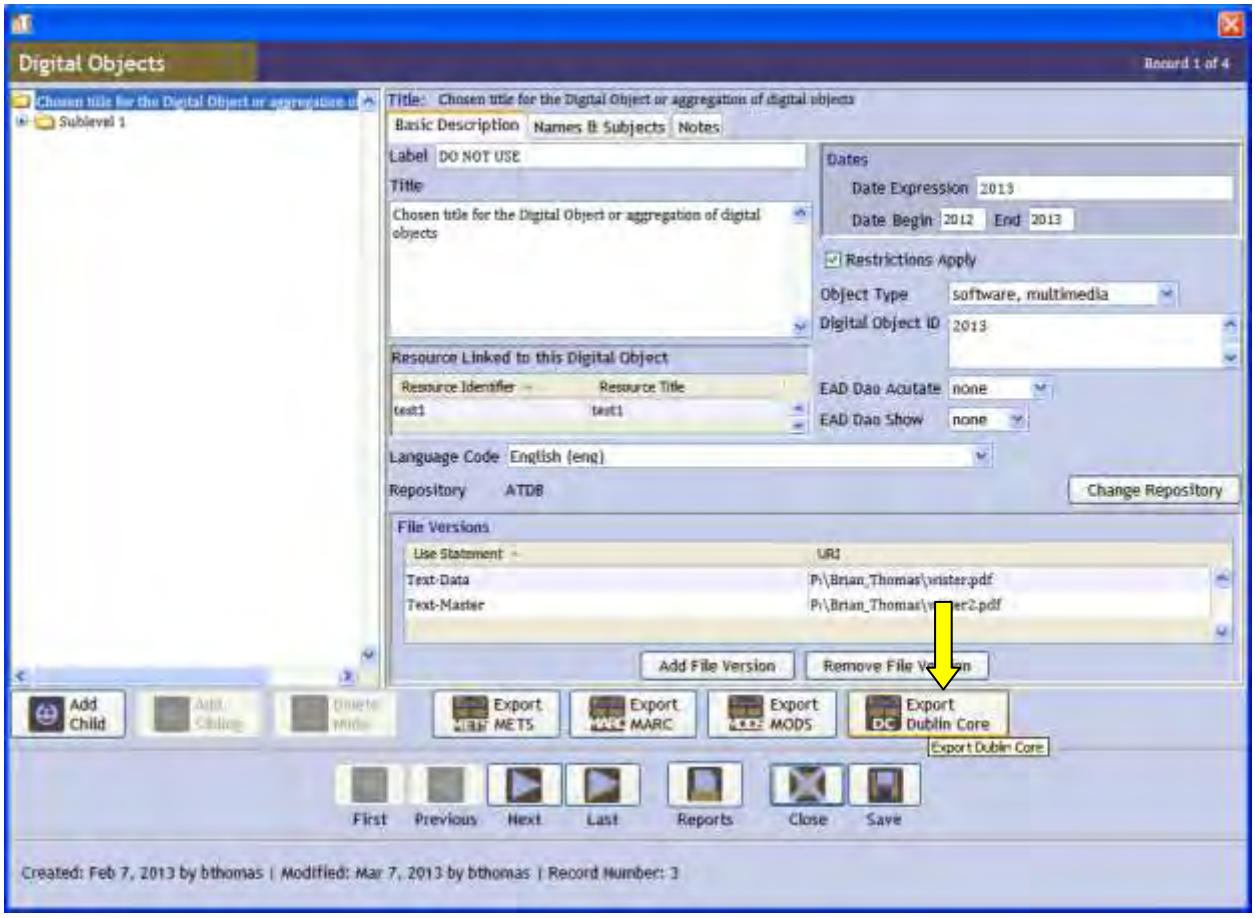
Exporting Dublin Core

Dublin Core is basic metadata schema with 16 key elements. Some other schemas include Dublin Core as part of its metadata set. A Dublin Core record is not designed to envelope a digital object, but to accompany it.

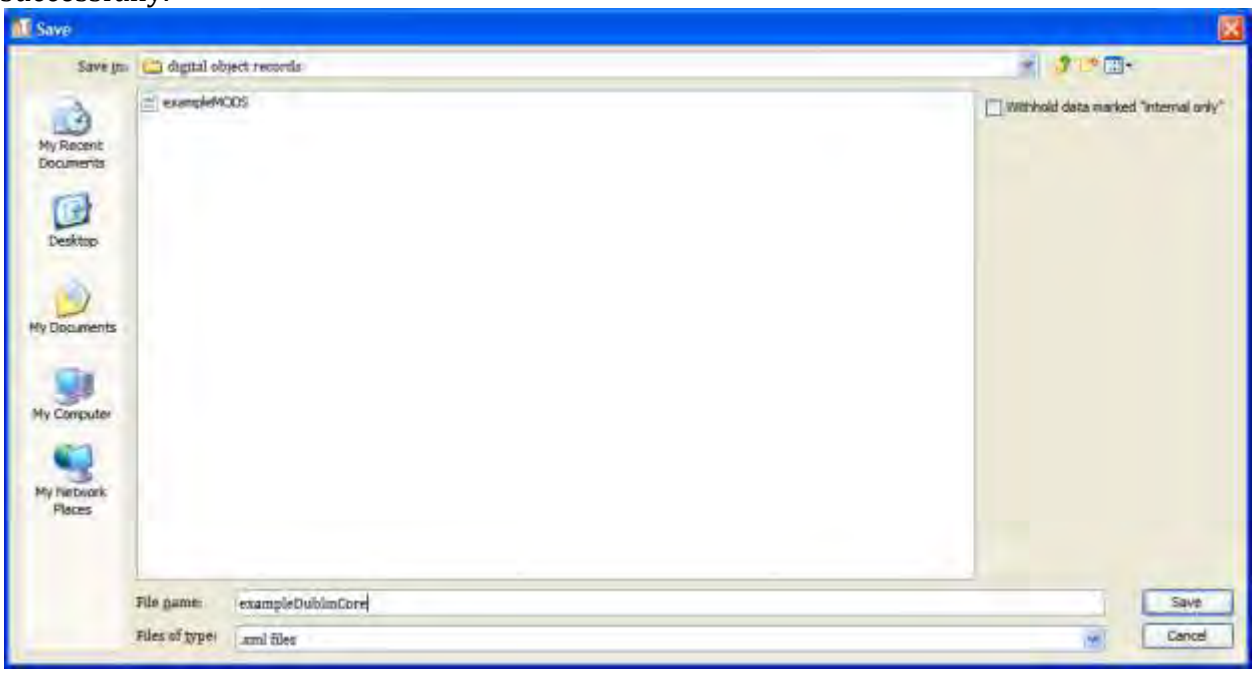
To export a Dublin Core XML file from the main screen highlight the Digital Objects button on the left-hand side of the main window, and click on the record you wish to export. Next, select “Export Dublin Core” from the Toolbar at the top of the window.



To export a Dublin Core XML file from within the Digital Object record, ensure that you are at the top-most level of the digital object record. This will be the first line of the record on the left-hand side of the record window. Next, click on the "Export Dublin Core" button at the bottom of the record window.



Next, create the correct file name for the Dublin Core xml file, and select Save. Once saved, Toolkit will provide you with a dialog box showing that the Dublin Core file was created successfully.

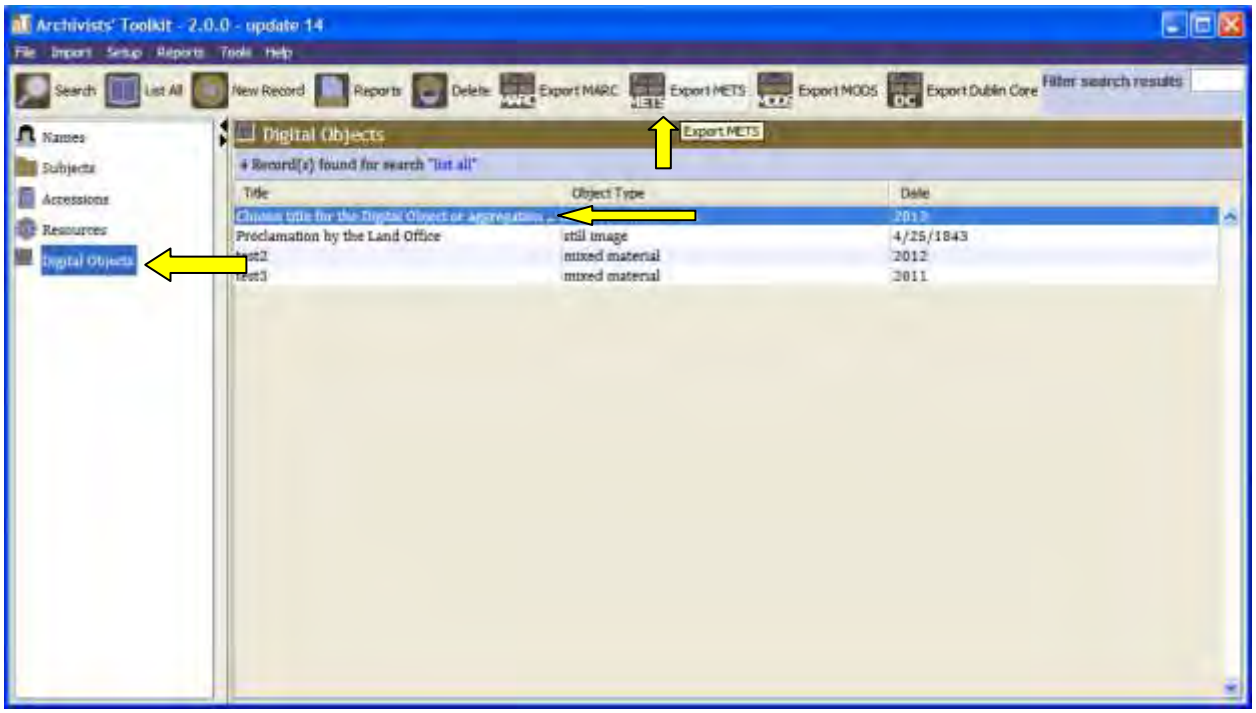


The finished Dublin Core document will be long, and should look like this:

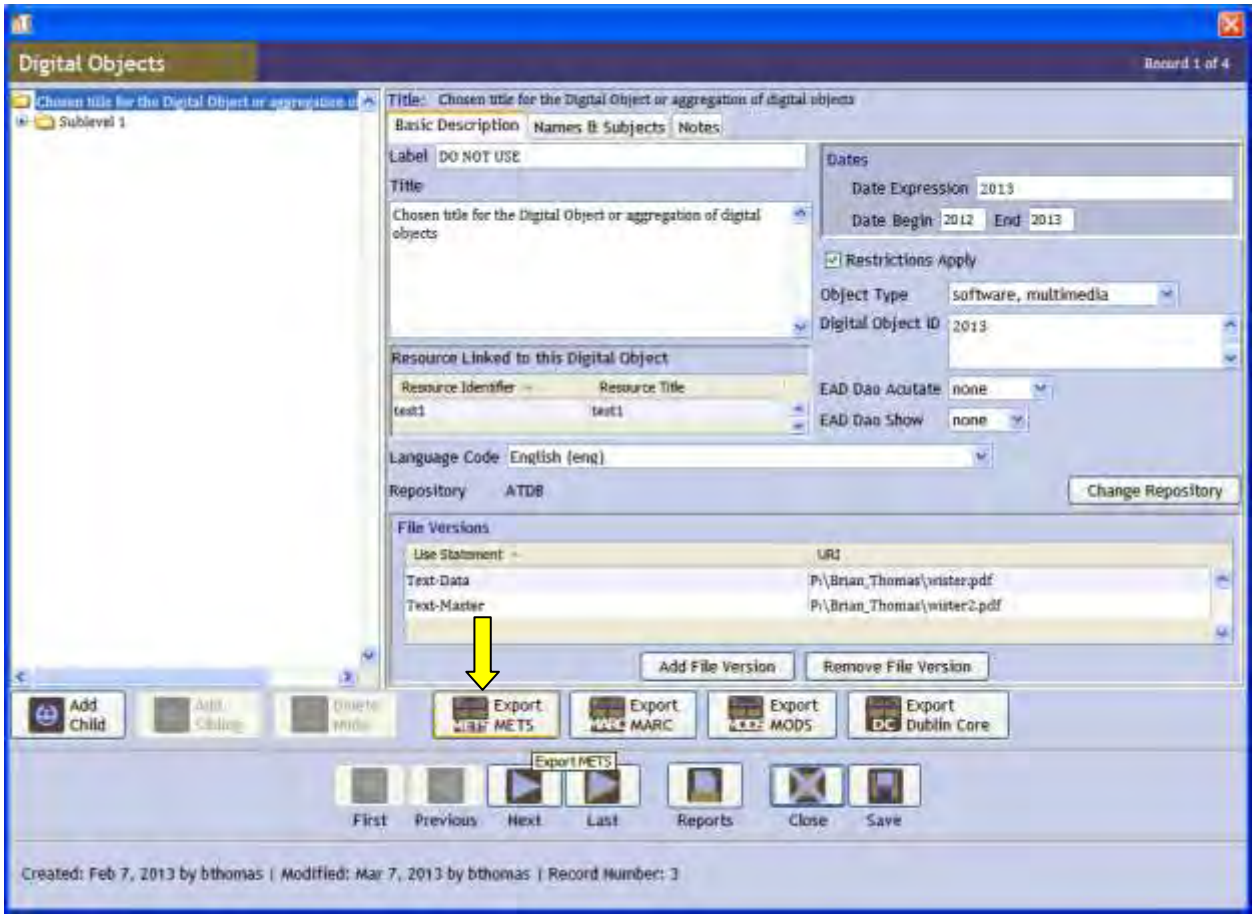
Exporting METS

METS is another metadata schema designed to handle some kinds of digital objects.

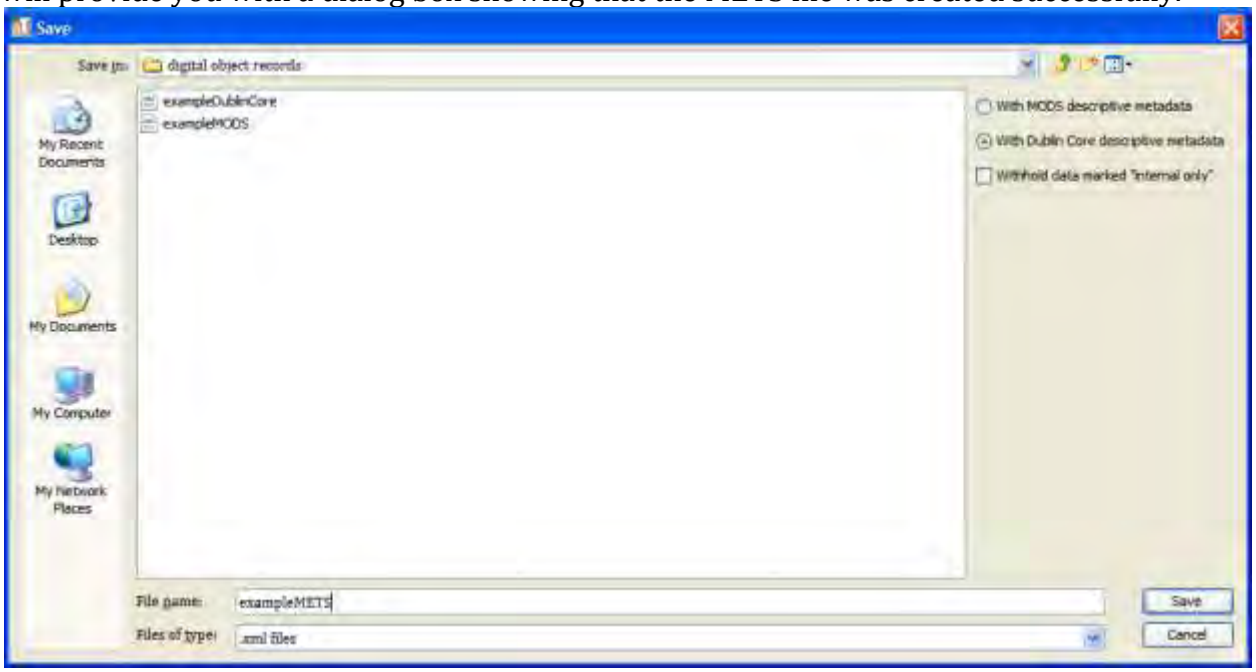
To export a METS XML document from the main screen highlight the Digital Objects button on the left-hand side of the main window, and click on the record you wish to export. Next, select “Export METS” from the Toolbar at the top of the window.



To export a METS XML file from within the Digital Object record, ensure that you are at the top-most level of the digital object record. This will be the first line of the record on the left-hand side of the record window. Next, click on the "Export METS" button at the bottom of the record window.



Next, create the correct file name for the METS xml file, and select Save. Once saved, Toolkit will provide you with a dialog box showing that the METS file was created successfully.

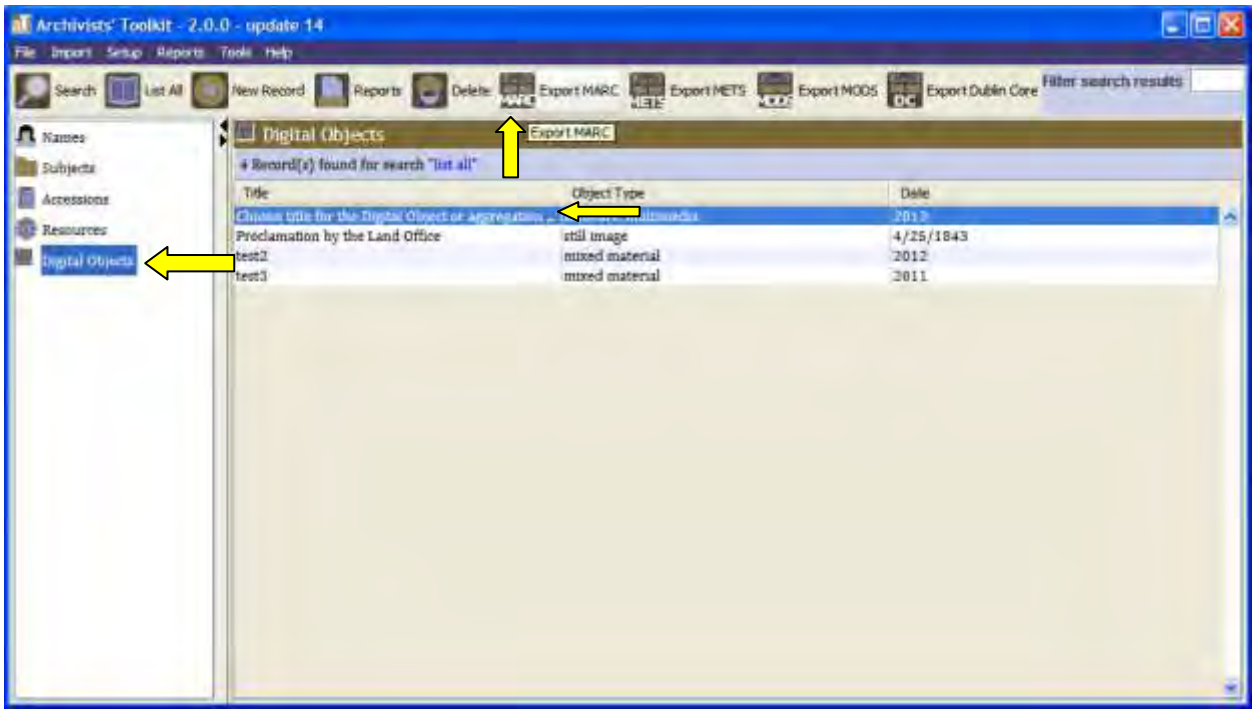


The completed METS document should look like this:

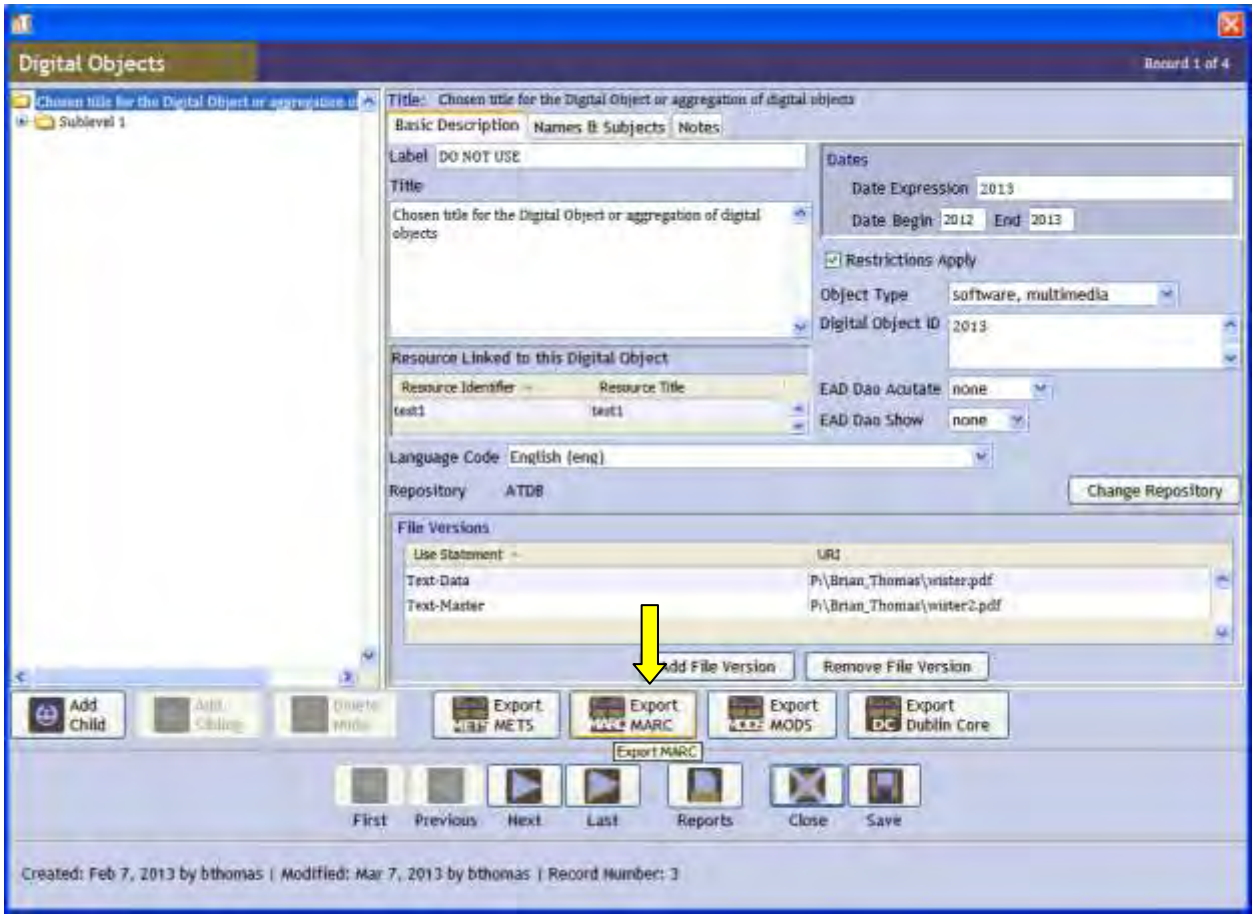
Exporting MARC XML

Mark XML is an XML metadata file that has standardized fields so that, when submitted to an electronic library catalog, it will read and render as a catalog item. There are a variety of fields that can be found and explained in the handbook for the current standard, AACR2.

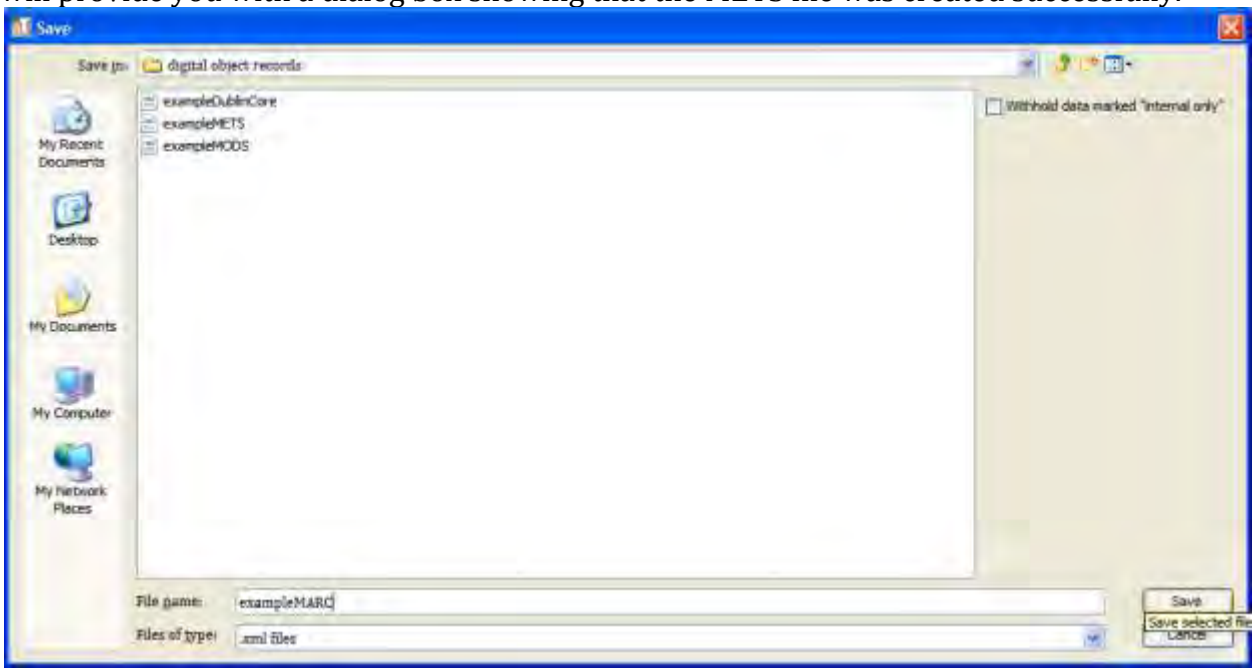
To export a MARC XML file from the main screen highlight the Digital Object button on the left-hand side of the main window, and click on the record you wish to export. Next, select “Export MARC” from the Toolbar at the top of the window.



To export a MARC XML file from within the Digital Object record, ensure that you are at the top-most level of the digital object record. This will be the first line of the record on the left-hand side of the record window. Next, click on the "Export MARC" button at the bottom of the record window.



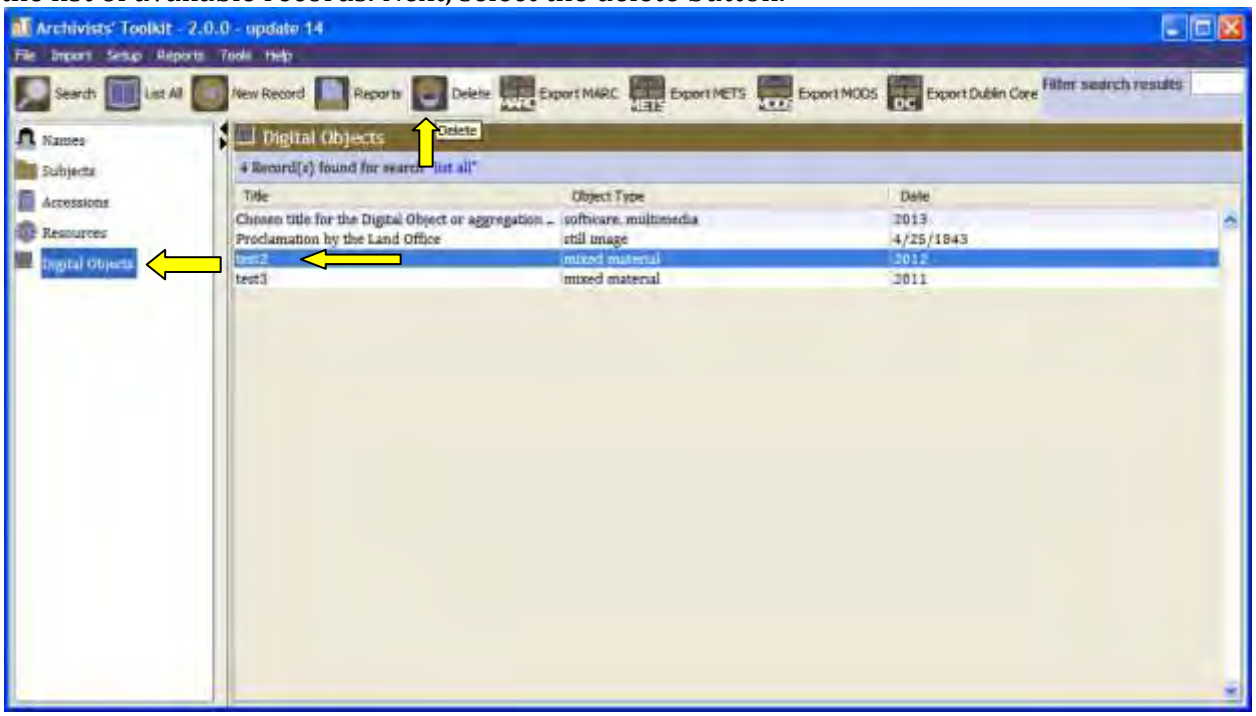
Next, create the correct file name for the METS xml file, and select Save. Once saved Toolkit will provide you with a dialog box showing that the METS file was created successfully.



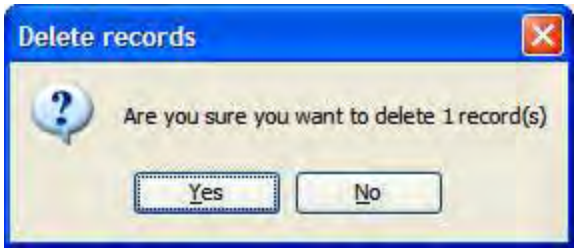
The completed MARC document should look like this:

Deleting Digital Object records

To delete a Digital Object record from Toolkit, find and highlight the Digital Object record in the list of available records. Next, select the delete button.



A message will appear asking to confirm the deletion. If you wish to delete the record, select "Yes."



Note: You can delete multiple digital object records by holding the control button and highlighting additional digital object records.

Linking to Other Toolkit Records

It is not possible to link a digital object to an accession. However, you can link a digital object to a collection/resource record and a conservation/preservation assessment. Follow the directions under those sections of this manual if you wish to create a link.

Administrative Capabilities

Back to table of contents

Setting Up Users and Restricting Permission

User Capabilities Description per Toolkit by level

Access Level 5: State Archivist/Assistant State Archivist

This level has full functionality of the program and ability to make any changes possible.

Access Level 4: Repository Manager

Full capacity to create and edit records for the repository, including creating users for the repository that they manage. This person can *see* but not *edit* (except names/subjects) information from other repositories.
Can edit their repository lookup list, link authority records to accessions and resources, link locations and containers, generate all reports.
Cannot edit: date format or application configuration.

Access Level 3: High level Archivists

Can edit information on: data rules, locations, accessions, collections/resources, sub-collection/sub-resource information, digital objects, instances, authority records, lookup list.

Can link authority records to accessions, authority records to collections/resources, locations and containers.
Cannot edit repository record and user records.
Cannot generate a repository profile report.

Access Level 2: Low Level Archivists

Can edit information on: locations, accessions, collections/resources, digital objects, instance records, authority records, lookup lists.
Can link authority records to collections/resources, locations to containers.
Cannot edit repository record or user records, data rules and name contact records.

Access Level 1: Reference and Archive Volunteers

Can edit Collection/resource records.
Can link authority records to collections/resources.
Cannot edit name contact records, accession records digital object records, authority records.

Actual User Capability, by job type

Administrator 1 (Assistant Director and Director for Archives) Capabilities

Reports

- From reports tab from menu toolbar able to generate Repository Profile for any repository in the system, reload reports and compile jasper report (report template created from scratch)
- Using reports button on main screen able to generate all possible reports for the system. See reports section for a description of reports available and how to run them.

Import

From the Import tab in the menu toolbar, able to:

- Import Accessions in a tab delimited or XML format
- Import Resource records from an EAD record
- Import Resource records from a MARC record
- Import Digital Object record from a tab delimited form

Please note that TSLAC standards for this information is such that it is currently not feasible to import any of these records.

Setup

Able to:

- Create, modify and delete users from the system
- Add, remove and edit details of a repository
    - Includes provision of repository statistics, notes on the repository
    - Set-up default information for a field in resources/accessions in Toolkit
- Create/configure a rapid entry screen (not recommended)
- Update some lookup list details
- Change the screen-name for note fields
- Change the format of dates entered in the system
- Configure application (not recommended as this relates to the underlying database tables)
- Update preferred font

- Allow spell-check

Tools

Able to:

- Create, edit and remove assessment reports
- Create, edit and remove locations
- Create shelf list reports from locations section
- Use script console

Help menu

Able to access all aspect of the help menu

Names

Able to:

- Add, create, modify and delete name records
- Able to create and edit default values (through setup menu)
- All possible data fields can be modified
- Link Accessions, Resources/Collections and Digital Object records to a Name record (only able to do this indirectly by linking while in the Accessions, Resources/Collections or Digital Object records)
- Merge name records

Subject

Able to:

- Add, create, modify and delete name records
- Able to create and edit default values (through setup menu)
- All possible fields can be modified
- Add or remove links to accessions, resources/collections and digital objects (must be done through the accession, resource/collection or digital object records)
- Merge subject records

Accessions

Able to:

- Use, access, add and delete all aspect of records of this type
- Link an accession to a resource/collection, location, subject, and name records

Unable to:

- Link a digital object to an accession record.
- Merge an accession record

Resources/Collections

Able to:

- Use, access, add and delete all aspects of records of this type
- Link an accession to the resource/collection (must create link through the accession record, unable to create link directly in resource record)
- Link a digital object (through the Instances field)
- Link Subject and Name records

    - If a subject/name is not available, creating the correct subject/name under the resource creates a new subject/name record
- Enter finding aid-specific data
- Create a PDF, EAD, and HTML finding aid
- Merge resource/collection records

Digital Objects

Able to:

- Use, access, add and delete all aspects of records of this type
- Link a Digital Object to a resource/collection (must be done through the Instances field of the Resource/Collection record)
- Create versions of a digital object
- Link names and subjects to a digital object
    - If a subject/name is not available, creating the correct subject/name under the resource creates a new subject/name record
- Export METS, MODS, MARC, and Dublin Core xml records of the digital object

Administrator 2 (manager of a repository, level 4) capabilities

Reports

Able to generate reports:

- From reports tab, able to generate a repository profile
- Input Repository statistics information

Unable to:

- Reload reports or create Jasper reports

Administrative

Able to:

- Update all information for the repository
- Create default values for specific note types which will become a default for all other users.
- Create new users for their repository
- Change passwords for new and existing users within their repository
- Create notes regarding repository policy and operations
- Create, update and delete locations
- Create and edit rapid entry screens
- Edit lookup lists
- Configure the font
- Complete all import options

Unable to:

- Create a new repository

Preservation/Conservation Needs Assessments

Able to:

- Create a Conservation/Needs Assessment
- Link accessions, collections/resources, and digital objects to the assessment

- Input all forms of information available
- Delete a preservation/needs assessment

Subject Headings

Names

Able to:

- Create a name record
- Delete a name record
- Create all content for a name record
- Merge name records

Subjects

Able to:

- Create a subject record
- Delete a subject record
- Create all content for a subject record
- Merge subject records

Accessions

Able to:

- Input all data in the Basic Information screen
- Input all data from the Accession notes screen
- Input all data from the User defined fields screen
- Link Names and Subject to the Accession record
- Input all information in the Acknowledgments, Restrictions & Processing Tasks screen
- Run all report types

Collections/Resources

Able to:

- Create a collection/resource record
- Delete a collection/resource record
- Delete a component of a collection/resource record
- Transfer a component of a collection/resource into another collection resource.
- Update, link and add locations
- Input all data from the Basic Description screen
- Link Names and Subjects to the collection/resource record
- Create all note types
- Generate all report types
- Create all finding aid types

Digital Objects

Able to:

- Generate all xml file types (MARC, METS, MODS, Dublin Core)
- Create new digital object records

- Delete digital object records
- Delete component of a digital object record
- Update all information in the Basic Description screen
- Link names and subjects to the digital object record
- Create all note types

High Authorization Archivist (level 3)

Reports

Able to generate reports:

- Using reports button on main screen able to generate most possible reports for the system. See reports section for a description of reports available and how to run them.
- Input information for the Repository Statistics
- Generate a shelf list from the location section

Unable to:

- Generate Repository Profile
- Reload reports or compile jasper reports (report template created from scratch)

General Administrative

Able to:

- Create default values for specific note types, but it will not be available to other users.
- Create notes regarding repository policy and operations
- Modify Rapid Entry screen
- Update and Edit Lookup Lists
- Change Fonts
- Complete all import functions
- Create, delete and update location information

Unable to:

- Create a new repository
- Edit repository information
- Create a new user
- Change User passwords

Preservation/Conservation Need Assessments

Able to:

- Create/edit a Conservation/Needs Assessment
- Link accessions, collections/resources, and digital objects to the assessment
- Input all forms of information available
- Delete a preservation/needs assessment

Subject Headings

Names

Able to:

- Create a name record
- Delete a name record
- Create all content for a name record
- Merge name records

Subjects

Able to:

- Create a subject record
- Delete a subject record
- Create all content for a subject record
- Merge subject records

Accessions

Able to:

- Input all data in the Basic Information screen
- Input all data from the Accession notes screen
- Input all data from the User defined fields screen
- Link Names and Subject to the Accession record
- Input all information in the Acknowledgments, Restrictions & Processing Tasks screen
- Run all report types

Collections/Resources

Able to:

- Create a collection/resource record
- Delete a collection/resource record
- Delete a component of a collection/resource record
- Transfer a component of a collection/resource into another collection resource.
- Update, link and add locations
- Input all data from the Basic Description screen
- Link Names and Subjects to the collection/resource record
- Create all note types
- Generate all report types
- Create all finding aid types

Digital Objects

Able to:

- Generate all xml file types (MARC, METS, MODS, Dublin Core)
- Create new digital object records
- Delete digital object records
- Delete component of a digital object record
- Update all information in the Basic Description screen
- Link names and subjects to the digital object record
- Create all note types

Low/General Archivist (level 2) Capabilities

Reports

Able to:

- Generate all types of Name reports
- Generate all types of Subject reports
- Generate all types of Accessions reports
- Generate all types of Collection/resource reports
- Generate all types of Digital Objects reports
- Generate all types of Preservation/Conservation needs assessment reports
- Generate a shelf list report
- Input any information in the repository statistics section

Unable to:

- Generate a repository profile report
- Reload reports or create Jasper reports

General Administrative

Able to:

- Add, editor remove lookup list options
- Update font and spell check
- Update, add and remove locations
- Complete all import functions

Unable to:

- Create, update or otherwise modify any repository data
- Create a new user
- Change User passwords

Preservation/Conservation Need Assessments

Able to:

- Create/edit a Conservation/Needs Assessment
- Link accessions, collections/resources, and digital objects to the assessment
- Input all forms of information available
- Delete a preservation/needs assessment

Subject Headings

Names

Able to:

- Create a name record
- Delete a name record
- Create all content for a name record
- Merge name records

Subjects

Able to:

- Create a subject record

- Delete a subject record
- Create all content for a subject record
- Merge subject records

Accessions

Able to:

- Input all data in the Basic Information screen
- Input all data from the Accession notes screen
- Input all data from the User defined fields screen
- Link Names and Subject to the Accession record
- Input all information in the Acknowledgments, Restrictions & Processing Tasks screen
- Run all report types

Collections/Resources

Able to:

- Create a collection/resource record
- Delete a collection/resource record
- Delete a component of a collection/resource record
- Transfer a component of a collection/resource into another collection resource.
- Update, link and add locations
- Input all data from the Basic Description screen
- Link Names and Subjects to the collection/resource record
- Create all note types
- Generate all report types
- Create all finding aid types

Digital Objects

Able to:

- Generate all xml file types (MARC, METS, MODS, Dublin Core)
- Create new digital object records
- Delete digital object records
- Delete component of a digital object record
- Update all information in the Basic Description screen
- Link names and subjects to the digital object record
- Create all note types

Student/Volunteer/Reference (level 1) Capabilities

Reports

Able to generate reports:

- Generate all Name reports
- Generate all Subject reports
- Generate all Accession reports
- Generate all Collection/Resource reports

- Generate all Digital Object reports

Unable to:

- Reload reports or create Jasper reports
- Create any preservation/conservation needs assessment report
- Input any repository statistics

Administrative

Able to:

- Edit lookup lists
- Configure the font
- Complete all import options

Unable to:

- Create a new repository
- Update any repository information
- Create default values for specific note types
- Create new users for their repository
- Change passwords for new and existing users within their repository
- Create notes regarding repository policy and operations
- Create, update and delete locations
- Create and edit rapid entry screens

Preservation/Conservation Needs Assessments

Unable to:

- Access, edit or create any Preservation/Conservation needs assessment
- Generate any reports related to a preservation/conservation needs assessment

Subject Headings

Names

Able to:

- View a name record
- Merge name records
- Delete a name record

Unable to:

- Create a name record
- Create content for a name record

Subjects

Able to:

- Delete a subject record
- Merge subject records

Unable to:

- Create a subject record
- Create content for a subject record

Accessions

Able to:

- Input and delete deaccessions
- Input and delete location links
- Edit linked name role to accession
- Update processing priority and processing status
- Run all report types

Unable to:

- Enter most information in the Basic Information screen
- Input any data from the Accession notes screen
- Input any data from the User defined fields screen
- Link Names and Subject to the Accession record
- Input most data in the Acknowledgements, Restrictions and Processing Tasks screen.

Collections/Resources

Able to:

- Create a collection/resource record
- Delete a collection/resource record
- Delete a component of a collection/resource record
- Transfer a component of a collection/resource into another collection resource.
- Update, link and add locations
- Input all data from the Basic Description screen
- Add, edit and remove links from Names and Subjects to the collection/resource record
- Create all note types
- Add/remove deaccessions
- Generate all report types
- Create all finding aid types

Digital Objects

Able to:

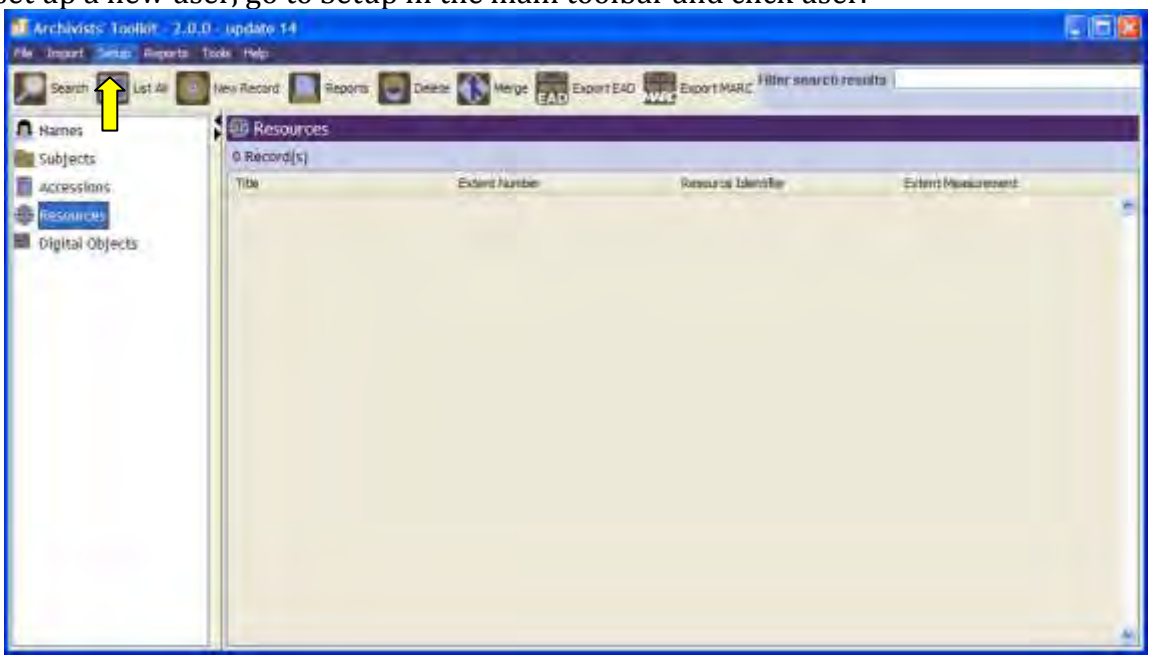
- Generate all xml file types (MARC, METS, MODS, Dublin Core)
- Update EAD DAO Actuate and EAD DAO show
- Delete digital object records
- Edit linked name roles with a digital object
- Edit existing notes on a digital object record

Unable to:

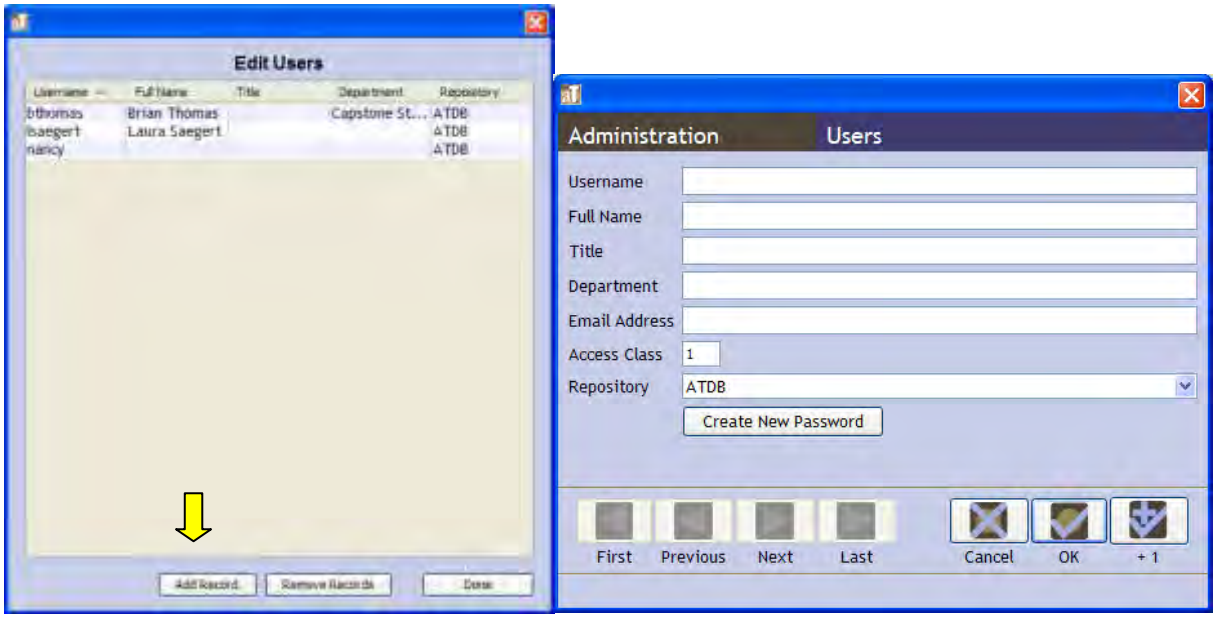
- Create a new digital object record
- Update most information in the Basic Description screen
- Delete components of a digital object record
- Link names/subject to the digital object
- Create any note types

Setting up a new user

To set up a new user, go to Setup in the main toolbar and click user.



From the **Edit Users** screen click on **Add Record**



Use the resulting Users screen to enter the new user information. Set Access based on the following guidelines:

- Archive Volunteers: Access Class 1
- Archivists: Access Class 2 or Class 3
- Reference staff: Access Class 1
- Repository Managers (except State Archivist and Assistant State Archivist): Access Class 4

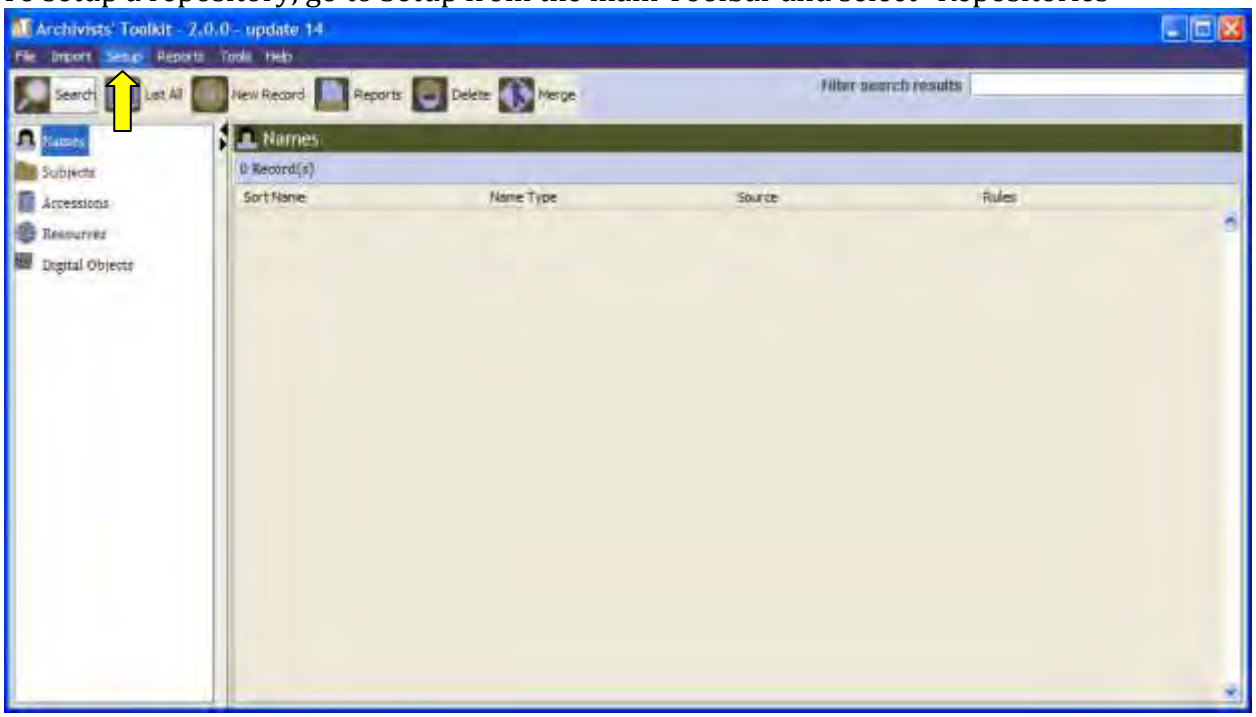
- State Archivist/Assistant State Archivist: Access Class 5

Setting up a new Repository (Level 5 access only)

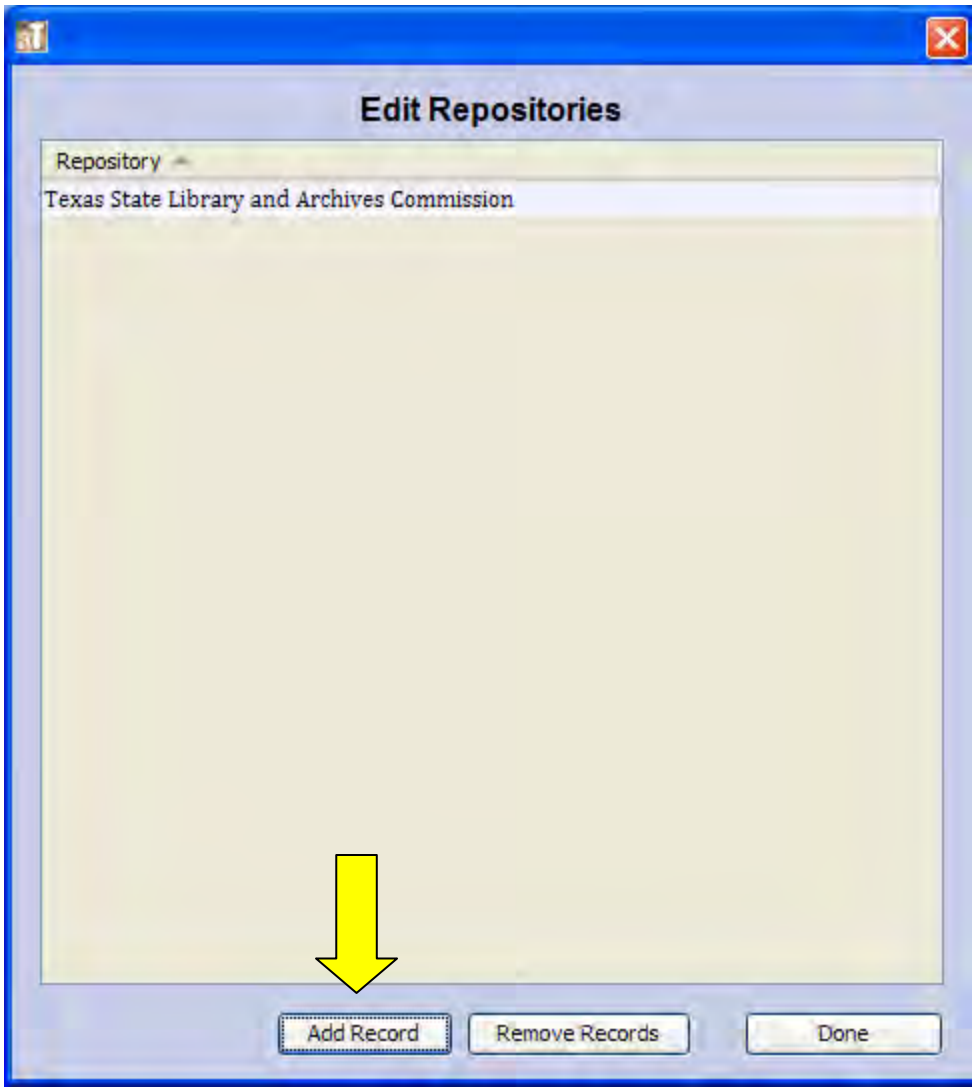
A new repository should be set-up for each facility being used by the Texas State Library and Archives Commission. Each repository should have a manager assigned, access level 4, and full details of the repository should be entered.

Note that repository managers at level 4 will only be able to access information from their own repository. Names, subjects, accessions, resources/collections, and digital object will only be available to an assigned repository. Data entered from one repository in Toolkit will not migrate to the other repository.

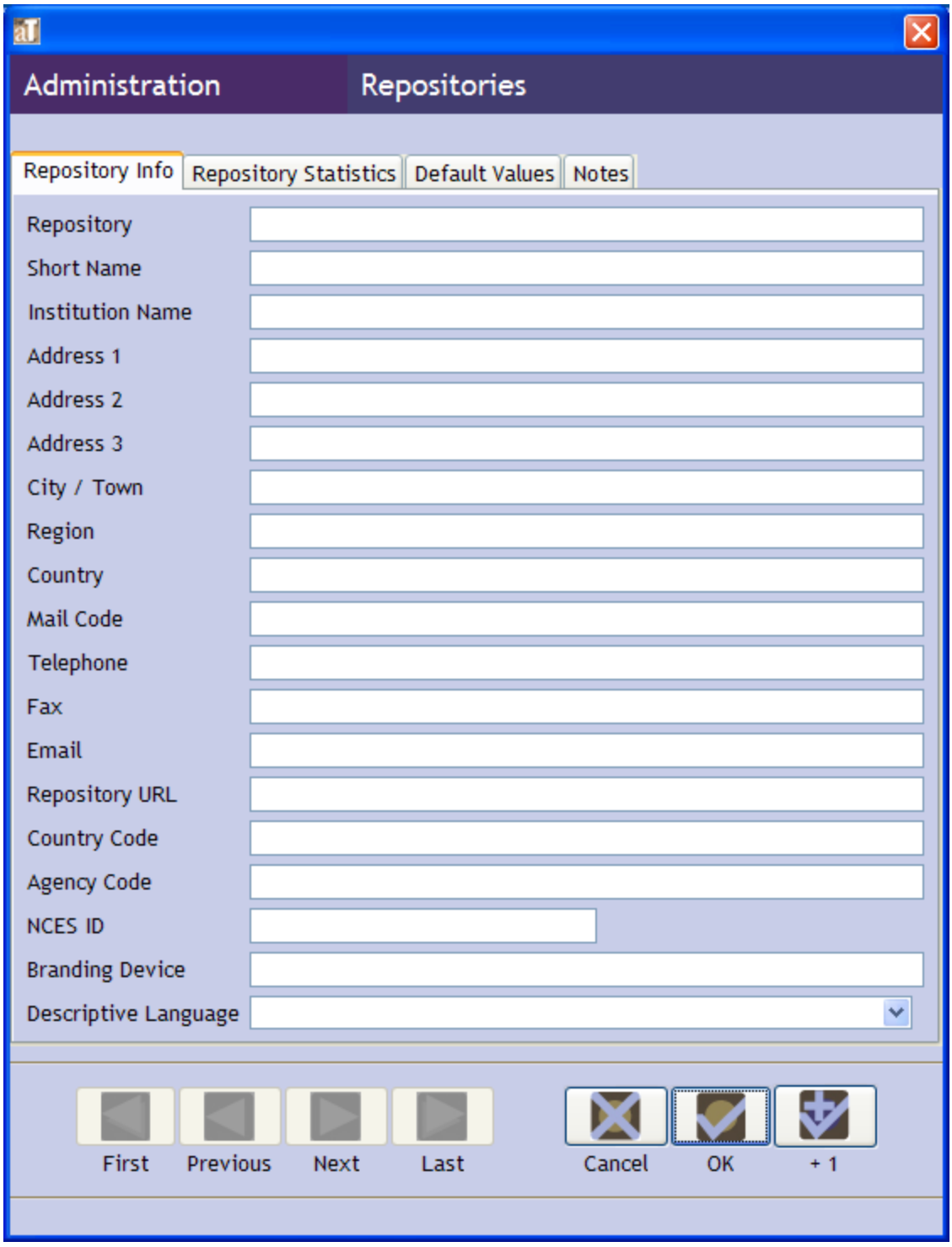
To setup a repository, go to Setup from the main Toolbar and select “Repositories”



Next, select “Add Record”



The next screen will require you to enter in information about the repository being created.



Although all information should be entered, the repository name and short name are *required*.

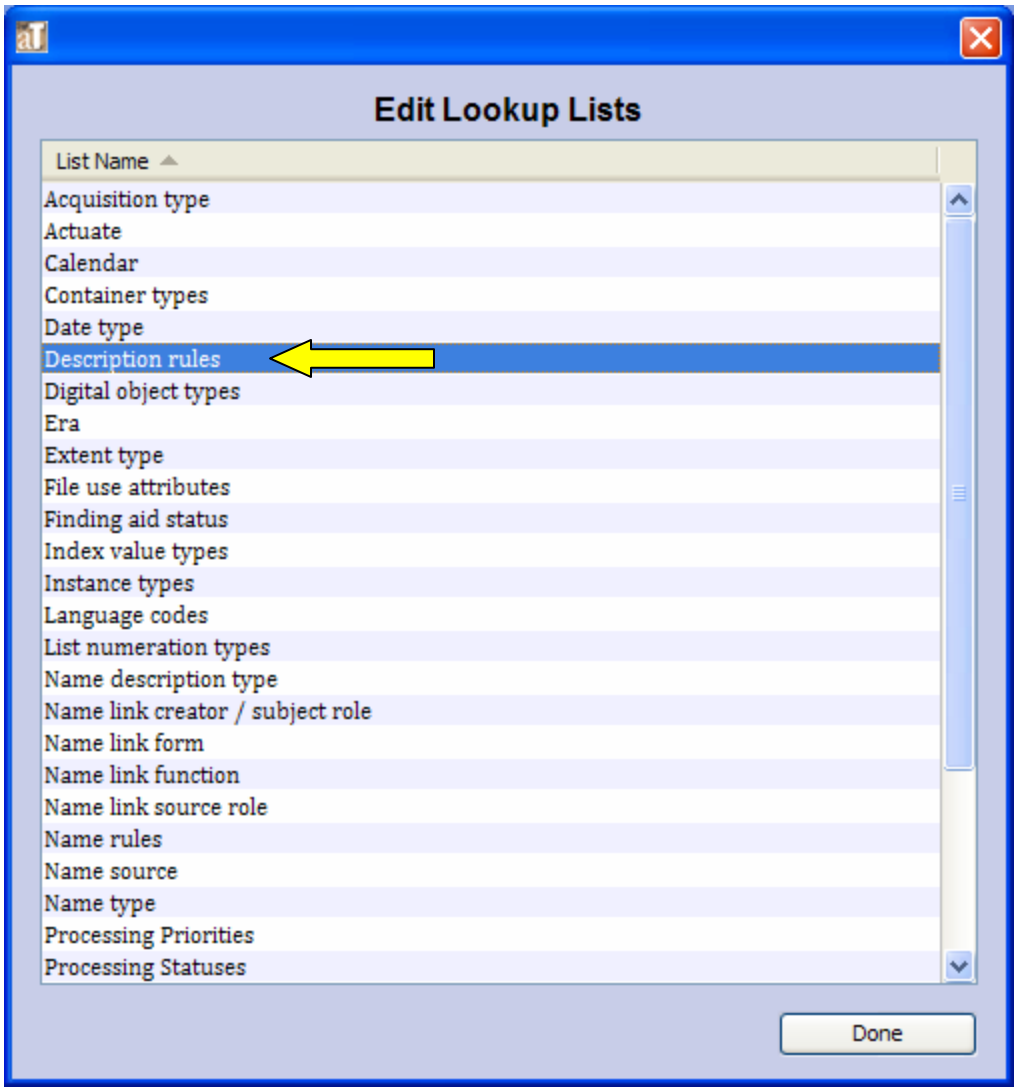
Configuring Rapid Entry Screens

This function allows you to change what fields will show up on a basic information tab of a Resource/Collection. The default Rapid Entry Screen carries essential information and should not be changed.

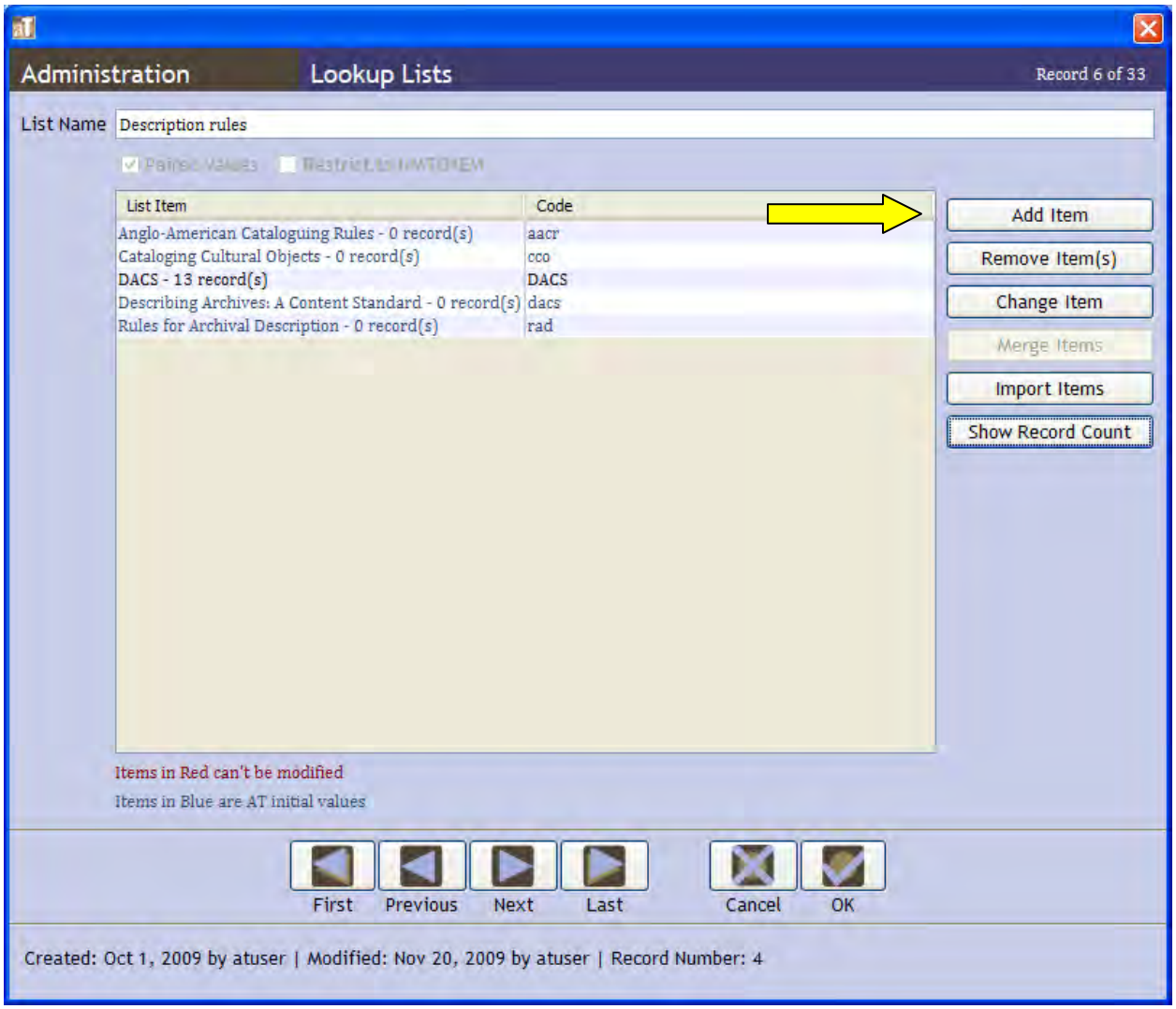
Lookup Lists

Updating this information will add or subtract from the drop-down menus in the names, subjects, accessions, resources/collections, and digital object records. It is not recommended that this be changed. But, if you need to add or delete a potential field, go to "Setup" from the main Toolbar, select "Lookup Lists"

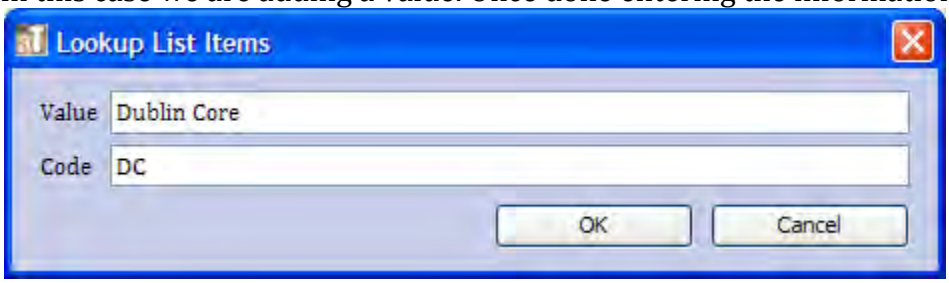
From here select and double-click on the type of information you wish to modify.



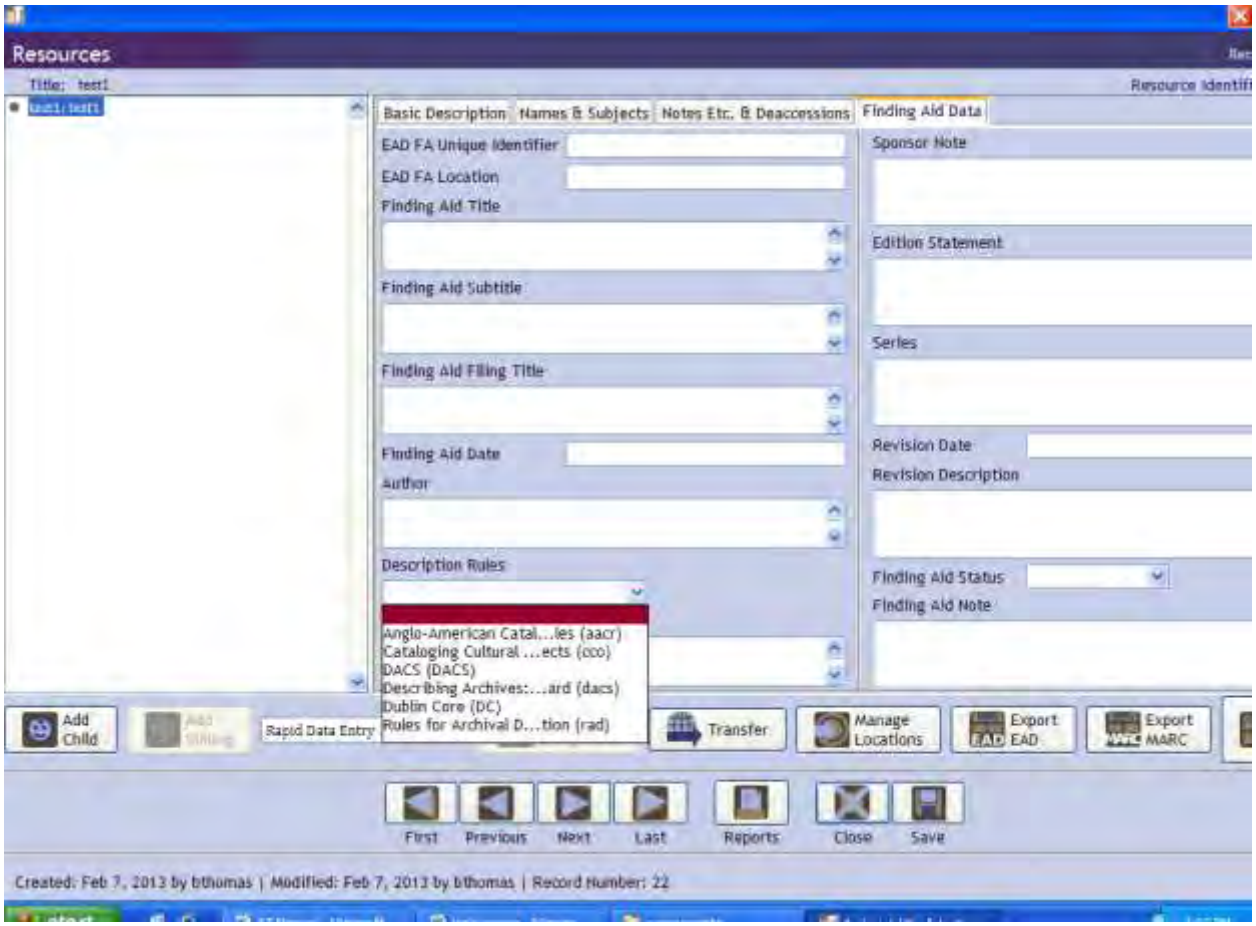
Next, choose to add, remove or change items. Selecting show record count will list the number of records associated with a particular field.



In this case we are adding a value. Once done entering the information hit Ok.



The new value will now show up in the field that list was associated with. In our case, the description rules under resources.

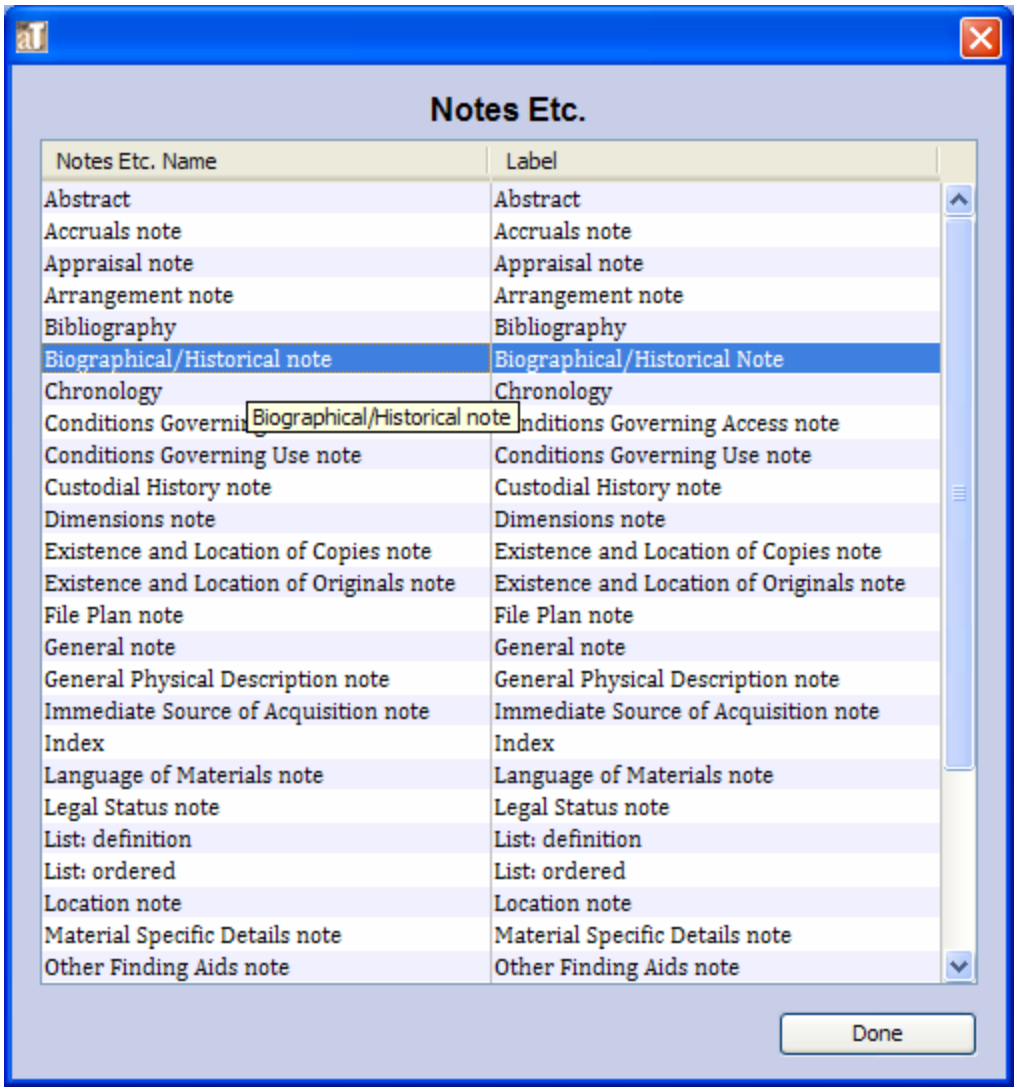


Configuring Notes

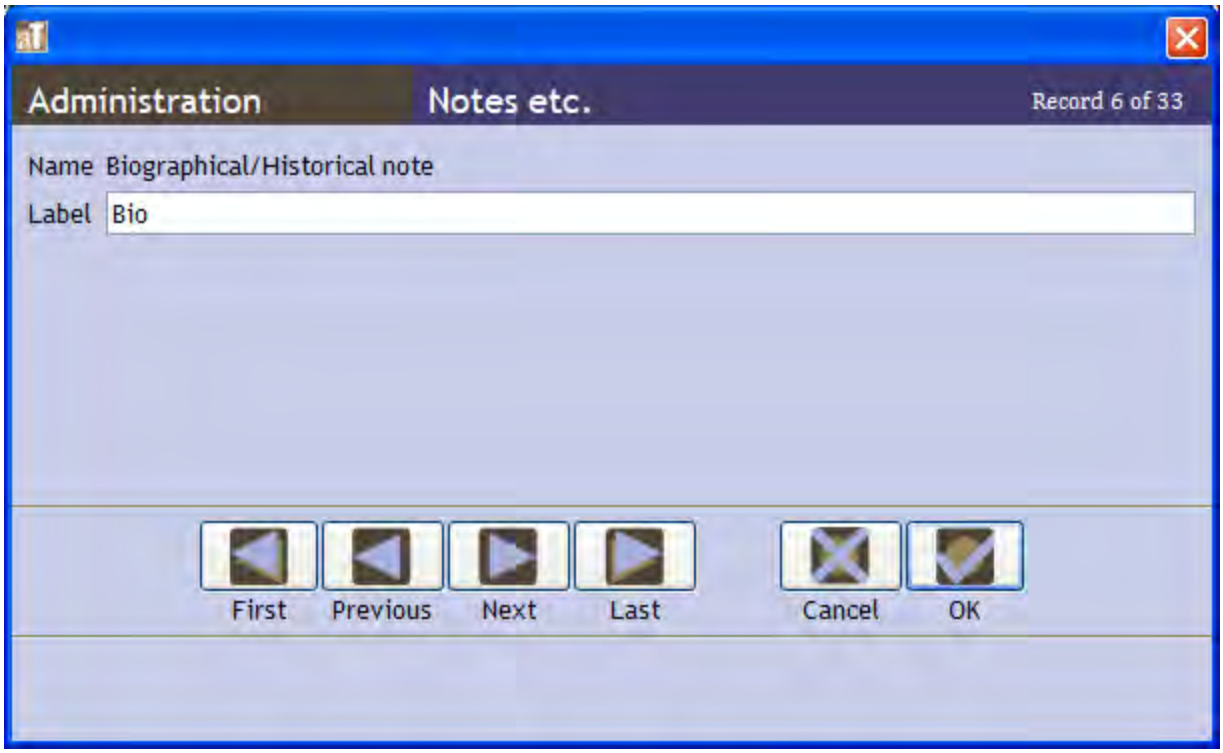
The number and type of notes you can enter is predetermined. However, if the way Toolkit phrases a note term is inconsistent with your needs, you can change the note name to reflect your needs. In this example we will change Biographical/Historical Note to Bio/His.

To make this change go to Setup from the main Toolbar and select “Notes Etc.

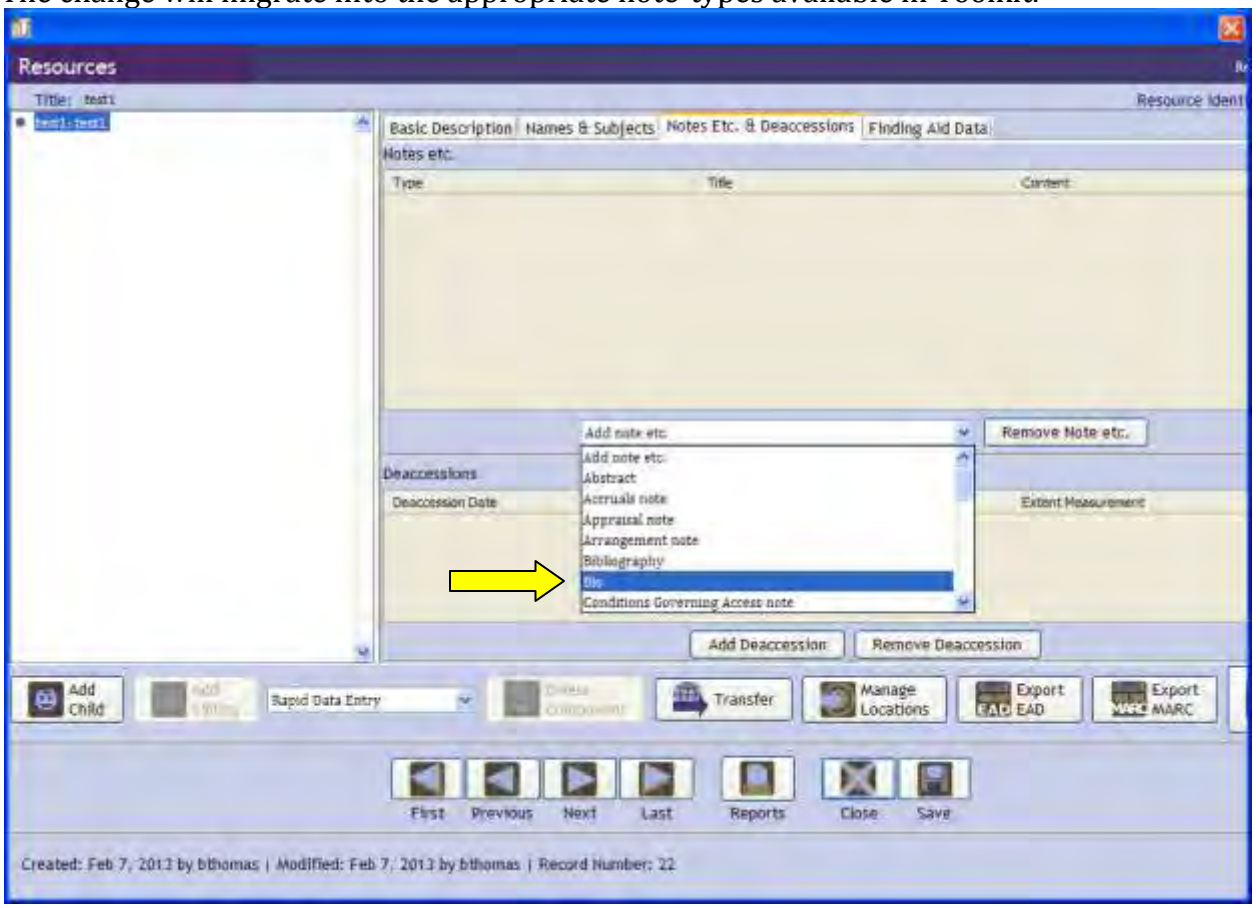
Next, select and double-click on the note name you wish to change.



When done changing text, hit ok.



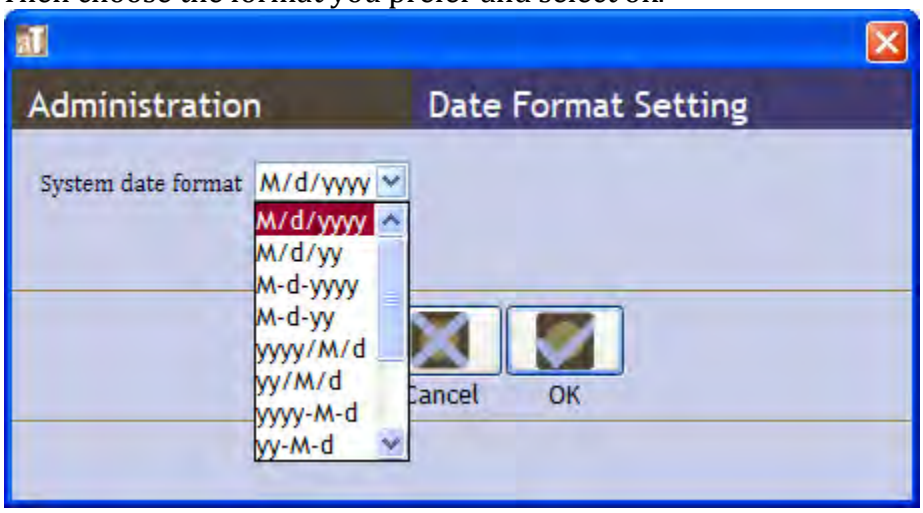
The change will migrate into the appropriate note-types available in Toolkit.



Configuring Dates

The way dates are entered can be configured to reflect order by day, month or year, as well as use of – or /. This setting applies to whole repository. To change the setting go to Setup from the main Toolbar and select "Date Format Setting"

Then choose the format you prefer and select ok.



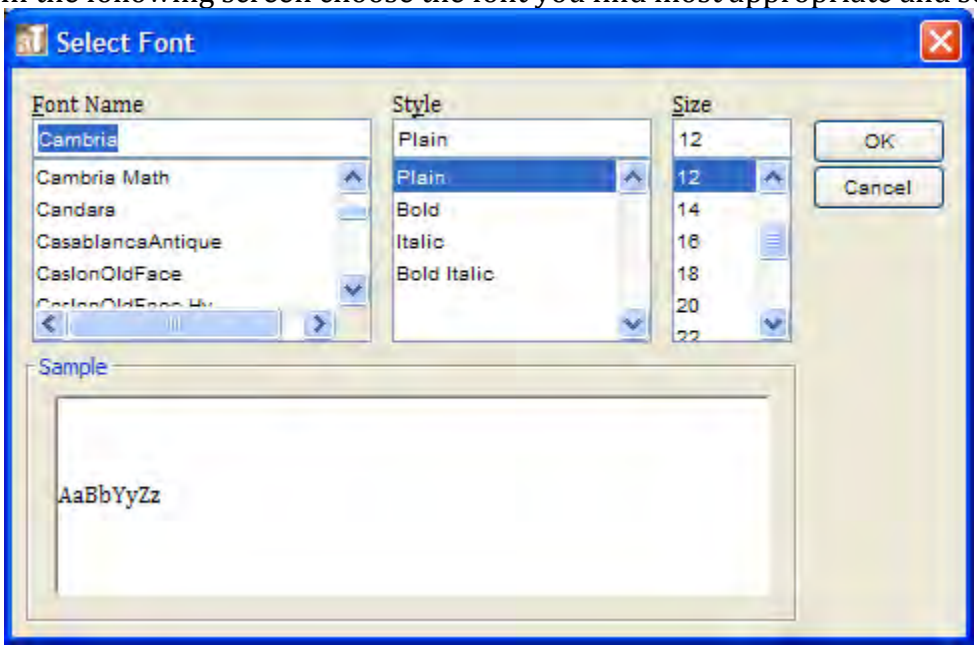
Configure Application

This affects the underlying database for Toolkit. It is recommended that you ***not*** change any data from this option.

Configure Font

You can choose the font you wish to see for Toolkit. To do this, go to Setup under the main Toolbar and select configure font.

In the following screen choose the font you find most appropriate and select Ok.



Reports

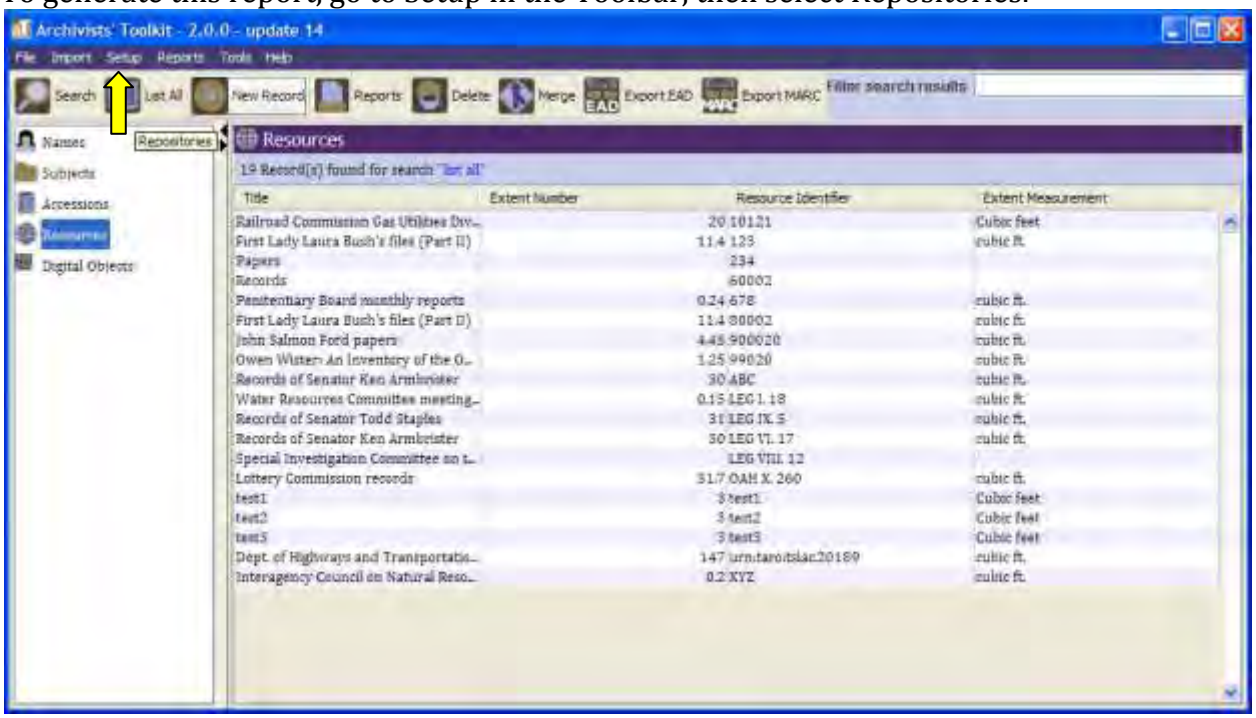
Back to table of contents

Repository Statistics

This type of report is manually entered into Toolkit and can help you track a variety of information about the services provided, size of staff, distribution of staff, collection focus, subject areas of collection, and facilities information. Again, this report data is manually

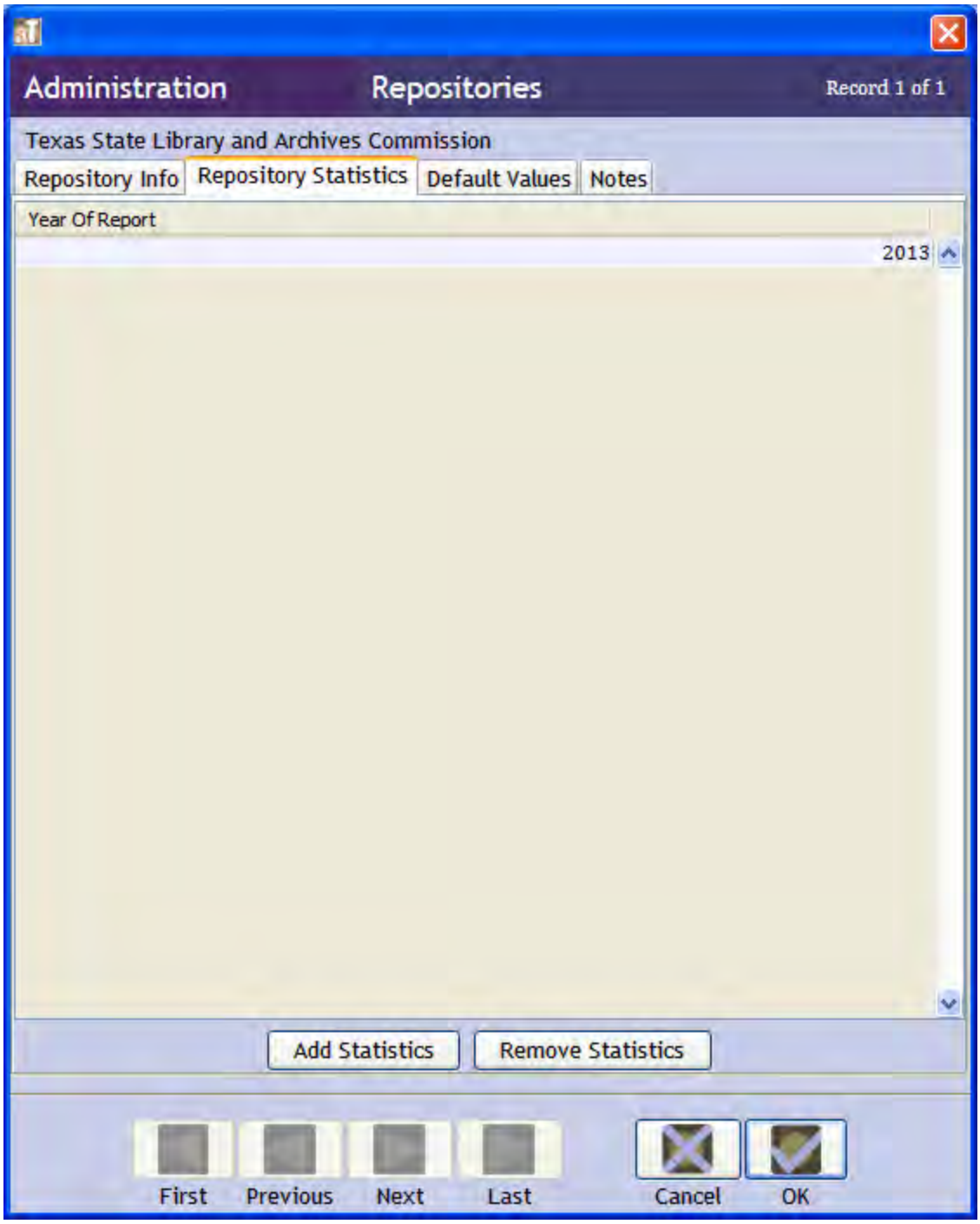
entered into Toolkit which will store it for reference. All staff details are listed based on FTE (full-time equivalents)

To generate this report, go to Setup in the Toolbar, then select Repositories.

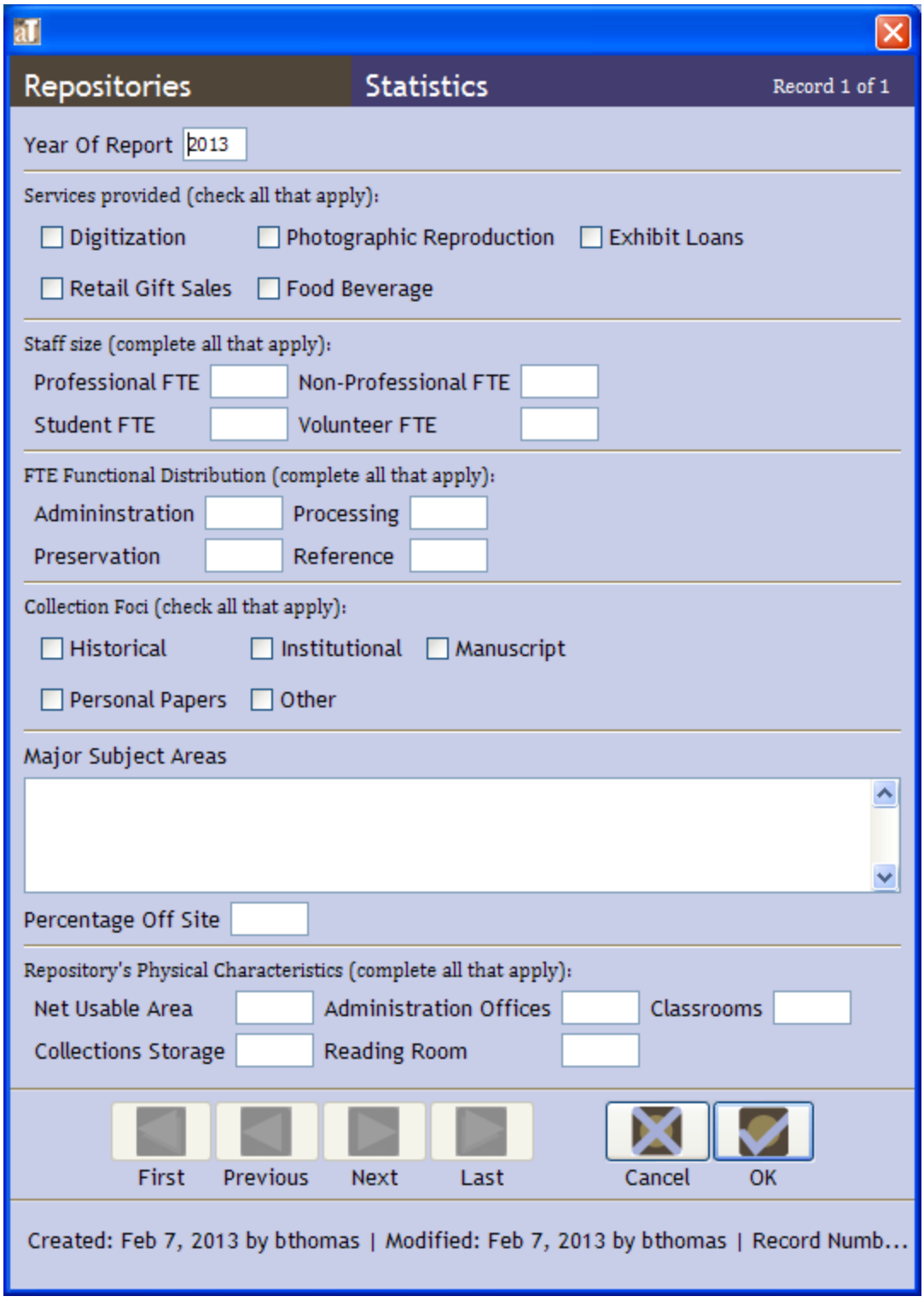


From the resulting screen, double-click on the Repository you wish to enter data about.

The next screen will allow entry of data about the repository. Select the "Repository Statistics" tab. If entering new data select "Add Statistics". If updating old data, double-click on the corresponding report.



The data entry screen should look like this:

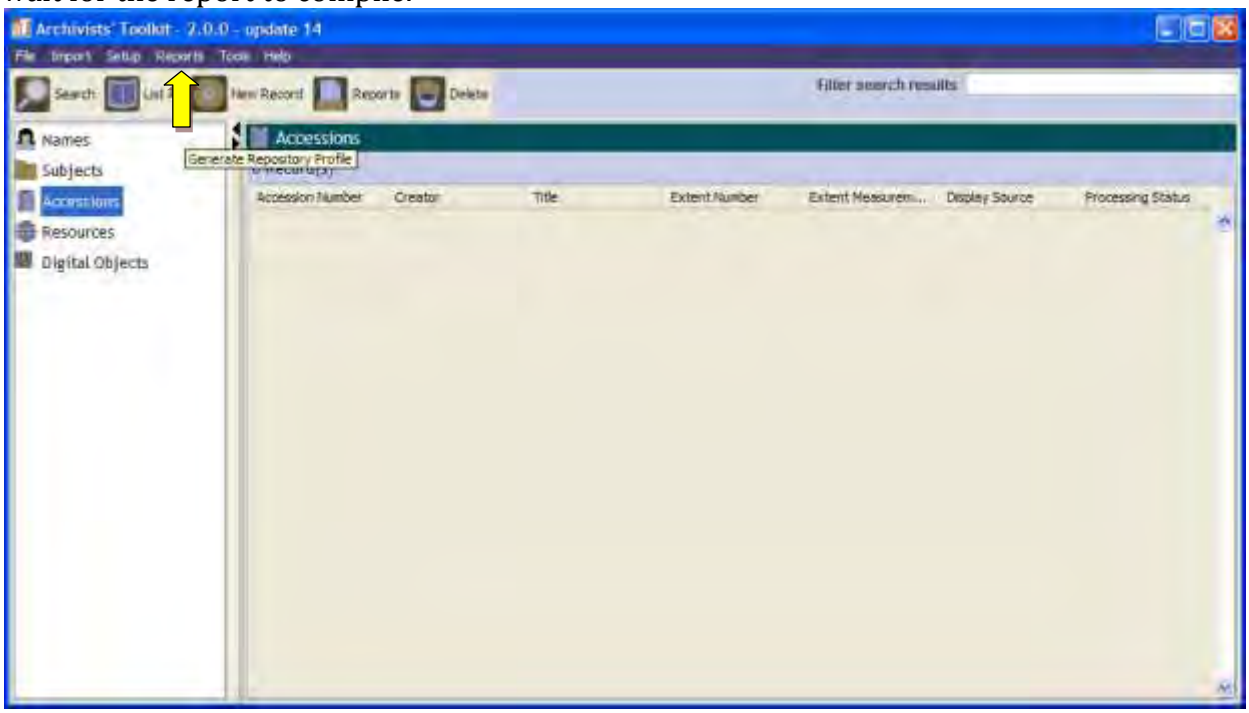


Repository Profile

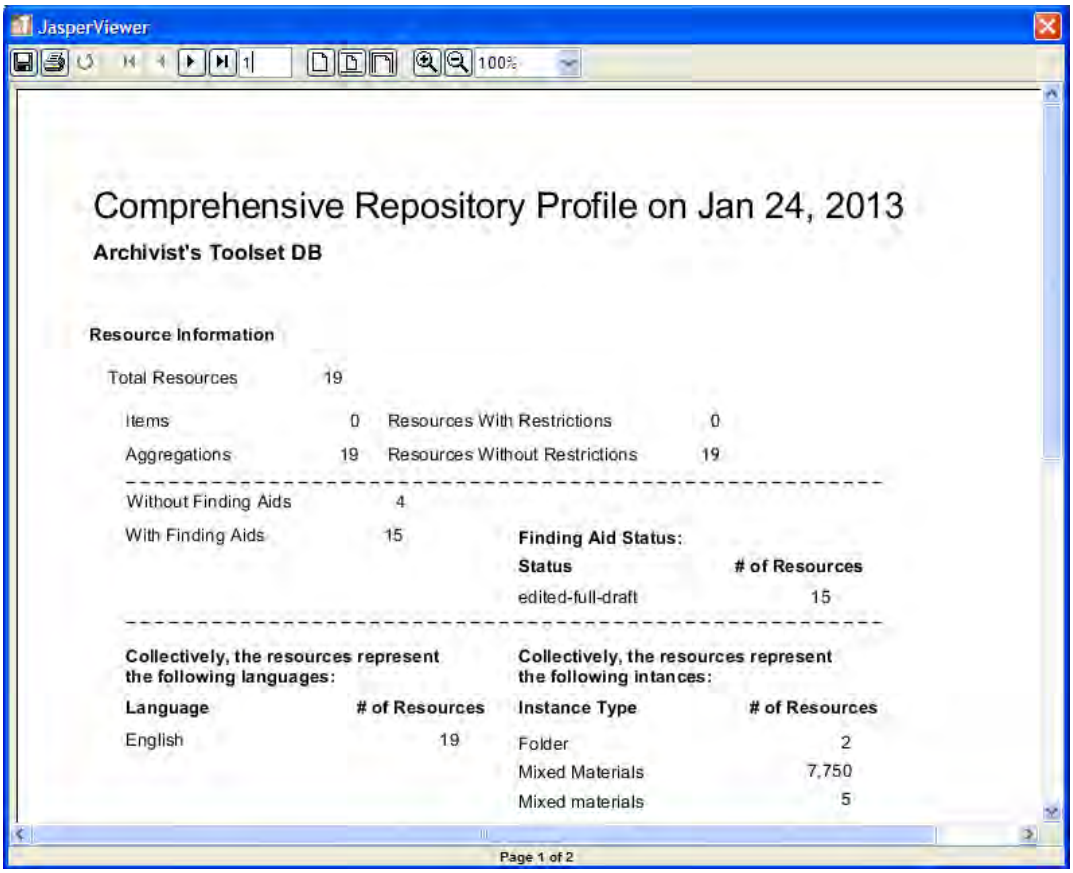
This report is used to create a summary of the contents of the repository and does not include specific information about collection names, subject names, etc. You can use this to find out the number of "resources" with and without finding aids, languages of the

materials, types of materials, accessions, amount of linear/cubic feet being used, and a breakdown of the types of authority records in the system. The report states the date it was run. This report will take a long time to run.

To use this report, go to Reports in the Toolbar, select "Generate Repository Profile" and wait for the report to compile.

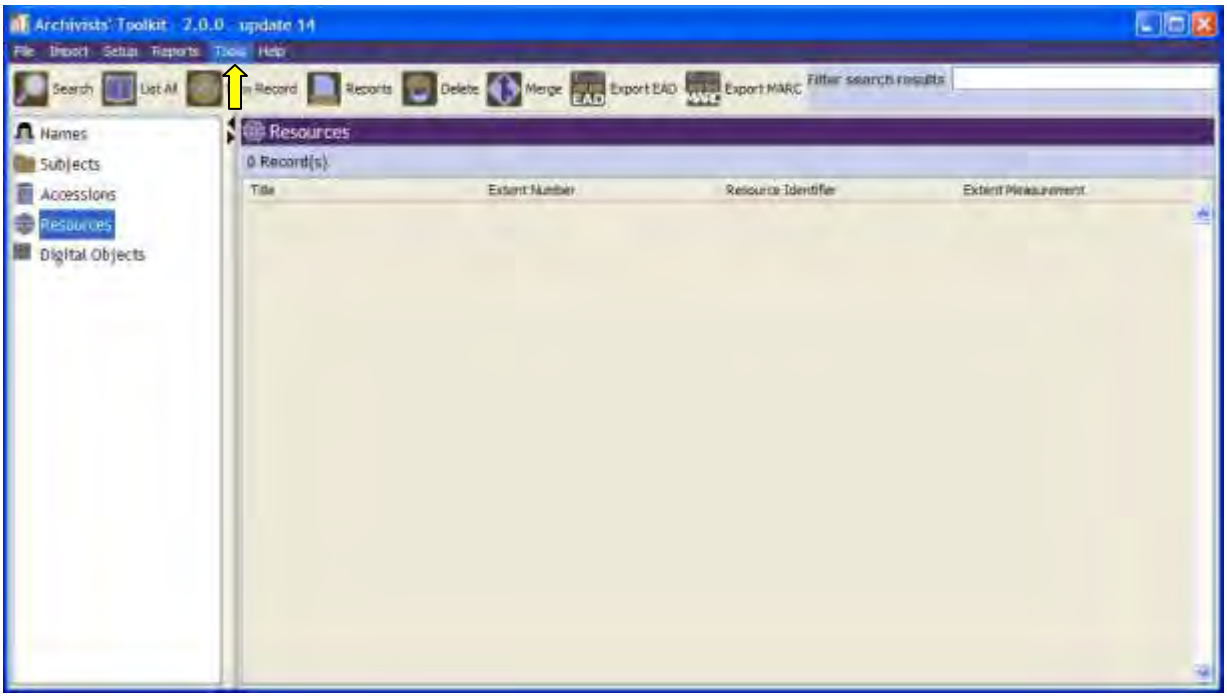


The finished report will resemble this:

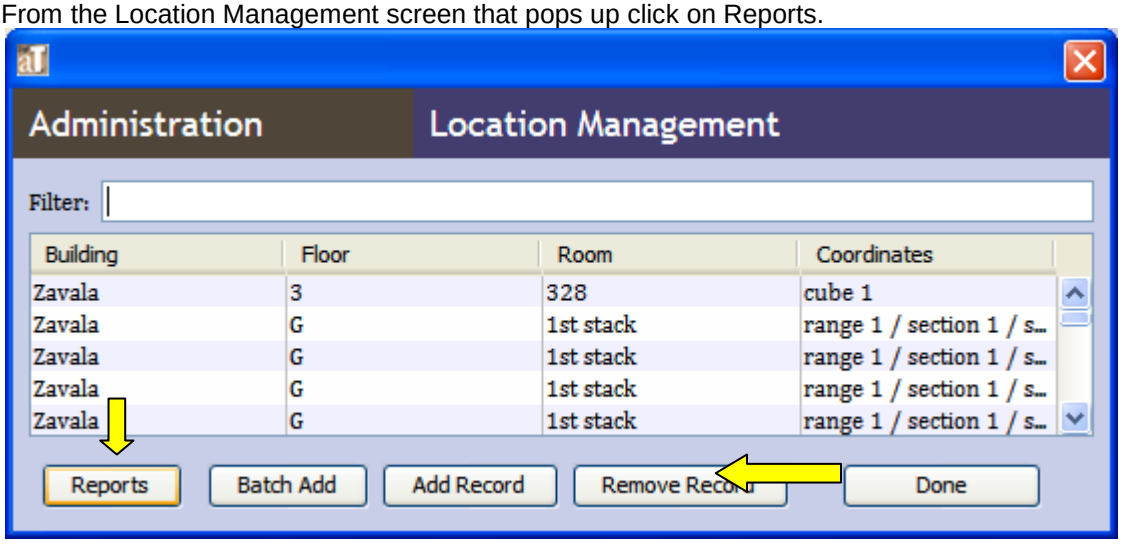


Shelf List

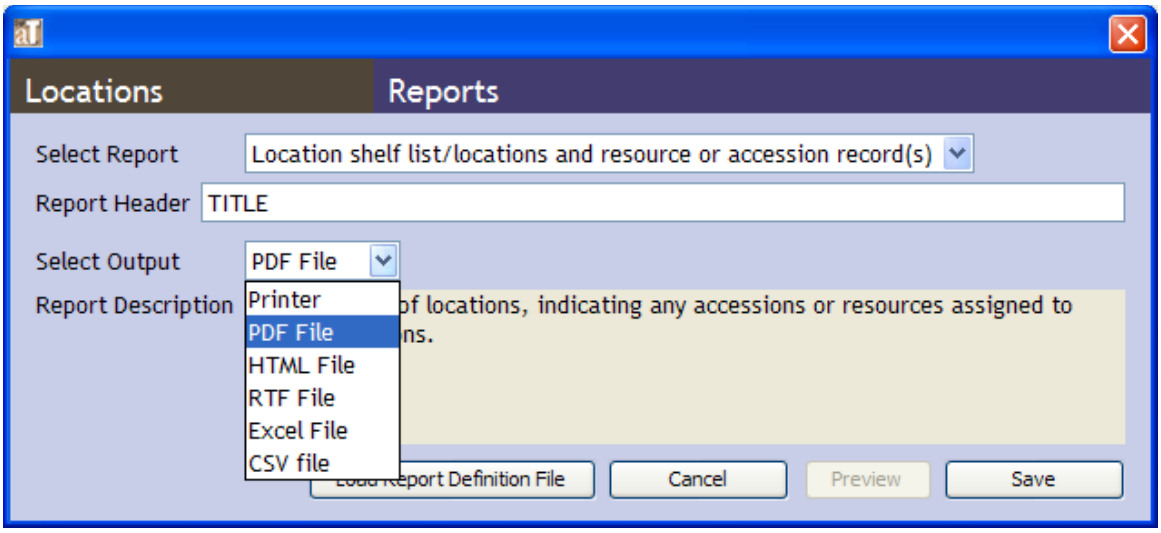
This report will detail all storage spaces and what is stored there, including collection name(s) and accession number(s). (i.e. Zavala range 1, section 1, shelf 1 would state Dept. of Highways and Public Transportation records, accession number 2002.101)
To create this list select Tools from the main Toolbar, then select Locations.



From the Location Management screen that pops up click on Reports.



From the Location Management screen that pops up click on Reports.
Next choose the shelf list title, the report description, and the output (Print, PDF, HTML, RTF, Excel, and CSV). TSLAC



The resulting shelf list will look like this:

Zavala
Floor: 3
Room: 328
Coordinates: cube 1

Zavala
Floor: G
Room: 1st stack
Coordinates: range 1 / section 1 / shelf 1

Accession Title	Accession Number
Dept. of Highways and Public Transportation records	2002.101

Zavala
Floor: G
Room: 1st stack
Coordinates: range 1 / section 1 / shelf 2

Zavala
Floor: G
Room: 1st stack
Coordinates: range 1 / section 1 / shelf 3

Resource	Instance Type
900020: John Salmon Ford papers	Box 2-22/964

Name Reports

There are several reports that can be run on the name authority records/name contact records in Archivist Toolkit.

Please note: If you wish to only generate a report on a specific selection of names hold down the *control* button on the keyboard while selecting the desired names. Follow all other directions listed below.

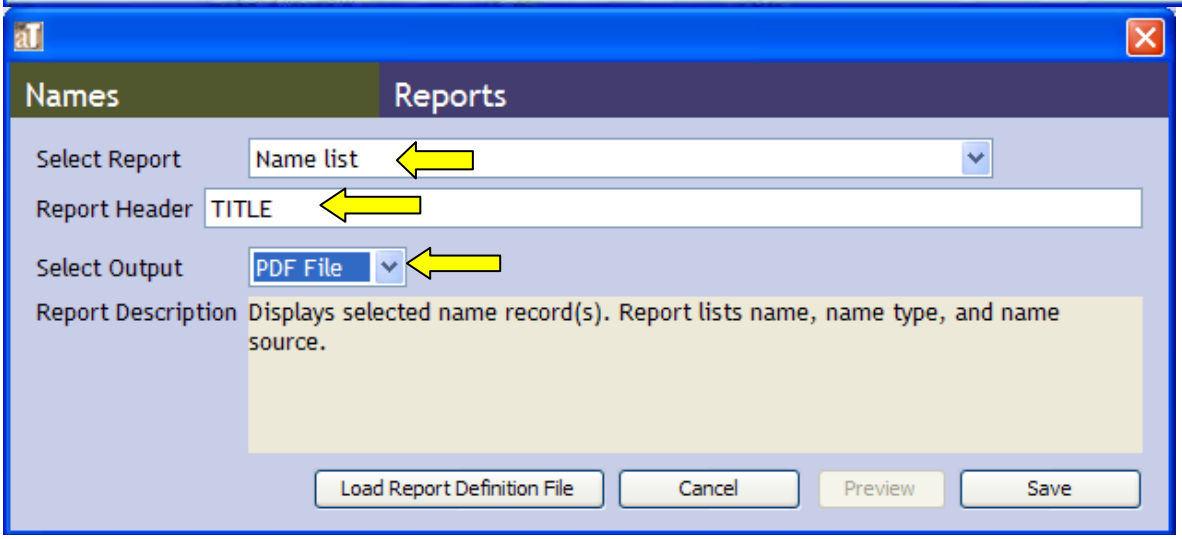
Name Subject List

This type of report will generate a list of the name authorities that exist in the Toolkit system and specify whether the name refers to a person, family, or corporate body. Only the preferred/official form of the name will be listed.

To create this report, highlight Names on the left hand column and then click on List All.

Note: You can run this report on a specific name you have open by clicking on Reports at the bottom of the open window.

Once all of the names have been listed, select “Reports”



Next, choose "Name List", create a title for the report and choose the type of file you want to create. The generated report will look like the image below:

Name list

Name	Name Type	Source
	Person	ingest
	Corporate Body	ingest
Armbrister, Ken	Person	ingest
Benavides, Santos, 1823-1891.	Person	ingest
Bush, Laura Welch, 1946-	Person	ingest
Dix, John J., 1826-1910.	Person	ingest
Ford family.	Family	ingest
Ford, John Salmon.	Person	ingest
Geological Survey (U.S.)	Corporate Body	ingest
Getty Conservation Institute.	Corporate Body	ingest
Henderson, James Pinckney, 1808-1858.	Person	ingest

Name Record Report

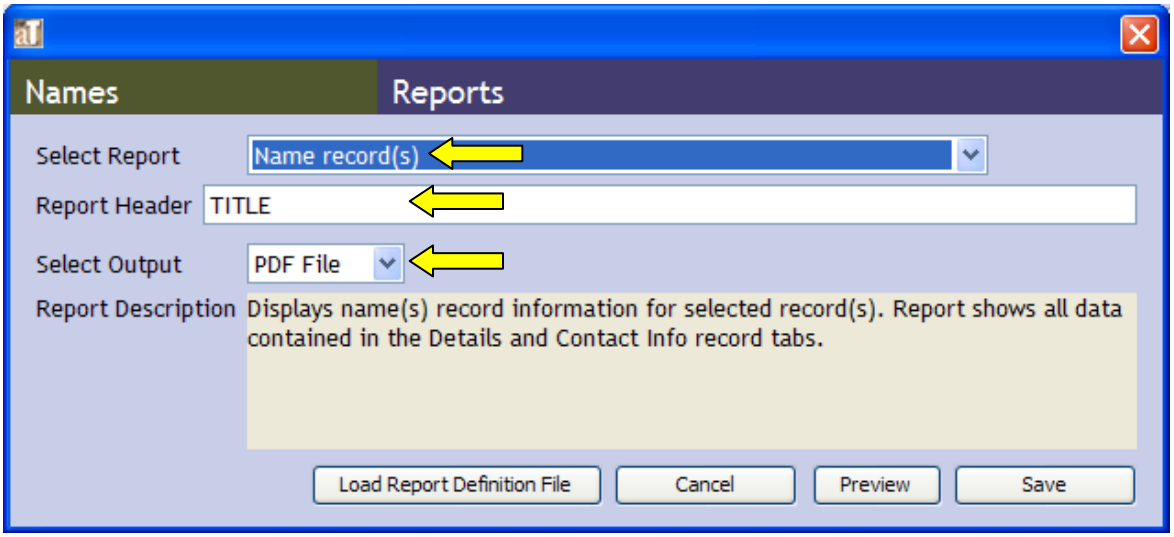
This report lists all of the names in the Toolkit system, and provides whatever information is available in the details available under the subject's Name record. If there is no information, only the Name and type of entity will be listed.

To create this report, highlight Names on the left hand column and then click on List All.

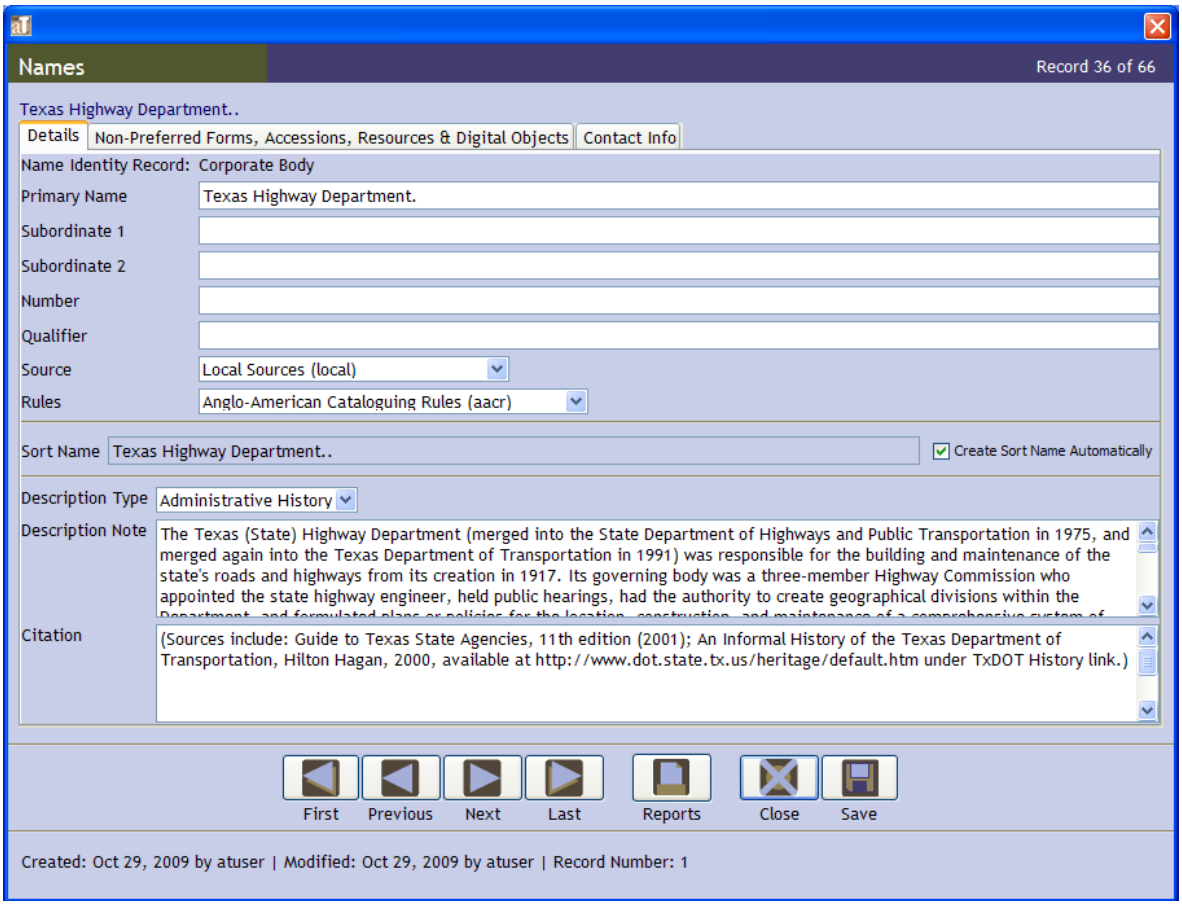
Note: You can run this report on a specific name you have open by clicking on Reports at the bottom of the open window.

Once all of the names have been listed, select “Reports”

Next, choose “Name record(s)”, create a title for the report and choose the type of file you want to create.



The completed report on the right will look like the image shown below. To the left is the details of the Texas Highway Department Name note to illustrate the information carried over into this report.



Texas Highway Department..

Details:

Corporate Body

Local Sources

Anglo-American Cataloguing Rules

Administrative History

The Texas (State) Highway Department (merged into the State Department of Highways and Public Transportation in 1975, and merged again into the Texas Department of Transportation in 1991) was responsible for the building and maintenance of the state's roads and highways from its creation in 1917. Its governing body was a three-member Highway Commission who appointed the state highway engineer, held public hearings, had the authority to create geographical divisions within the Department, and formulated plans or policies for the location, construction, and maintenance of a comprehensive system of state highways and public roads in cooperation with the counties of the State, or under the direct supervision and control of the State Highway Department.

The Texas Highway Department was created during the early twentieth-century movement to stimulate building and improvement of roads throughout the nation. The Federal Aid Road Act of July 11, 1916 (39 Stat. 355; 16 U. S.C. 503; 23 U.S.C. 15, 48), signed into law by President Woodrow Wilson, initiated federal aid for highways with the requirement that each state receiving aid have a state highway department that controlled the building of roads. While earlier bills to establish a state highway department in Texas had failed (in 1911 and 1913), the promise of matching federal funds enabled the 35th Texas Legislature to pass House Bill 2, signed into law by Governor James E. Ferguson on April 4, 1917, which created the State Highway Department. The Department was to administer federal funds to counties for state highway construction and maintenance and to provide for state motor vehicle registration, fees from which were to generate the state's required matching funds.

Names and Linked information report

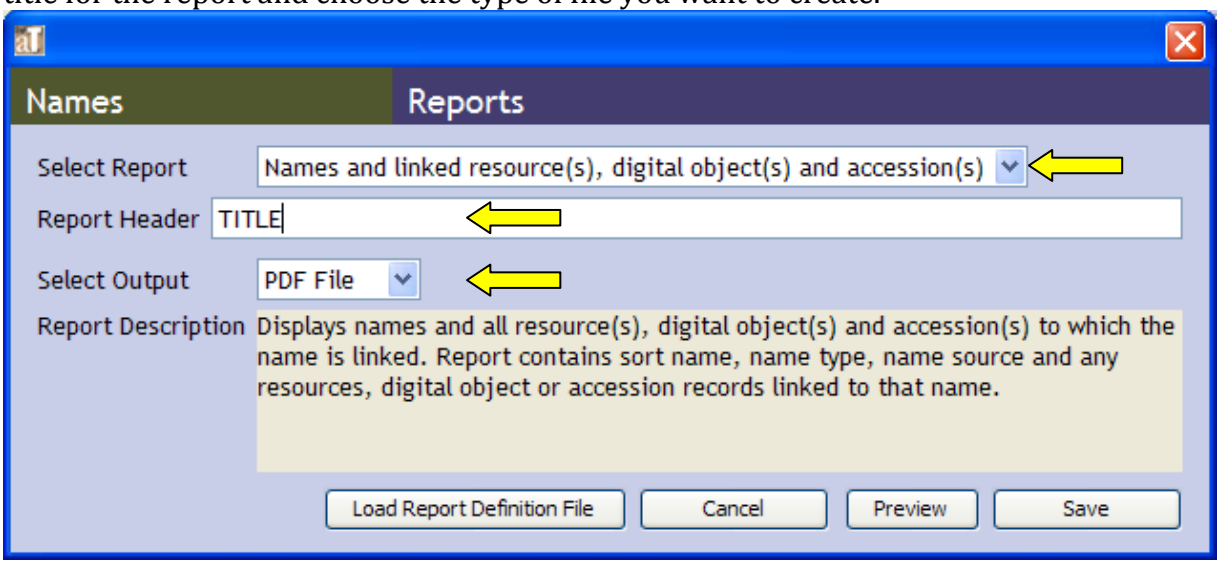
This report will generate a list of all of the Names listed in Toolkit and provide information regarding any Accession records, Collections, and digital objects associated with that name.

To create this report, highlight Names on the left hand column and then click on List All.

Note: You can run this report on a specific name you have open by clicking on Reports at the bottom of the open window.

Once all of the names have been listed, select “Reports”

Next, choose “Names and linked resource(s), digital object(s) and accession(s)”, create a title for the report and choose the type of file you want to create.



The finished report will look like the image below.

Name Type: Person **Source:** ingest

Resources:

ID:	Title:	Dates:
urn:taro:tslac.20189	Dept. of Highways and Transportation records	about 1911-about 1988 bulk 1927-1949

Name Type: Corporate Body **Source:** ingest

Armbrister, Ken

Name Type: Person **Source:** ingest

Resources:

ID:	Title:	Dates:
ABC	Records of Senator Ken Armbrister	1976-2006, undated bulk 1983-2006
LEG VI. 17	Records of Senator Ken Armbrister	1976-2006, undated bulk 1983-2006

Benavides, Santos, 1823-1891.

Name Type: Person **Source:** ingest

Resources:

ID:	Title:	Dates:
900020	John Salmon Ford papers	1838, 1844, 1858-1866, 1869-1876, 1883-1896, undated bulk 1861-1865

Name Variation Report

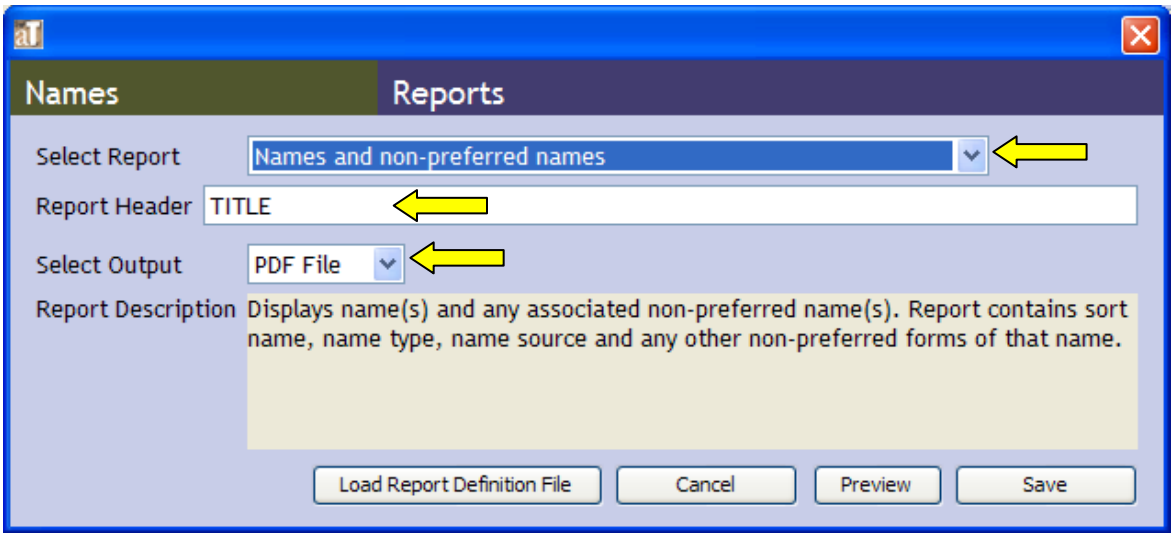
This report generates a list of all Names in the Toolkit with all of the variations listed in the system. The list is organized by *preferred name*. (i.e. if Richard Bachman's name variation is R.S. Bachman, the list will show the record under Richard Bachman).

To create this report, highlight Names on the left hand column and then click on List All.

Note: You can run this report on a specific name you have open by clicking on Reports at the bottom of the open window.

Once all of the names have been listed, select “Reports”

Next, choose “Names and non-preferred names, create a title for the report and choose the type of file you want to create.



The finished report will look like the image below:

Name Type: Person **Source:** ingest

Name Type: Corporate Body **Source:** ingest

Armbrister, Ken

Name Type: Person **Source:** ingest

Benavides, Santos, 1823-1891.

Name Type: Person **Source:** ingest

Bush, Laura Welch, 1946-

Subject Reports

There are several reports that can be run on the Subject authority records in Archivist Toolkit.

Please note: If you wish to only generate a report on a specific selection of subjects hold down the *control* button on the keyboard while selecting the desired subjects. Follow all other directions listed below.

Subject List

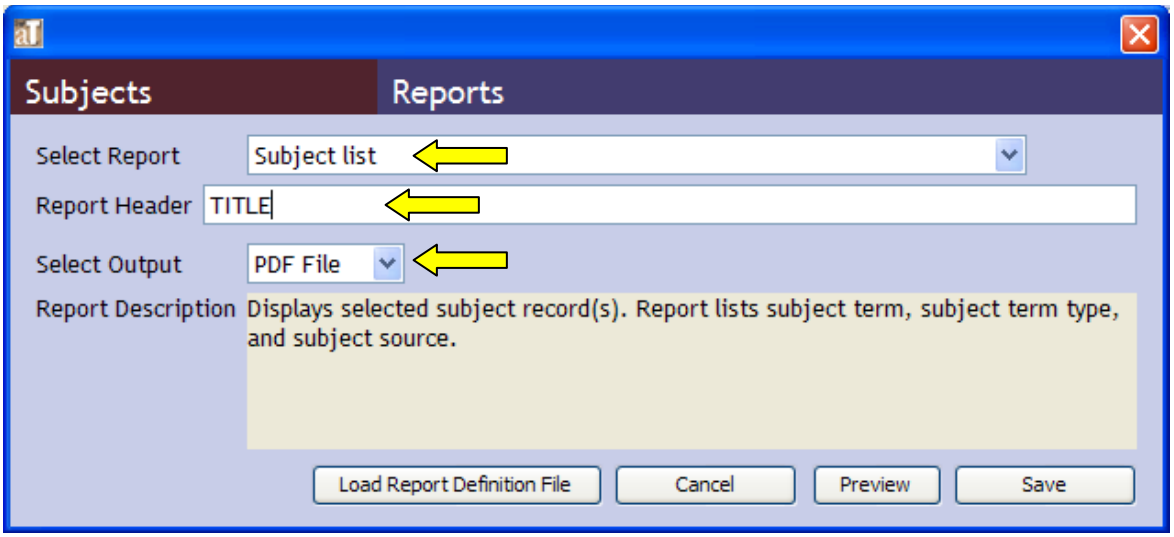
This report generates a full list of all the subject terms entered into Toolkit for the repository, what type of subject it represents and the source of the subject term (Library of Congress, Art and Architecture Thesaurus, etc.)

To generate this report, highlight Subject on the left column of the main screen, then click on List All.

Note: You can run this report on a specific Subject you have open by clicking on Reports at the bottom of the open window.

Once all of the Subject Terms are listed, select “Reports”

Next, choose Subject List from the dialog box, create a title and choose your output file type.



The finished report should look like the image below.

Subject	Term Type	Source
Administering governmental investigations.	Function (657)	aat
Administering lotteries.	Function (657)	aat
Administrative Records, J. Paul Getty Museum	Function (657)	giacc
Administrative regulations--Texas--Lotteries--1993-2008.	Genre / Form (655)	aat
Agendas--Texas--Bingo--1995-2007.	Genre / Form (655)	aat
Agendas--Texas--Lotteries--1993-2007.	Genre / Form (655)	aat
Anti-Americanism--Texas.	Topical Term (650)	Library of Congress Subject Headings
Architecture--Texas--Pictorial works	Topical Term (650)	Library of Congress Subject Headings
Art objects—Collectors and collecting.	Topical Term (650)	Library of Congress Subject Headings
Art—Collectors and collecting.	Topical Term (650)	Library of Congress Subject Headings
Art—Handling.	Topical Term (650)	Library of Congress Subject Headings

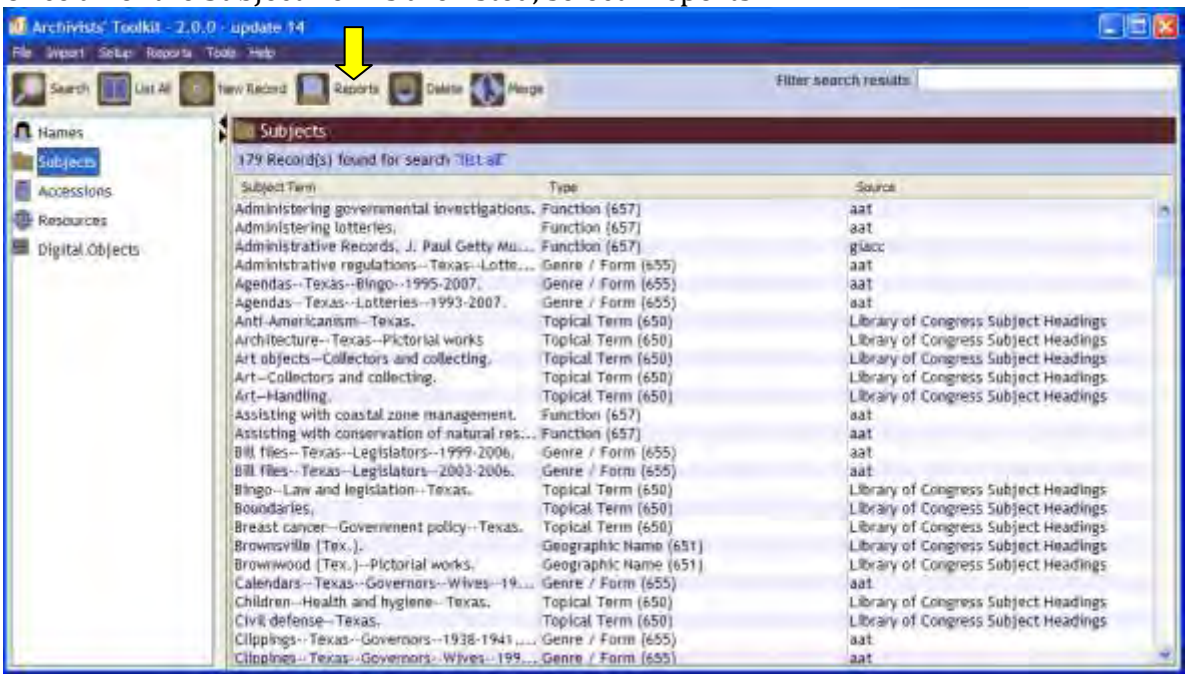
Subject and linked information report

This report will list all subject terms alphabetically, provide details on the source of the Subject Term, and provide a list of all accessions, digital objects, and collections associated with that term.

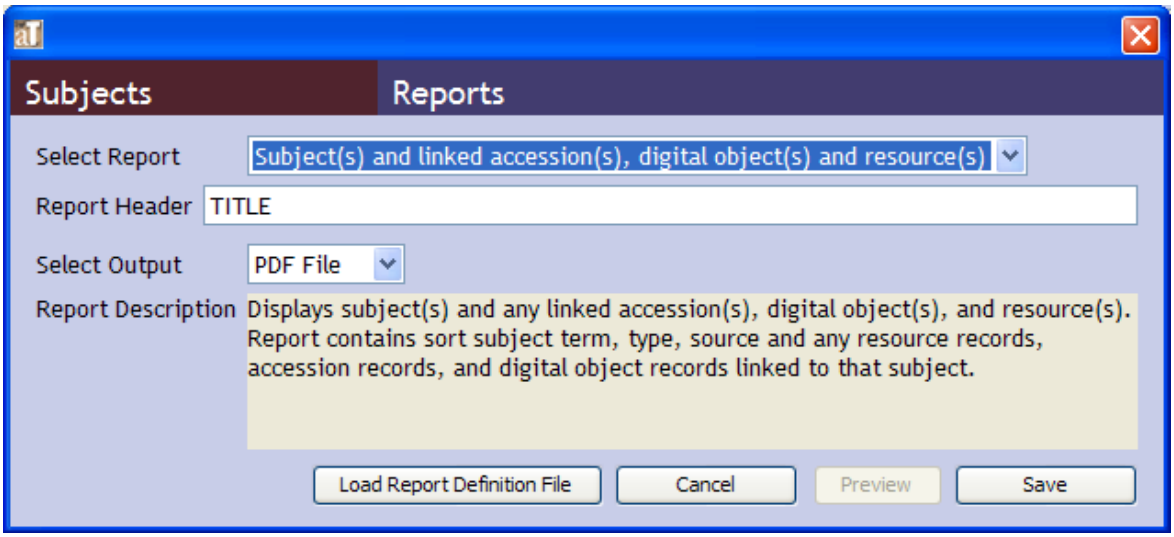
To generate this report, highlight Subject on the left column of the main screen, then click on List All.

Note: You can run this report on a specific Subject you have open by clicking on Reports at the bottom of the open window.

Once all of the Subject Terms are listed, select "Reports"



Next, choose "Subject(s) and linked accession(s), digital object(s) and resource(s)" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

Assisting with conservation of natural resources.

Term Type: Function (657) **Source:** aat

Resources:

ID:	Title:	Dates:
XYZ	Interagency Council on Natural Resources and the Environment records	1969-1977

Bill files--Texas--Legislators--1999-2006.

Term Type: Genre / Form (655) **Source:** aat

Resources:

ID:	Title:	Dates:
LEG IX. 5	Records of Senator Todd Staples	1987-2006 bulk 1997-2006

Bill files--Texas--Legislators--2003-2006.

Term Type: Genre / Form (655) **Source:** aat

Resources:

ID:	Title:	Dates:
ABC	Records of Senator Ken Armbrister	1976-2006, undated bulk 1983-2006

Accession Reports

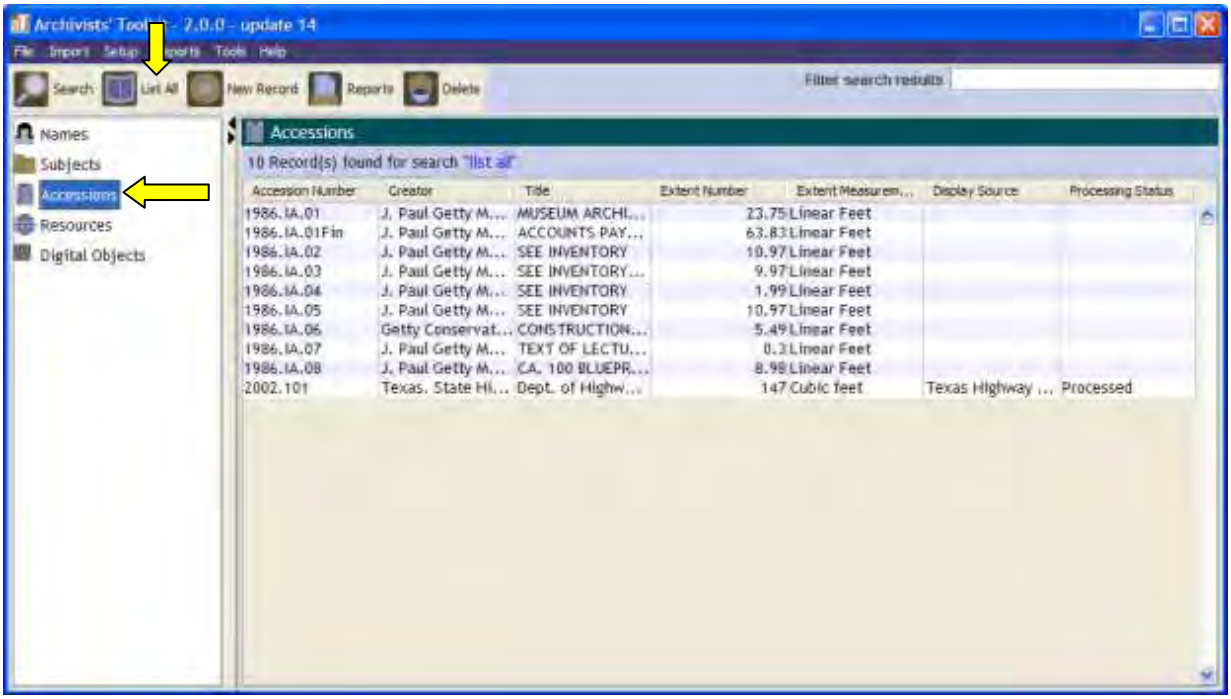
There are quite a few reports that can be run based on accession information. The use of these reports is varied but will always show the accession as the primary source of organization.

Please note: If you wish to only generate a report on a specific selection of accessions hold down the *control* button on the keyboard while selecting the desired accessions. Follow all other directions listed below.

Accessions Acquired report

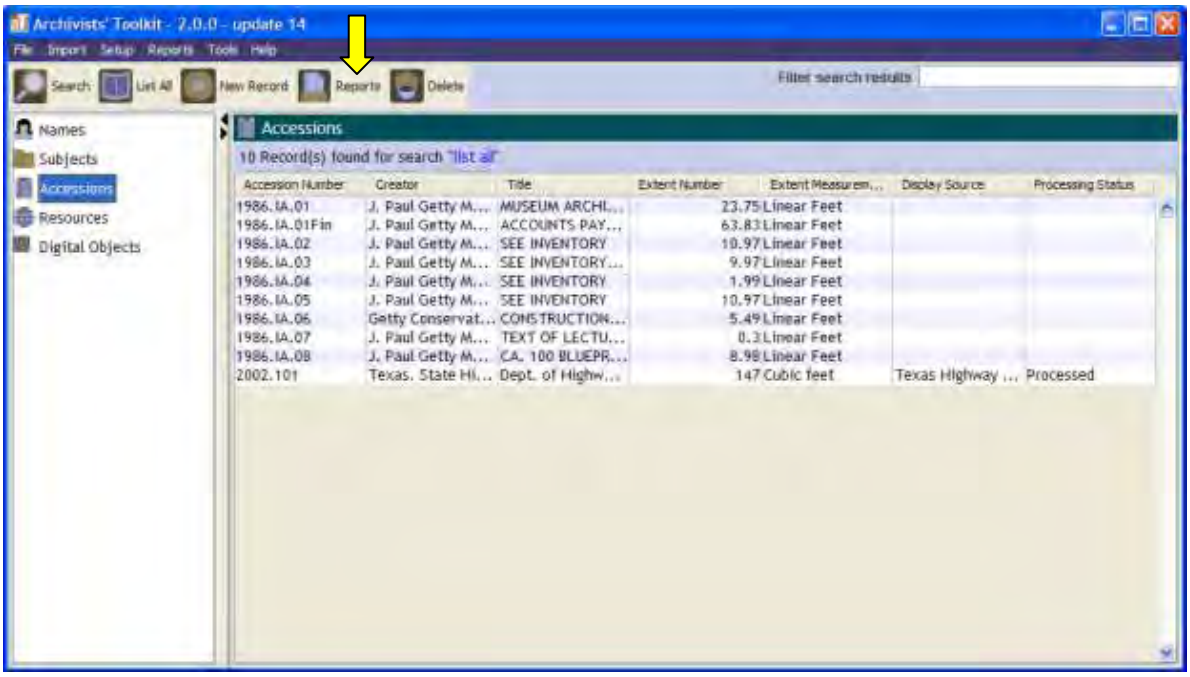
This report shows all accessions, when the accessions were received, size, processing status, rights transfer status, and whether the collection has been processed. For processing status "true" indicates a processed collection and "false" indicates an unprocessed collection.

To generate this report, highlight Accessions on left column of the main screen and click on List All.

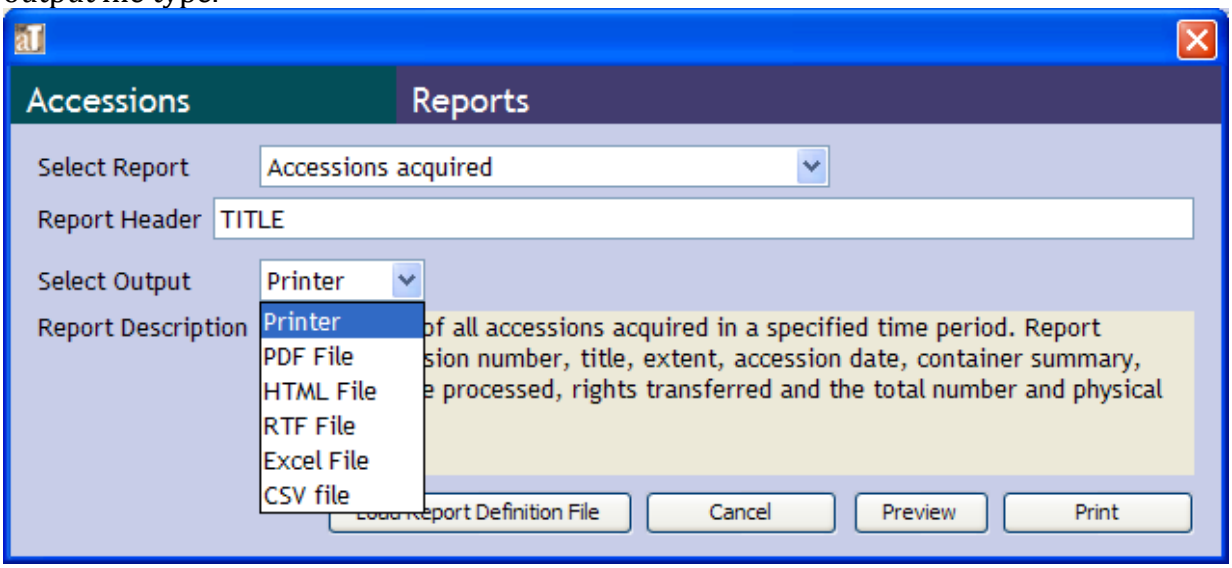


Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select "Reports"



Next, choose "Accessions acquired" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

CA. 100 BLUEPRINTS & PHOTOS, REPORTS AND CORRES. 1986.IA.08

Accession Date:	Date Processed:	Extent:	Cataloged:
September 18, 1986		8.98 Linear Feet	false

Rights:
Not transferred

Dept. of Highways and Public Transportation records 2002.101

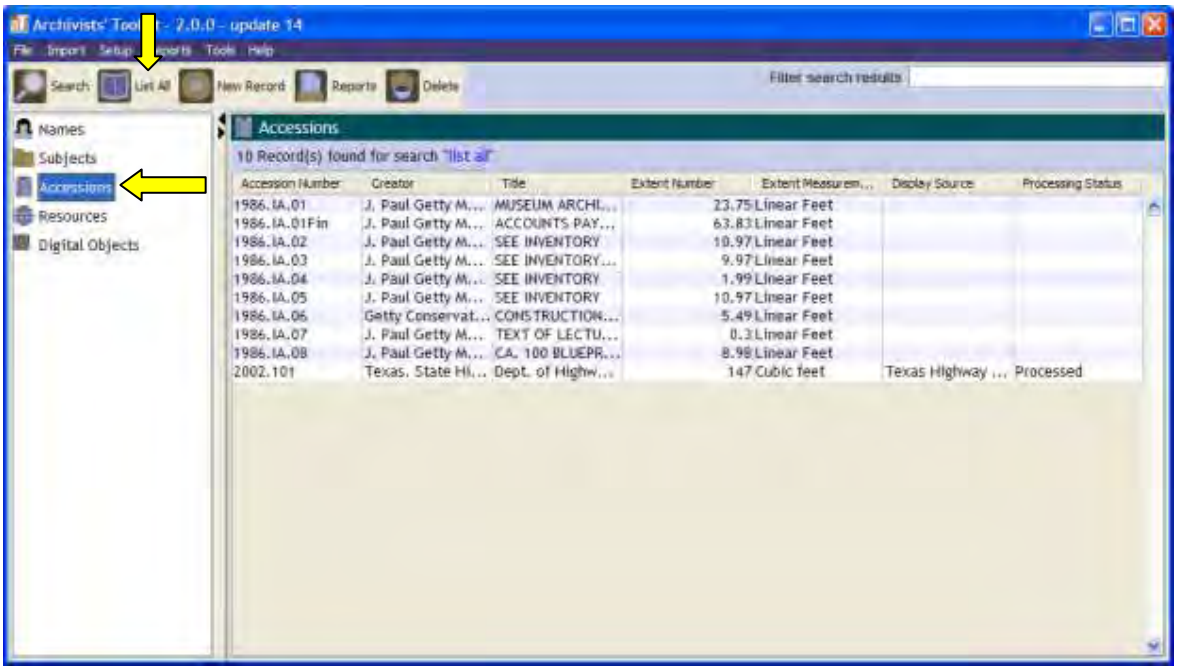
Accession Date:	Date Processed:	Extent:	Cataloged:
February 06, 2002	April 30, 2011	147.0 Cubic feet	true

Rights:
Not transferred

Accessions/Deaccessions report

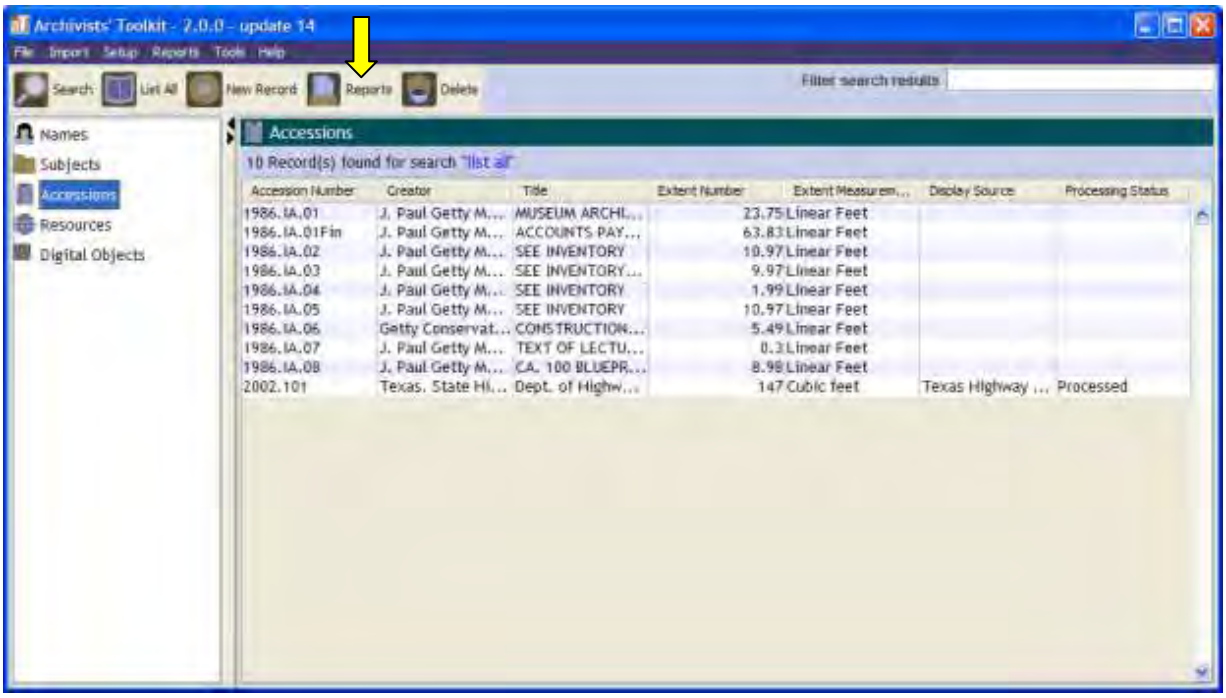
This report lists the selected accessions, their accession number, accession date, linear footage, and data about deaccessions.

To generate this report, highlight Accessions on left column of the main screen and click on List All.

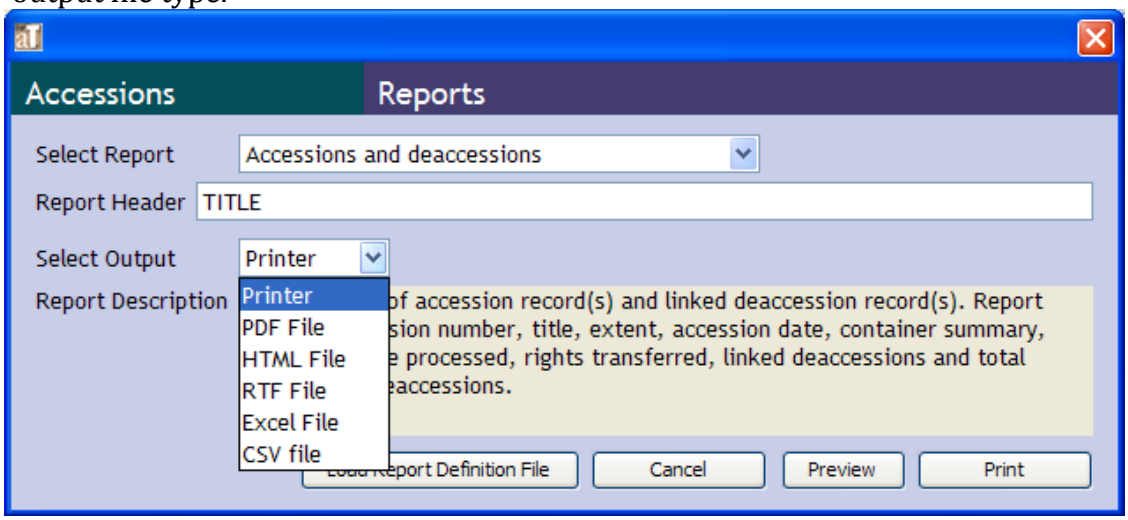


Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”



Next, choose "Accessions and deaccessions" from the dialog box, create a title and choose your output file type.



The finished report should look like this:
Please note that as of this manual date there have been no deaccessions entered.

SEE INVENTORY 1986.IA.04

Accession Date: Extent: 1.99 Linear Feet

SEE INVENTORY 1986.IA.05

Accession Date: Extent: 10.97 Linear Feet

CONSTRUCTION BLUEPRINTS OF PHYSICAL PLANT 1986.IA.06

Accession Date: 09/09/1986 Extent: 5.49 Linear Feet

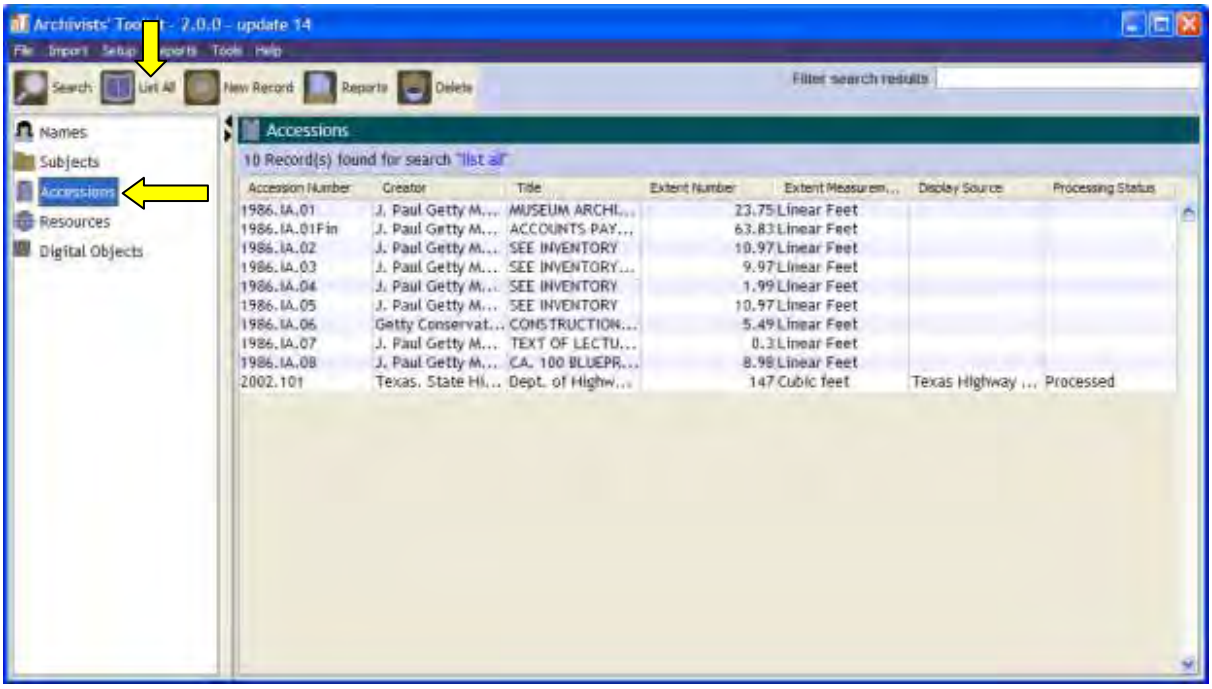
TEXT OF LECTURES GIVEN AT GROUNDBREAKING FOR HEBREW COLLEGE CULTURAL CENTER W/J. WALSH AS A SPEAKER 1986.IA.07

Accession Date: 09/11/1986 Extent: 0.3 Linear Feet

Accession Intellectual Property report

This report lists access and use rights of all selected accessions. Specifically, it notes access restrictions, use restrictions, and whether rights were transferred to the archive. Also noted are accession date, date of processing, linear footage and if the accession was cataloged.

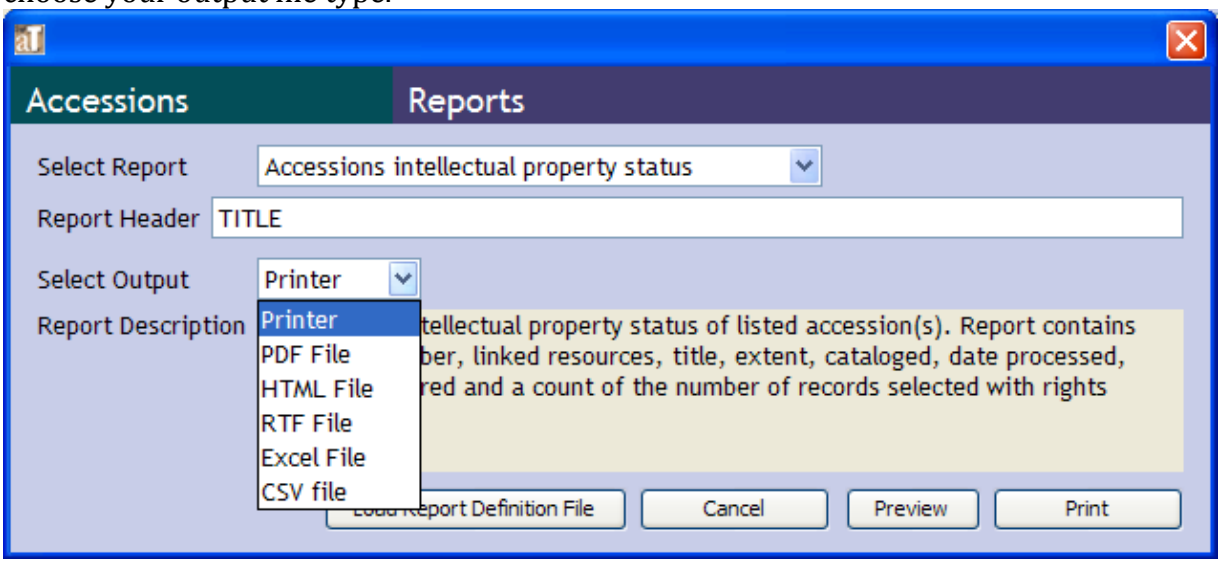
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”

Next, choose “Accessions intellection property status” from the dialog box, create a title and choose your output file type.



The finished report should look like this:

MUSEUM ARCHIVES-SEE INVENTORY 1986.IA.01

Accession Date:	Date Processed:	Extent:	Cataloged:
July 01, 1986		23.75 Linear Feet	false

Rights & Restrictions:
No restrictions.

Access Restrictions Note:
Access should be arranged through Institutional Archives staff

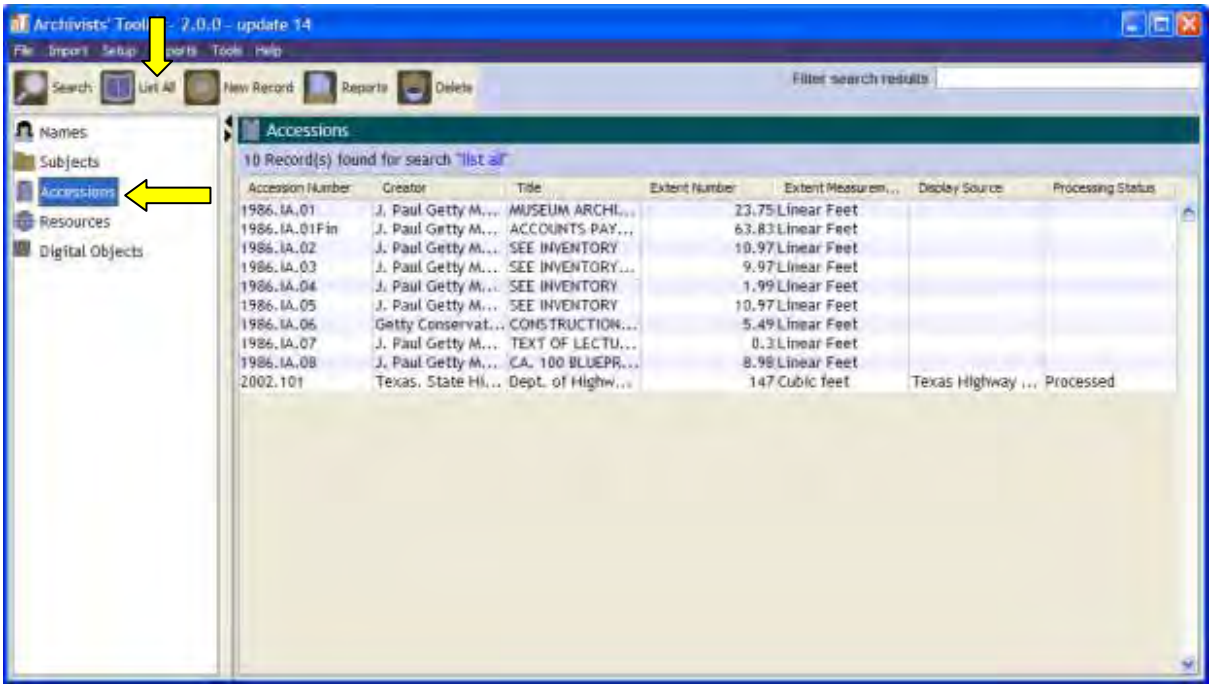
Use Restrictions Note:
Contact Institutional Archives Manager (archives@getty.edu), Research Library, Getty Research Institute for copyright information and permission to publish.

Rights:
Not transferred

Accession Inventory report

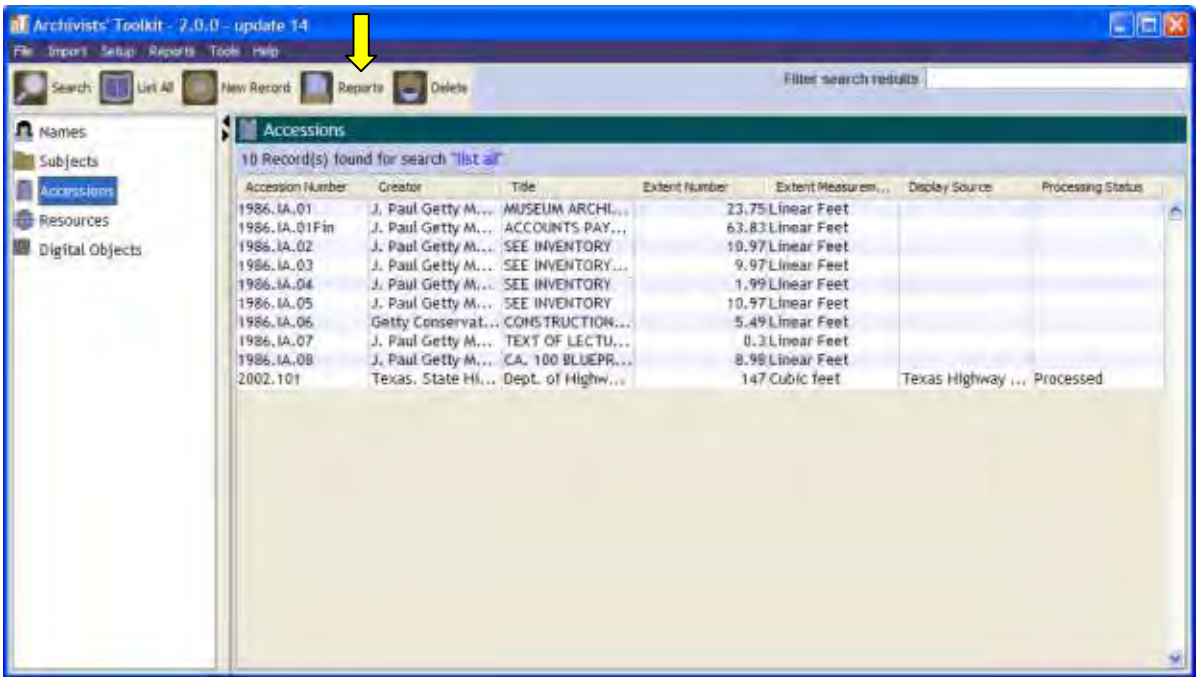
This report lists all accessions with inventories noted in Toolkit. Uninventoried accessions are not listed. The report will show the accession name, accession number, linear footage, text of the inventory field, dates applicable, and any Resources/Collections linked to the accession.

To generate this report, highlight Accessions on left column of the main screen and click on List All.

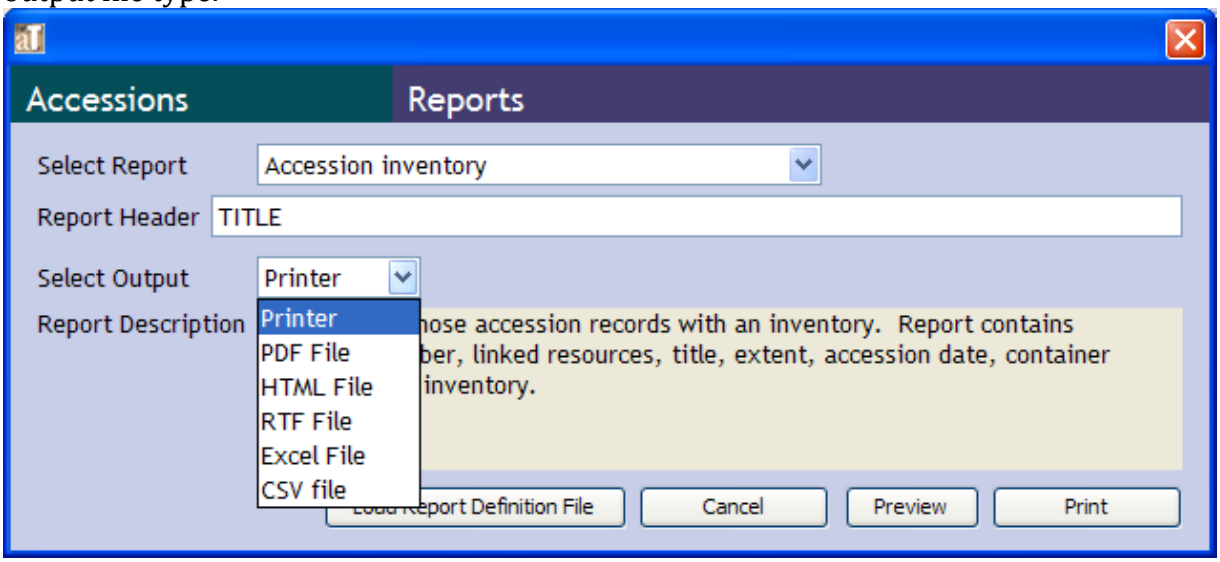


Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”



Next, choose "Accession inventory" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Extent: 147.0 Cubic feet

Inventory:

A partial inventory was done by the agency, for less than 30% of the boxes. The agency did provide a great deal of notes on a number of the boxes.

Date Expression: about 1911-about 1988

Date Range: 1911-1988

Bulk Dates: 1927-1949

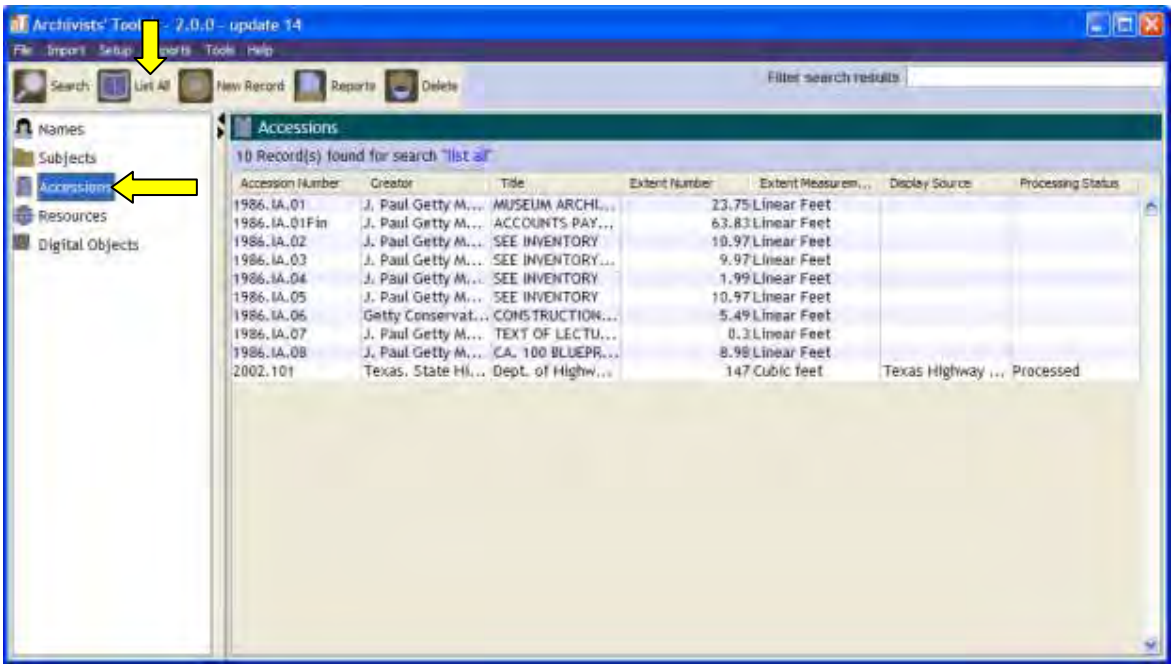
Linked Resource

urn:taro:tslac.20189 Dept. of Highways and Transportation records

Accessions and Linked Terms report

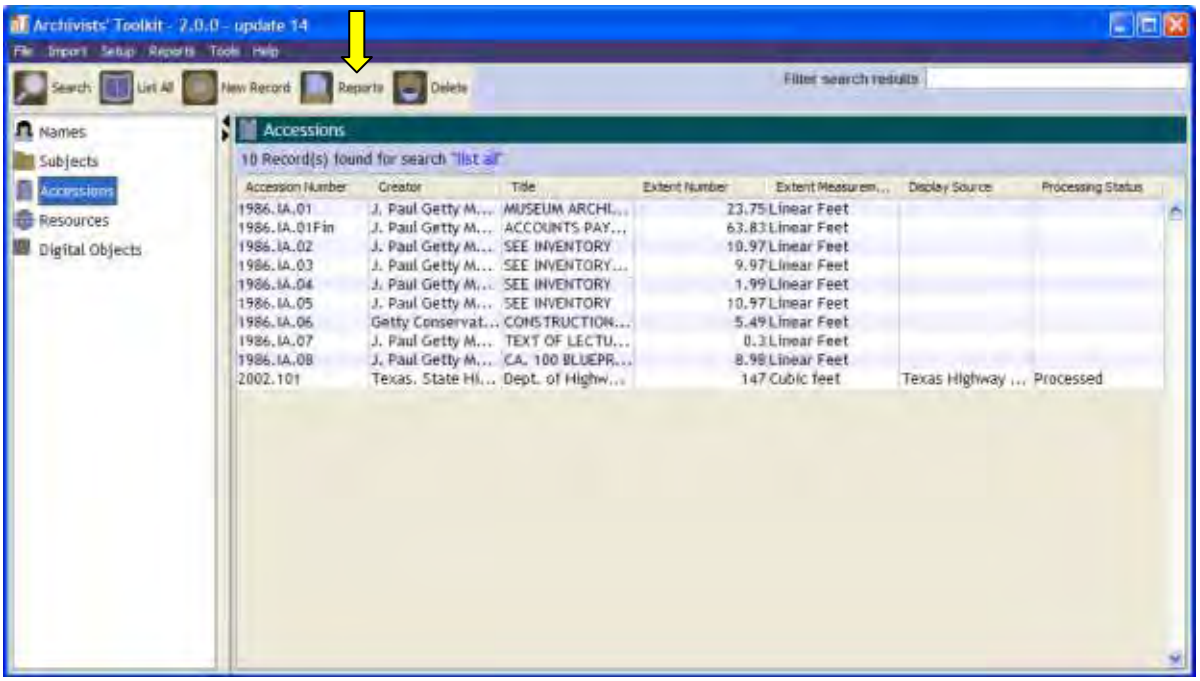
This report lists the Resources/Collections, Name terms, Creator terms, and Subject terms linked to the Accession. Also listed are the accession numbers, and date ranges applicable to the accession.

To generate this report, highlight Accessions on left column of the main screen and click on List All.

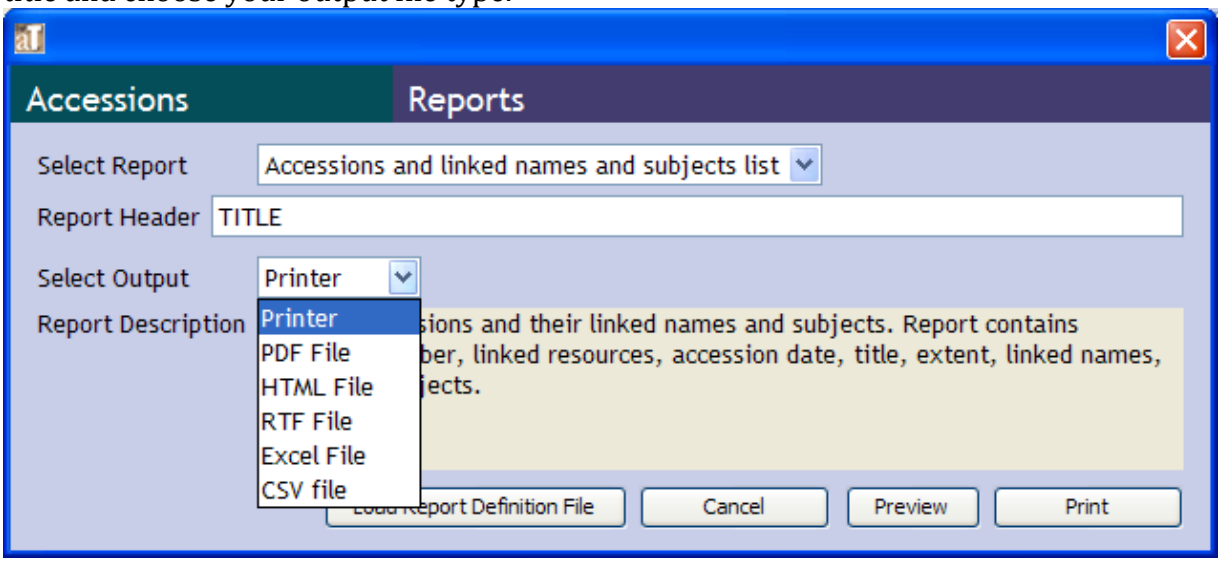


Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”



Next, choose "Accessions and linked names and subjects list" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Linked Resource
urn:taro:tslac.20189 Dept. of Highways and Transportation records
Date Expression: about 1911-about 1988
Date Range: 1911-1988
Bulk Dates: 1927-1949

Accession and Linked Terms

January 29, 2013 Page 3 of 4

Names:

Name	Function	Role
Texas Highway Department...	Source	Depositor (dpt)
Texas. State Highway Dept...	Creator	Creator (cre)

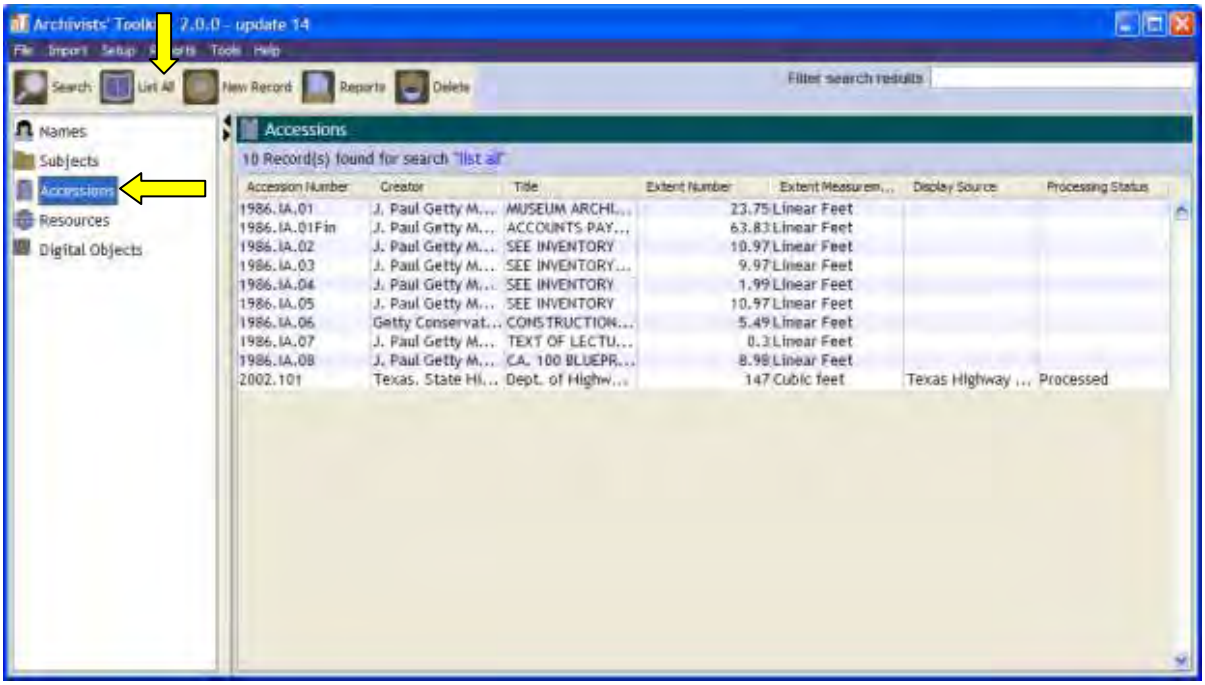
Subjects:

Term	Type	Source
Transportation	Topical Term (650)	Library of Congress

Accession Processing Plan(s)

This report will list the processing plans for the selected Accessions. Listed information will be accession date, accession number, linear footage, processing priority, processing status, processing plan (full text from the accession record), people processing the accession, processing start and end dates. Accessions without processing notes will not be listed on this report.

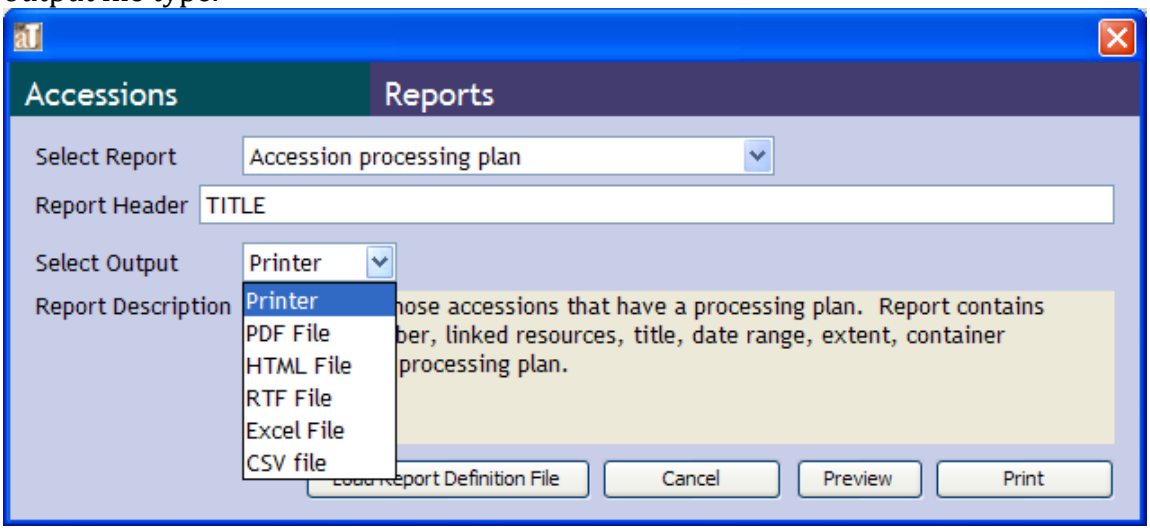
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”

Next, choose “Accession processing plan” from the dialog box, create a title and choose your output file type.



The finished report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Accession Date: 02/06/2002 Extent: 147.0 Cubic feet

Processing Priority:

High

Processing Status:

Processed

Processing Plan:

Minimal processing will be done, using the existing inventory and incorporating the notes provided by the agency. Records to be arranged in three groups, as received from the agency: Administrative correspondence files (R files), miscellaneous administrative records (A files), project files (box number files). No further arrangement is being done within each group.

The series became a priority as it comprises the bulk of historical records we hold on the highway dept. and our next online exhibit (due out late spring 2010) will be using these records. Since only a small percentage of the boxes had an inventory, an inventory of all boxes needed to be completed in fall 2009 for the online exhibit staff to consult.

Processors:

Laura Saegert, Kathryn Puerini, Ben Philbrook

Processing Started:

10/01/2009

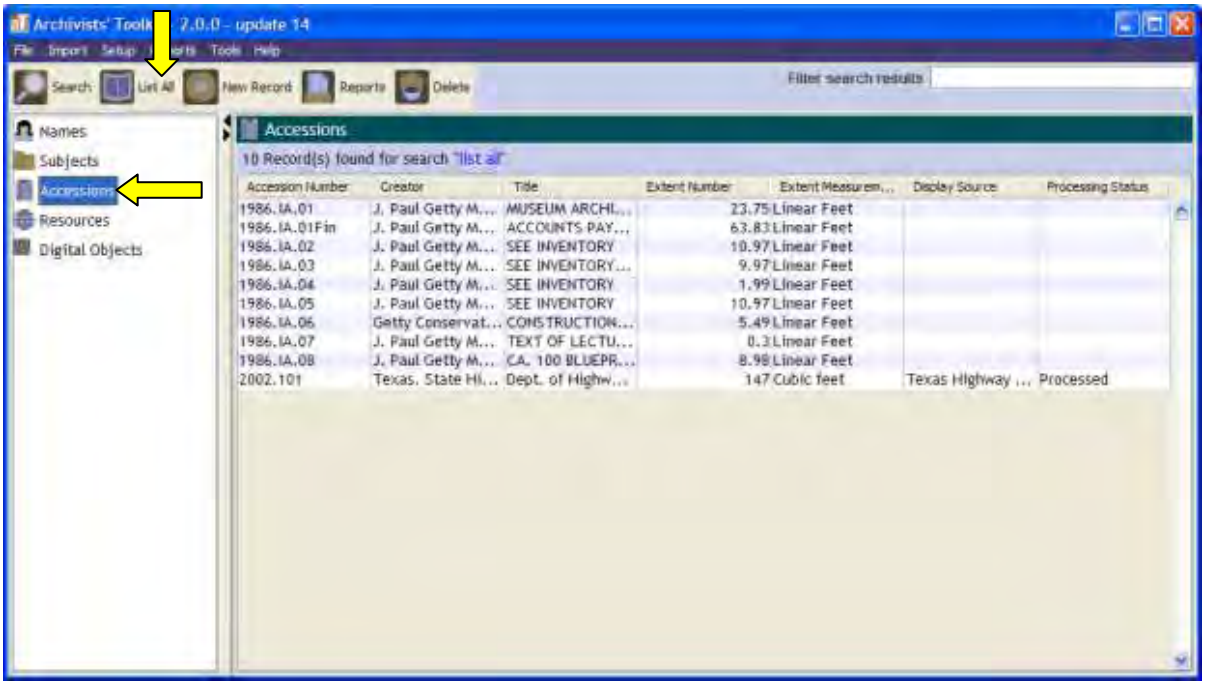
Processing Finished:

04/30/2011

Accession Production report

This report lists the overall extent of the selected Accessions, the range of accession dates, linear feet of accessions, and how many feet have been processed and/or cataloged.

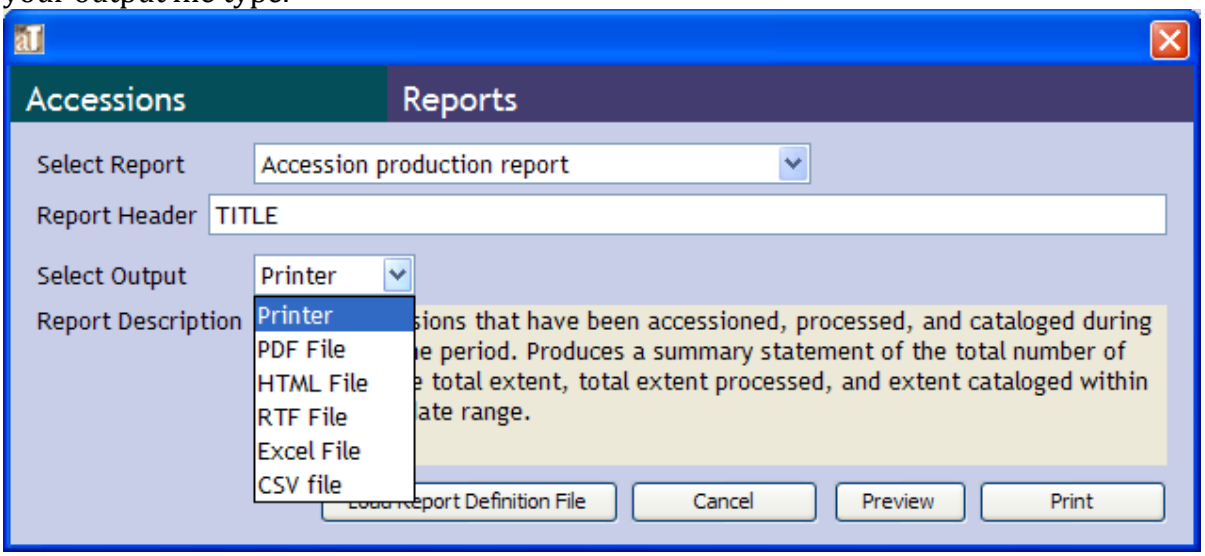
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”

Next, choose “Accession production report” from the dialog box, create a title and choose your output file type.



The completed report should look like this:

Accession Production Report

Accessioned Between: 04/01/1986 & 02/06/2002

Total Extent of Selected Accessions: 283.25

Number of Records Selected: 10

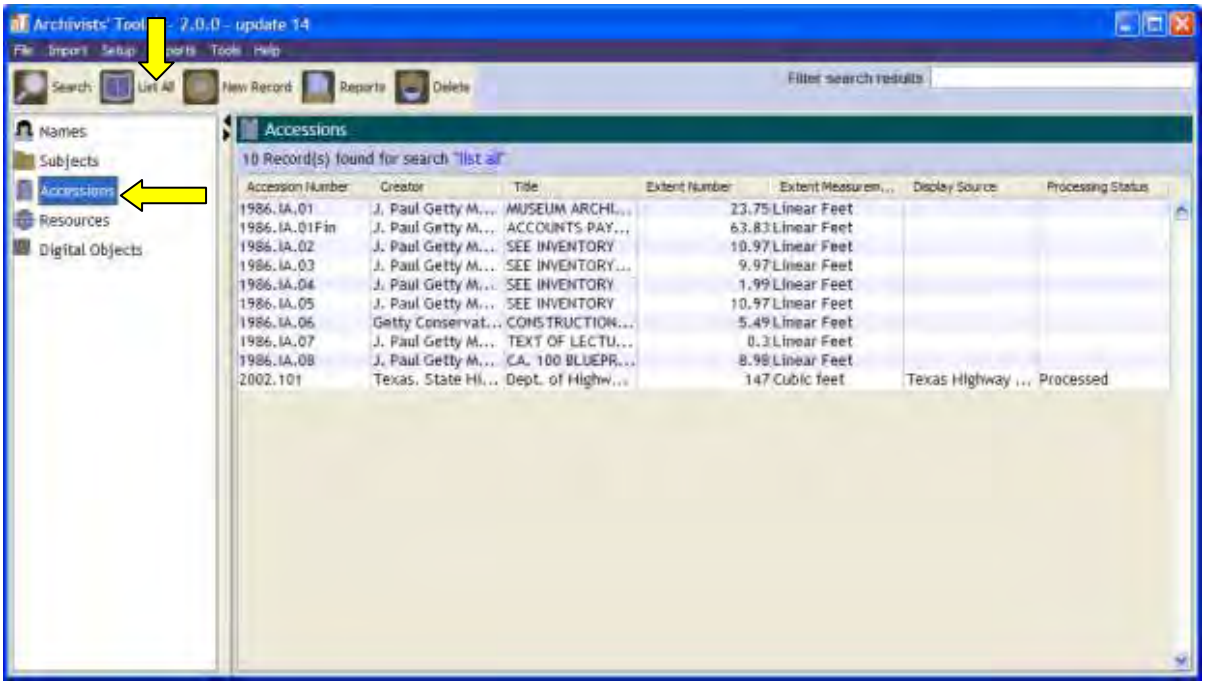
Total Extent of Cataloged Accessions: 147.00

Total Extent of Processed Accessions: 147.00

Accession Receipt report

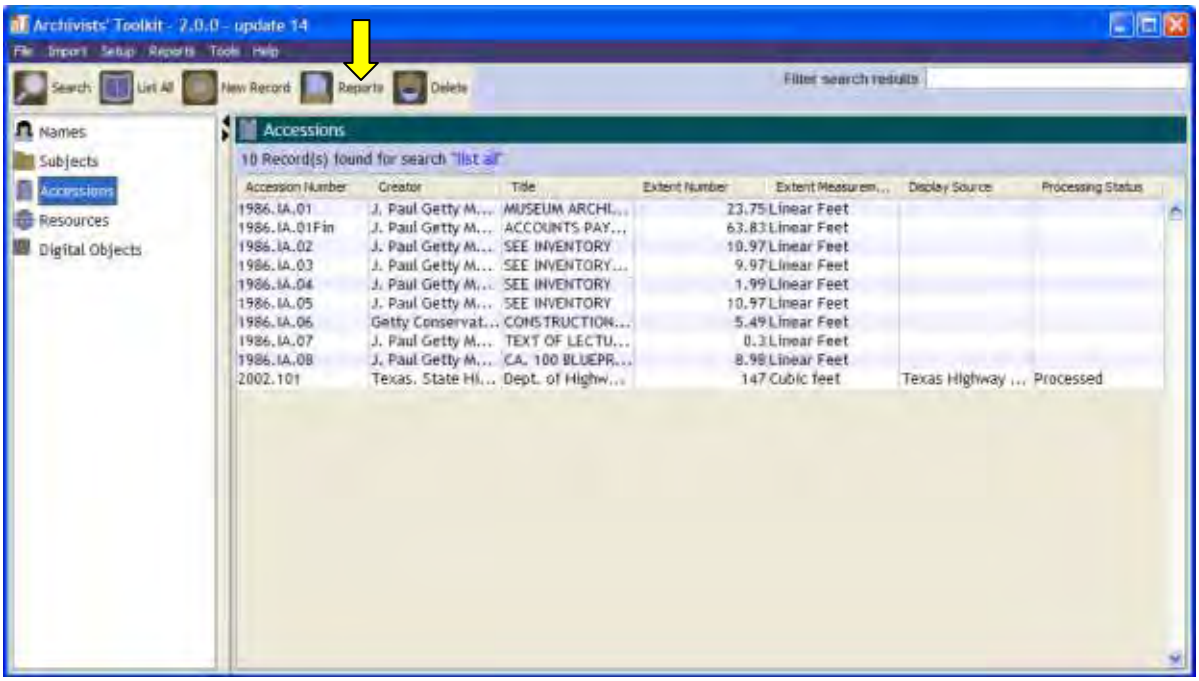
This report provides a separate receipt for each selected Accession. Each receipt takes a full page and lists the Accession title, linear footage, name of the Repository (Texas State Archives and Library Commission), when the accession was received, and the accession number. As it is likely that you will only need a receipt for one accession it is recommended that you highlight a specific accession before running this report.

To generate this report, highlight Accessions on left column of the main screen and click on List All.

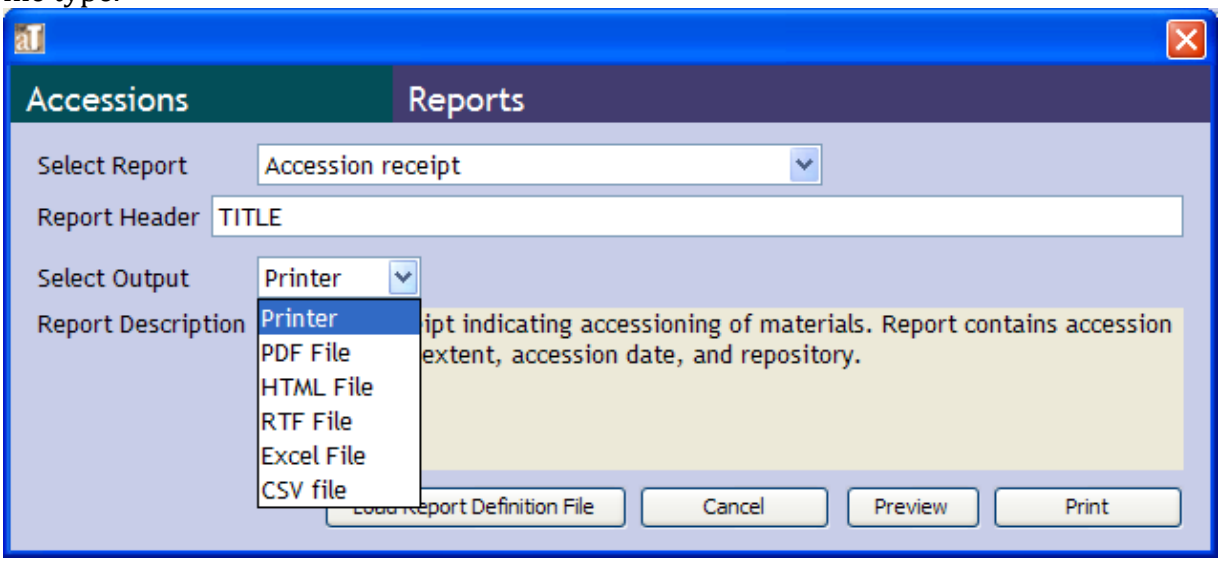


Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”



Next, choose "Accessions receipt" from the dialog box, create a title and choose your output file type.



An example of a receipt text looks like this:

Accession Receipt

Accession title: **TEXT OF LECTURES GIVEN AT GROUNDBREAKING FOR HEBREW COLLEGE CULTURAL CENTER W/J. WALSH AS A SPEAKER**

Extent: 0.3 Linear Feet

Repository: Archivist's Toolset DB

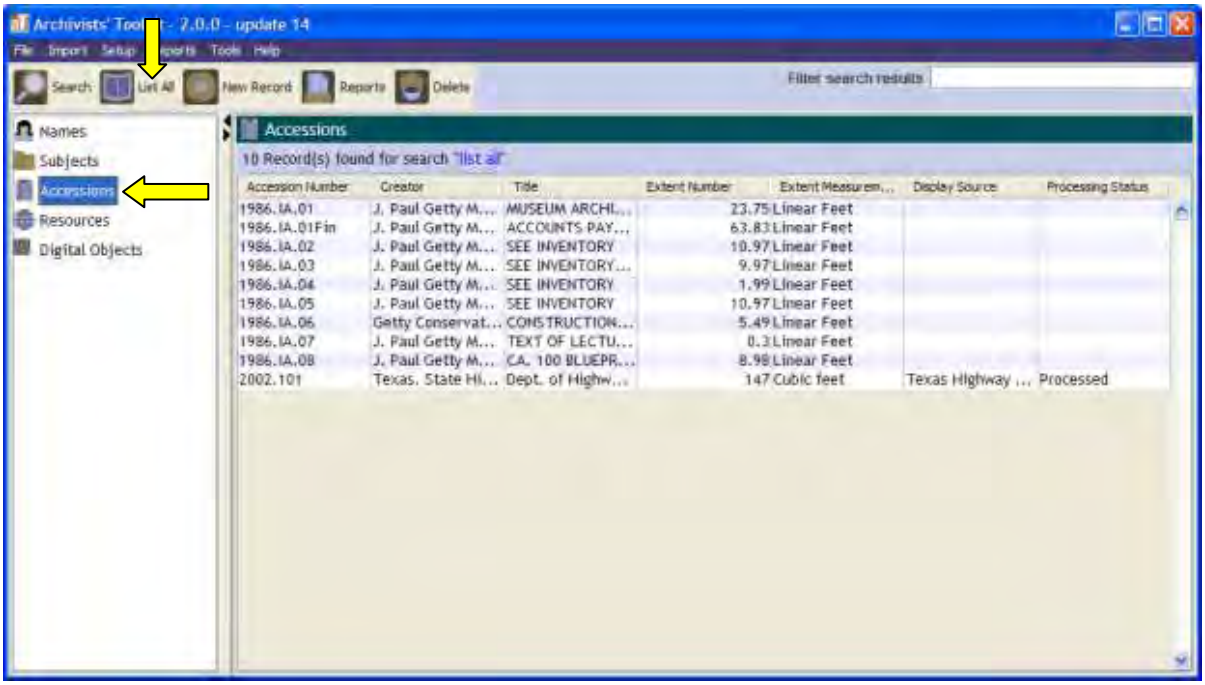
Added to repository on: September 11, 1986

Accession number: **1986.IA.07**

Accession Records report

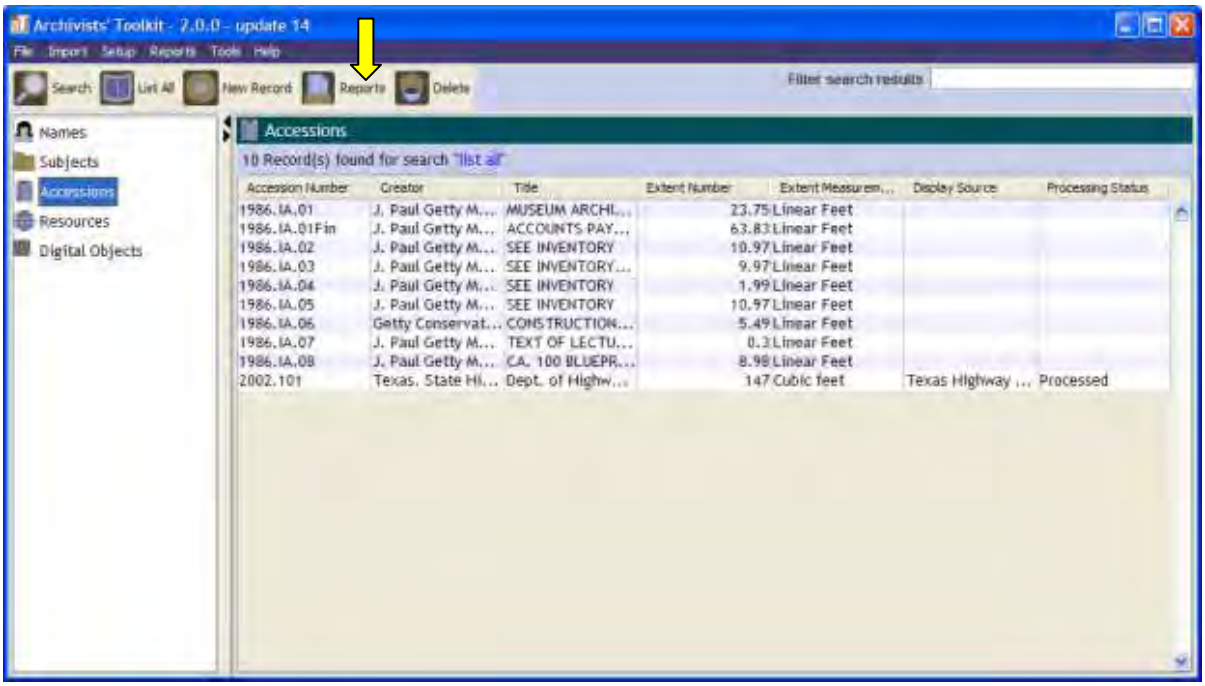
This report provides a complete copy of the accession record for the selected Accessions. All information is provided, and each accession record is designated its own page. As it is unlikely that more than one Accession Records report will be needed at one time it is recommended that you select only the accession needed.

To generate this report, highlight Accessions on left column of the main screen and click on List All.

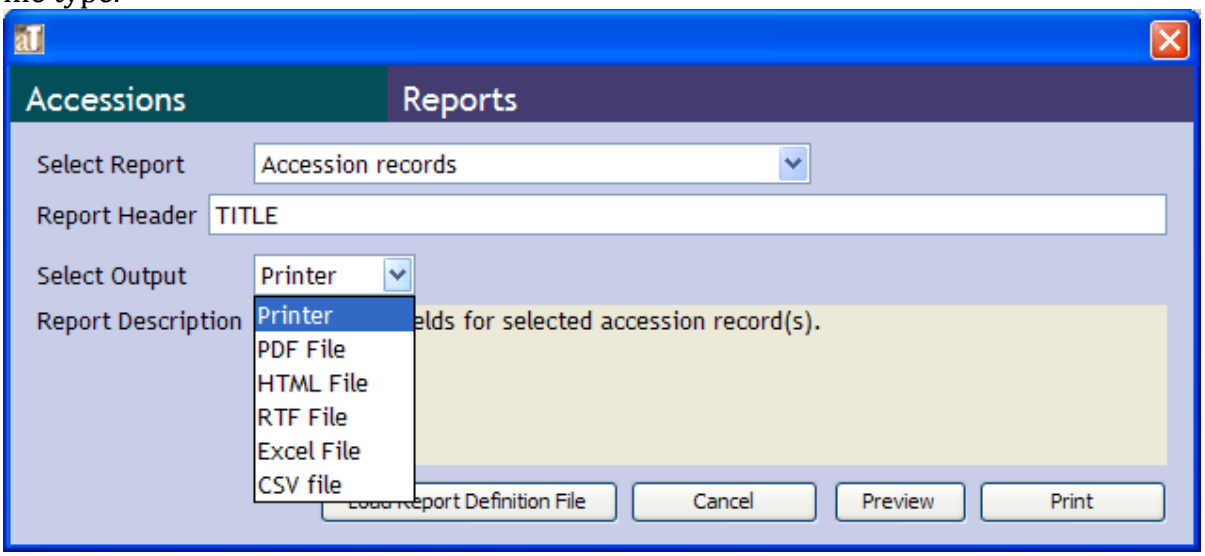


Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”



Next, choose "Accession records" from the dialog box, create a title and choose your output file type.



The completed report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Accession Date: 02/06/2002 Extent: 147.0 Cubic feet

Locations Assigned:

Building: Zavala
Floor: G
Room: 1st stack
Coordinates: range 1 / section 1 / shelf 1

General Note:

partial inventory done by agency, minimal processing to be done by archival staff

Linked Resource

urn:taro:tslac.20189 Dept. of Highways and Transportation records

Date Expression: about 1911-about 1988

Date Range: 1911-1988

Bulk Dates: 1927-1949

Names:

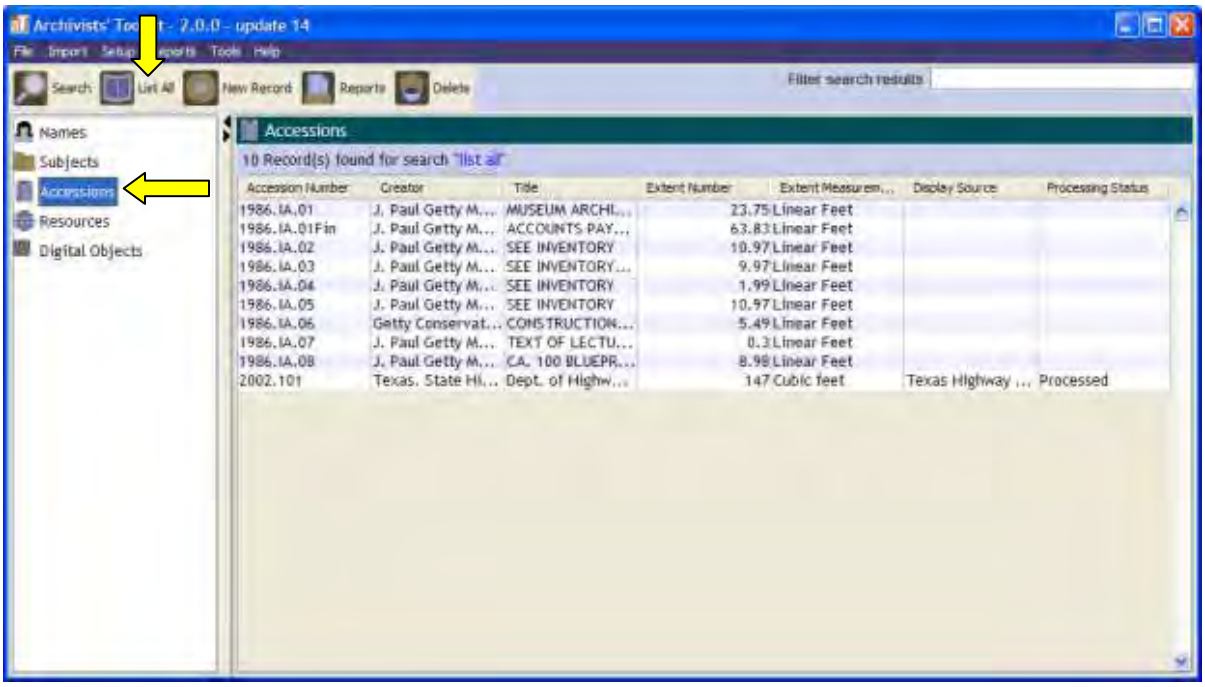
Name	Function	Role
Texas Highway Department..	Source	Depositor (dpt)
Texas. State Highway Dept..	Creator	Creator (cre)

Subjects:

Accession Rights Transfer report

This report lists only those accessions with notes indicating that rights have been transferred to the repository. It lists accession name, accession date, date accession was processed, linear footage, accession number, rights and restrictions information and the names of any linked resources/collections.

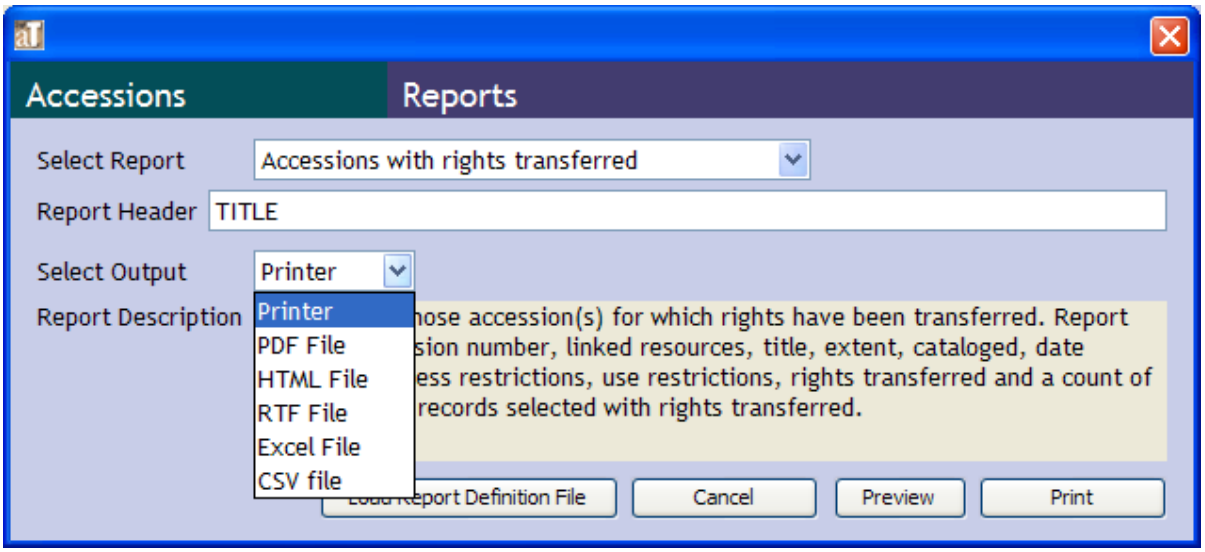
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”

Next, choose “Accessions with rights transferred” from the dialog box, create a title and choose your output file type.



The finished report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Accession Date:	Date Processed:	Extent:	Cataloged:
February 06, 2002	April 30, 2011	147.0 Cubic feet	true

Rights & Restrictions:
No restrictions.

Use Restrictions Note:
Cotton gloves to be used when viewing photographs.

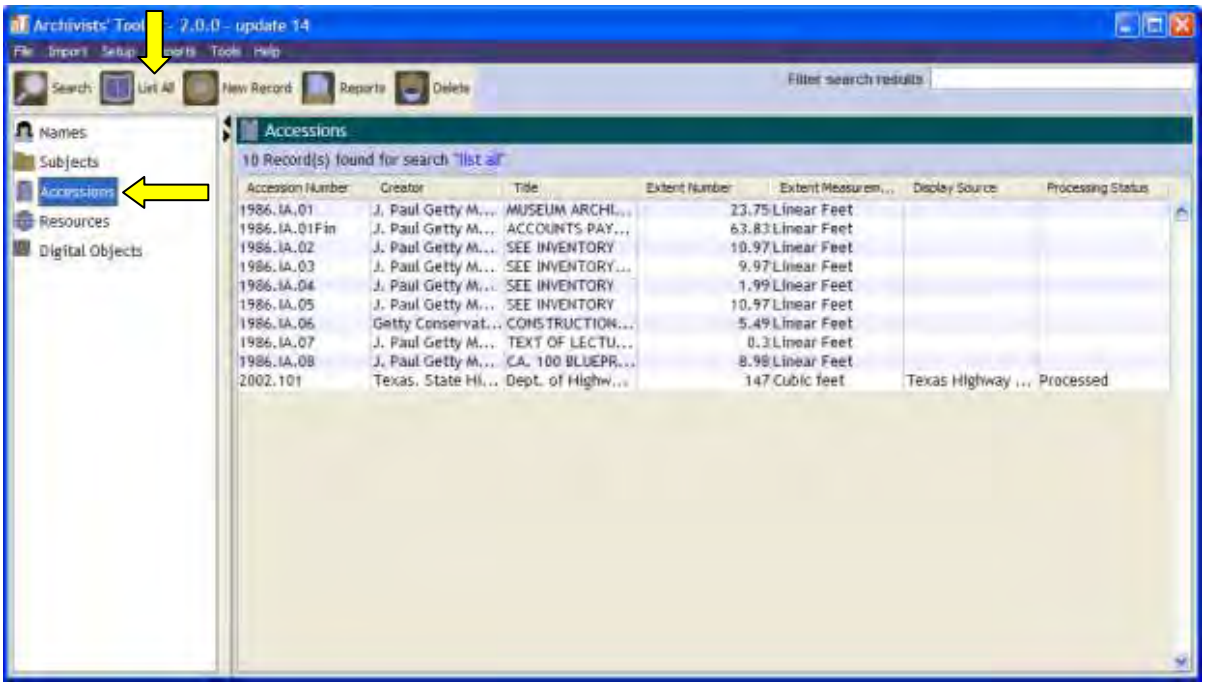
Rights:
Rights Transferred

Linked Resource
urn:taro:tslac.20189 Dept. of Highways and Transportation records

Cataloged Accessions report

This report lists, of those selected, only those Accessions which have been cataloged. The report includes, accession name, accession number, linear footage, date accession was processed, date accession was cataloged, and the name of any linked resource/collection.

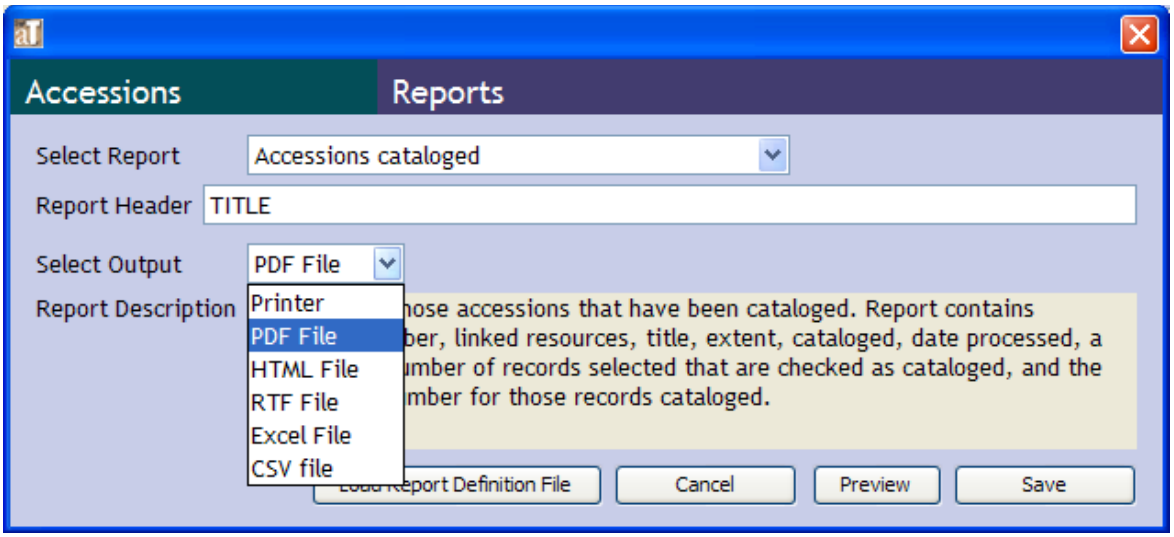
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select "Reports"

Next, choose "Accessions cataloged" from the dialog box, create a title and choose your output file type.



The completed report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Extent: 147.0 Cubic feet

Date Processed: 04/30/2011

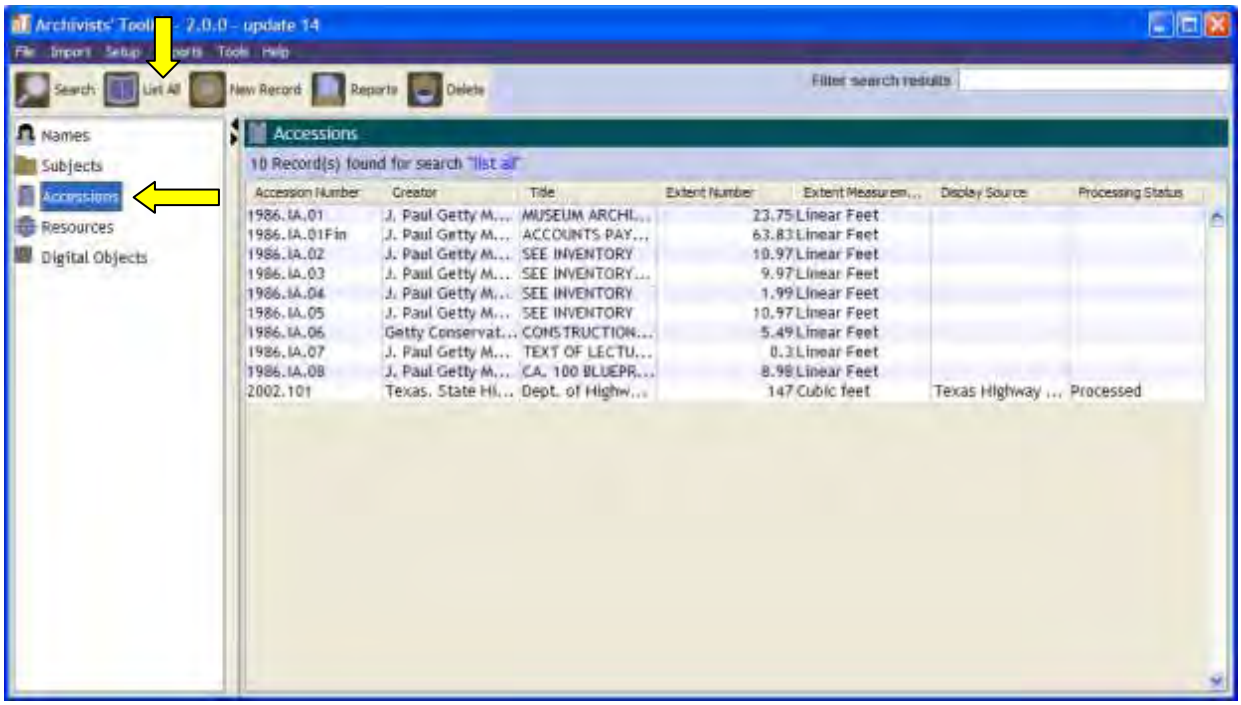
Cataloged: 09/30/2011

Linked Resource: urn:taro:tslac:20189 Dept. of Highways and Transportation records

Uncataloged Accessions report

This report provides the basic information for those accessions which have not been cataloged. Per accession, the report lists an accession name, accession number, linear footage, and date processed (if any). It also provides a note on the number of accession selected for the report; number of those accessions uncataloged, and total linear footage of uncataloged accessions.

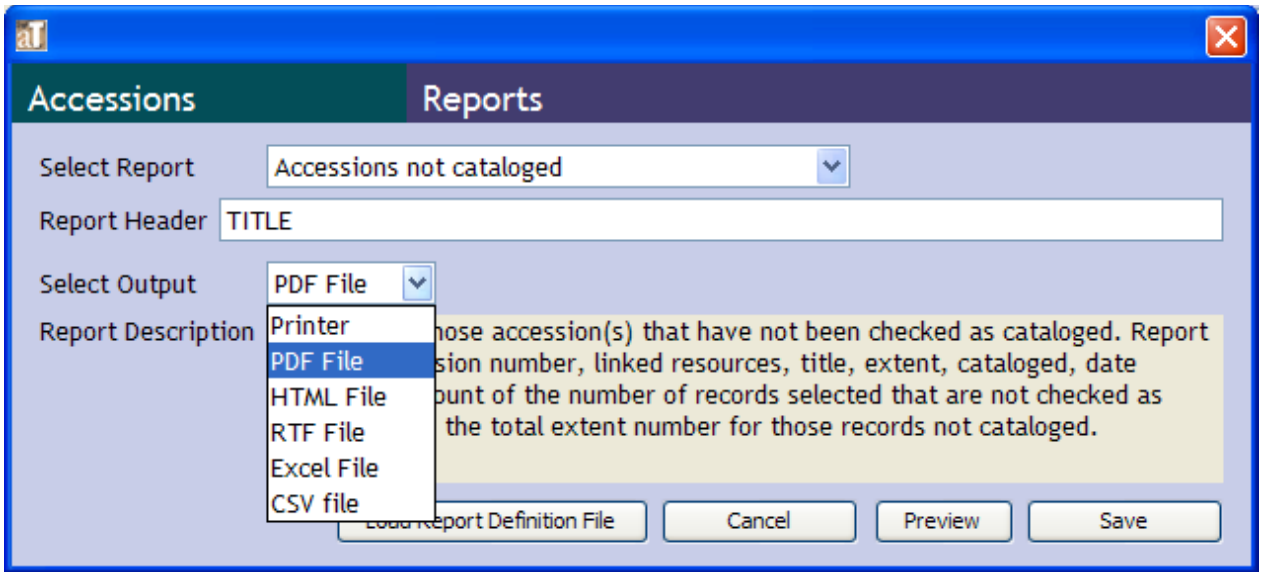
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select “Reports”

Next, choose “Accessions not cataloged” from the dialog box, create a title and choose your output file type.



The finished report entries should look like this:

MUSEUM ARCHIVES-SEE INVENTORY 1986.IA.01

Extent: Date Processed:
23.75 Linear Feet

ACCOUNTS PAYABLE 1986.IA.01Fin

Extent: Date Processed:
63.83 Linear Feet

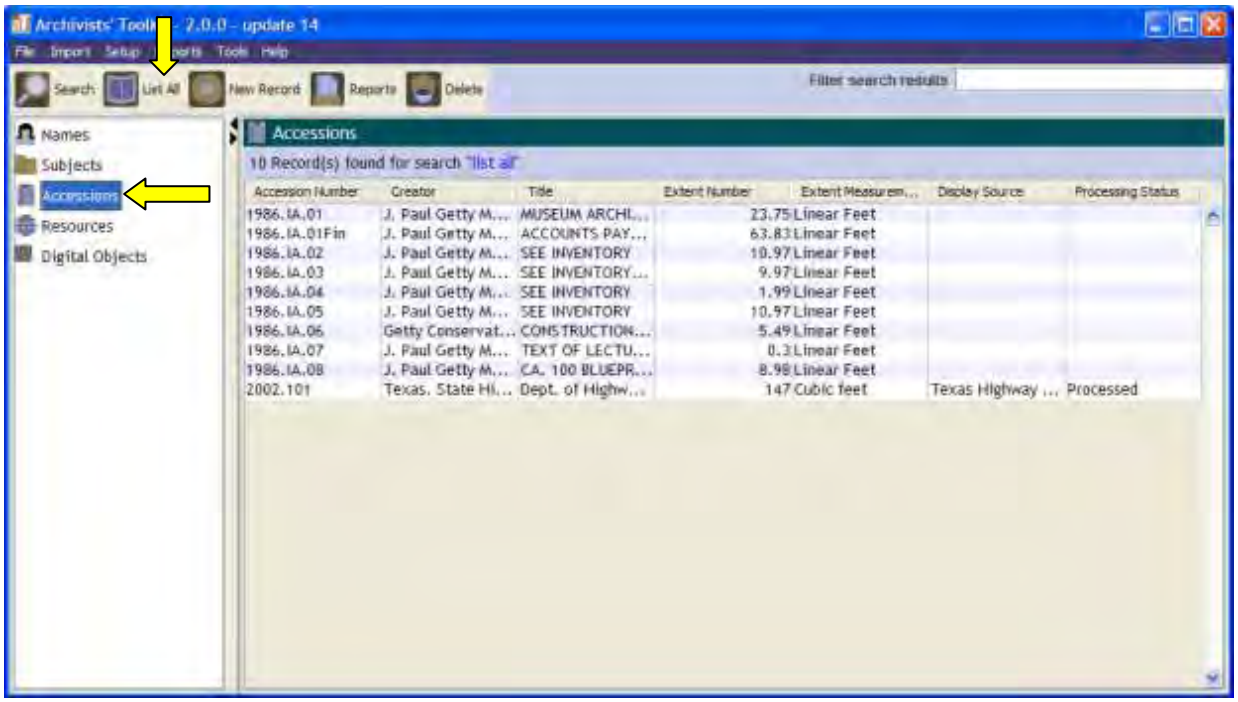
SEE INVENTORY 1986.IA.02

Extent: Date Processed:
10.97 Linear Feet

Processed Accession report

Of the Accession records selected, this report lists only those that have been processed. The report will show the number of records selected, number accessions processed, accession date range, and linear footage processed. For processed accessions, the report lists the accession name, accession number, date of processing, linear footage, if the accession was cataloged, and linked resources/collections.

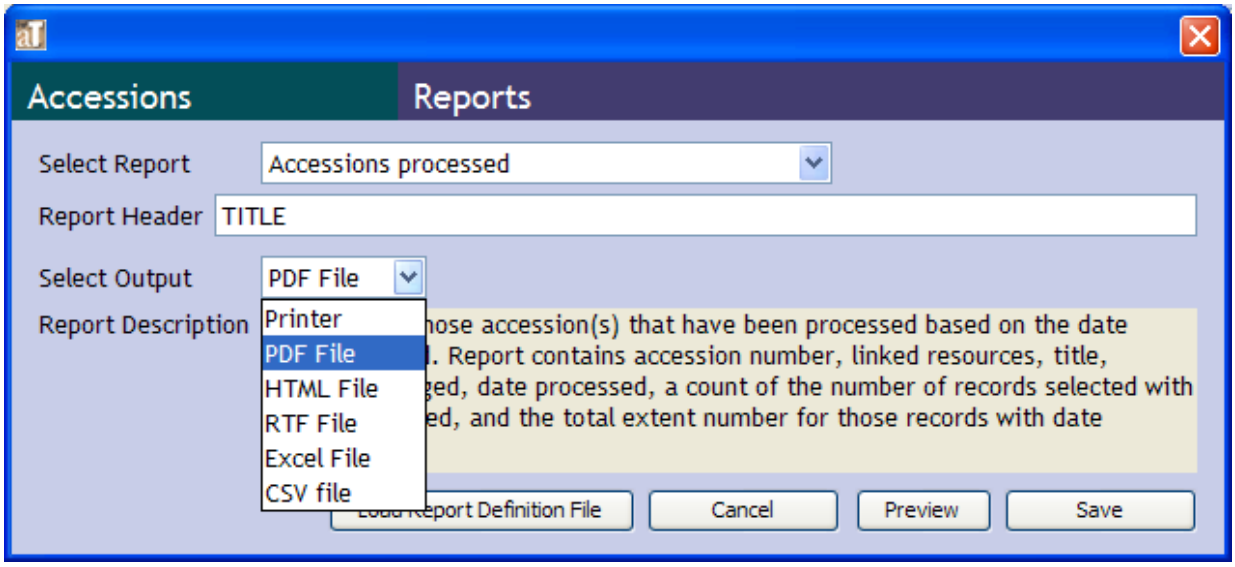
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select "Reports"

Next, choose "Accessions processed" from the dialog box, create a title and choose your output file type.



The completed report should look like this:

Dept. of Highways and Public Transportation records 2002.101

Date Processed:	Extent:	Cataloged:
April 30, 2011	147.0 Cubic feet	true

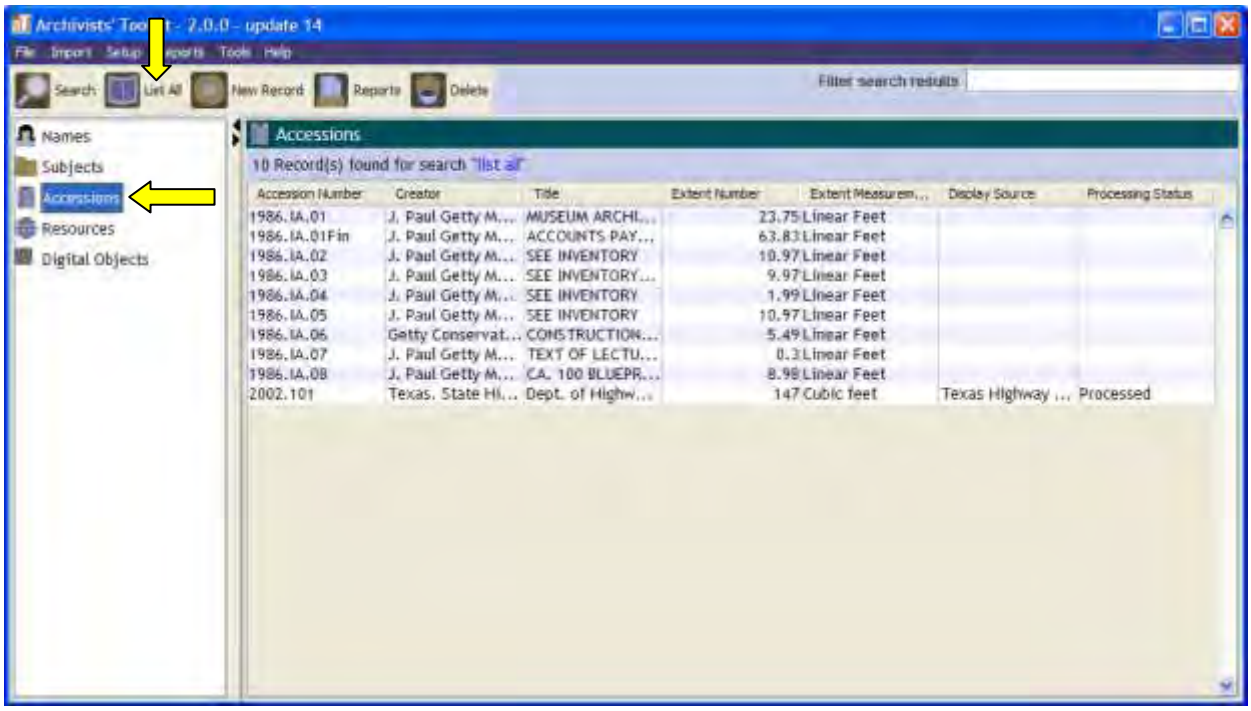
Linked Resource

urn:taro:tslac.20189 Dept. of Highways and Transportation records

Unprocessed Accession report

Of the accessions selected, this report lists the number of accessions, number of those accessions which have not been processed, accession date ranges, and linear footage of unprocessed materials. For individual accessions is provides the accession name, accession number, linear footage and whether the accession has been cataloged.

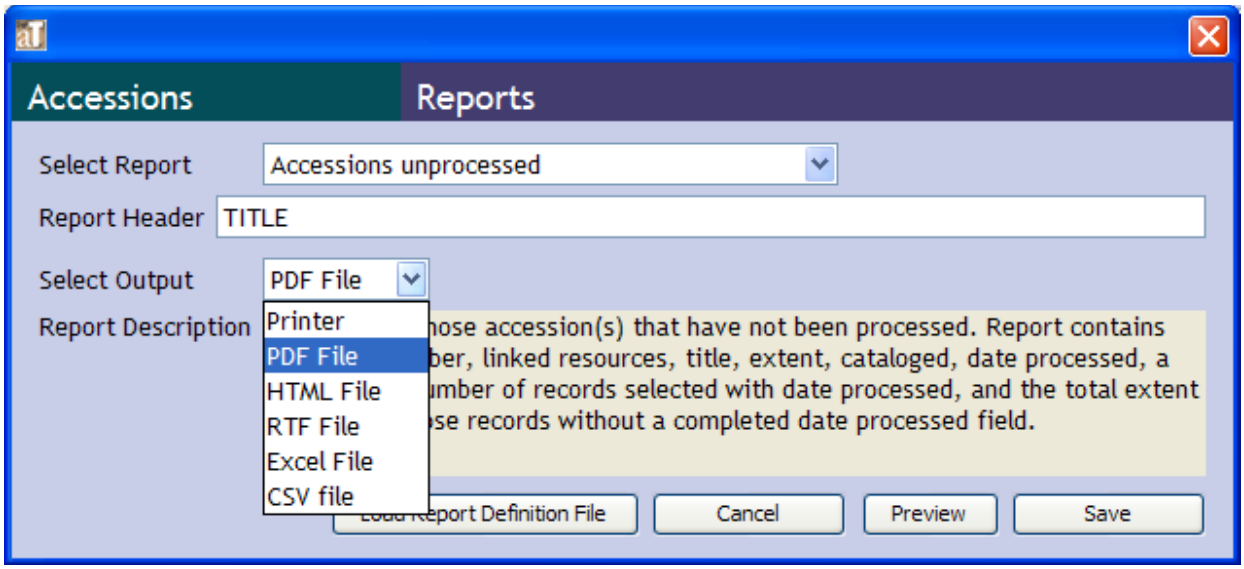
To generate this report, highlight Accessions on left column of the main screen and click on List All.



Note: You can run this report on a specific Accession you have open by clicking on Reports at the bottom of the open window.

Once all of the Accessions are listed select "Reports"

Next, choose "Accessions unprocessed" from the dialog box, create a title and choose your output file type.



The completed report should look like this:

TEXT OF LECTURES GIVEN AT GROUNDBREAKING FOR HEBREW COLLEGE CULTURAL CENTER W/J. WALSH AS A SPEAKER — 1986.IA.07

Extent: 0.3 Linear Feet
Cataloged: false

CA. 100 BLUEPRINTS & PHOTOS, REPORTS AND CORRES. — 1986.IA.08

Extent: 8.98 Linear Feet
Cataloged: false

Collection/Resource Reports

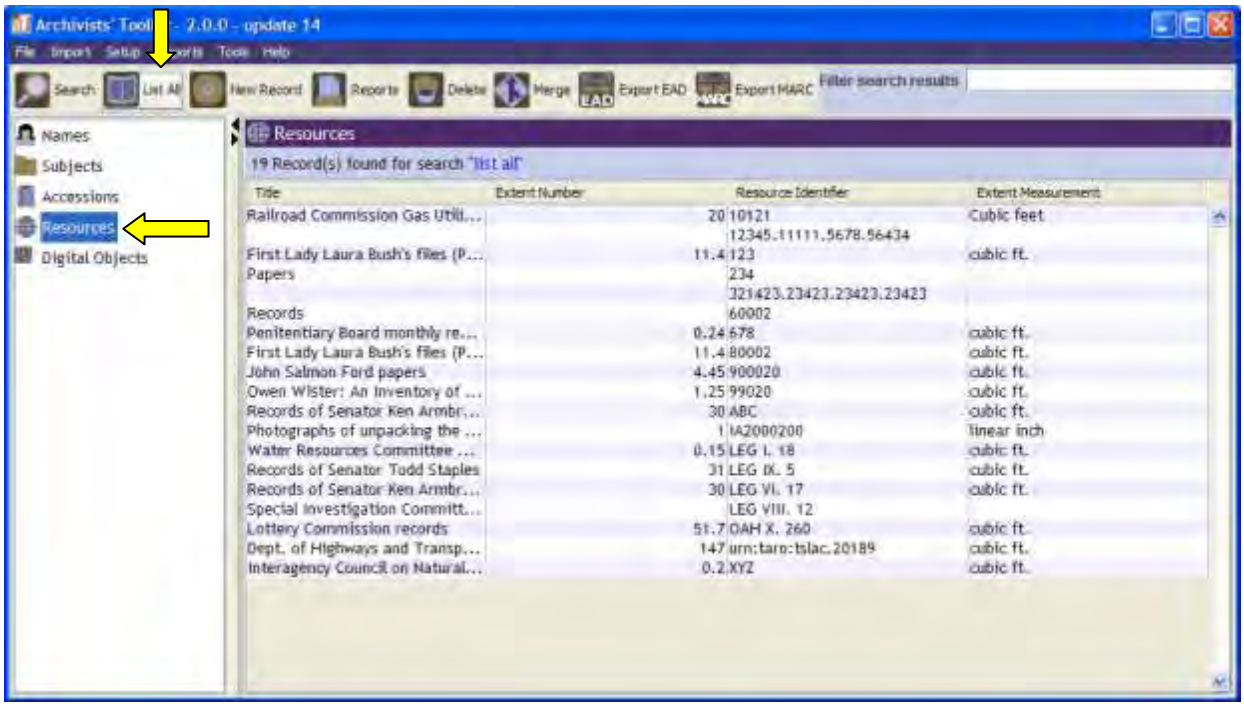
There a number of reports that can be run on resources. *All collections* fall within the category of resources.

Finding Aids

Finding Aids are listed as reports in Toolkit. You can generate one finding aid by selecting a specific resource, or you can generate multiple finding aids at one time by selecting several. When generating a single finding aid it is possible to choose the file output name.

When selecting more than one Resource record it can take a while to compile the data so selecting many Resources is not recommended. When generating multiple finding aids, the resulting files will be named according to their Resource Identifier.

To generate this report, highlight Resources on left column of the main screen and click on List All.

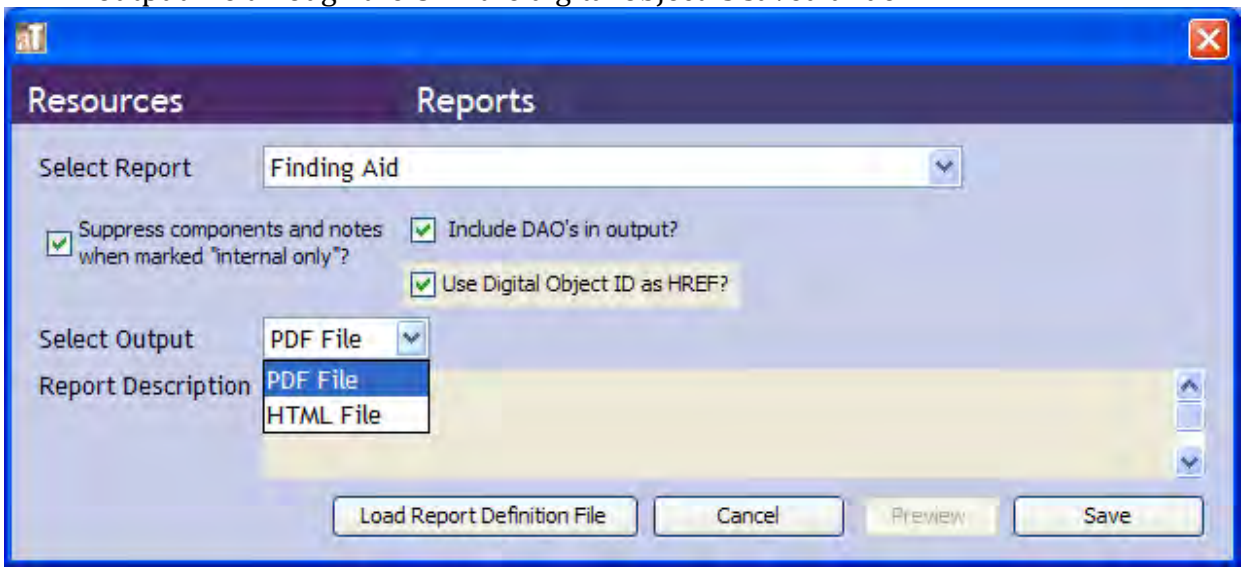


Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open Resources/Collection window.

Once all of the Resources are listed select the one(s) for which you wish to generate the finding aid and then click on "Reports"

Next, choose "Finding Aid" from the dialog box, create a title and choose your output file type.

- Suppress components marked internal: When data on a collection is not ready for public viewing, that information should be marked as internal only. Clicking this radio button will remove internal only information. Once the information in-process is ready for the public, just remove the internal only status to add it to the output. Unless the finding aid is only for internal TSLAC archivist use, this button should ***ALWAYS*** be highlighted.
- Include DAO: Selecting this radio button will embed any digital objects linked to the collection into the output finding aid, at the location in the collection it is associated with. For instance, if subseries 3 has a photograph thumbnail in the Toolkit system, a copy of that thumbnail will show up on the finding aid under subseries 3.
- Use Digital Object ID: This allows the embedded digital object to be linked to the output file through the URL the digital object is saved under.



A PDF finding aid will look like this:

Texas Legislature, Senate:
ABC
An Inventory of Records of Senator Ken Armbrister at the Texas State Archives,

Finding aid prepared by Finding aid by Rebecca Romanchuk

This finding aid was produced using the Archivists' Toolkit

January 31, 2013

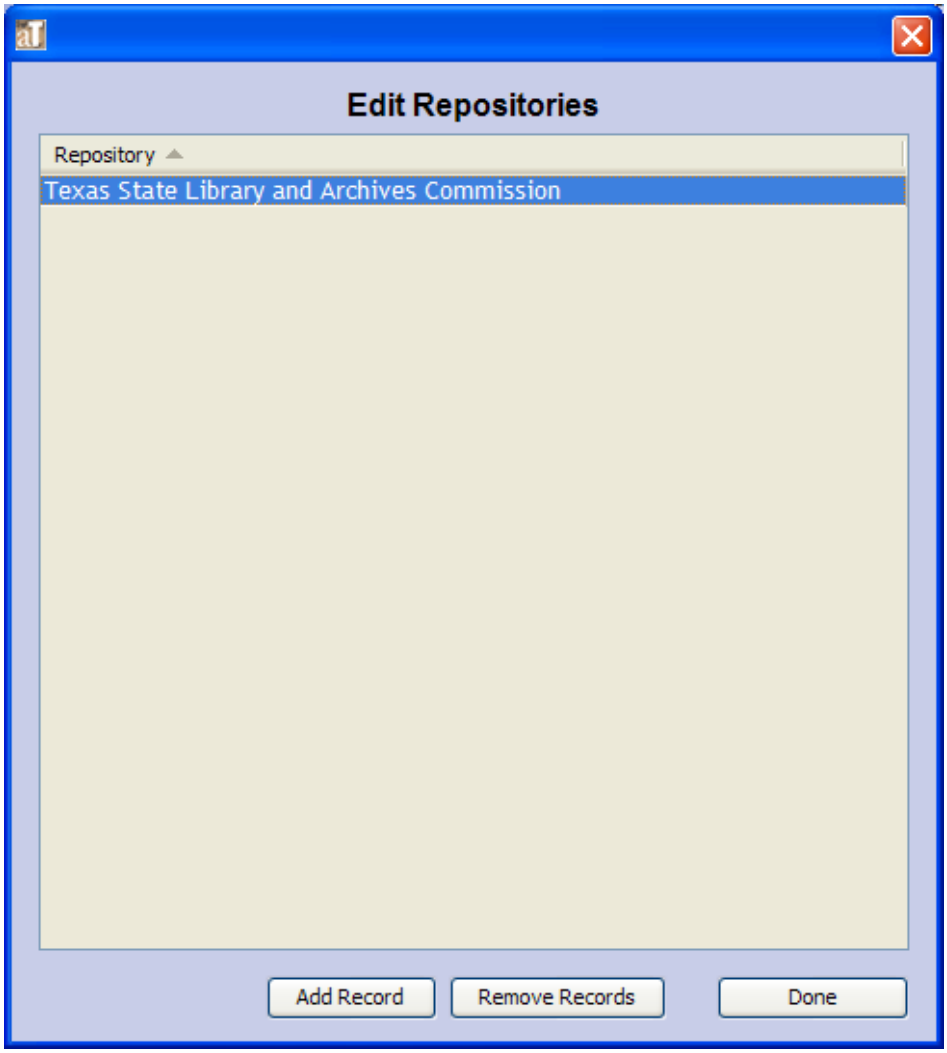
DACS

It will have a title page, a page for the table of contents (with active links to those sections inside the document), and all information listed in the collection according to archival standardized finding aid conventions.

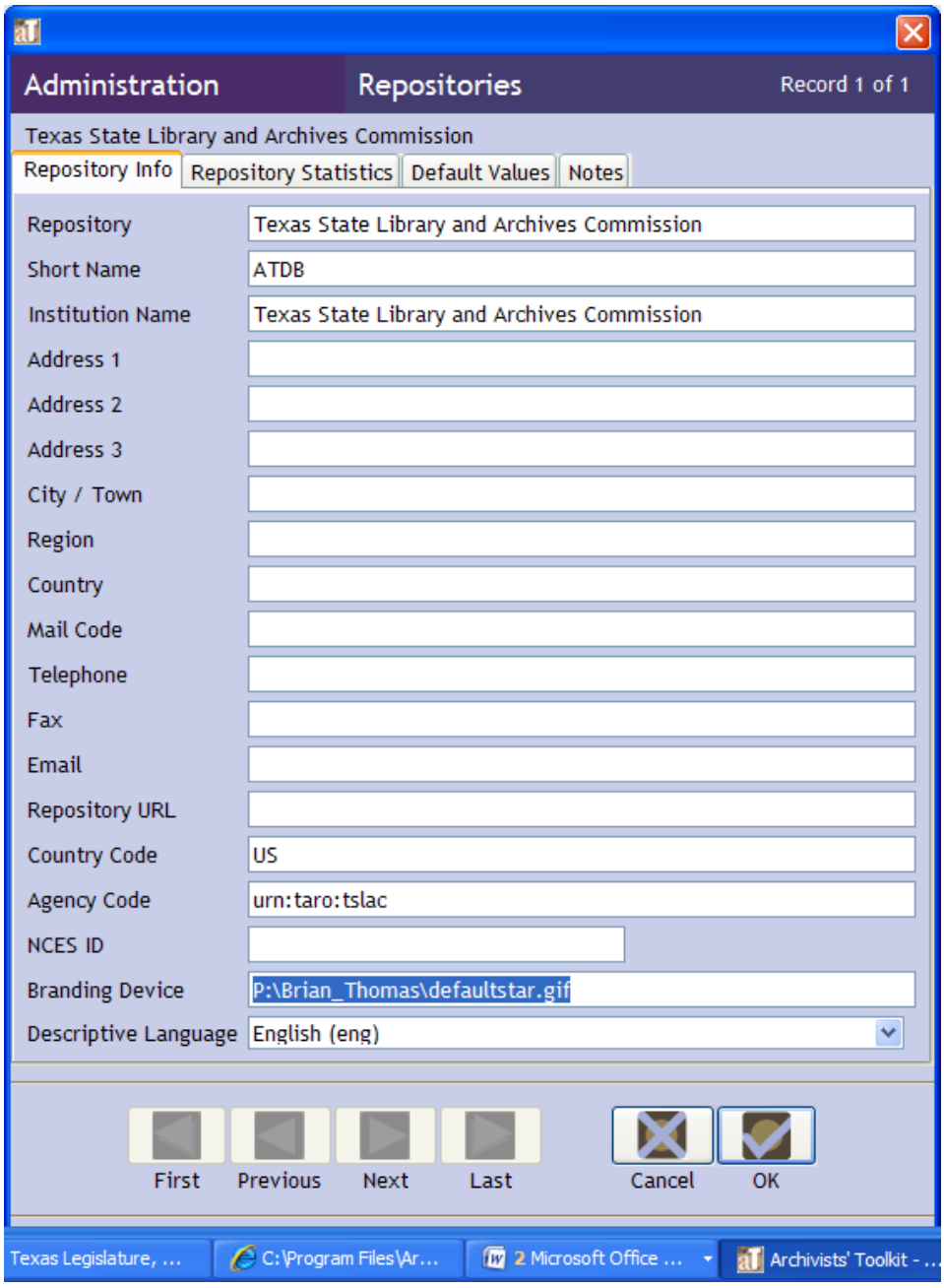
The HTML file output will look like this:

This finding aid will have the repository header at the top of the page, the collection title below against a black background. Below the collection title, the table of contents is in a column to the left and the finding aid content is on the right. The table of contents provides links to individual sections, and each section provides hotlinks back to the table of contents.

You can have the TSLAC logo embedded in it but will need a file ID path for the logo. The logo does not appear in the PDF finding aid. To change the logo, go to Setup from the main menu, select Repositories. Double-click on the correct repository.



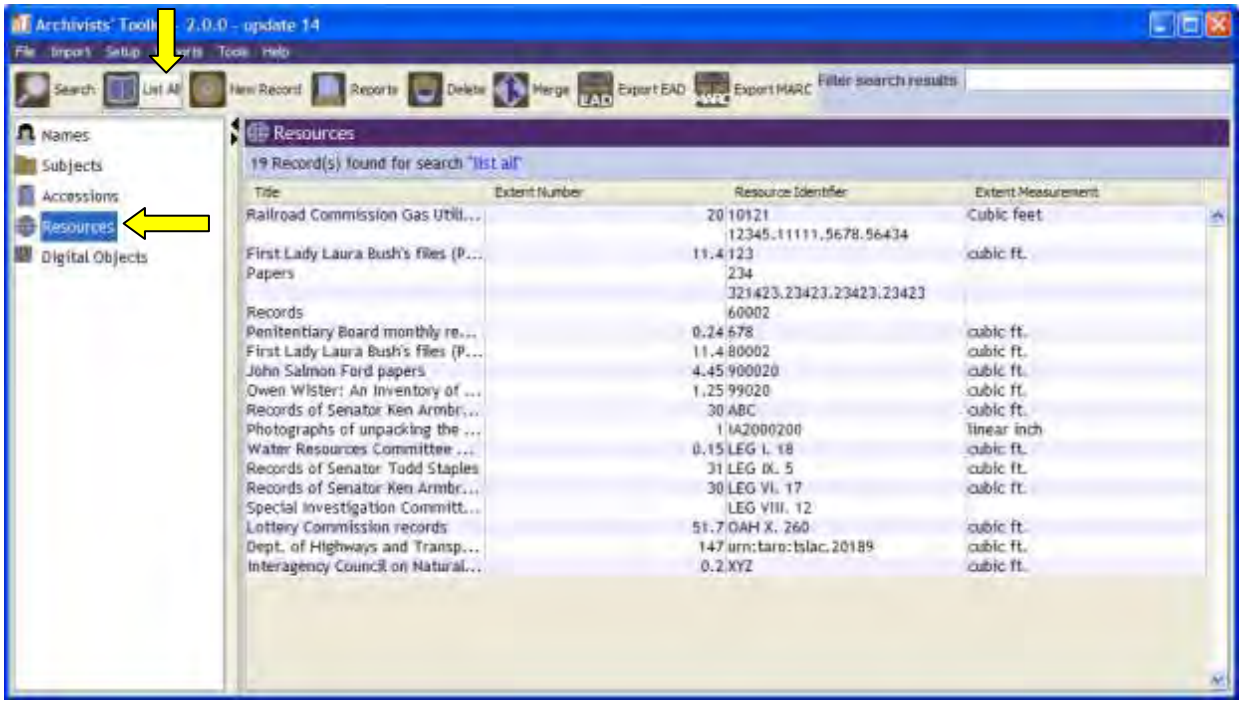
Next: click on the Branding device field and enter the file path of the logo.



Resource Records report

This report provides detailed information about the selected collections. It is formatted similar to a finding aid, but with less detail, and collections are not given their own file when multiple collections are selected. Included are: resource/collection name, creator name, resource/collection identifier, dates of collection, resource level (collection), language, extent, access information, abstract, physical description, restrictions, citation, biography, scope and content, arrangement, related materials, processing information, and subject/name terms.

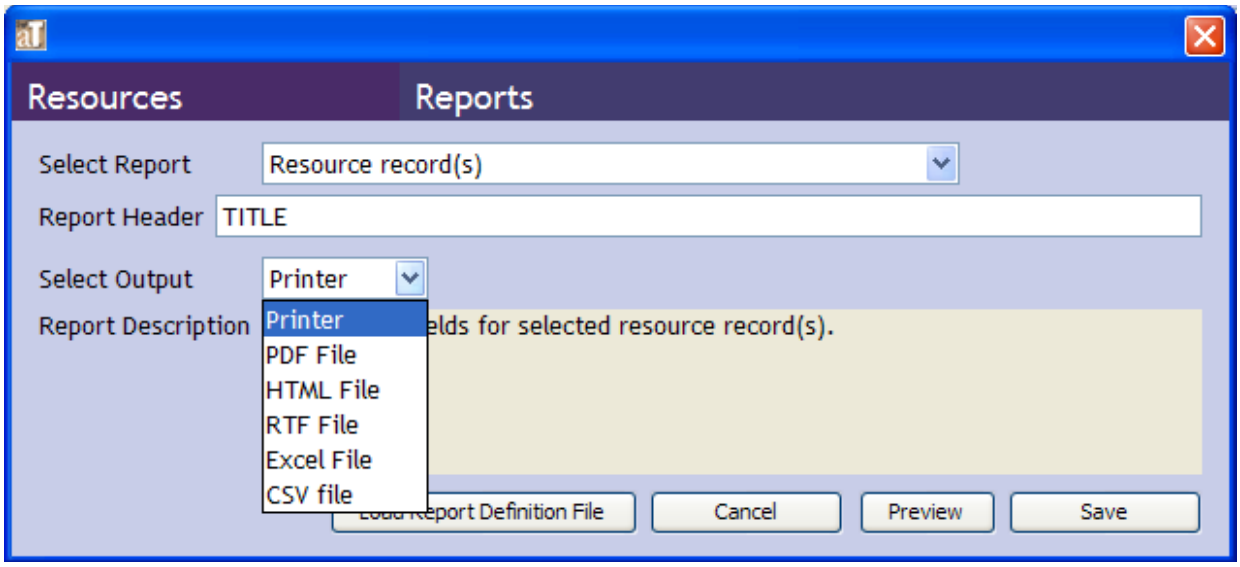
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select “Reports”

Next, choose “Resource record(s)” from the dialog box, create a title and choose your output file type.



The generate report should look like this:

Subjects:

Term	Type	Source
Boundaries.	Topical Term (650)	Library of Congress
Correspondence--Texas--1837-1846.	Genre / Form (655)	aat
Financial records--Texas--1836-1846.	Genre / Form (655)	aat
Legal documents--Texas--1836-1846.	Genre / Form (655)	aat
Texas--Annexation to the United States.	Geographic Name	lcnaf
Texas--Boundaries.	Geographic Name	lcnaf
Texas--History--Republic, 1836-1846.	Geographic Name	lcnaf
Texas--Politics and government--1836-1846.	Geographic Name	lcnaf
United States--Boundaries.	Geographic Name	lcnaf

[no title]

Creator: Texas. . Dept. . Dept. of Corrections..

Resource Identifier:
321423.23423.23423.23423

Dates:
1964, 1971-2001, undated.

Resource Level:
file

Language:
English

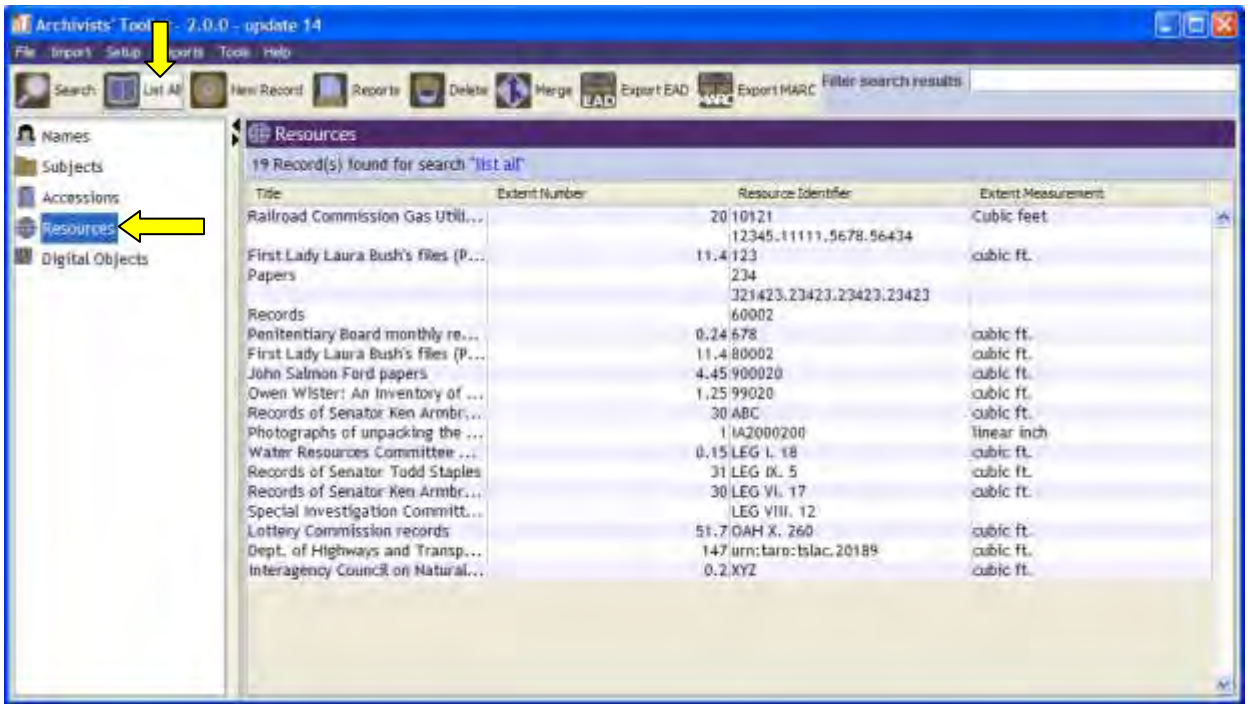
Extent:

Access:
Open to researchers without restrictions.

Resource and locations report

This report give lists the locations of each resource/collection that is selected. Per item it provides the collection name, resource identifier, dates covered by the collection, resource level (collection), location in the archive, and containers involved.

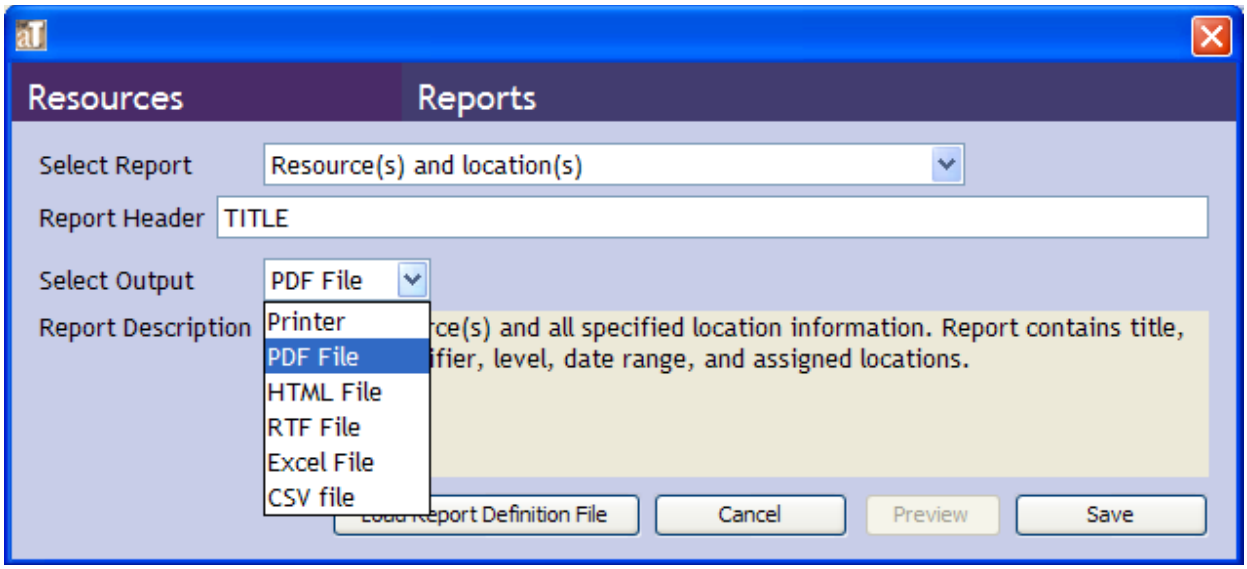
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select "Reports"

Next, choose "Resource(s) and location(s)" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

John Salmon Ford papers

Resource Identifier:	Dates:	Resource Level:
900020	1838, 1844, 1858-1866, 1869-1876, 1883-1896, undated bulk 1861-1865	collection

Location	Containers
Zavala - G - 1st stack range 1 / section 1 / shelf 3	Box 2-22/963, Box 2-22/964, Box 2-22/964

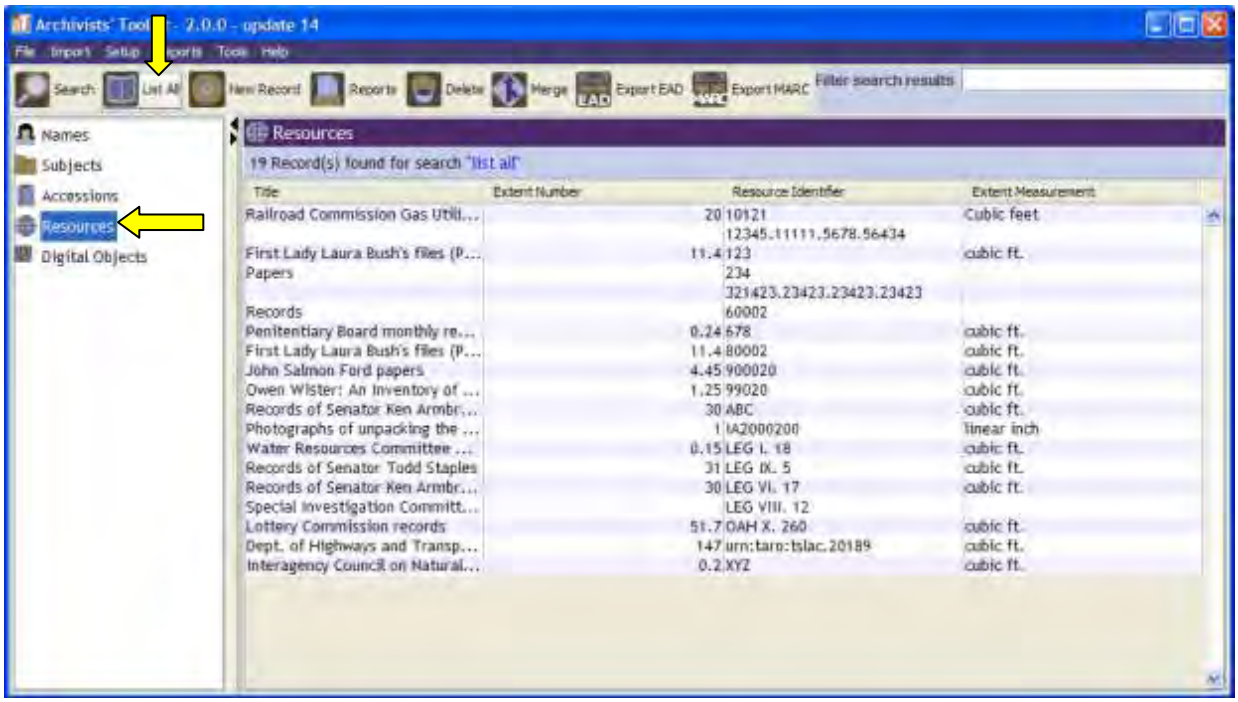
Owen Wister: An Inventory of the Owen Wister Photograph Collection at the Texas State

Resource Identifier:	Dates:	Resource Level:
99020	1893, undated , 1893-1893	collection

Resource and Linked Terms report

This report is designed to list the subject, name and creator terms linked to a resource/collection. The report shows the resource/collection ID, date ranges of the collection, what level of resource/collection level is being listed, and then the terms. Terms are by creator, "names as Subjects," and Subject terms. The report is organized by Resource/Collection ID, using a LC identifier system (9902 is listed after 900002).

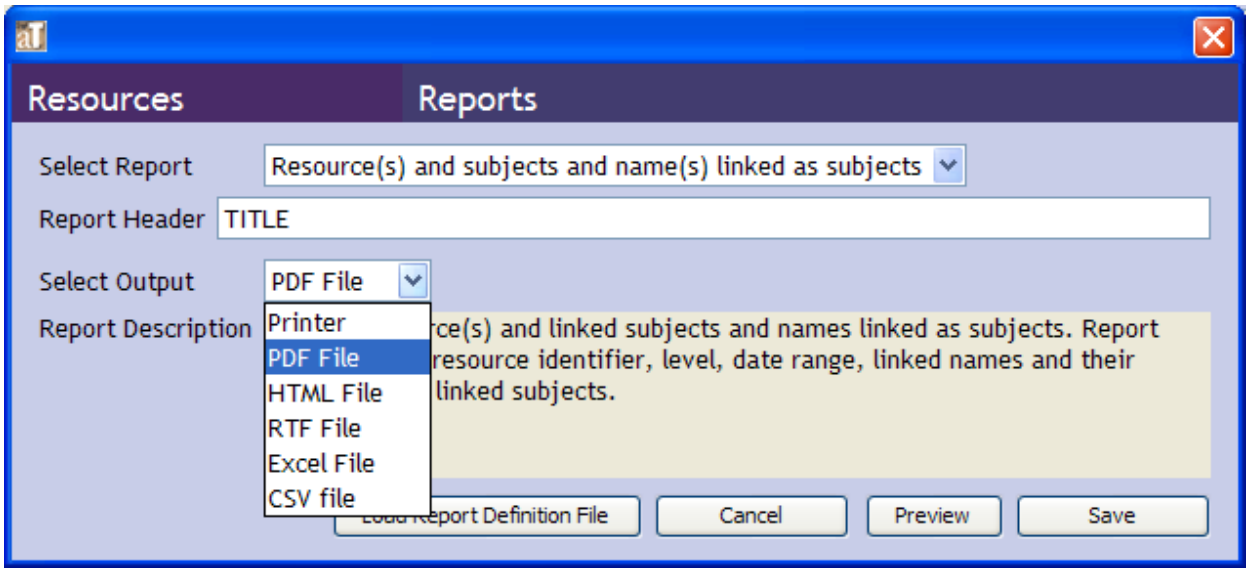
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select "Reports"

Next, choose "Resource(s) and subjects and name(s) linked as subjects" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

First Lady Laura Bush's files (Part II)

Names as Creators

Texas.

Names as Subjects

Bush, Laura Welch, 1946-

Texas.

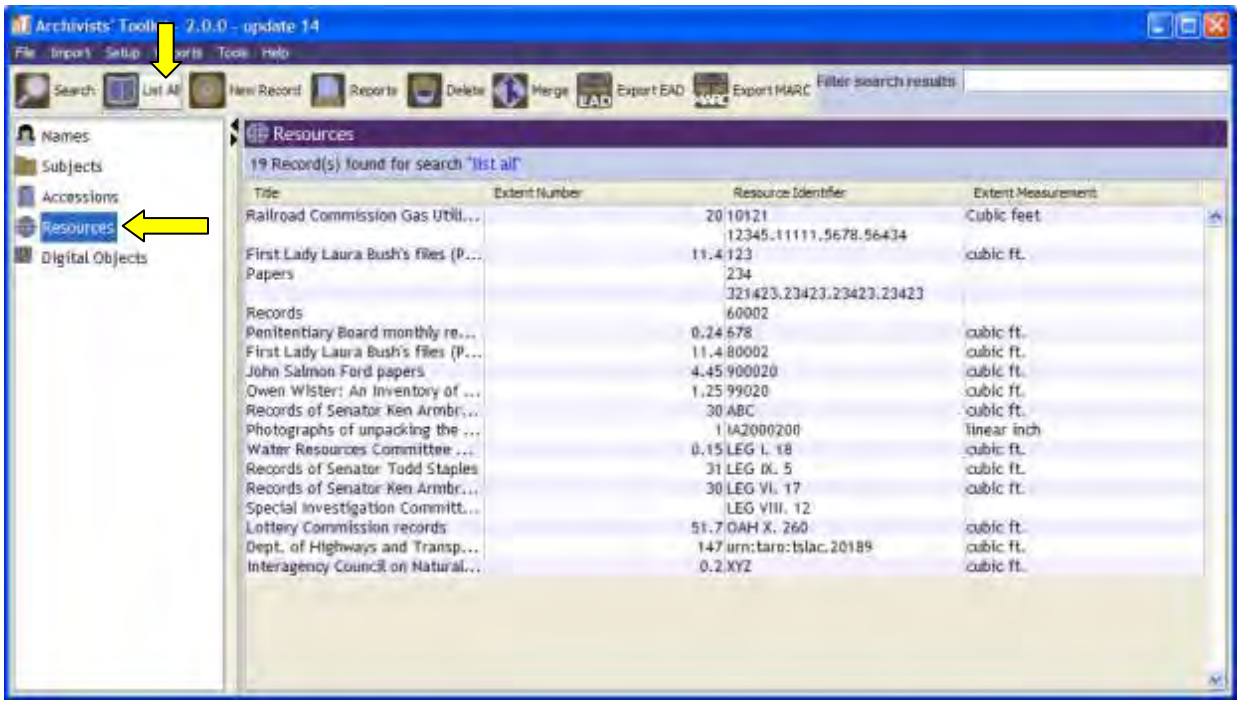
Subjects:

Term	Type	Source
Breast cancer--Government policy--Texas.	Topical Term (650)	Library of Congress
Calendars--Texas--Governors--Wives--1995-1999.	Genre / Form (655)	aat
Children--Health and hygiene--Texas.	Topical Term (650)	Library of Congress
Clippings--Texas--Governors--Wives--1995-1999.	Genre / Form (655)	aat
Community development--Texas.	Topical Term (650)	Library of Congress
Correspondence--Texas--Governors--Wives--1994-1999.	Genre / Form (655)	aat
Educational change--Texas.	Topical Term (650)	Library of Congress
Governor's Mansion--Texas.	Geographic Name	lcnaf
Governors--Texas--Wives.	Topical Term (650)	Library of Congress
Literacy--Government policy--Texas.	Topical Term (650)	Library of Congress
Memoranda--Texas--Governors--Wives--1995-1999	Genre / Form (655)	aat

Restricted Resources report

This report lists only those resources/collections which have restrictions placed on them.

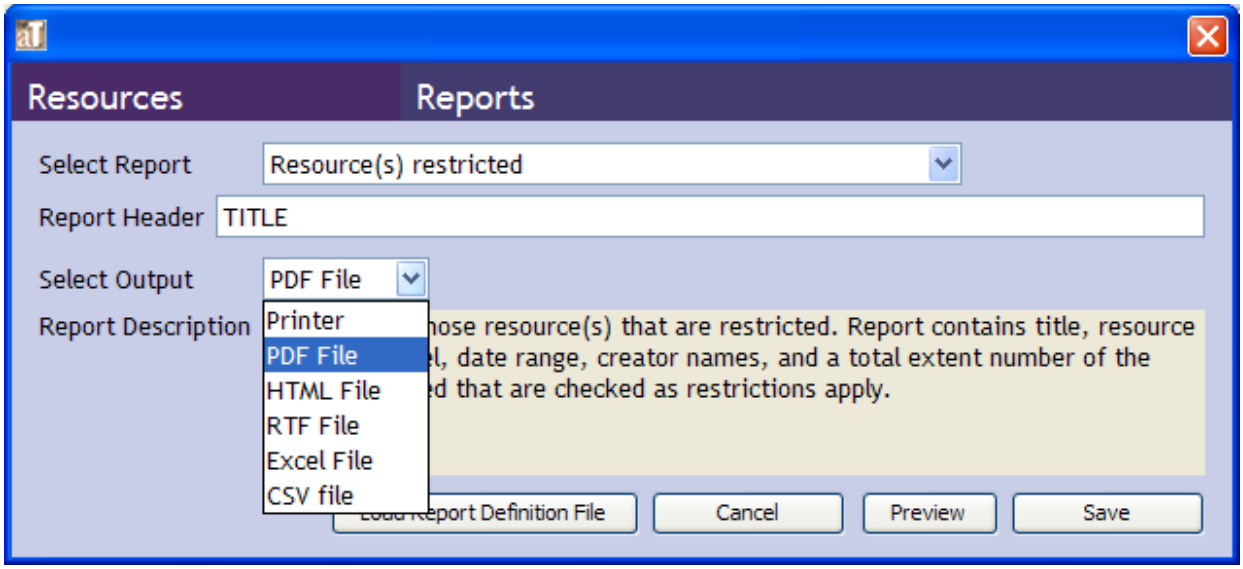
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select "Reports"

Next, choose "Resource(s) restricted" from the dialog box, create a title and choose your output file type.

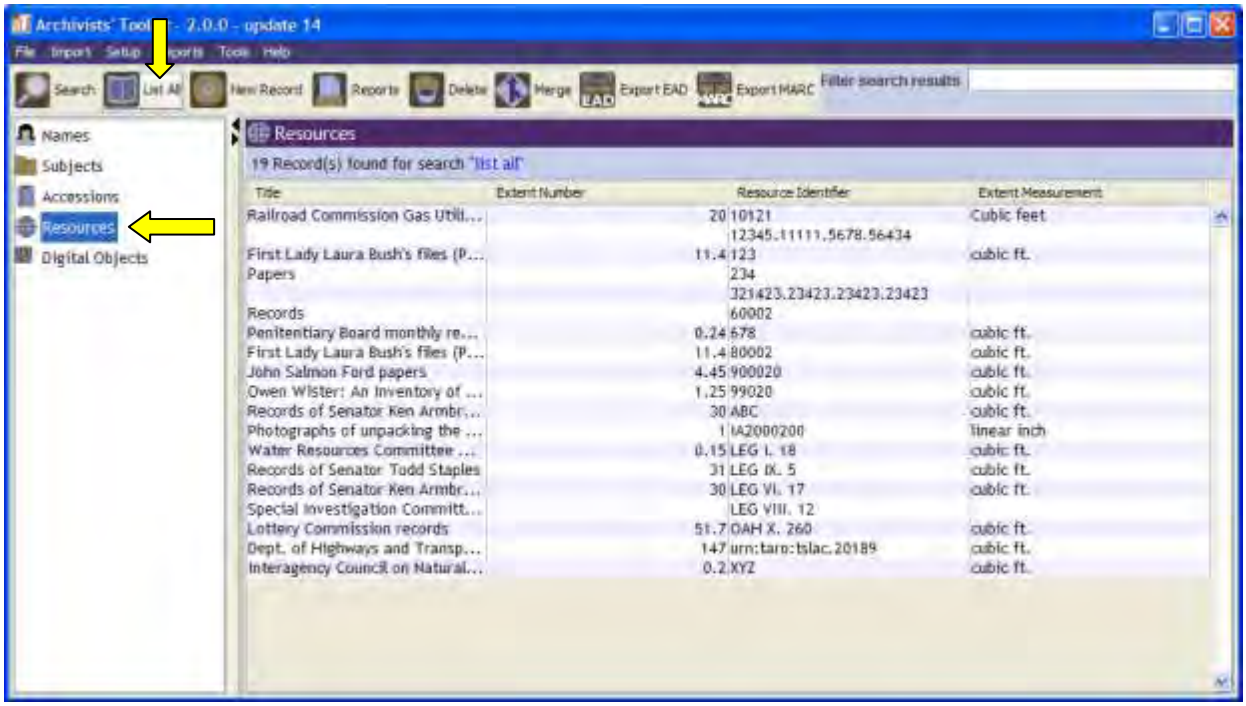


The finished report should look like this:

Resources and Creator report

This report lists the resource/collection with its associated creator. The report is organized by resource/collection ID, and also lists the collection name, date ranges, and level of the resource/collection (collection, series, subseries, etc.).

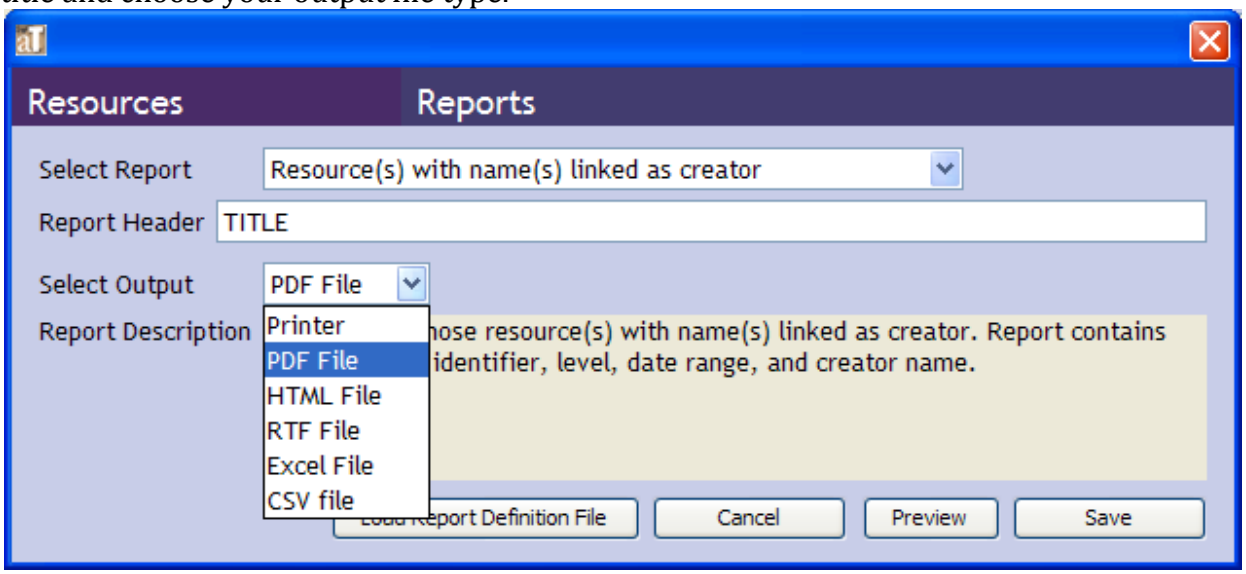
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select “Reports”

Next, choose “Resource(s) with name(s) linked as creator” from the dialog box, create a title and choose your output file type.



The finished report should look like this:

Penitentiary Board monthly reports

Resource Identifier:	Dates:	Resource Level:
678	1881-1883	series

Names as Creators

Texas State Penitentiary.

First Lady Laura Bush's files (Part II)

Resource Identifier:	Dates:	Resource Level:
80002	1994-2000 bulk 1995-1999	subgrp

Names as Creators

Texas.

John Salmon Ford papers

Resource Identifier:	Dates:	Resource Level:
900020	1838, 1844, 1858-1866, 1869-1876, 1883-1896, undated bulk 1861-1865	collection

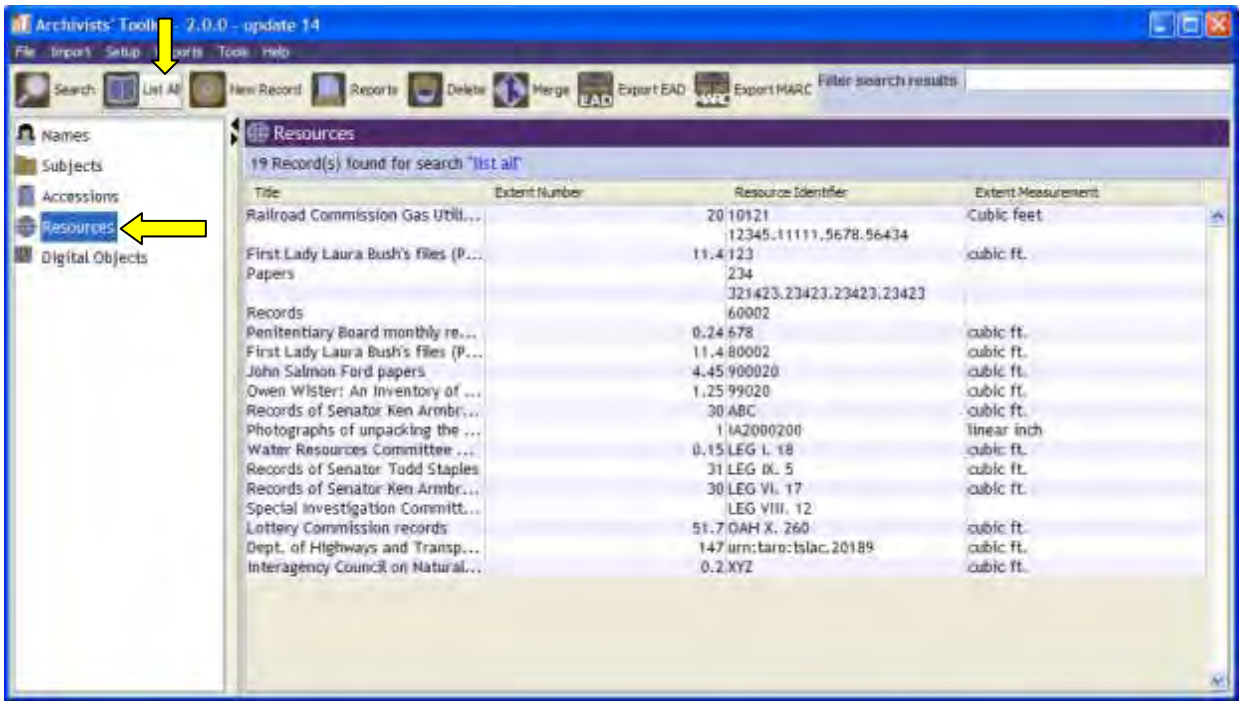
Names as Creators

Ford, John Salmon.

Owen Wister: An Inventory of the Owen Wister Photograph Collection at the Texas State

Resources and Linked Names report

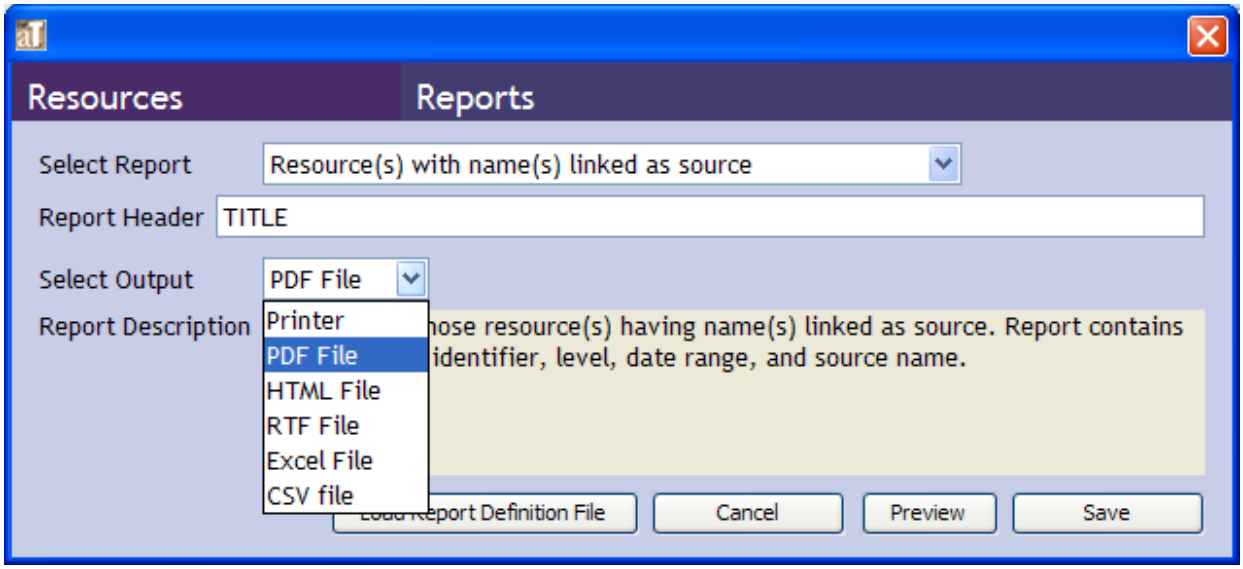
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select “Reports”

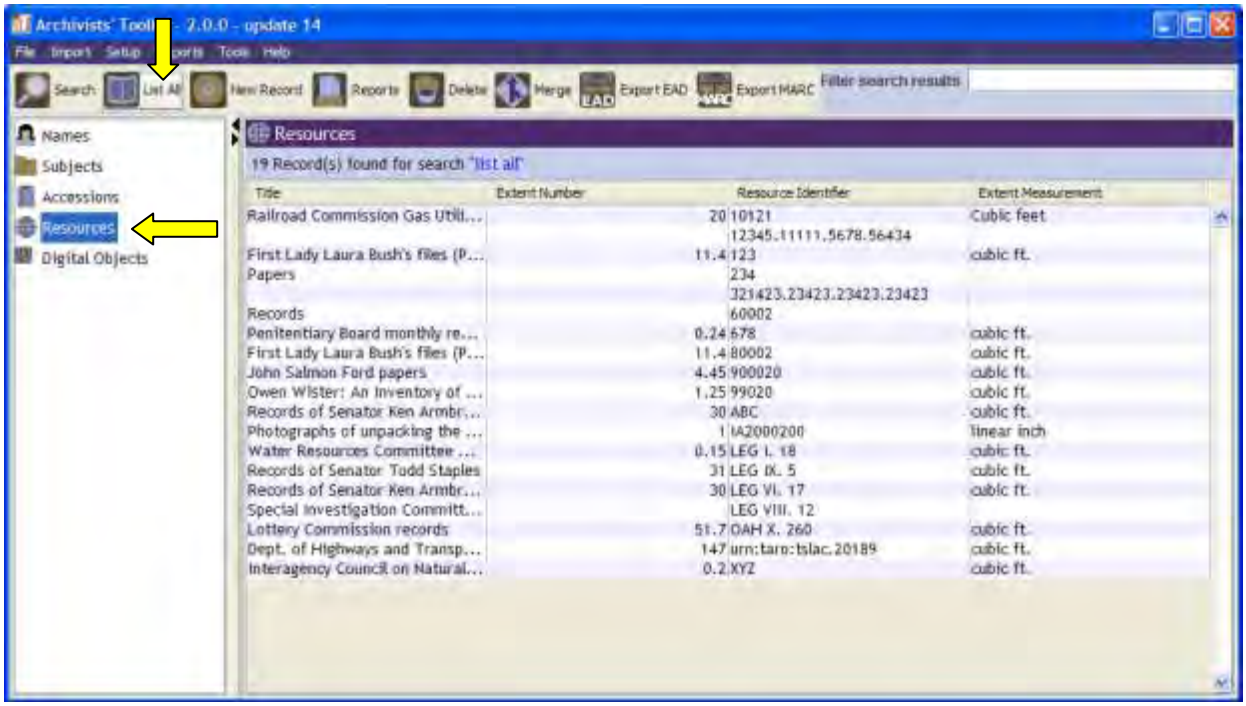
Next, choose “Resource(s) with name(s) linked as source” from the dialog box, create a title and choose your output file type.



Resources and Deaccessions report

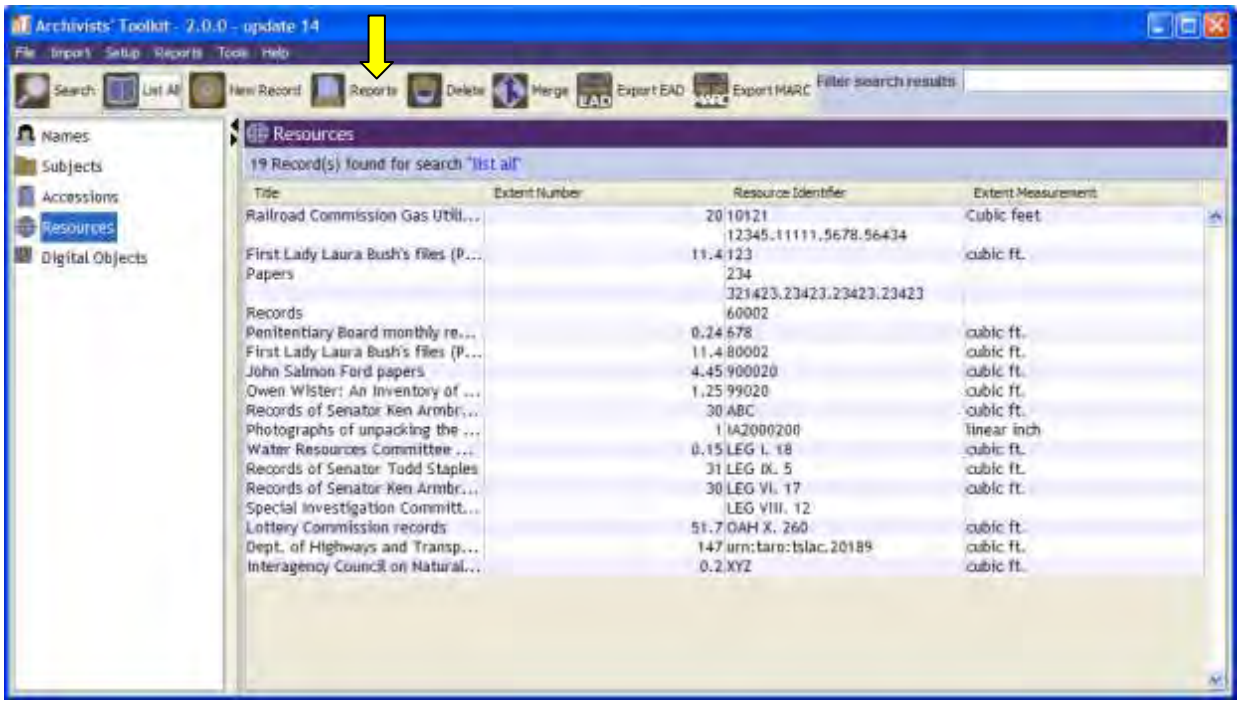
This report will list all resources/collection in Toolkit and details about any deaccessions tied to the resource. The report is organized by resource/collection ID, shows the resource/collection name, date details, and level of the collection is represents.

To generate this report, highlight Resources on left column of the main screen and click on List All.

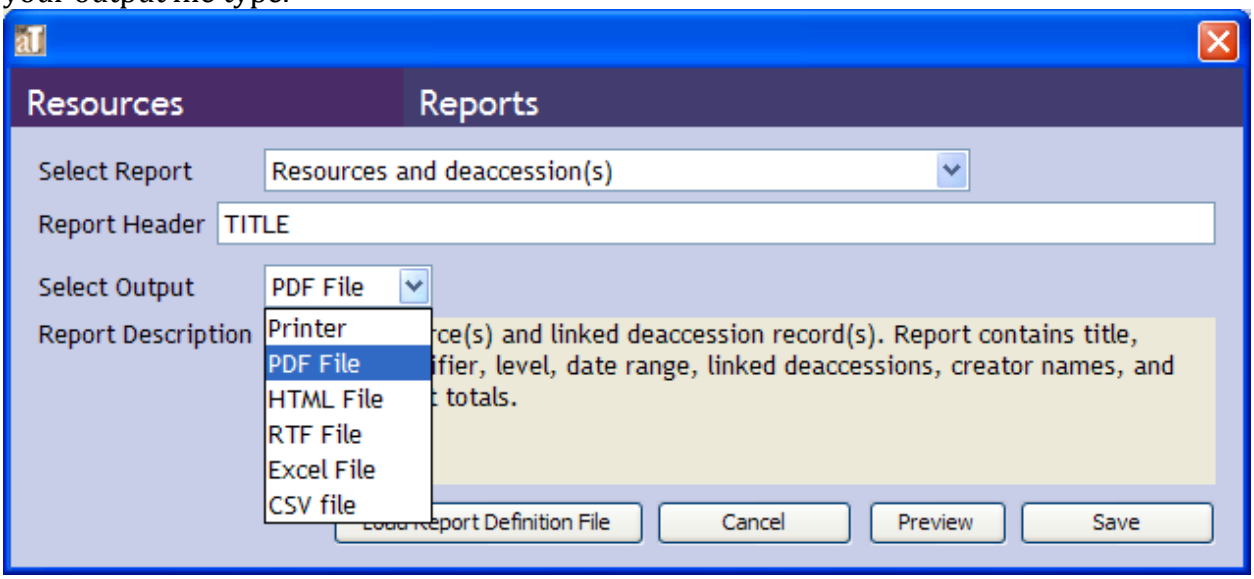


Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select “Reports”



Next, choose "Resources and deaccession(s)" from the dialog box, create a title and choose your output file type.



The finished report should look like this:
Note: There are no deaccessions in Toolkit at the time of this draft, thus the report does not show any deaccession details.

First Lady Laura Bush's files (Part II)

Resource Identifier:	Dates:	Resource Level:
80002	1994-2000 bulk 1995-1999	subgrp

John Salmon Ford papers

Resource Identifier:	Dates:	Resource Level:
900020	1838, 1844, 1858-1866, 1869-1876, 1883-1896, undated bulk 1861-1865	collection

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Owen Wister: An Inventory of the Owen Wister Photograph Collection at the Texas State

Resource Identifier:	Dates:	Resource Level:
99020	1893, undated , 1893-1893	collection

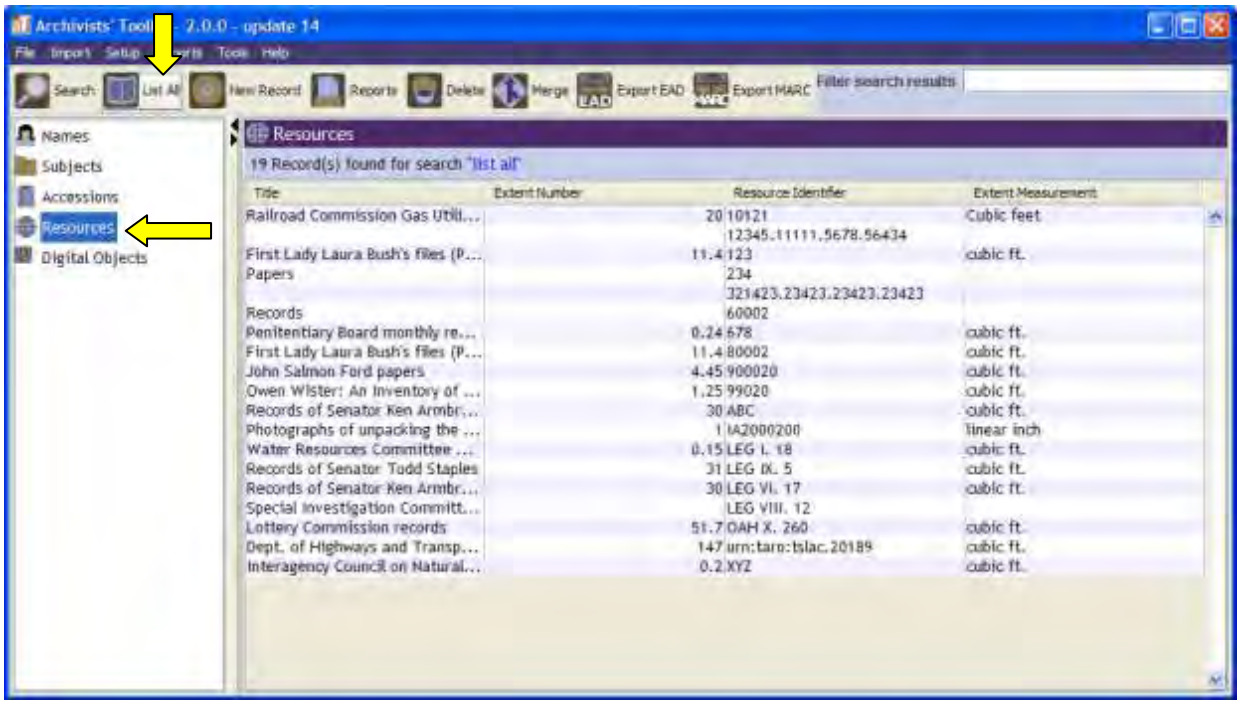
Records of Senator Ken Armbrister

Resource Identifier:	Dates:	Resource Level:
ABC	1976-2006, undated bulk 1983-2006	subgrp

Resources List report

This report is organized by the Resource/collection ID, lists the name of the resource/collection, applicable date range, collection level and the name of the creator. The cover page of the report also lists the total number of resources/collections selected for the report, and the linear footage involved.

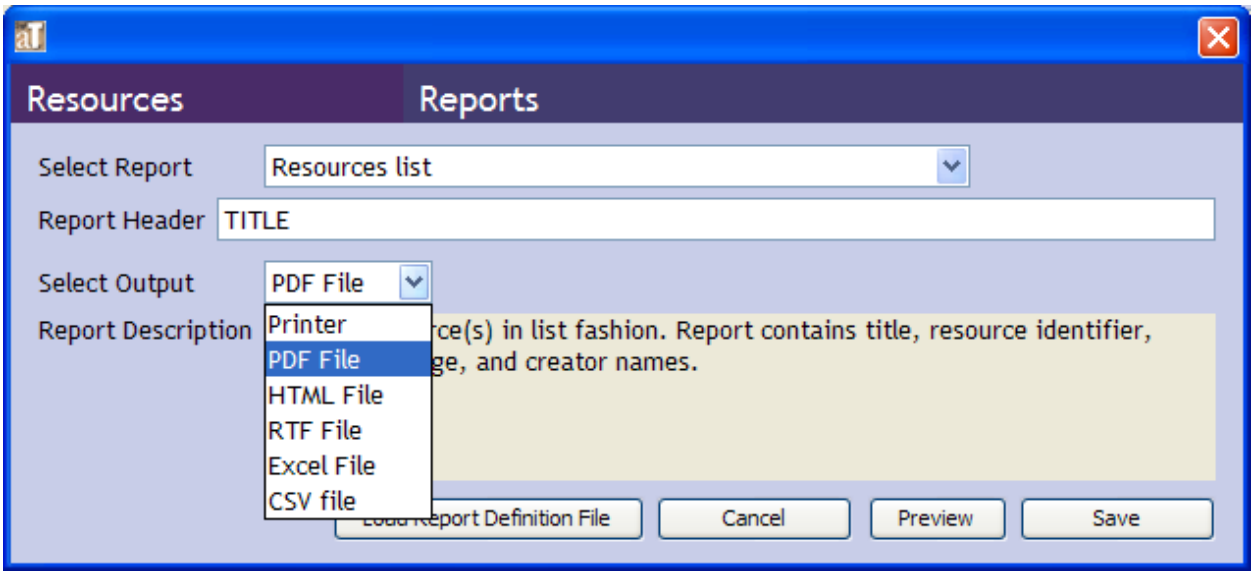
To generate this report, highlight Resources on left column of the main screen and click on List All.



Note: You can run this report on a specific Resource/Collection you have open by clicking on Reports at the bottom of the open window.

Once all of the Resources are listed select "Reports"

Next, choose "Resources list" from the dialog box, create a title and choose your output file type.



The finished report should look like this:

resource list

Number of Records: 19
Total Extent of Resources: 339.79

Railroad Commission Gas Utilities Division Records,

Resource Identifier:	Dates:	Resource Level:
10121	1920-1992	collection

[no title]

Resource Identifier:	Dates:	Resource Level:
12345.11111.5678.56434	1964, 1971-2001, undated.	subseries

Names as Creators

Texas. . Dept. . Dept. of Corrections..

First Lady Laura Bush's files (Part II)

Resource Identifier:	Dates:	Resource Level:
123	1994-2000 bulk 1995-1999	subgrp

Names as Creators

Texas.

Papers

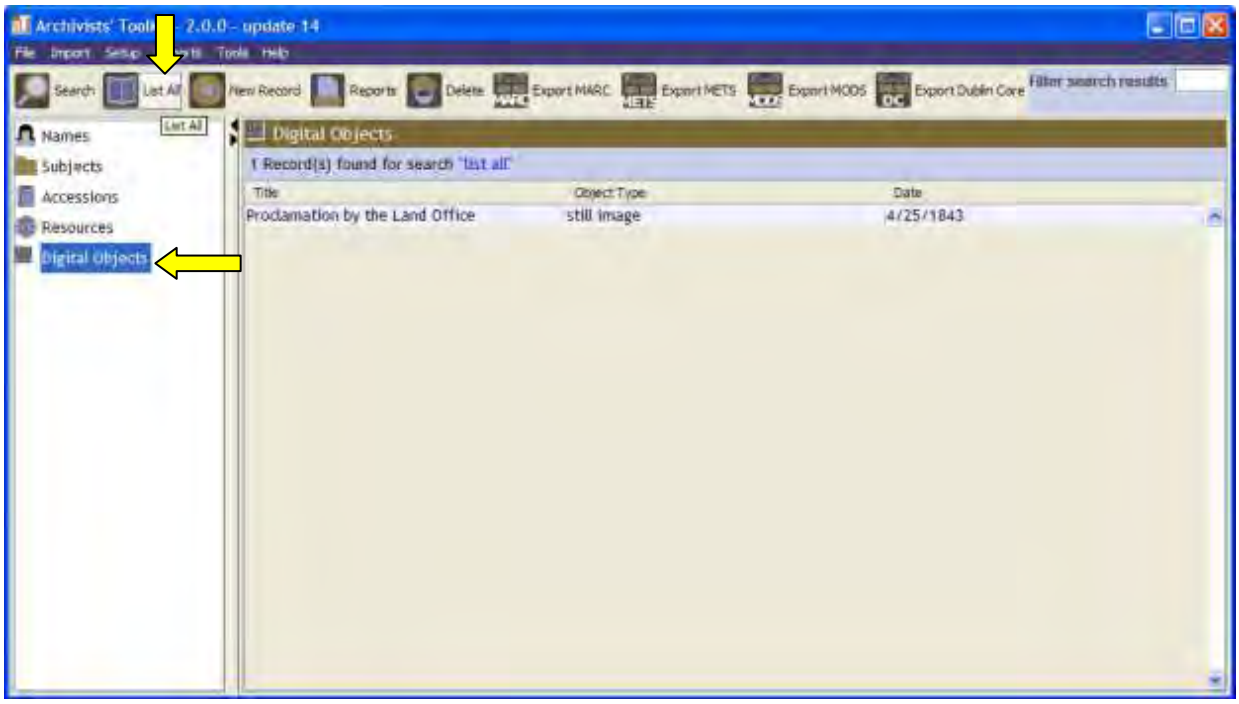
Digital Objects reports

These types of reports are specific to the Digital Objects cataloged in Toolkit. To be included within Toolkit reports it is most likely that the Digital Objects will need item-level cataloging.

Digital Object List report

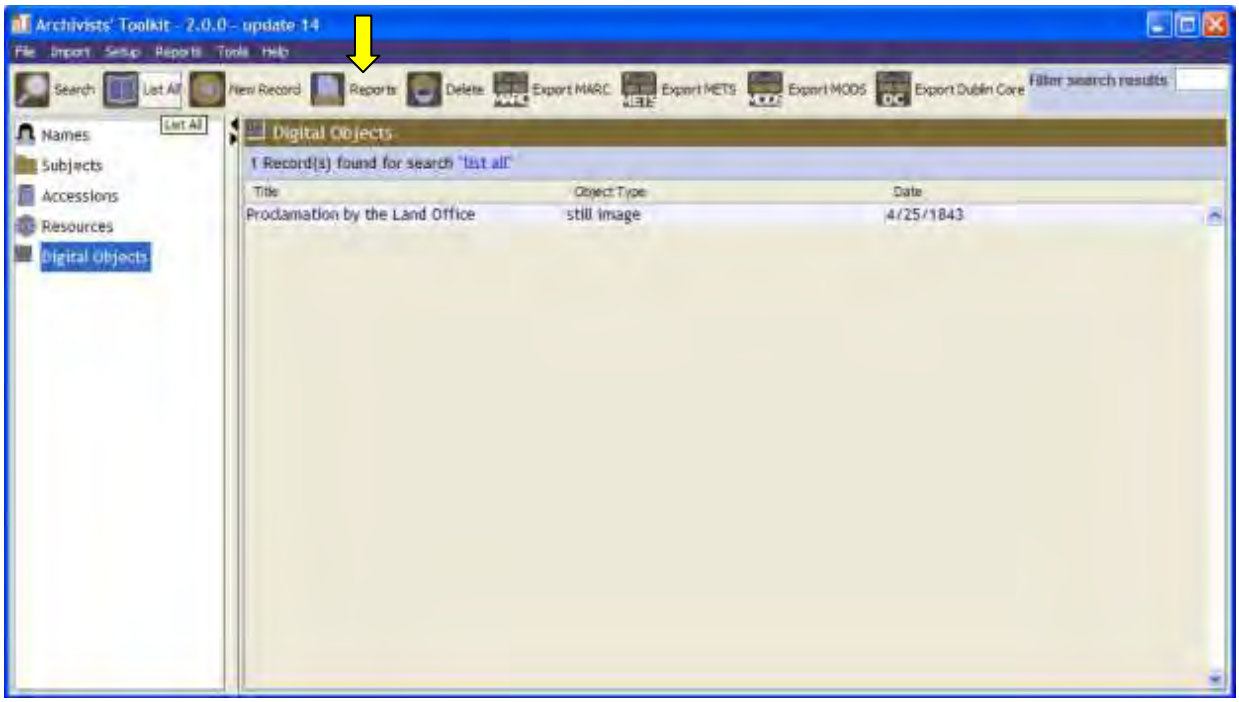
This report provides a simple list of Digital objects listed in Toolkit. The report will list the Digital Object number, title, associated date and object type.

To generate this report, highlight Digital Objects on left column of the main screen and click on List All.

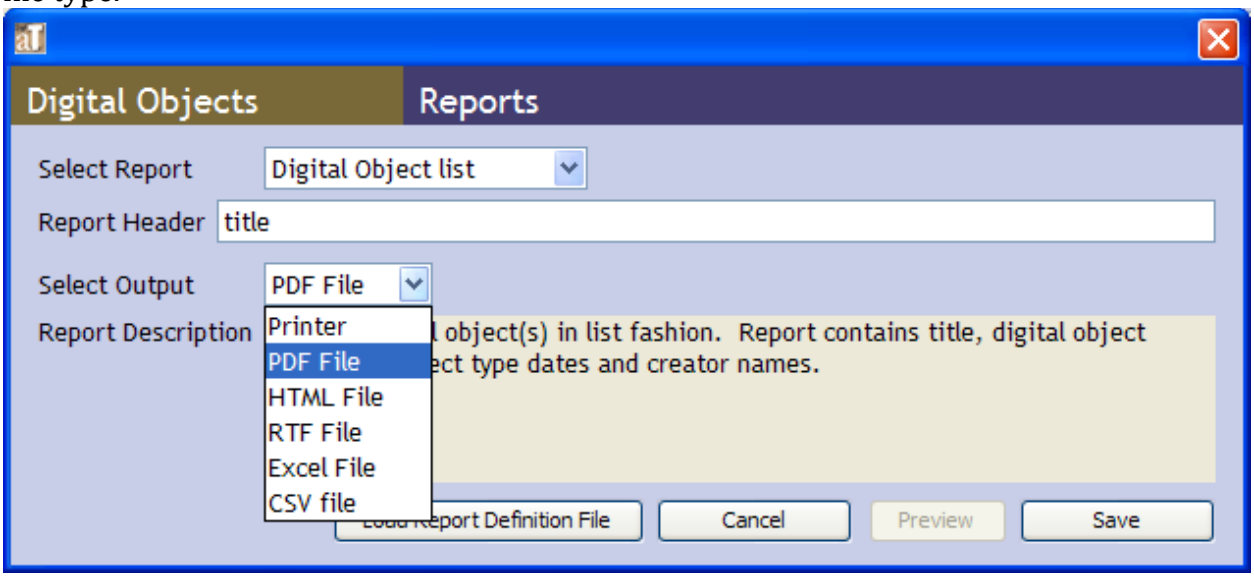


Note: You can run this report on a specific Digital Object you have open by clicking on Reports at the bottom of the open window.

Once all of the Digital Objects are listed select “Reports”



Next, choose "Digital Object list" from the dialog box, create a title and choose your output file type.



The completed report entries should look like this:

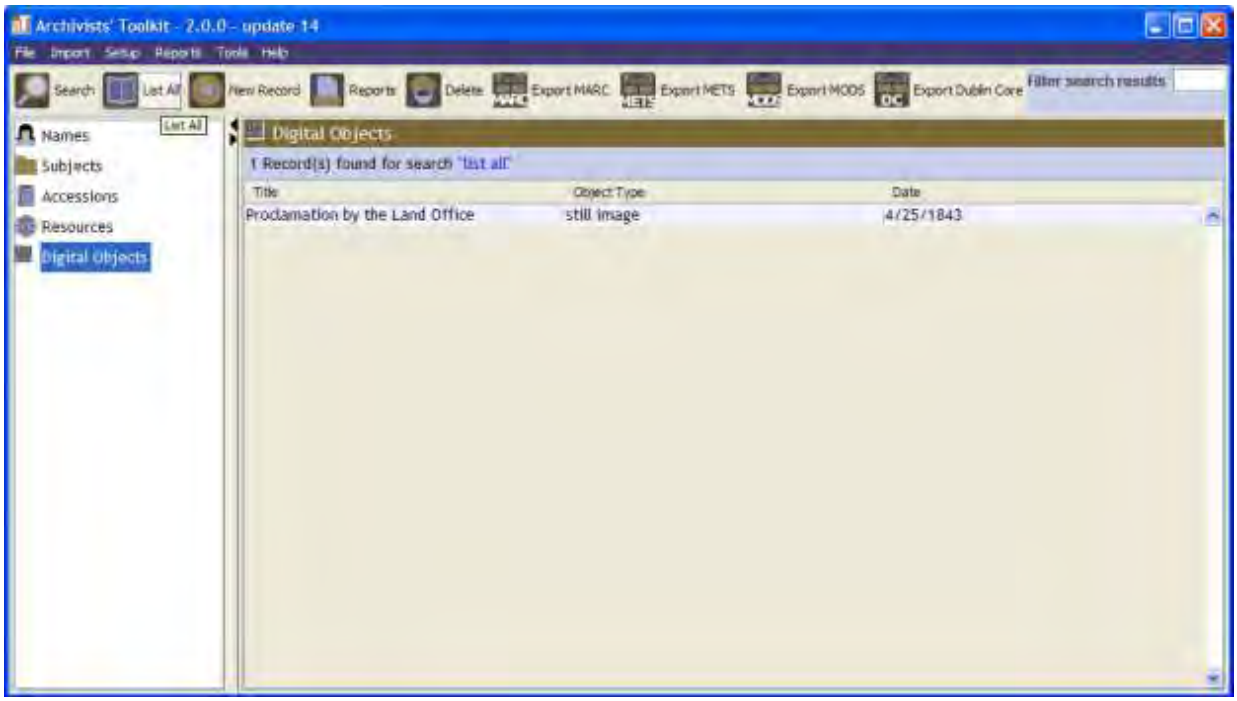
Proclamation by the Land Office 0001

Dates:
4/25/1843
Object Type:
still image

Digital Object Records report

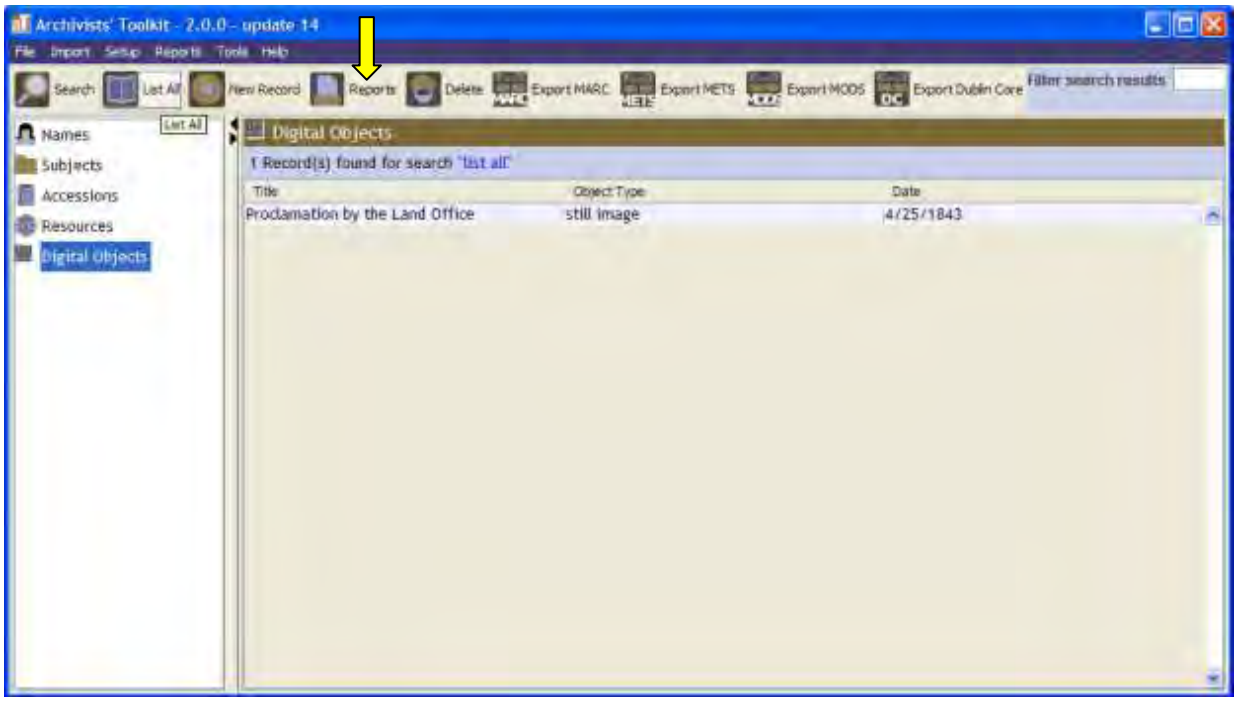
This report provides a more detailed listing of the Digital Objected selected for the report. The details provided are the Object name, number, associated dates, object type, associated language, and details regarding access.

To generate this report, highlight Resources on left column of the main screen and click on List All.

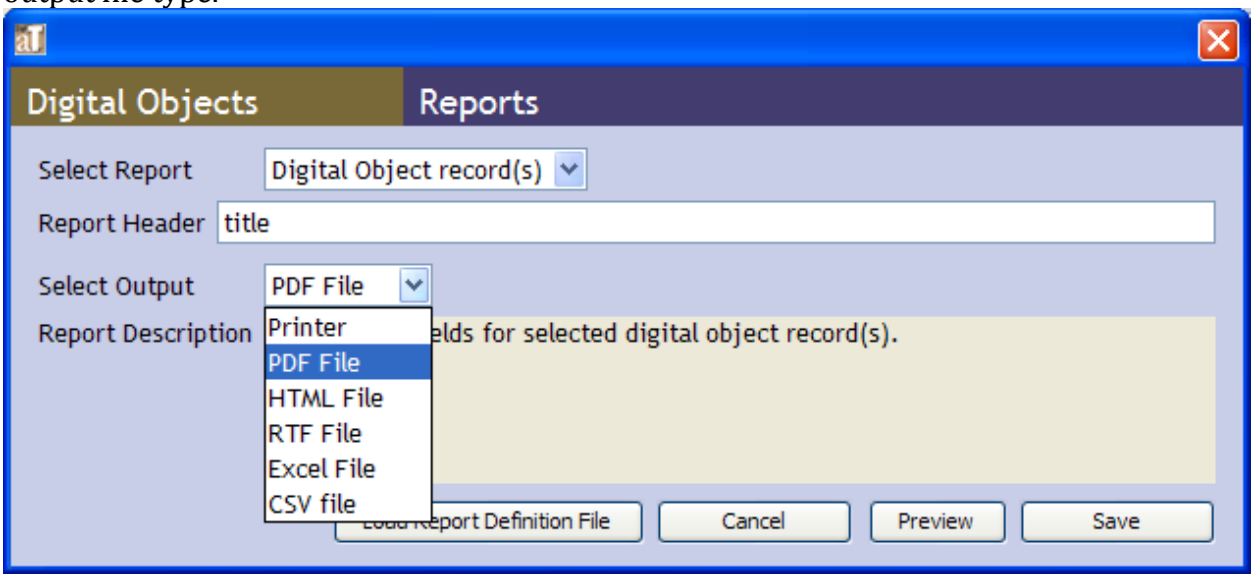


Note: You can run this report on a specific Digital Object you have open by clicking on Reports at the bottom of the open window.

Once all of the Digital Objects are listed select “Reports”



Next, choose "Digital Object record(s)" from the dialog box, create a title and choose your output file type.



An example of a completed report entry should look like this:

Proclamation by the Land Office 0001

Dates:
4/25/1843
Object Type:
still image
Language:
English

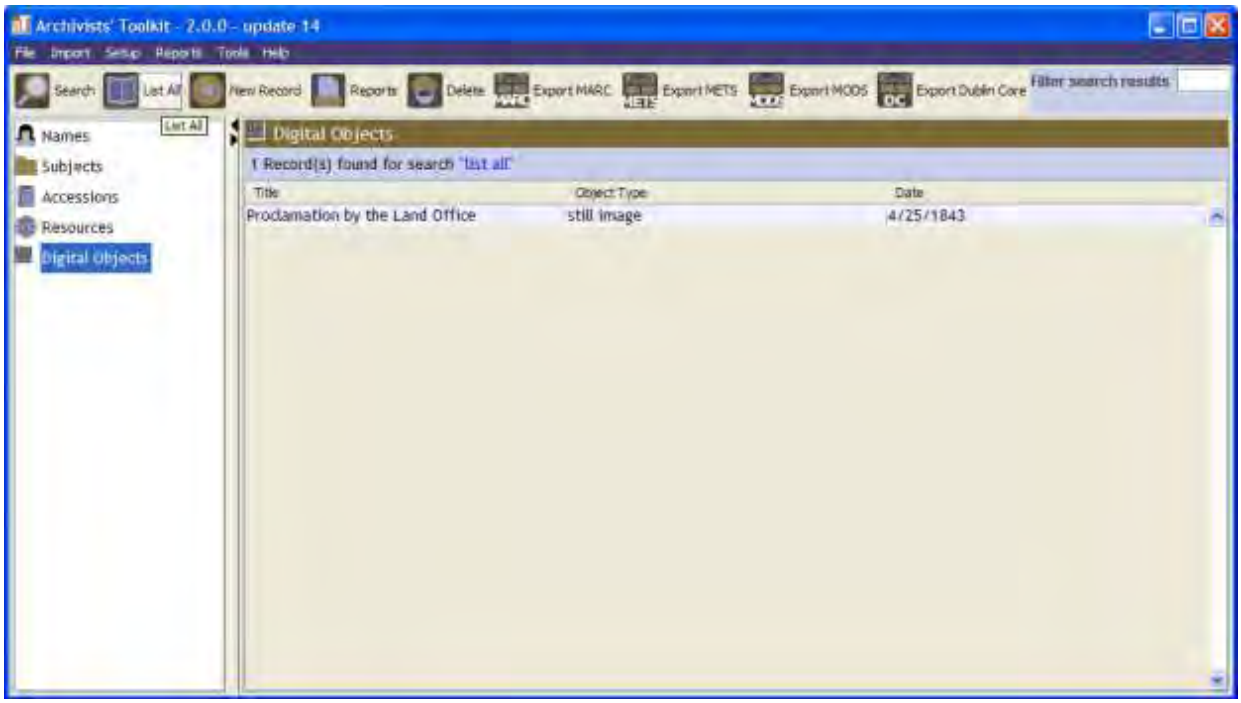
Access:

Open to researchers without restrictions

Digital Object Records Table

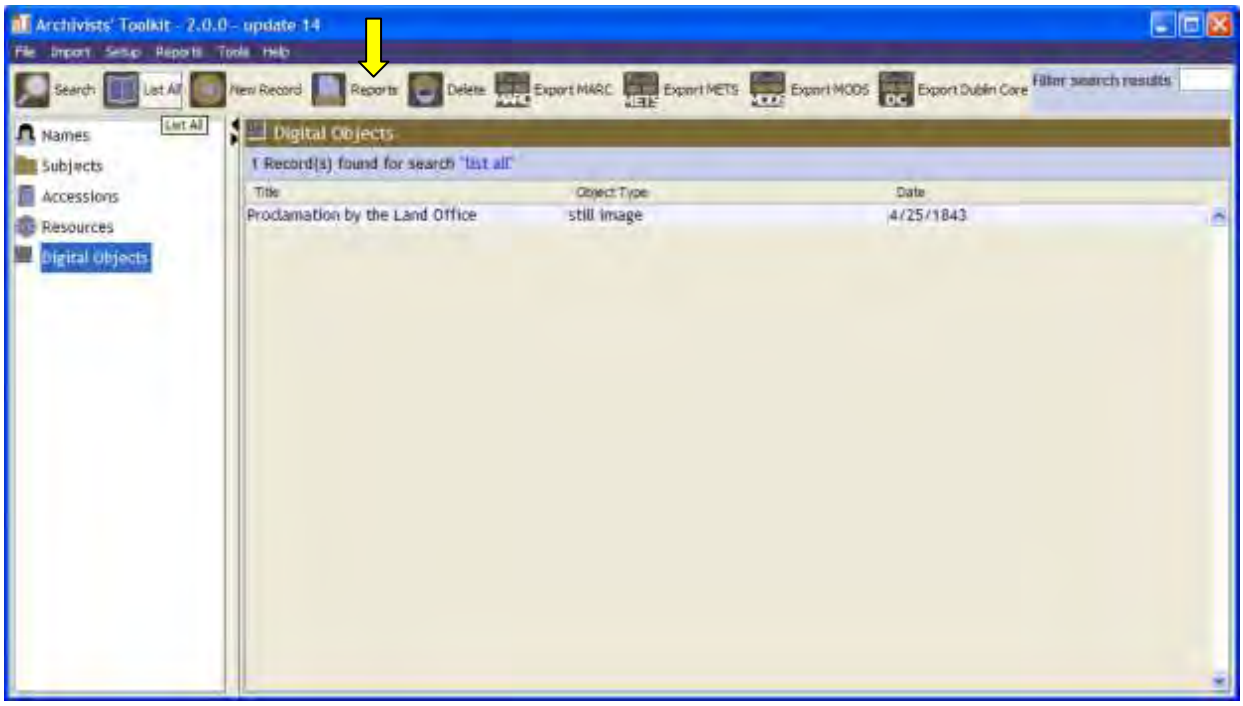
This report is a variation of the previous Digital Object List report. The report shows the title of the digital object, its unique identifier, the type of object it is, and the name of any resources/collections linked to it.

To generate this report, highlight Resources on left column of the main screen and click on List All.

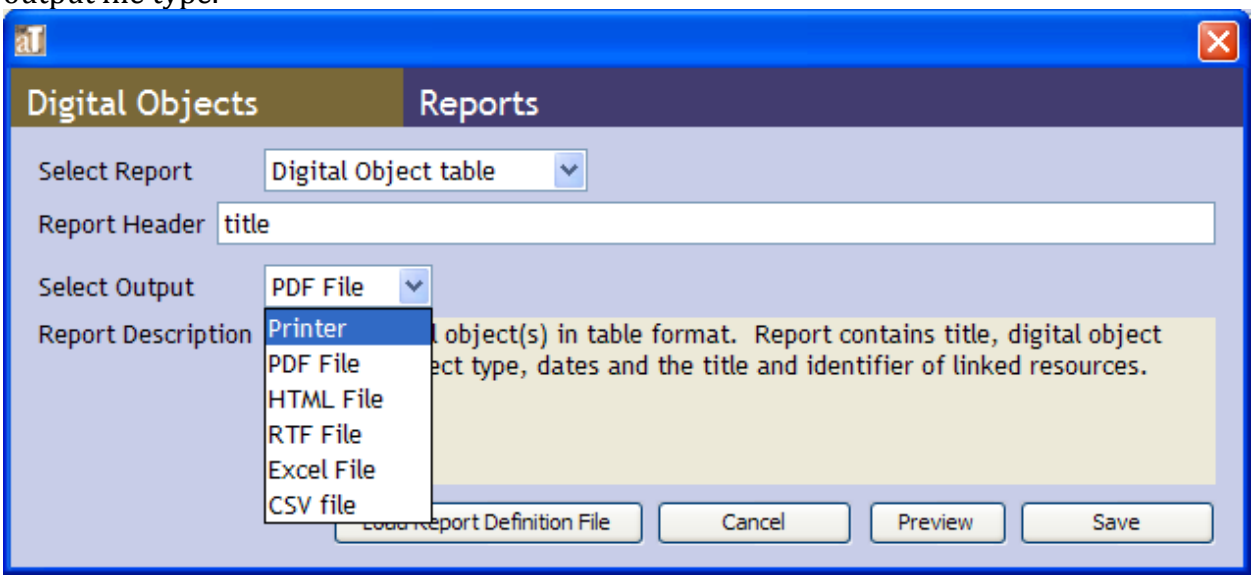


Note: You can run this report on a specific Digital Object you have open by clicking on Reports at the bottom of the open window.

Once all of the Digital Objects are listed select “Reports”



Next, choose "Digital Object table" from the dialog box, create a title and choose your output file type.



An entry in the completed report will look like this:
Note that the digital object shown is not linked to a resource/collection yet.

Digital Object Records

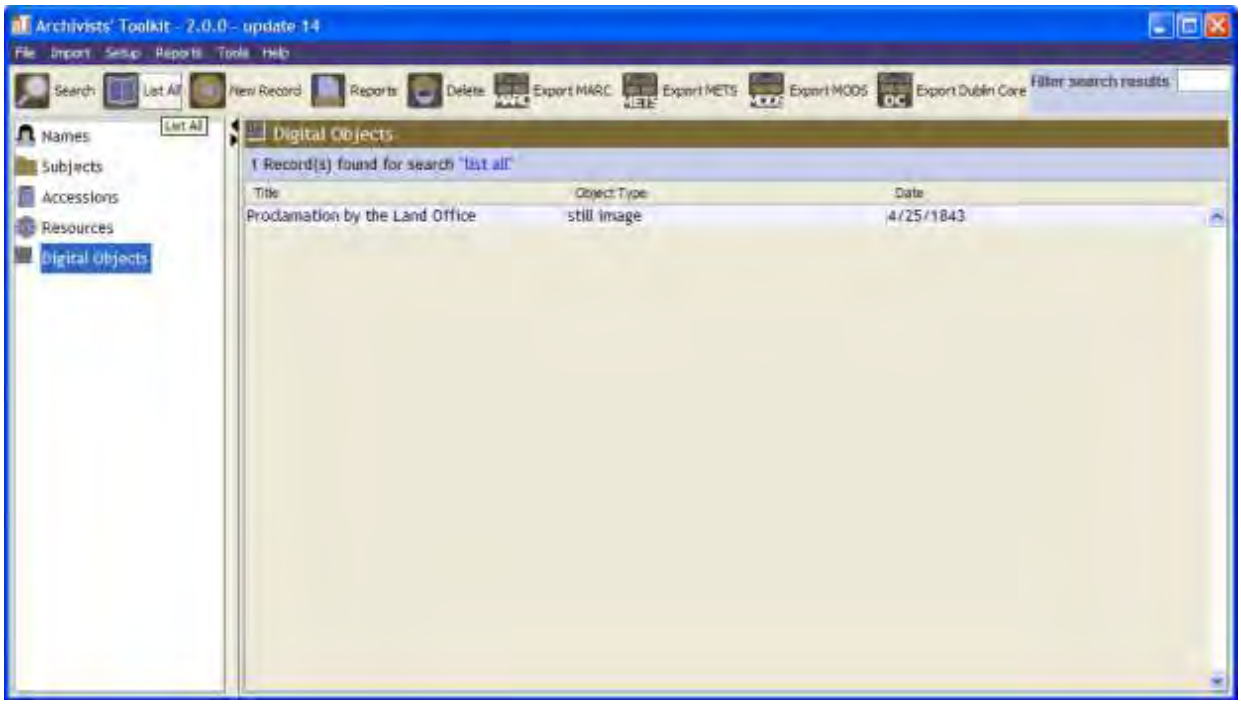
Number of Records: 1

Title	Identifier	Object Type	Dates	Linked Resource
Proclamation by the Land Office	0001	still image	4/25/1843	null

Digital Objects Versions report

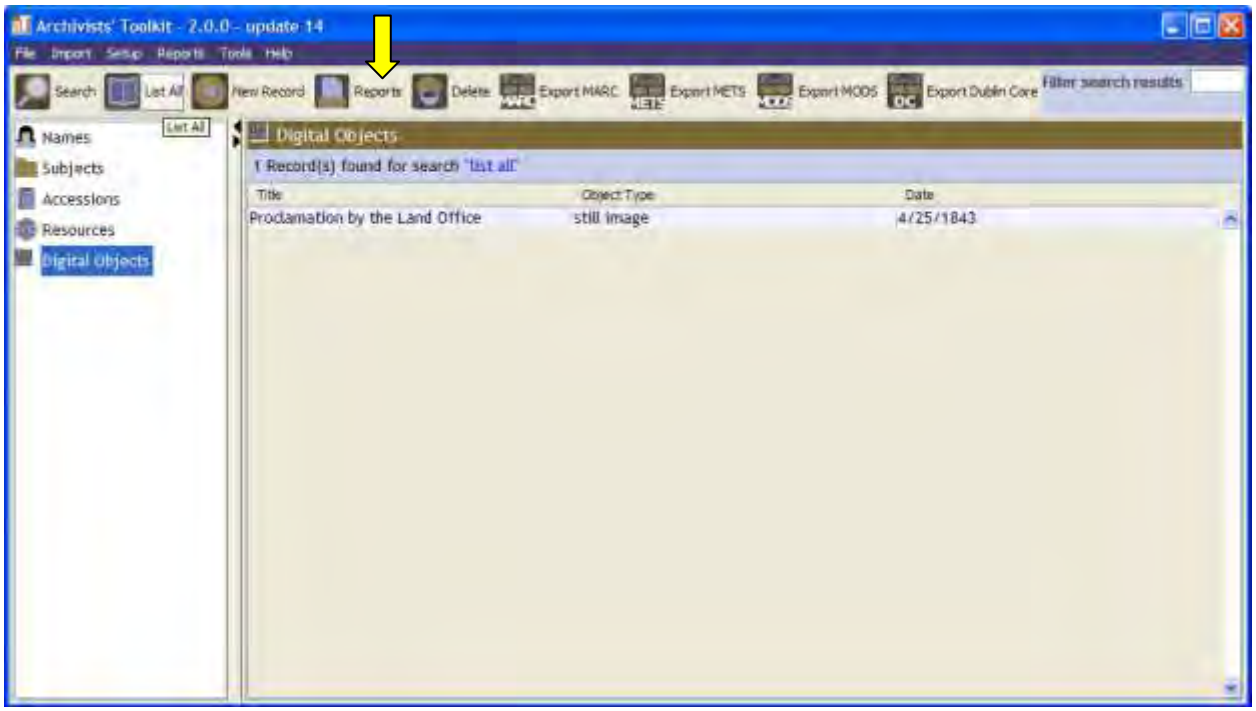
This report lists all of the versions of the selected records. It will show the name of the record, its unique ID, and the location of all the digital object versions that have been linked to Toolkit. For instance, a thumbnail version and preservation master may both be linked to the same record. Please note that if the object is housed on, and linked to Toolkit from, a specific user's computer, then the location will be relative to that person's computer. If it is on an accessible server it should be available from any computer.

To generate this report, highlight Resources on left column of the main screen and click on List All.

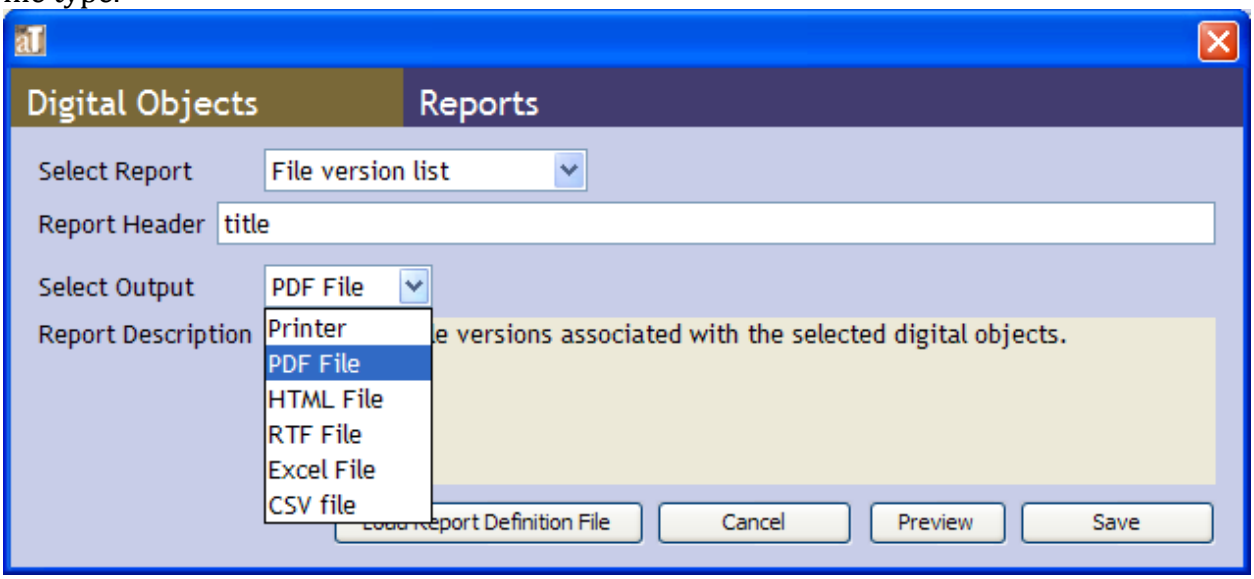


Note: You can run this report on a specific Digital Object you have open by clicking on Reports at the bottom of the open window.

Once all of the Digital Objects are listed select "Reports"



Next, choose "File version list" from the dialog box, create a title and choose your output file type.



A record from the finished report should look like this:
Note that only one version of the object has been linked to Toolkit.

Proclamation by the Land Office 0001

P:\Brian_Thomas\Bachman_Collection_2011_348\2011_348_GLO_Procl_4_25_1843_4c_rgb_E2400 Image-Service-HighRes

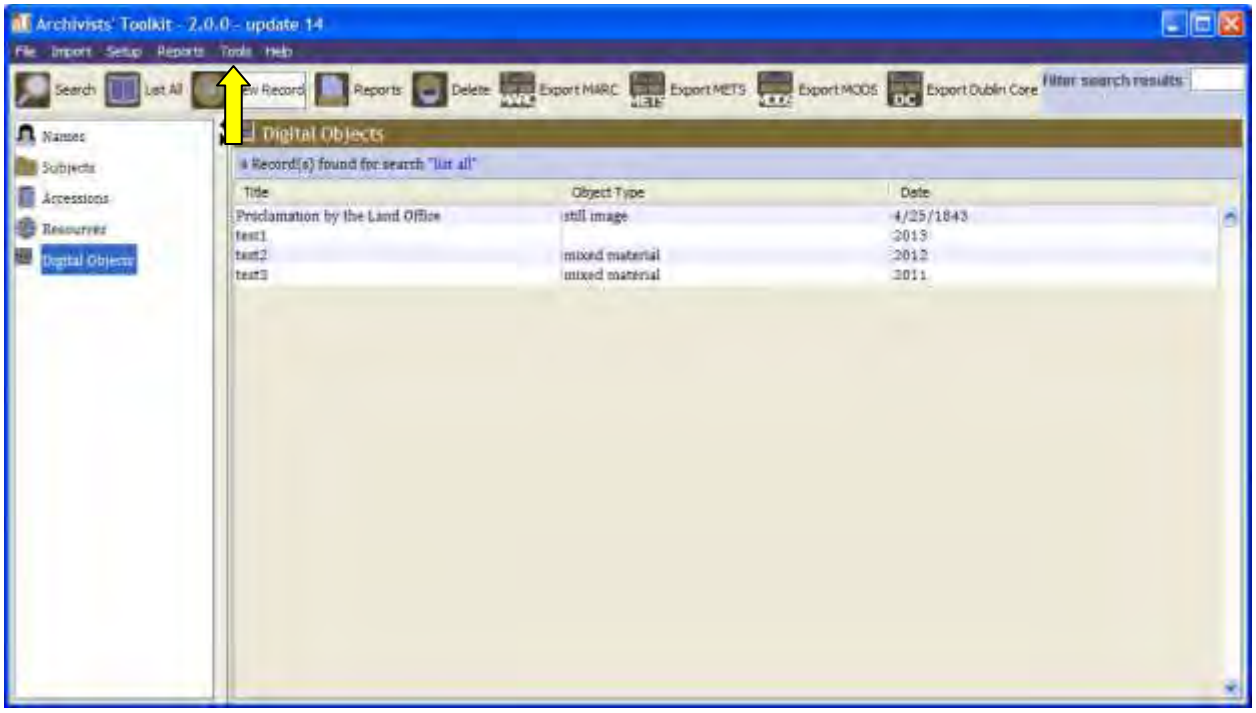
Assessment Reports

Reports generated from the assessments function of Toolkit

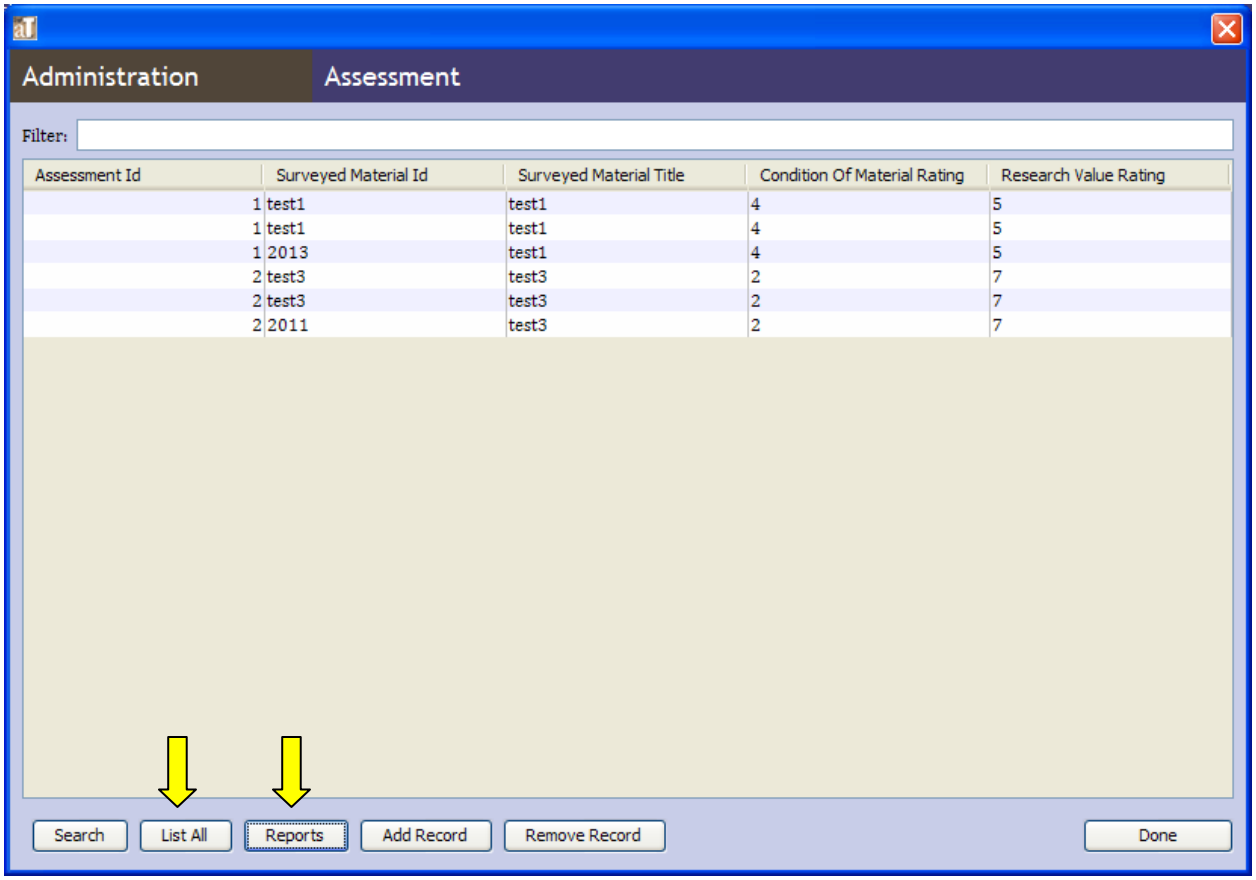
Assessment List report

This type of report will generate a list of all assessments done within the system. It shows the assessment number, Surveyor name, hours to complete survey, types of materials surveyed (name of linked accession resources/collections, and accessions), survey results, estimate processing time, conservation issues noted, special formats in the surveyed materials, estimate value and whether the assessment needs review.3

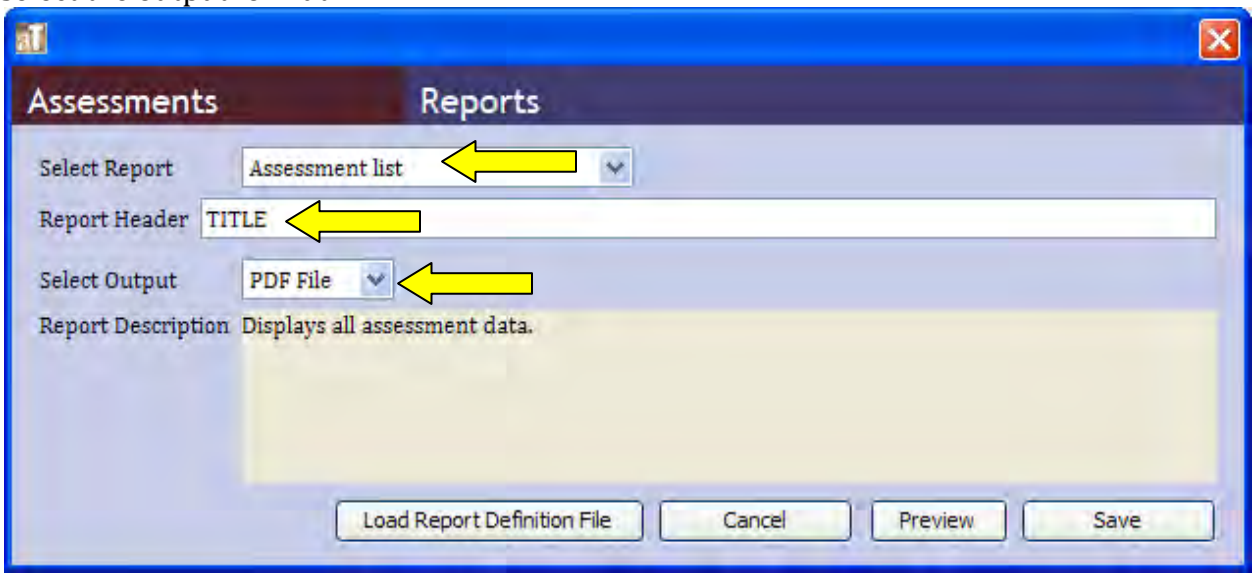
To generate this report go to Tools from the toolbar in the main screen, and select Assessments.



A new screen will pop up. From that screen hit "List All", select the assessment you would like to include in the report, and then select "Reports."



Now select "Assessment list" from the pop-up window, create a name for the report, and select the output format.



The complete report should look like this:

Assessment Identifier: 2

Surveyed By: brian t
Hours to complete Survey: 2.0

Material Surveyed

Digital Objects:

2011	test3	2011

Resources:

24	test3	2011

Accessions:

test3	test3	01/01/2011

Review needed

Survey:

Condition of Material: 2 Quality of Housing: 1
Physical Access: 3 Intellectual Access: 4
Documentation Quality: 5 + Interest: 2 = Research Value: 7

Estimated Processing Time:

Hours per foot: 10.0 x Total Extent: 4.0 = Estimated Processing Time: 40.0

Conservation Issues:

- Recent Pest Damage

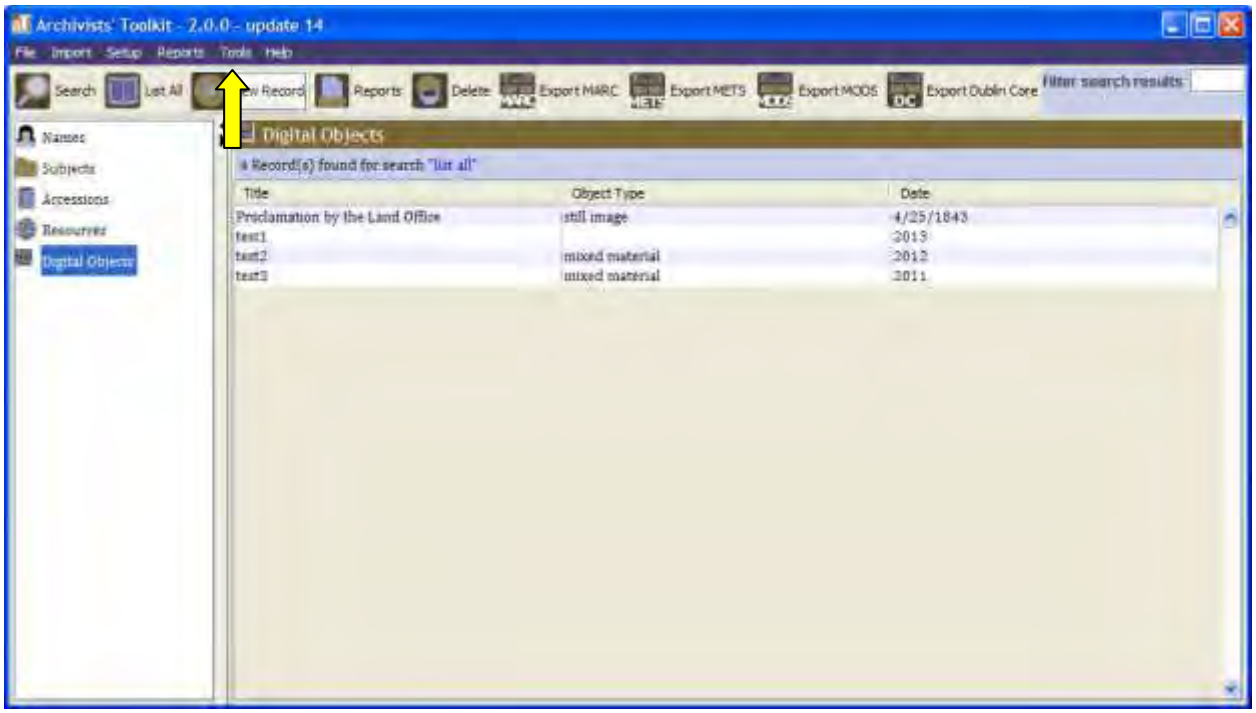
Special Formats:

- Architectural Materials
- Artifacts
- Biological Specimens

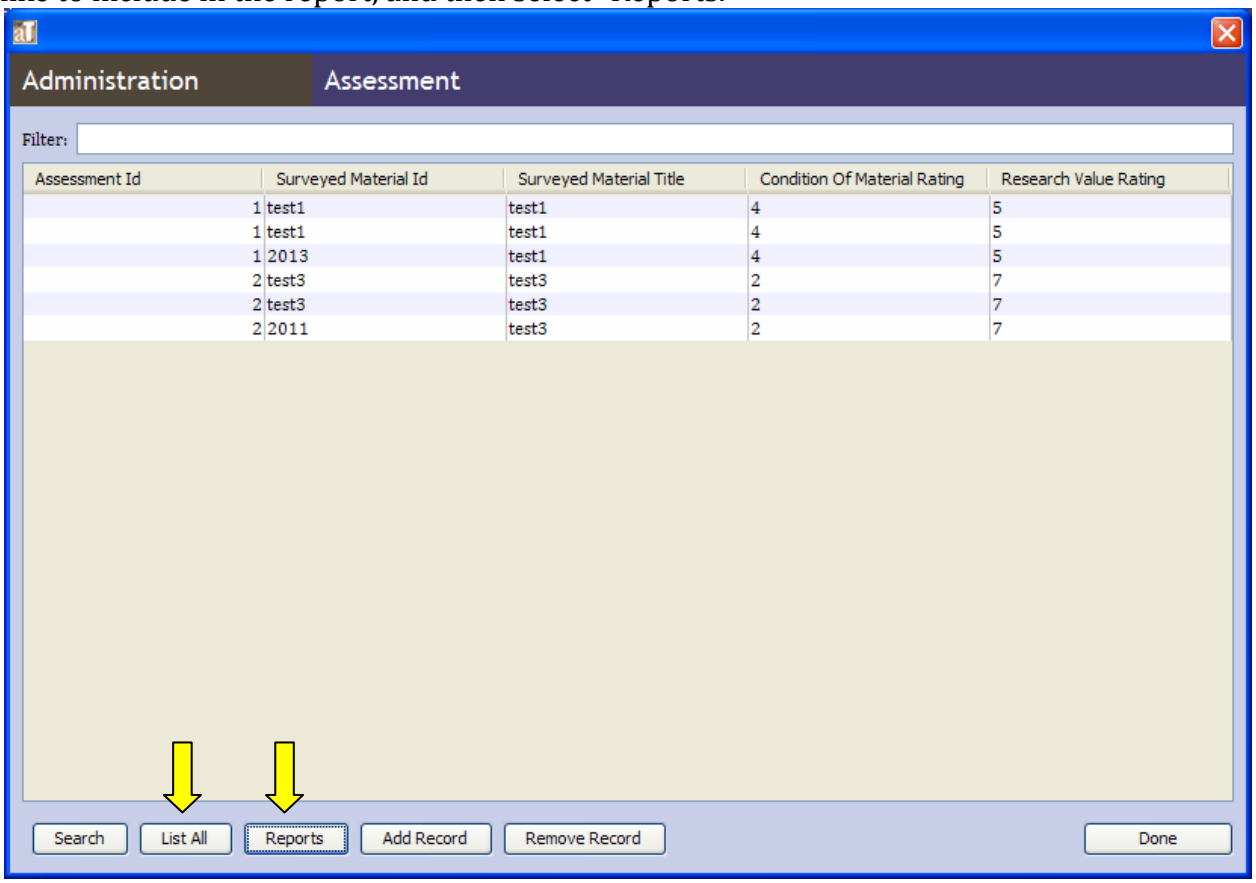
Assessment Review report

This report will only show the essential information of those assessments which are marked for review. Information included for each report item is surveyor name, hours to complete survey, materials surveyed (accessions, resources/collections and digital object records associated with the assessment), name of reviewer if specified, survey value, and special formats mentioned in the survey.

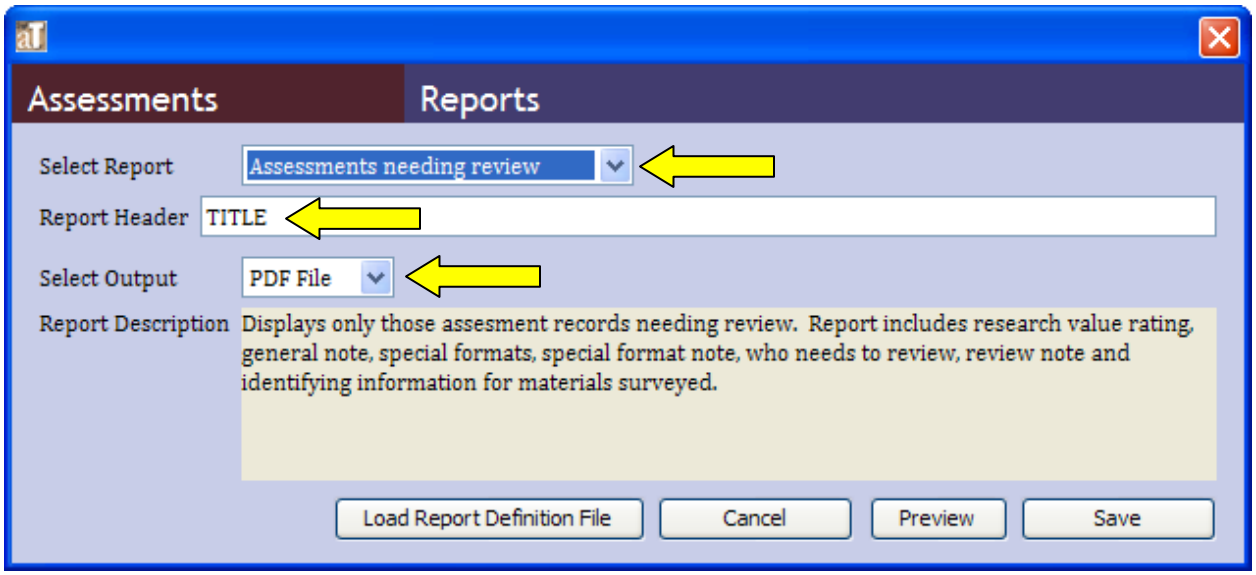
To generate this report go to Tools from the toolbar in the main screen, and select Assessments.



A new screen will pop up. From that screen hit "List All", select the assessment you would like to include in the report, and then select "Reports."



Now select "Assessment needing review" from the pop-up window, create a name for the report, and select the output format.



The completed report should look like this:

Assessment Identifier: 1

Surveyed By: Brian Thoams
Hours to complete Survey: 5.0

Material Surveyed

Digital Objects:

2013	test1	2013

Resources:

22	test1	2013

Accessions:

test1	test1	12/30/1992

**Review needed by Laura Saegert **

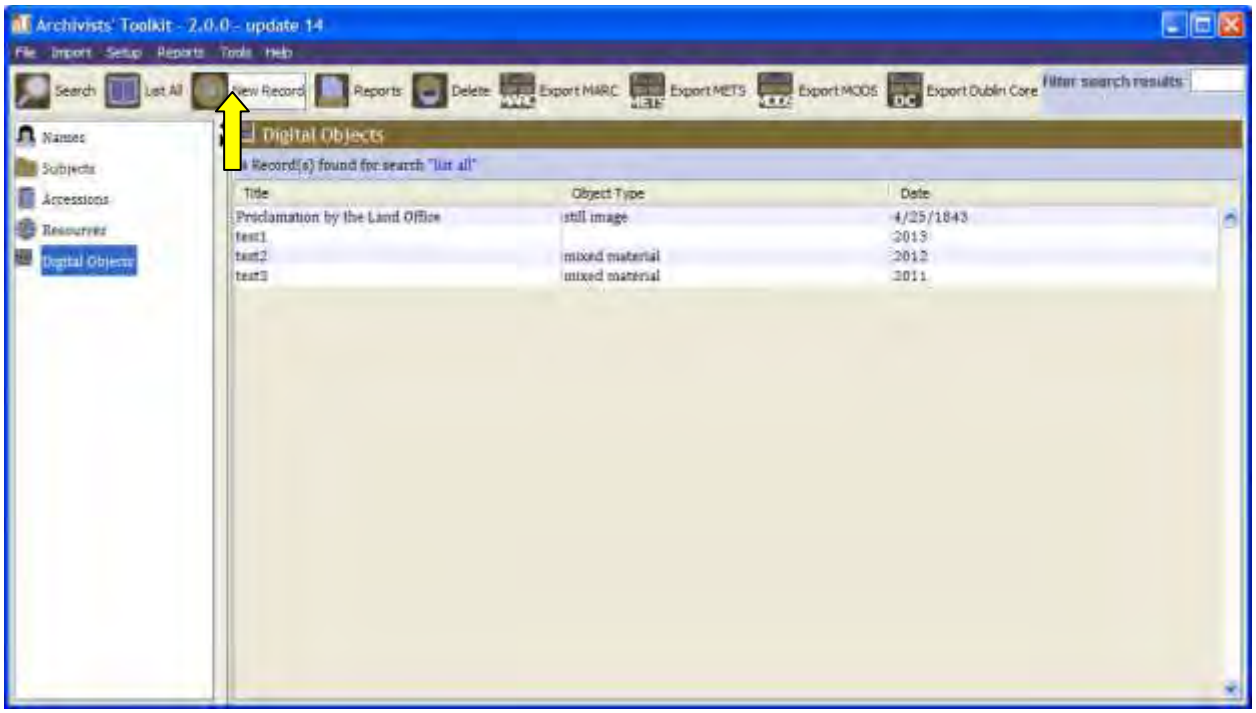
Survey:
Documentation Quality: 2 + Interest: 3 = Research Value: 5

Special Formats:
- Art Originals
- Artifacts
- Glass
- Photographs

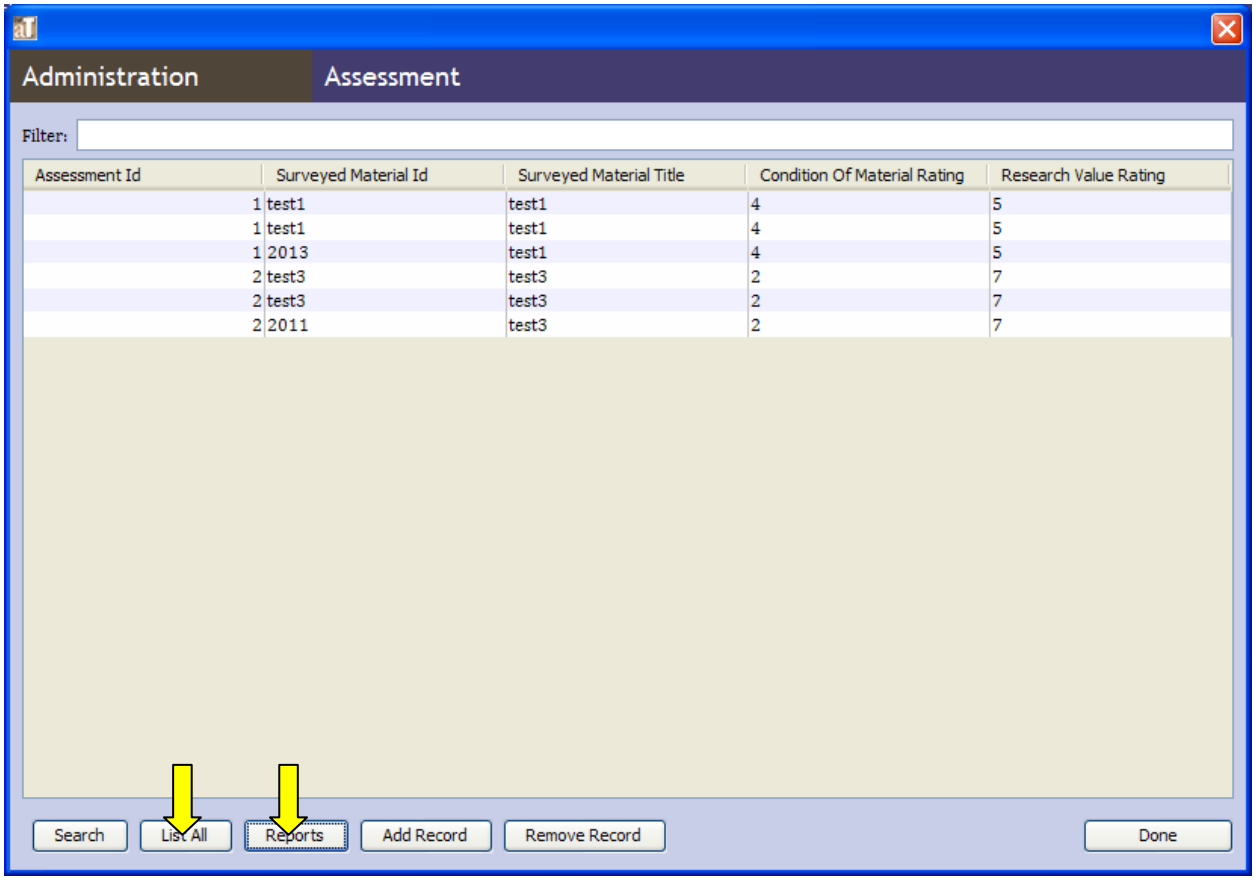
Conservation report

This report lists only those assessments selected which include a conservation issues. It will list the specified conservation issues, name of surveyor, materials surveyed (linked digital objects, resources/collections and accessions), and surveyed value of the collection

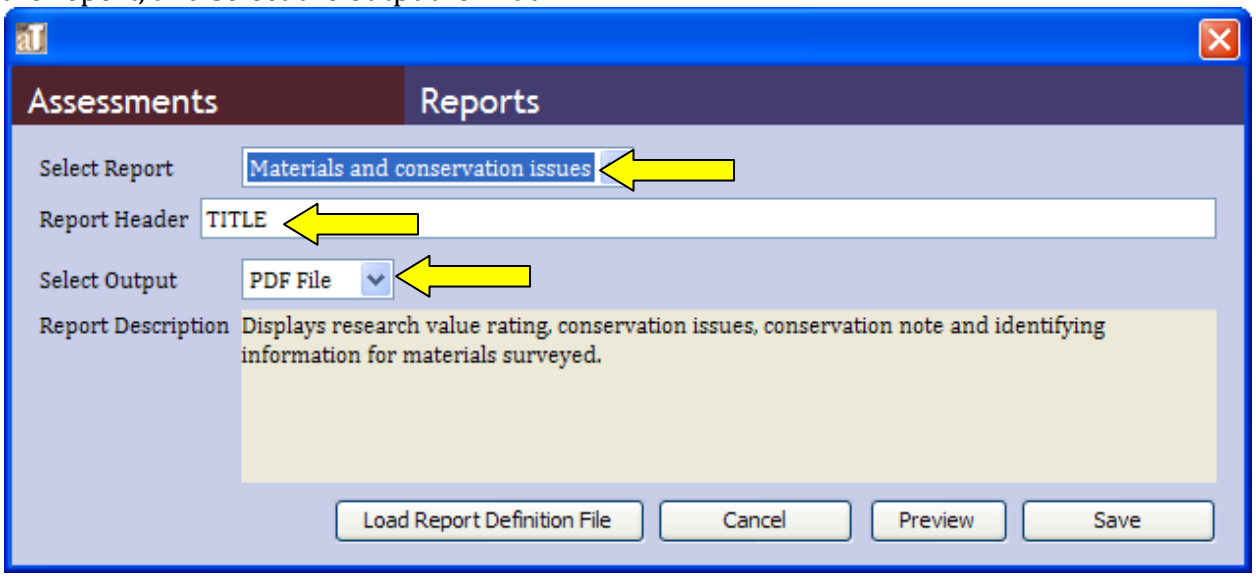
To generate this report go to Tools from the toolbar in the main screen, and select Assessments.



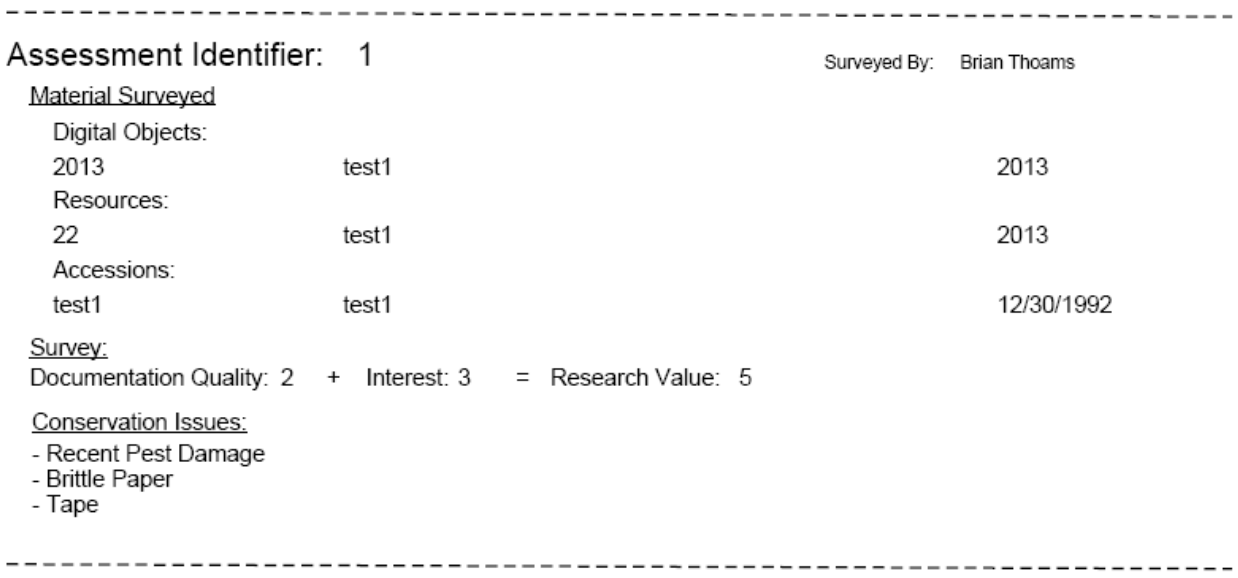
A new screen will pop up. From that screen hit "List All", select the assessment you would like to include in the report, and then select "Reports."



Now select "Materials and conservation issues" from the pop-up window, create a name for the report, and select the output format.



An entry in the completed report should look like this:



Assessment Identifier: 1 Surveyed By: Brian Thoams

Material Surveyed

Digital Objects:

2013	test1	2013

Resources:

22	test1	2013

Accessions:

test1	test1	12/30/1992

Survey:

Documentation Quality: 2 + Interest: 3 = Research Value: 5

Conservation Issues:

- Recent Pest Damage
- Brittle Paper
- Tape

Specific Reports

The following methods can be used to generate reports that TSLAC commonly uses.

Annual Amount Processed report

This information can be accessed in two different ways. An *Accession Production report* will state the overall linear footage of processed material in the repository. If compiled on a regular basis the production report can show growth over time. The *Processed Accessions report* will show information for all Accessions that have been processed, including the date processing was completed. Unfortunately, it is organized by Accession Number so manual calculation of processing data will be required from this point forward.

Annual Accession Extent Report

To create a report that lists the total number of Accession received in a given year and total cubic footage involved. This report will also list the amount of those Accessions that have been cataloged/processed.

To run this report follow the directions to create an Accession Production report. Once you have completed the List All step find the first Accession for the year you wish to compile (i.e. 1986.IA.01), press the Control button on the keyboard and continue selection until you have highlighted all of the Accession for that year. Proceed with directions to create the Accession Production report.

Facility Cubic/Linear Footage report

The information in this report is contained in the Repository Profile Report. It will not list growth in any specific year, but over time an aggregation of these reports can provide that information.

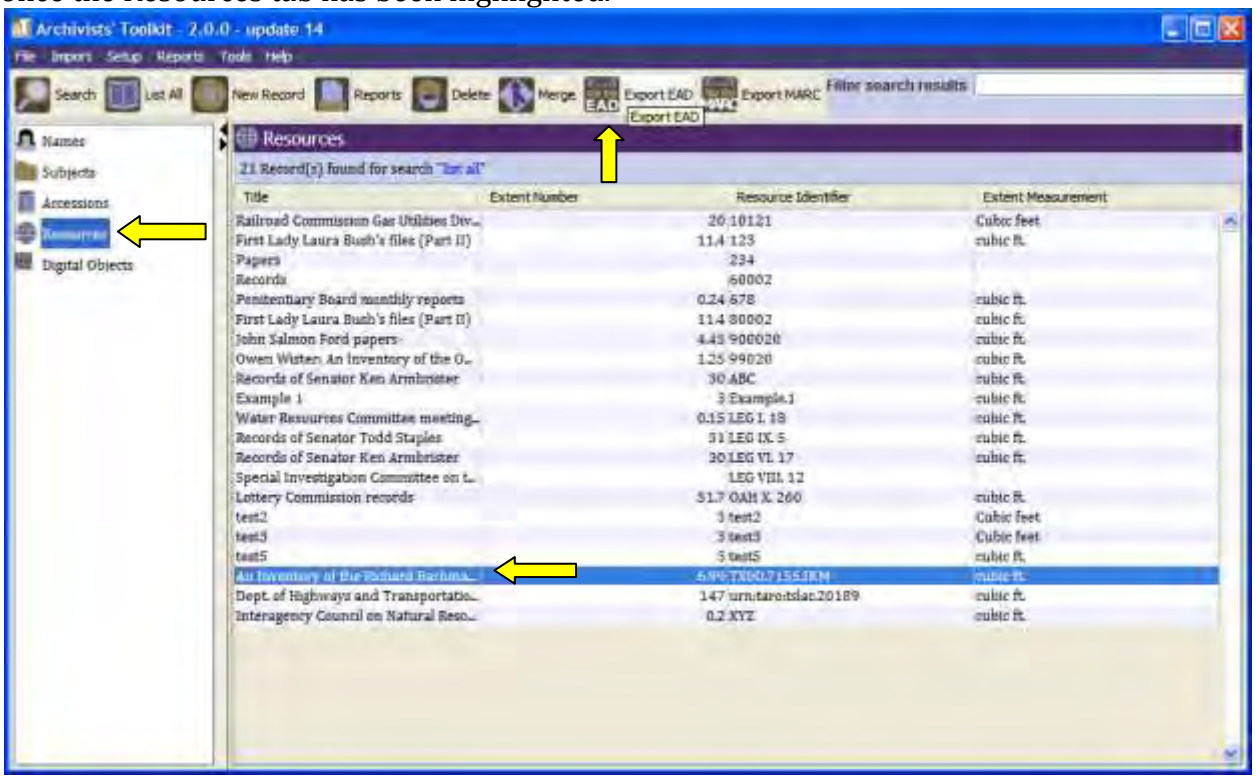
EAD Finding Aids

Archivist Toolkit produces an EAD finding aid in a manner different than normal for TSLAC. Some fixes will be needed to make the finding aid compliant with prior TSLAC/TARO standards. See the instructions under the Collection/Resource record section of this manual for details on what errors to fix.

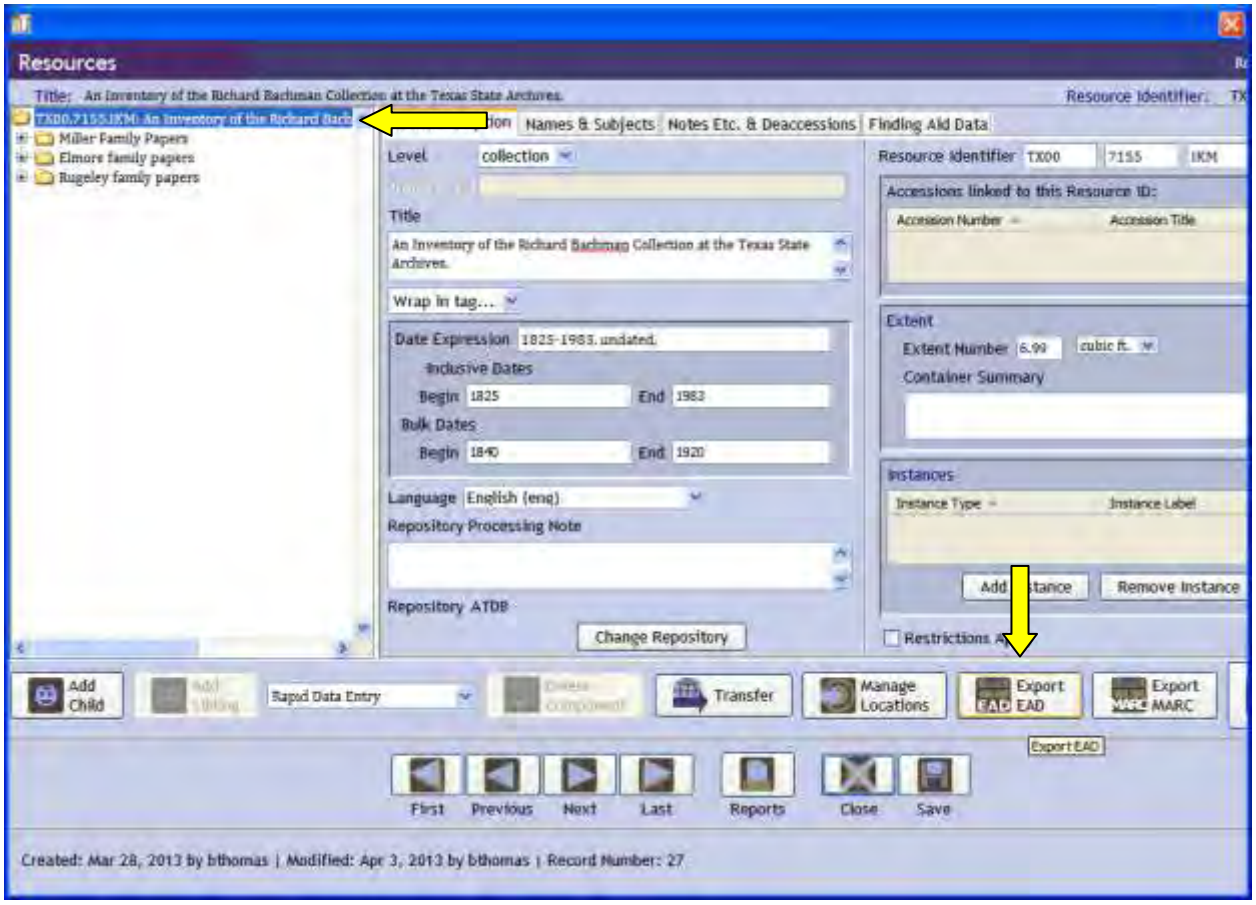
Creating an EAD Finding Aid can be done either through the main Toolkit screen or through the Collection/Resource Record directly.

To being the process from the main Toolkit screen, double click on the Resource tab on the left-hand side of the screen. All of the Collection/Resource Records should be displayed. Locate and highlight the record you wish to create the EAD from, and then click on the Export EAD button at the top of the screen.

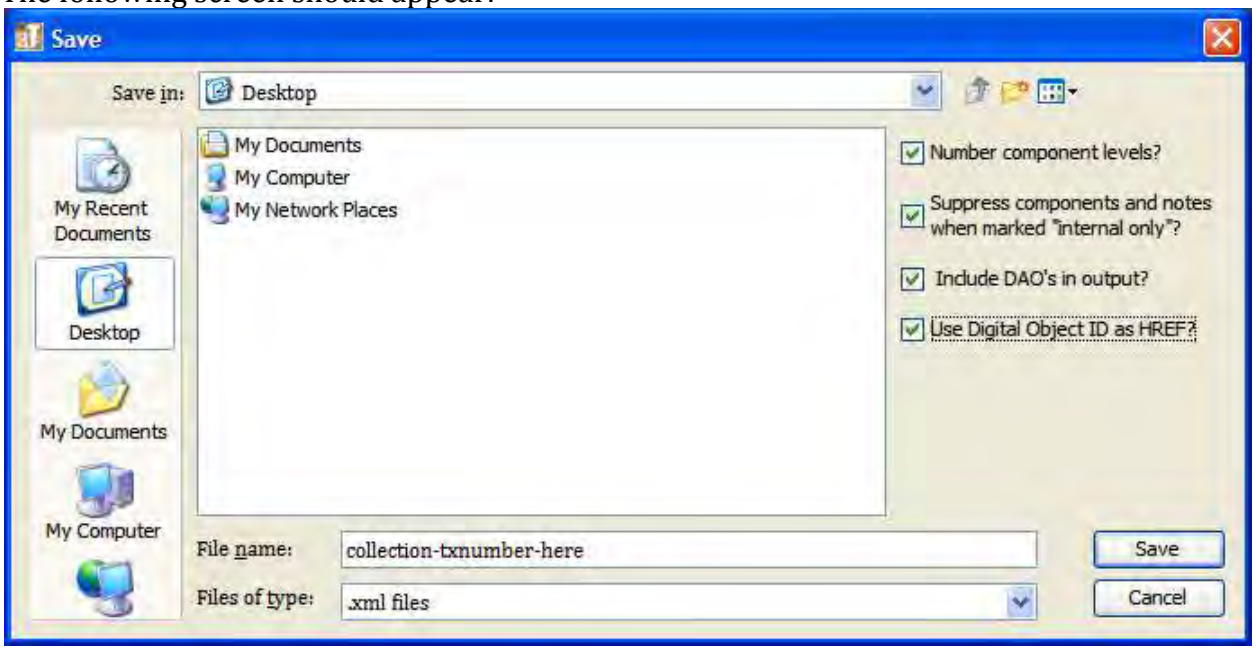
Note that you may also locate the record using the search function from the main screen once the Resources tab has been highlighted.



To being export from within the Collection/Resource Record, locate and enter the correction Collection/Resource record. Navigate to the upper-most level of the Collection/Resource record, then click on the Export EAD button on the bottom of the screen.



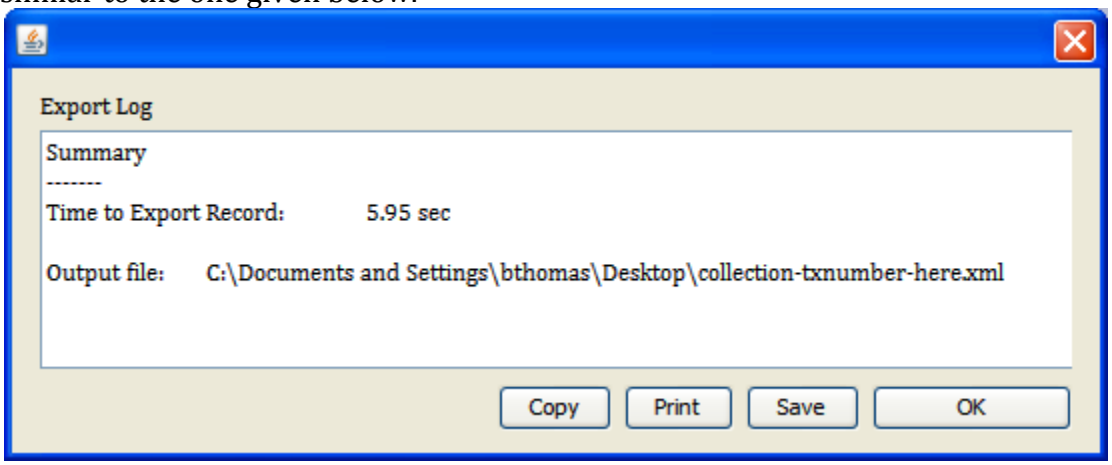
The following screen should appear:



Under file name, enter the assigned TX number. If that is not available, input the next available TARO finding aid number. Check the following fields on the upper-right hand corner: Number component levels (will output levels as c01, c02, etc), suppress

components and notes when marked “internal only,” Include DAO’s in output, and Use Digital Object ID as HREF (will allow linking to a Digital Object).

Next, click on Save. When the export is done, you will receive a confirmation message similar to the one given below.



Importing records

Due to the differences from Toolkit standards, it is not possible to import EAD or MARC records. Since Digital Object records are not yet created at TSLAC, they should be entered directly into the system rather than using a separate database for entry.

Databases into Archivist Toolkit

Locations Database

The location of individual items is linked to their Resource/Collection record and their Accession record. To see a full listing of where all items are located in the repository it is necessary to run a shelf list report.

Legislative Holdings Database

Provisional donations to the Archives can be entered as an internal note on a Collection/Resource record if that is appropriate to the situation.

The most appropriate method for keeping track of the Legislative Holdings is through Name Records as a name can be a person, family or corporate body of some kind. The name record should show what Collections are already linked to that specific person/entity.

To track additional information about potentially pending donations or other relevant data you can enter a note under the Contact Info tab. Make sure to use a succinct but descriptive label for the note so that a later user can quickly access the information. An example might be a link to the legislative/agency records retention schedule, or additional contact details.

Pending Finding Aids

There is no equivalency to a pending finding aids database in Toolkit. This information will need to be kept and updated separately.

Finding Aids 2000

Some of the data available in the Finding Aids 2000 database may not be available in Toolkit. For instance, there is no field to show what is or is not available on TARO. This type of information must be kept separately.

However, for a list of described records, a search or a double click on the Collection/Resource record tab should provide information for all records currently available (once all information has been integrated into Toolkit). If it is necessary to keep track of finding aids in TARO, this should be done independently.

Archives List 2000

The information contained in the Archives List 2000 database is generally represented in the Collection/Resource records. The main exception will be a listing of alternative descriptors for subjects or names that are not currently used. The Archivist or Reference staff will need to use the search function to creatively determine what subject/name heading applies to a patron's request. In the alternative, a separate wiki list or database can be kept specifically to track common and unusual variations of names/subjects that a patron might use.

Appendix

Importing legacy accession data into Archivist's Toolkit (AT)

This process begins with yearly accession logs found in F:\Archivists Toolkit Sandbox\Accession Logs. Each year is processed separately from Word to Excel for data wrangling, and then copied into an Editix XML document for preparation for ingest into AT. XML and Excel documents also used in this process are found in this folder listed above.

1. Open the Word accession log.
2. Using Find and Replace, replace all hard returns (^p) with an underscore (_)
3. Using Find and Replace, replace all ampersands (&) with "and"
4. Using Find and Replace, replace all double underscores(__) with one underscore (_)
5. Using Find and Replace, replace all triple underscores(___) with one underscore (_)
6. Using Find and Replace, replace all "fractional" with ".01"
7. Using Find and Replace, replace all "=" with "equals"
8. Click and drag to select all data in the Word tables below the header cells
9. Open the XMLtemplateforimport.xls Excel workbook
10. Copy the data in the Word document and paste it as text into the first worksheet ("Data from Word" of the excel workbook
11. Click Save As on the Xmltemplate and rename it the year from the Word document
12. The second worksheet will automatically pull most data from many of the cells via formulas. Clean up any problems where the formulas don't work correctly. Some fields have typos or additional information (i.e. like the LR in an accession number; 2013001LR). Dates may have multiple dates. AT only takes one. Use the first and place the second in Accession Notes. All extra information should go into Accession Notes. Access Restrictions should be marked with True if any restrictions are noted. Editing will be mostly needed in Column K (Location/Size). The underscore delineates where the number begins and is extracted into column L. If another underscore is present, that can mess up the formula. Be certain to replace any underscores that precede other info other than the CUBIC FEET numeric value. All other location info should go in the second column (M) automatically if the column K field is set up correctly.
13. Copy column L then use Paste Special over it to only paste in the "values".

14. Use Find and Replace on column L to remove cubic, ft, ft., cubi, cub, cu, c from the text. Column L should only be a number from .01 and up.
15. Once all data is cleaned up, copy each column one at a time, and Paste Special as Values into each appropriate column in worksheet 3. Some columns are designed to auto populate depending on other fields. Go one at a time from the left.
16. Any information about deaccessioning will need to be added to the general accession notes field for that accession, as well as "deaccessioned" in the processing status column. Other extra information from the other fields should go in accession notes.
17. For both Transferor/Donor and Creator, go through the list and for each personal name, enter "Person" in the prior field labeled Corporate Body or Person. Doing this will update the XML fields surrounding the data. Remember to do this for both Transferor/Donor and Creator.
18. Once complete, open the previous year's XML document in Editix or Oxygen. Delete the XML data from line 4 to the second last line (leave the last line "</accessionRecords>".
19. Copy the cells from the second to last row and first to last column on the third Excel worksheet.
20. Paste the cells into the XML document just after line three.
21. Spaces will appear in the text. Highlight one of the spaces and right click.
22. Select Find and Replace, and replace with nothing. Click OK. It will take a while for it to process, but should complete the task within 2 minutes.
23. Save the XML as the year you are processing.
24. Open AT and go to the Import menu
25. Under the Import menu, select Import XML.
26. Navigate to the XML file just created and click Import.
27. Once complete, verify by clicking on Accessions to see that the data has loaded. If it fails, you will need to check your XML for errors. Special characters may slip in and disrupt the XML. Editix and Oxygen should warn you of these. If you find any, conduct a Find and Replace in Editix or Oxygen and replace with nothing to remove all instances of the problem character.