



RIVER CAMPUS

LIBRARIES

Department of Rare Books, Special Collections, and Preservation

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Basic Information Section:

1. **Title:** A supplied title is most common for archival units and should consist of the name of the creator/collector and the nature of the materials being described. Supplied titles should not be in brackets.

A formal title appears prominently on the material.
2. **Identifier (call number):** This will be the D. number.
3. **Level of Description:** collection, box, etc.
4. **Resource Type:** Collection, papers, records, etc.
5. **Language(s) of materials** (Languages and scripts of the materials): Record the language(s) and script(s) used by the materials in the unit.

The screenshot shows the 'Basic Information' section of an ArchivesSpace record. The form contains the following fields and sections:

- Title**: A large text input field.
- Identifier**: A field with a grid of input boxes.
- Level of Description**: A dropdown menu.
- Resource Type**: A dropdown menu.
- Language**: A dropdown menu with a list of options: Collection, Papers, Publications, Records.
- Publish?**: A checkbox.
- Restrictions?**: A checkbox.
- Repository Processing Note**: A large text area.
- Dates**: A section with an 'Add Date' button.
- Extents**: A section with an 'Add Extent' button, containing:
 - Portion**: A dropdown menu set to 'Whole'.
 - Number**: A text input field.

A 'Save Resource' button is located at the bottom left of the form area. The browser's address bar shows the URL: `staffarchivespace.lib.rochester.edu:8080/resources/new`.

Dates Section:

- Date range** (Date): Dates of record keeping activity - dates during which the unit was created and/or assembled. Dates can be explained in Scope. If more material is expected for a unit, show the current holdings in the date range and record expected material in Accruals. Dates can be estimated with particular language, such as Approximately or Circa. If no date is able to be discerned, please consult another staff member.

Extents Section:

- Size** (Extent): Includes both a number and an expression, which can be a physical extent (such as items, containers, etc.) or an enumeration of material type. Record the extent in linear/cubic feet and/or as number of items or containers.

Finding Aid Data Section:

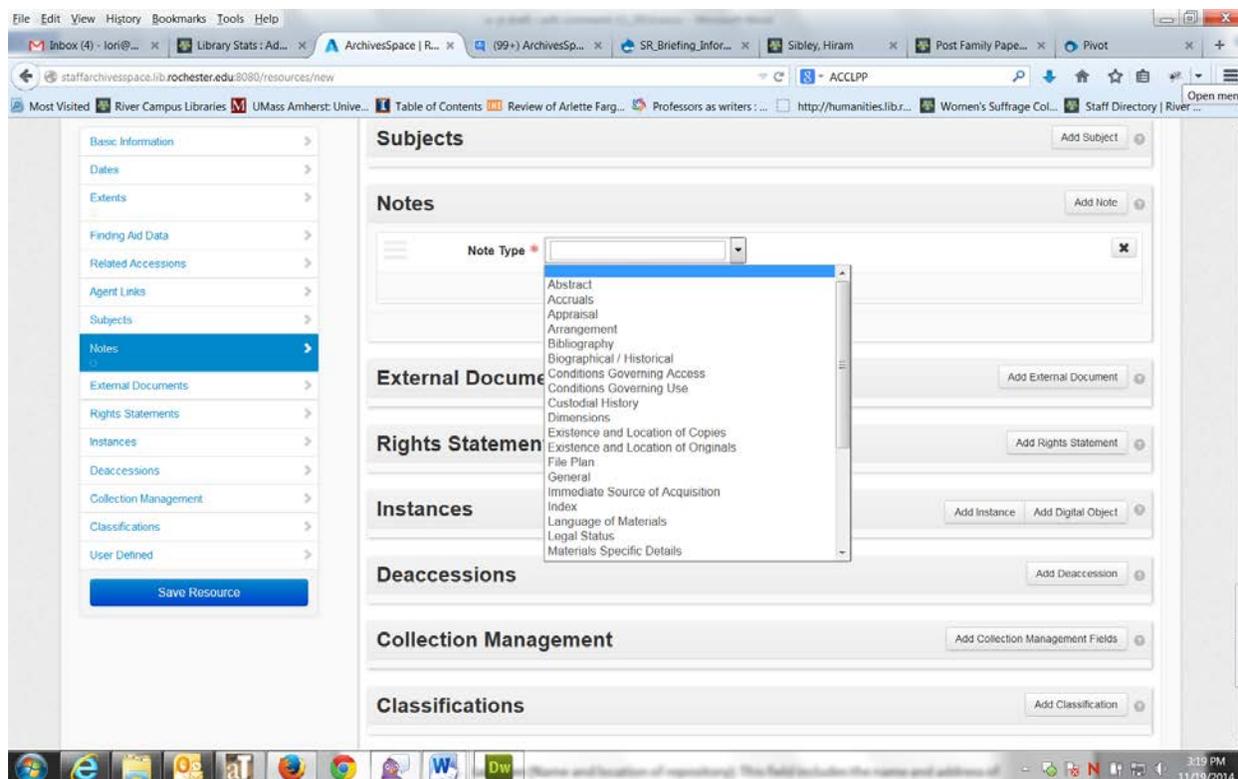
8. **Finding aid title:** This should be the title of your collection.
9. **Finding aid filing title:** This should be the lastname_firstname of your collection (or organization name), avoid abbreviations.
10. **Finding aid date:** Enter the year you created the finding aid.
11. **Description Rules:** This will likely be DACS.

Additional fields in this section that we might use are:

Revision date & Revision description (these fields will help us keep track of the changes we make to our finding aids, as we rehouse, or enhance description).

Finding aid status & finding aid notes (these fields will help us determine the progress being made on the finding aid, in the same way we're tracking processing time)

Notes Section:



At minimum your finding aid should include the following notes:

12. **Biographical/historical:** A description of the context in which the materials were created, assembled, accumulated, and/or maintained. This should include, but is not limited to, birth and death dates of central figures mentioned in the collection, their educational information, any local connections, and/or significant contributions or writings (This information will be helpful to create the name authority record for the collection level record). Sources such as the Alumni Biographical File may be consulted to form this section.
13. **Conditions governing access:** Record any access restrictions due to the nature of the material, donor requests or repository requirements. Access restrictions pertaining to physical conditions, technical requirements or governing reproduction belong in separate elements. If your unit falls under particular access restrictions, please consult Lori. Otherwise, use the following statement:

The [Name of collection] is open for research use. Researchers are advised to contact the Rare Books Special Collections & Preservation Department prior to visiting. Upon arrival, researchers will also be asked to fill out a registration form and provide

photo identification.

- 14. Conditions Governing Use:** Identifies restrictions on reproduction due to copyright or other reasons, as well as restrictions on further use of the materials, such as publication after access has been provided. If your unit falls under particular copyright restrictions, please consult Lori. Otherwise, use the following statement:

In consultation with a curator, reproductions may be made upon request. Permission to publish materials from the collection must be requested from a curator. Researchers are responsible for determining any copyright questions.

- 15. Immediate source of acquisition:** Identifies the source from which the repository directly acquired the materials, as well as the date of acquisition, method of acquisition, etc.

- 16. Preferred citation:** This field will provide a citation that will allow researchers to appropriately cite the materials. Citations should include the following elements if applicable: name of item, title of collection, and name and location of holding repository.

(Name of item, if applicable), Collection Title, Date Span, Rare Books Special Collections & Preservation Department, University of Rochester.

- 17. Scope and contents:** This element is used to record:
- Function(s), activity(ies), etc. that generated materials being described;
 - The documentary form(s) or intellectual characteristics of the records being described (e.g., minutes, diaries, reports, etc.);
 - The content dates (time periods) covered by the intellectual content or subject of the unit;
 - Geographic area(s) and places to which the records pertain;
 - Subject matter to which the records pertain, such as topics, events, people, and organizations; and
 - Any other information that assists the user in evaluating the relevance of the materials, such as completeness, changes in location, ownership and custody while still in possession of the creator, etc.

The information you add to this field will be useful for the catalogers who create the collection level record, as it informs the subject headings they create. Use this

element to record information about significant gaps in time (unless resulting from an appraisal decision). Indicate the kinds of information and if any are reproductions. The context of the unit creation belongs in Administrative/Biographical.

Additional fields that you might use are:

18. Accruals: Informs the user of anticipated additions to the unit.
19. Related materials (Related archival materials): Indicates the existence and location of archival materials that are closely related to the unit.
20. Existence and Location of Copies
21. Existence and Location of Originals
22. Arrangement- alpha order, chronological, original order, etc.
23. Legal Status
24. Separated Materials
25. Bibliography
26. General Note- catch all category for any information you want to capture about the collection that does not fit in one of the notes listed above.
27. **Subject headings:** We'll be working with Marcy and her team to populate subject headings. Once you've finished the finding aid, send it to Marcy and then they'll add the subject headings into the ArchivesSpace form for the collection.

Adding the inventory: After you've entered this information, click SAVE and then go back to the list of finding aids or resources listed in ArchivesSpace.

28. Click on the title of the collection and then select "Rapid Data Entry"

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