Entering Finding Aid Data in ArchivesSpace

INSTRUCTIONS

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USC LIBRARIES

INSTRUCTIONS FOR ENTERING FINDING AID DATA IN ArchivesSpace RESOURCE RECORDS

CONTENTS

ArchivesSpace is the collection management and archival description tool in use at USC Libraries. To create a full and complete finding aid in ArchivesSpace, archival processors are required to adhere to a set of requirements for entering data. These requirements are drawn from best practices guidelines published by the Online Archive of California (http://www.cdlib.org/services/dsc/tools/ead_toolkit.html), DACS content standards (http://files.archivists.org/pubs/DACS2E-2013.pdf), and EAD structure standards (http://www.loc.gov/ead/). For additional technical instructions, please refer to the ArchivesSpace manual (copies available upon request), specifically Chapter 5, Resource Records.

BASIC RESOURCE RECORDS

1) Title*
2) Identifier*
3) Level of Description*
4) Date expression and/or Begin Date and End Date
5) Extent portion, number and type*
6) Language
7) Minimum of 3 names/subjects/genres—can be a combination of any of these types, but must total 3
8) Abstract note
9) Conditions Governing Access note
10) Conditions Governing Use note
11) Preferred Citation note
12) Immediate Source of Acquisition note

Elements with an * are ASpace required fields, meaning the resource record cannot be saved without them. Resource records are spawned from accession records, and numbers 1, 2, 3, 9, 10, 11, and 12 will already be in the resource record (either from the accession record, or added at the time the resource record is spawned). If you begin work on a collection that does not already have a resource record in Archivists' Toolkit, please contact the Archival and Metadata Librarian.

FULL AND COMPLETE FINDING AIDS

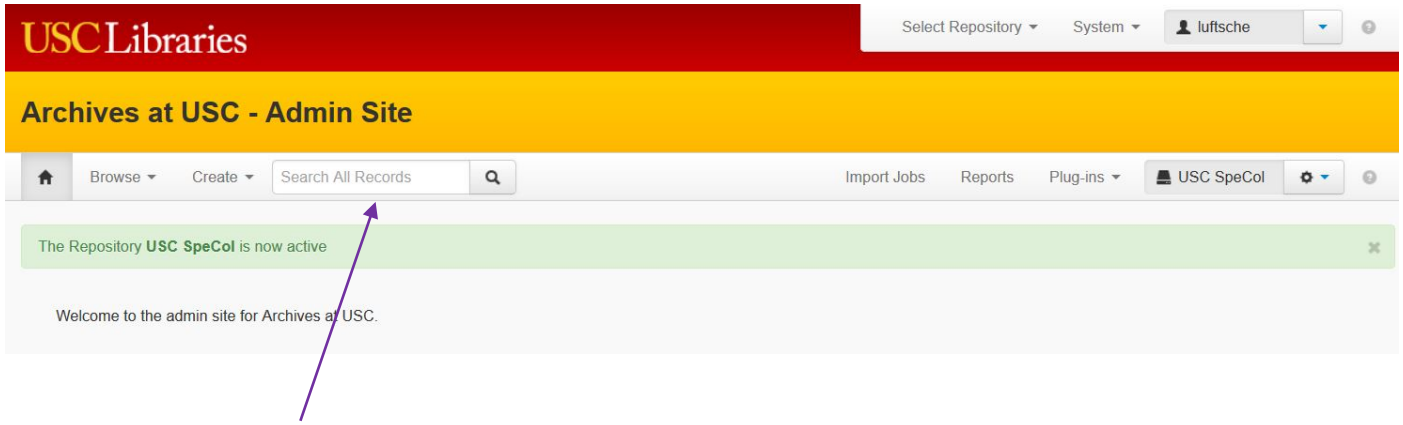
1) Title*

2) Identifier*
3) Level of Description*
4) Date expression and/or Begin Date and End Date
5) Extent portion, number and type*
6) Language
7) Minimum of 3 names/subjects/genres—can be a combination of any of these types, but must total 3
8) Abstract note
9) Conditions Governing Access note
10) Conditions Governing Use note
11) Preferred Citation note
12) Immediate Source of Acquisition note
13) Scope and Contents note
14) Biographical/Historical note

It is highly recommended that the finding aid also include:

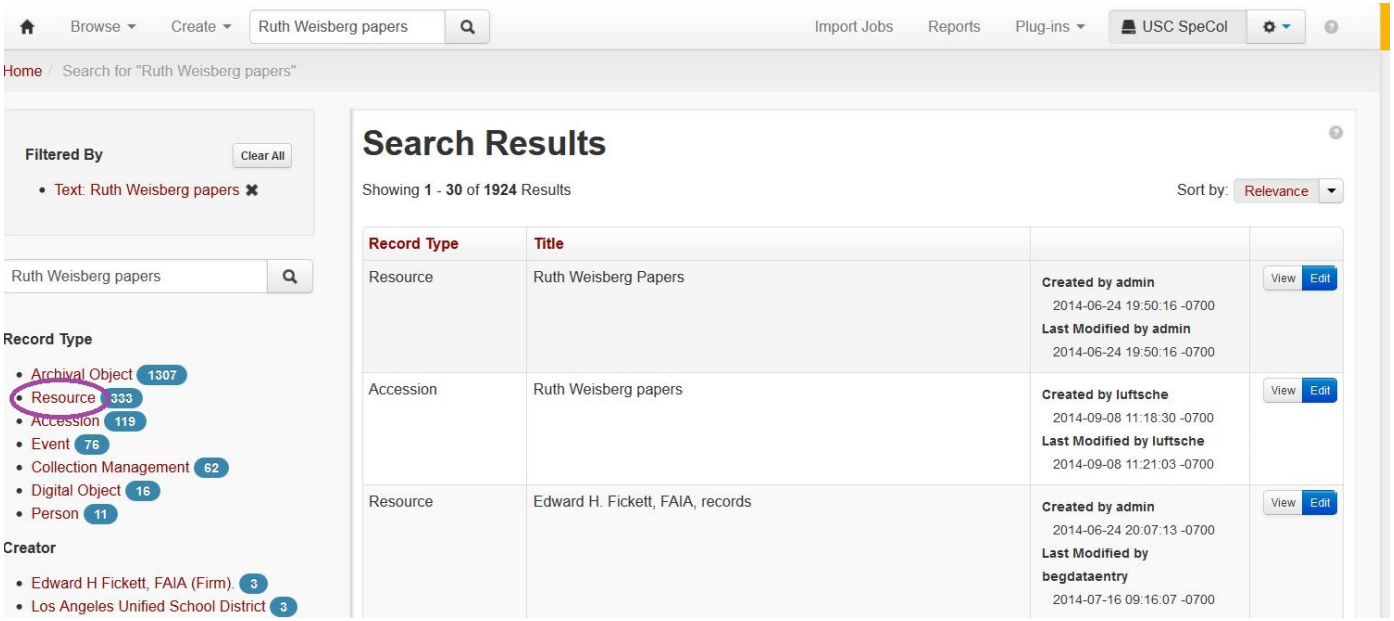
15) Arrangement note

Sign into ArchivesSpace at https://archivesspace.usc.edu, click on the Select Repository dropdown and make sure the repository in which you need to work is active.

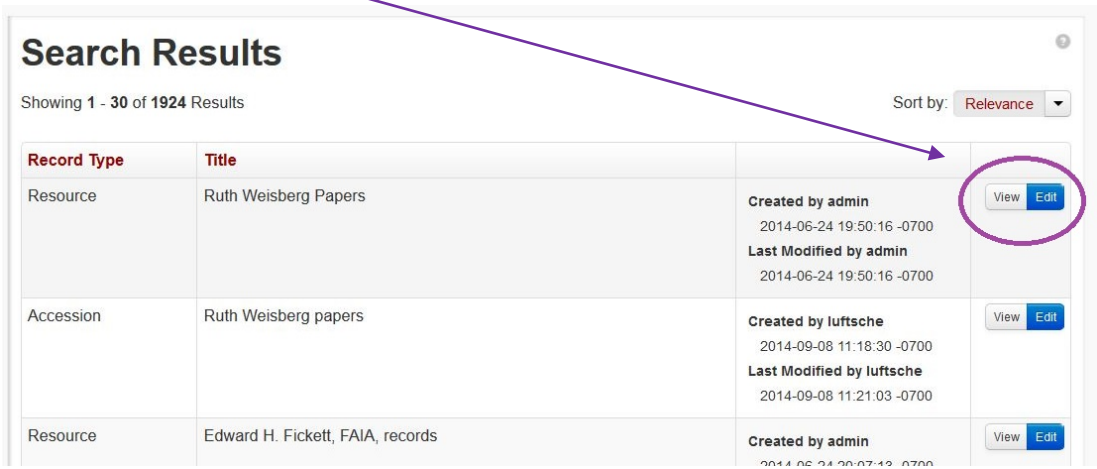


Locate the resource record using the Search All Records box. ASpace performs a keyword search, so you may have a long list of results.

Click on Resource to narrow your search.



Once you have located the correct Resource, click on Edit to open it.

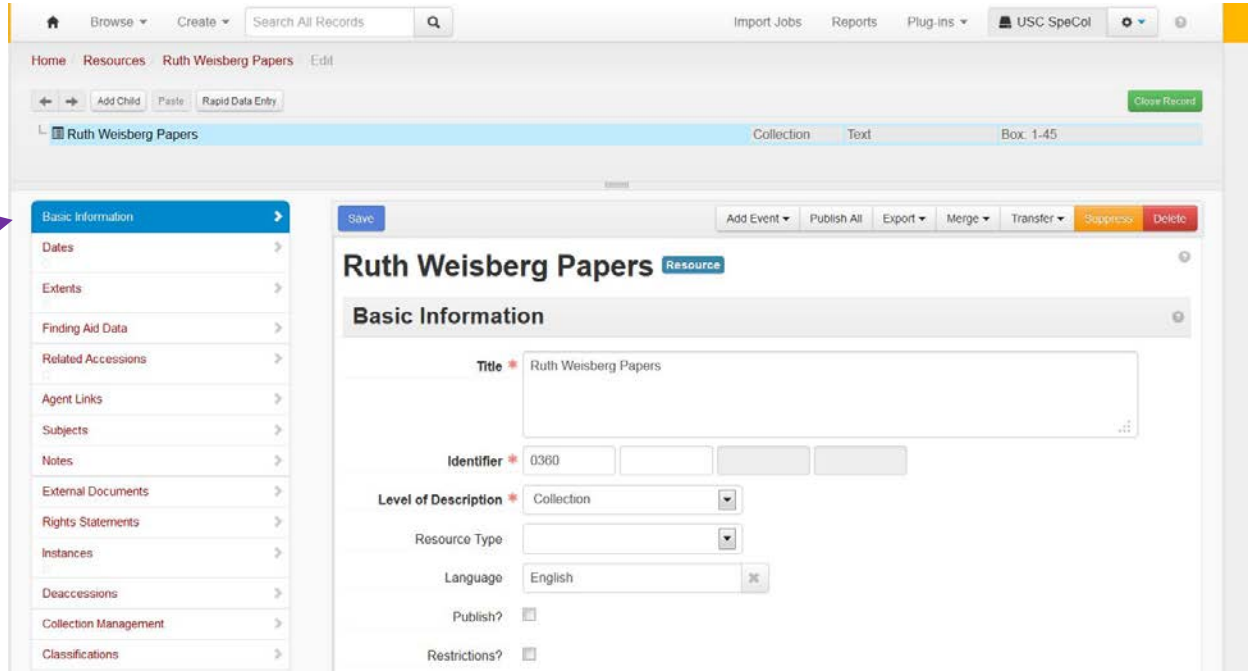


You will be presented with the resource record:

The two sections that you will be working with are

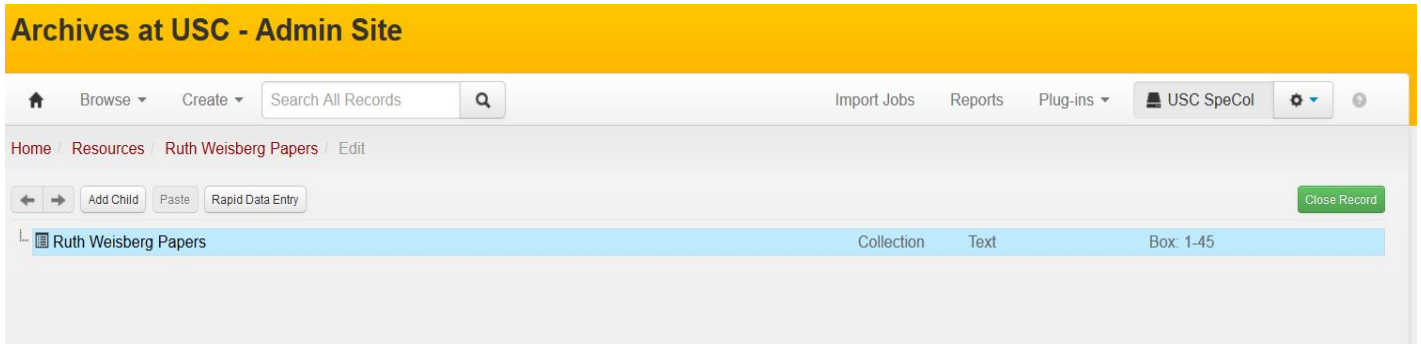
1) The collection inventory

2) The navigation menu

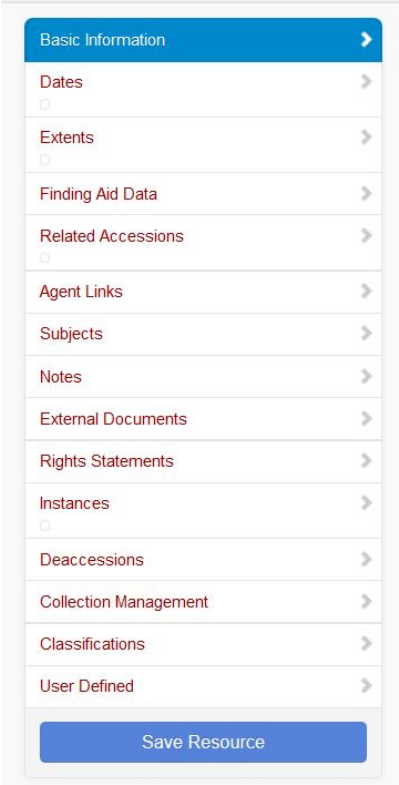


Navigating the Resource Record screen

The collection inventory lives at the top of the screen:



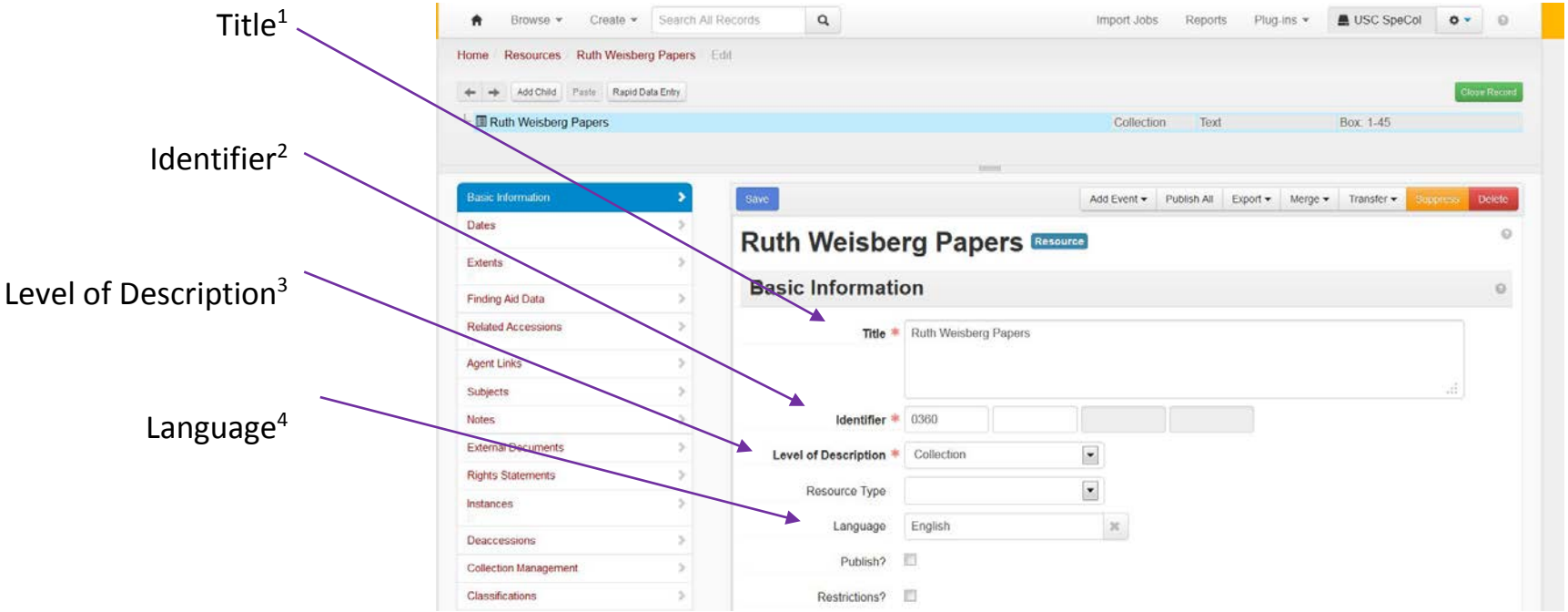
All sections of the finding aid can be accessed from the left hand navigation menu.



Entering Resource Record Information

Opening a resource record automatically places you within the Basic Information screen. Title, Identifier, and Level of Description should already be filled in. Please double check this information.

BASIC INFORMATION



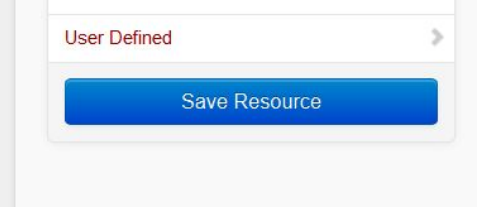
[1]Make sure the title of the collection conforms to the standards mandated by DACS (Describing Archives: A Content Standard): **DACS 2.3 Title Element**. *Do not include phrases like "Inventory of…", "Papers of…", "Finding aid for…" as at this stage you are not describing the finding aid, you are describing the collection.*

[2]The Identifier is the collection number. **Please refer to your repository's conventions for establishing collection numbers**.

[3]Make sure the Level of Description is set to "collection". ASpace will also prompt you for a Resource Type: records or papers are the logical choices. This is a suggested element, not a required one.

[4]Language is not a required element, but ArchivesSpace will prompt you to select a language code when you save the record. It is generally (for cataloging purposes) a good idea to include this information. This option is for the primary language of the materials being described.

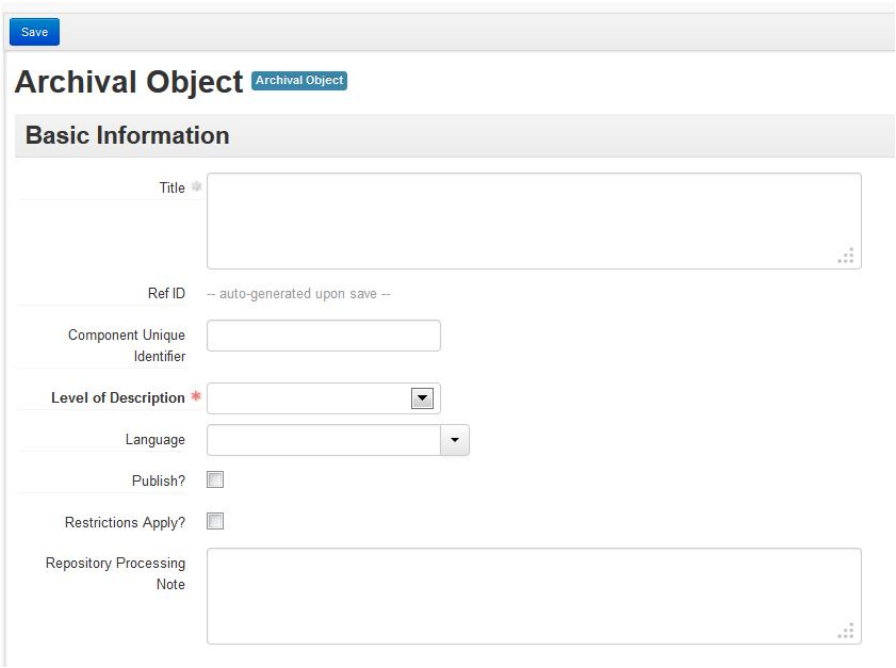
When you have filled in the Basic Information tab, click on the Save Resource button at the bottom of the left hand navigation menu.



COLLECTION INVENTORY

Creating the inventory is done via the Add Child/Add Sibling buttons in the collection inventory section.

When you click on Add Child (or Add Sibling, once you have created an archival object), you will be presented with the Archival Object template:



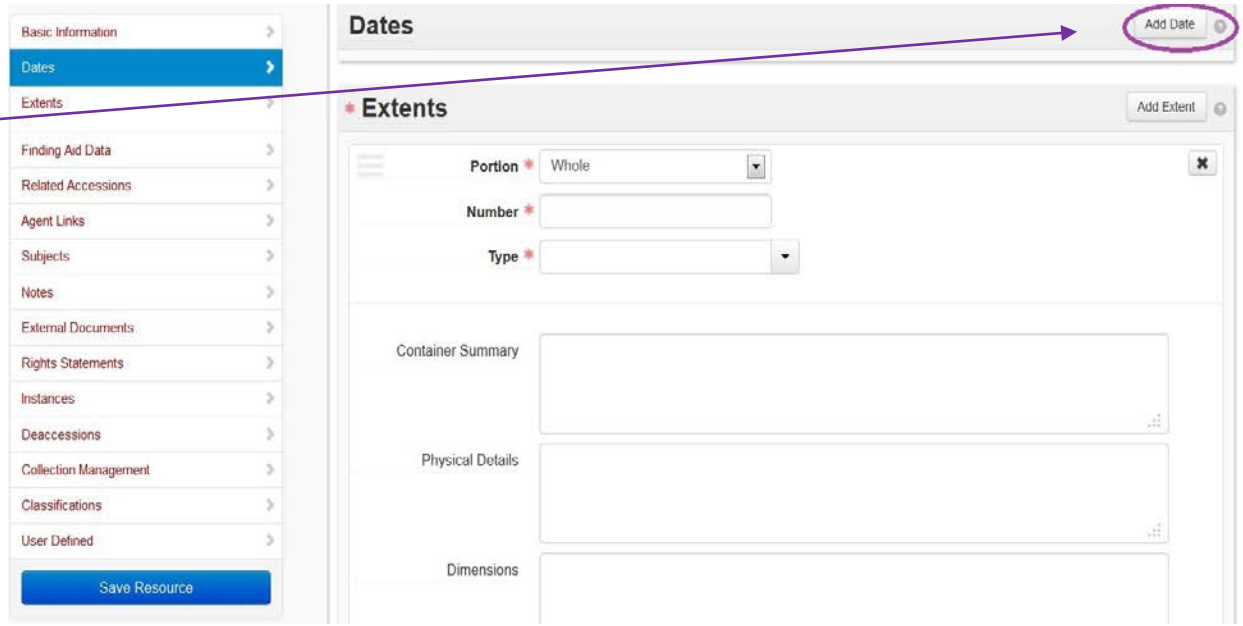
This template should be used for all levels of description—series, subseries, files, items, etc.

Folder or item level description should also have an associated Instance. See the Instance section.

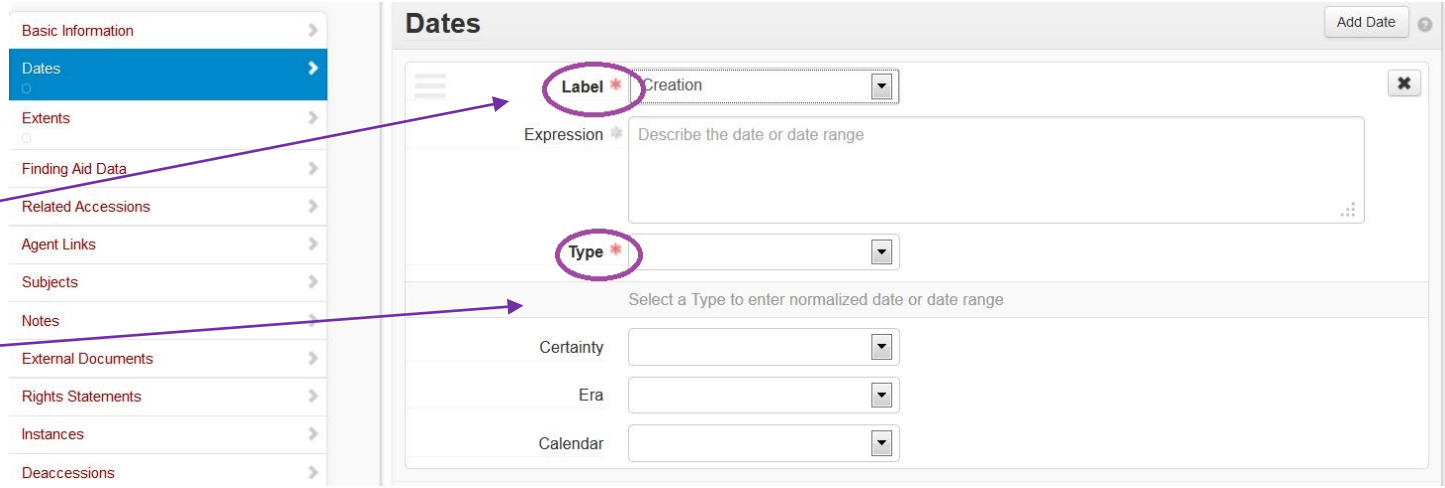
DATES

Next, click on the Dates section

Click on the Add Date button



You will see this screen:



Label should be Creation

Type should be Single or Inclusive Dates only.

Note: Selecting Inclusive Dates will bring up this set of drop downs:

You may enter dates in the Begin and End fields, or you may use the Expression field as above.

Use Inclusive Dates if you know the exact dates (e.g., 1920-1980). If you are not sure about the dates, use the Date Expression field (e.g., 1920s-1980s or circa 1950s). Phrases like “circa” or “before” should be

lower case. Please refer to **DACS 2.4: Date Element** for guidance on entering dates.

Specific dates should be entered according to ISO standards—year month day, e.g., 1870 November 15

Note: DO NOT USE Bulk Dates, as this option causes export issues. DO NOT USE Range, as this is an application bug that codes dates as Bulk. If you want to record Bulk Dates, use the Date Expression field for all date metadata.

EXTENTS

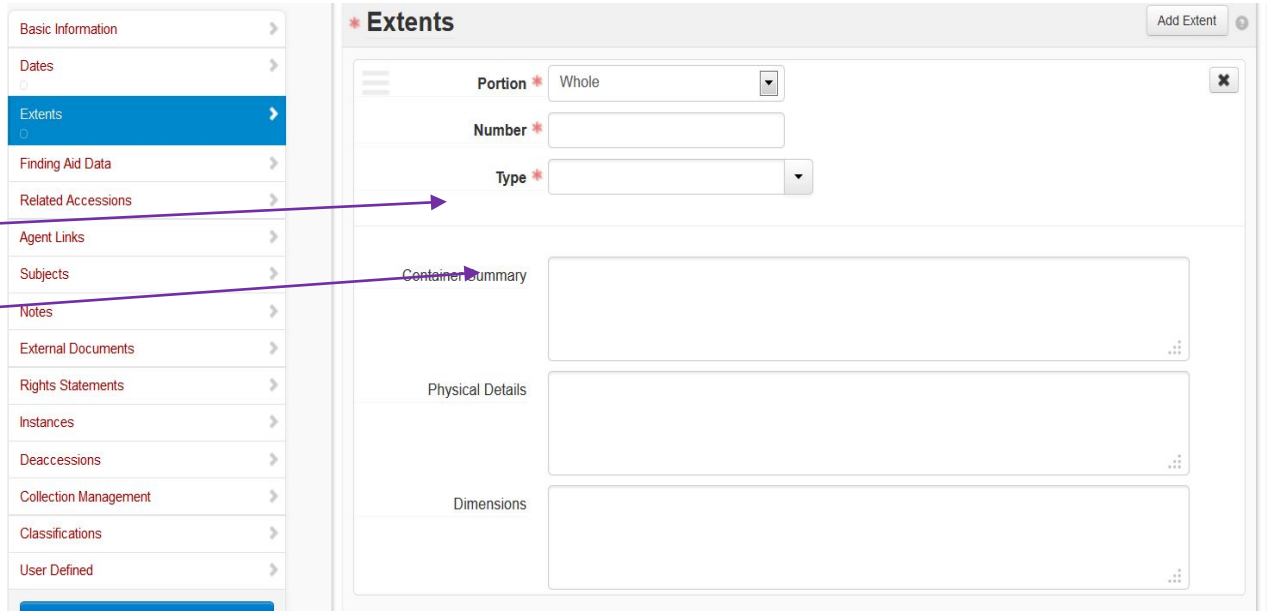
Click on Extents from the left hand menu.

Extent information should be entered as linear feet, e.g.,

Number: 10

Type: Linear feet

Make sure there is some sort of extent information, expressed in linear feet. Linear footage can be expressed to the 100th percent (e.g., 42.25 linear feet). If you are unsure, estimate.



Filling in the container summary is not necessary at this stage, but you will need to fill in this information when processing is complete.

FINDING AID DATA

The Finding Aid Date section is long, consisting of a number of fields that must be filled in before the finding aid can be published. Required sections are:

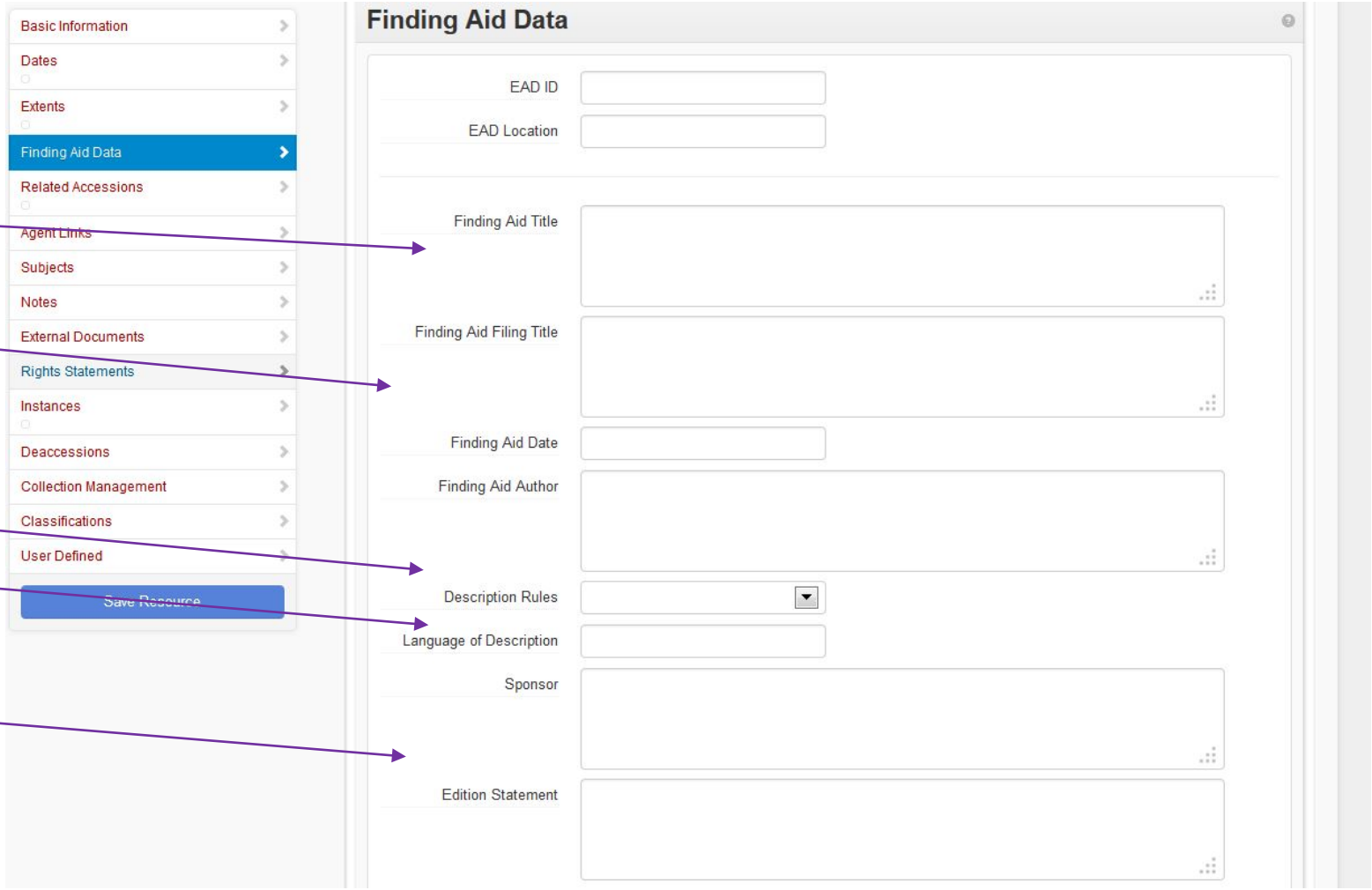
Finding Aid Title[1]

Finding Aid Filing Title[2]

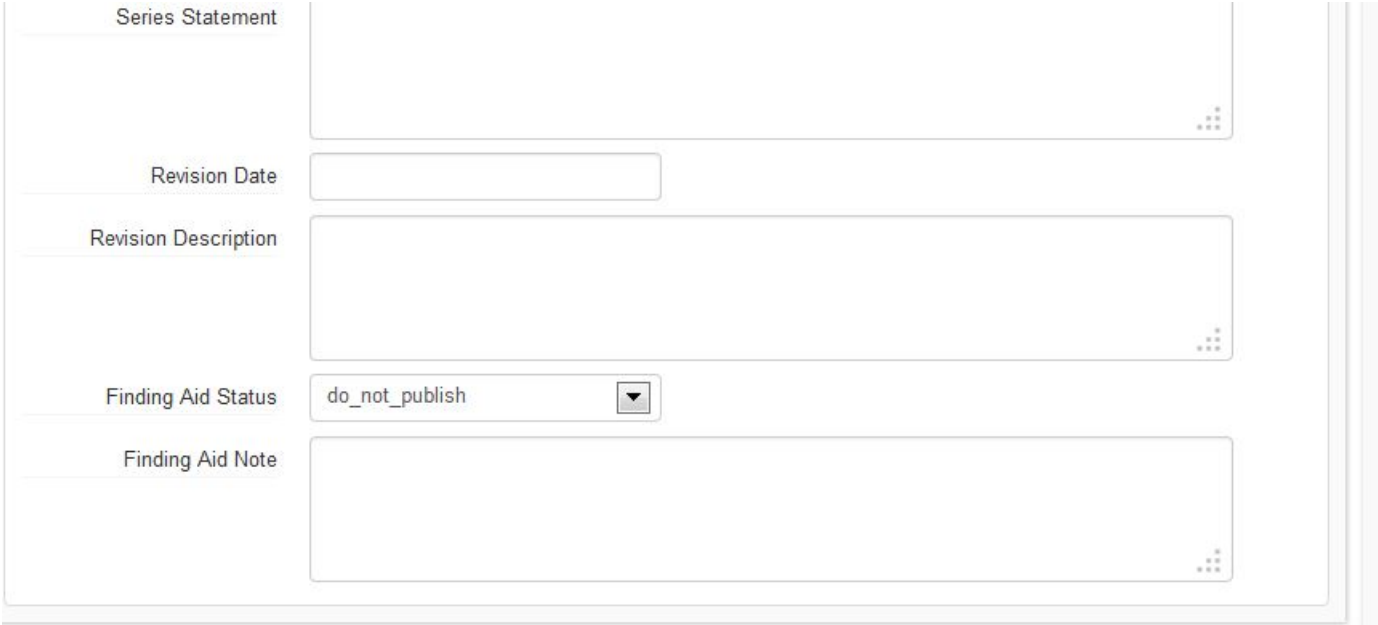
Finding Aid Date[3]

Finding Aid Author[4]

Description Rules[5]



(cont'd on next page)



Finding Aid Status[6]

[1]The Finding Aid Title is the same as the Title from the Basic Information section, e.g. Ruth Weisberg papers.

[2]The Finding Aid Filing Title is formulated according to OAC best practices, e.g. Weisberg (Ruth) papers.

[3]The Finding Aid Date is the date the finding aid is completed, e.g. 2014 September (formulate dates according to DACS 2.4).

[4]The Finding Aid Author is/are the name(s) of the individuals who are primarily responsible for processing the collection and contributing to the production of the finding aid. You can use a processing note to acknowledge other contributions and contributors.

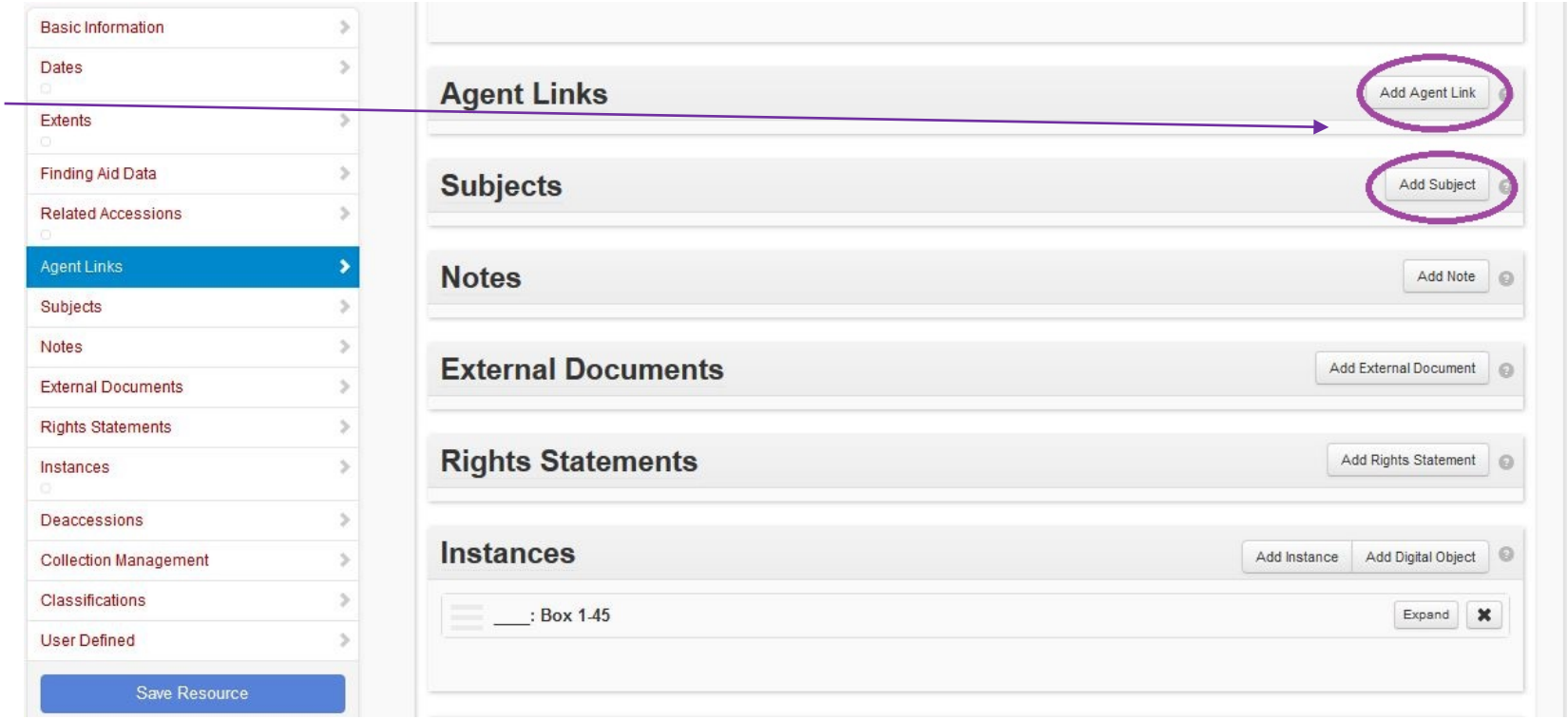
[5]Description Rules should always be set to **Describing Archives: A Content Standard**.

[6]Finding Aid Status is for USC-internal use only, and is our indicator of what stage of completion the finding aid is in. It is the "signal" for either unchecking all "Publish" checkboxes, or selecting "Publish All" from the Basic Information screen. See Appendix 3 for more information.

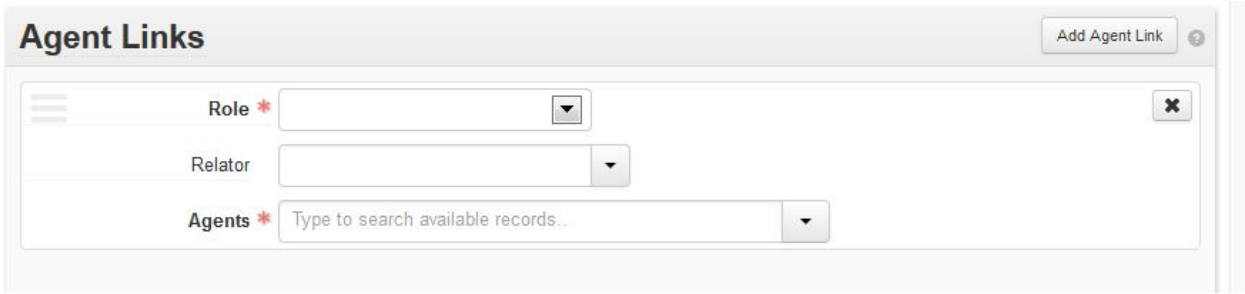
AGENT LINKS AND SUBJECTS

OAC best practices (and USC best practices) require a minimum of 3 agent links (i.e., names) and subjects (this can also include genre terms). 3 is the minimum, and can be a combination of any of these types.

To add Agent Links and/or Subjects, click on the Add… buttons.



Clicking on Add Agent brings up the following options:



You must select a Role and enter the Agent name.

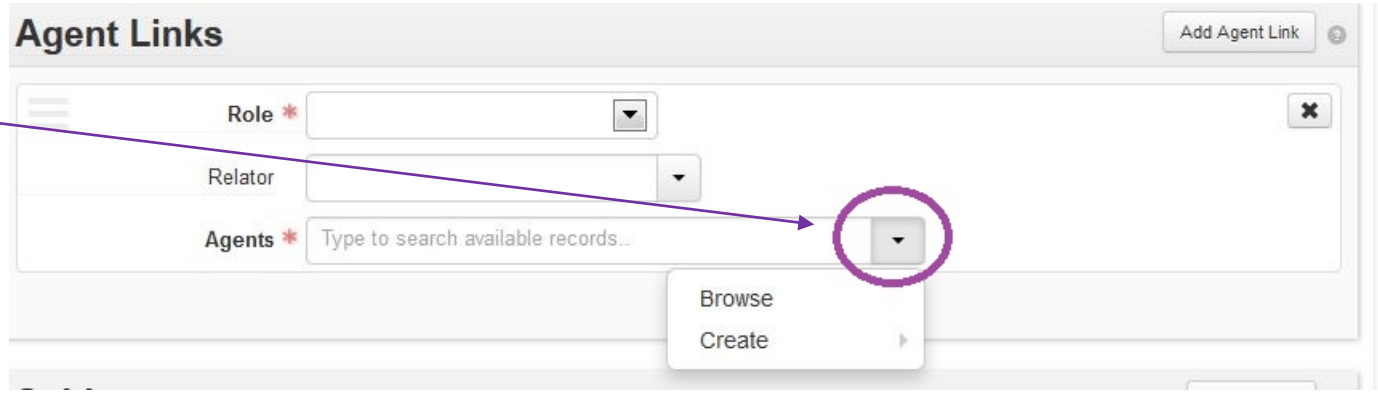
<u>Role</u>:

Will be one of three options—Creator, Source, or Subject. **The Creator of a collection must be added as both Creator and as Subject. Adding an agent as a subject will also bring up options to add Terms and Subdivisions. USC best practice requires the addition of a form subdivision for the Subject added entry of the creator. Add "Archives" as the Genre/Form term.**

Typing in the Agents field will automatically signal ASpace to search existing name records (records that we have already added to our database). You may also click on the down arrow next to the field to browse the existing Agent names.

If the name you need is not already in our database, you must create it.

Click on the down arrow next to the Agents field to bring up the Browse and Create menus.



Mousing onto the Create option brings up a sub-menu from which you must choose what kind of Agent name to create: Person, Corporate Entity, Family, or Software (ignore Software). Once you make your selection a new window opens in which you can input the required information (see Appendix 1 for creating agent links).

Adding Subjects is a similar process—typing in the field to search across existing subject headings, using the drop down arrow to Browse or Create existing/new subject access points. (See Appendix 2 for creating new subject access points.)

NOTES

OAC and USC best practices require the inclusion of 6 notes:

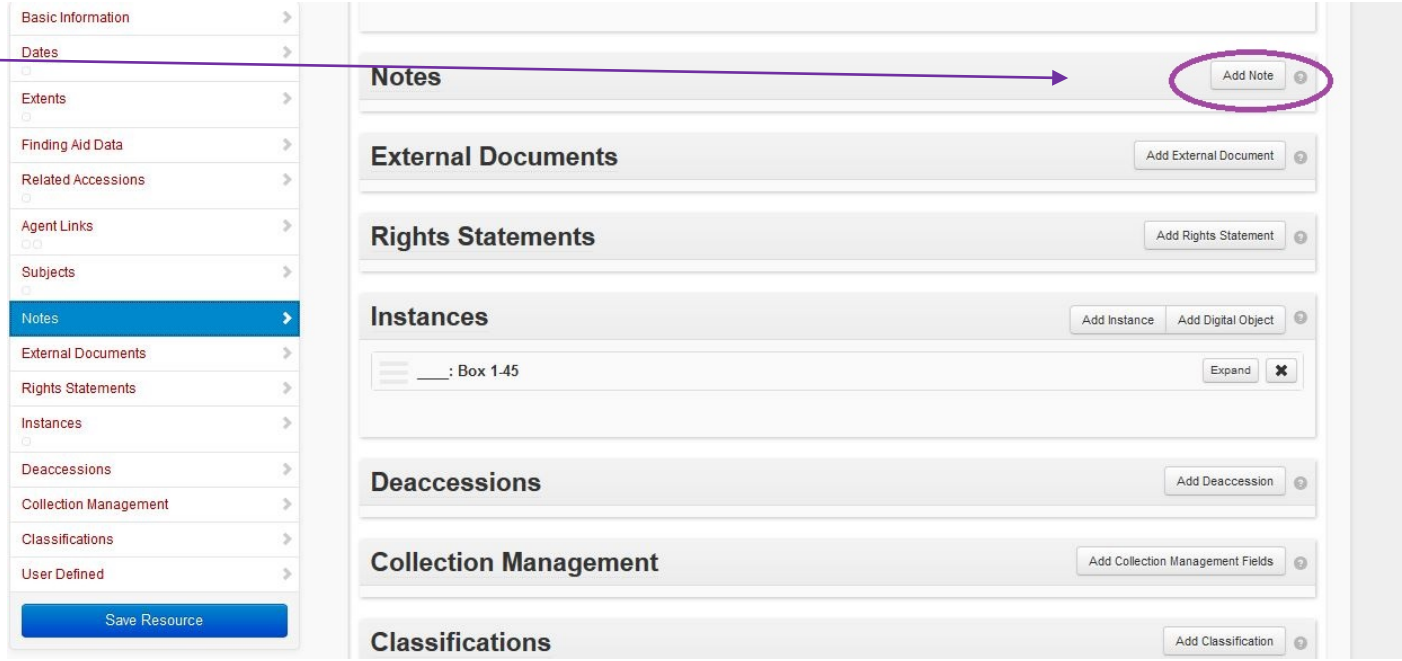
Abstract note
Conditions Governing Access note
Conditions Governing Use note
Preferred Citation note
Immediate Source of Acquisition note
Scope and Contents note

It is highly recommended that the finding aid also include:

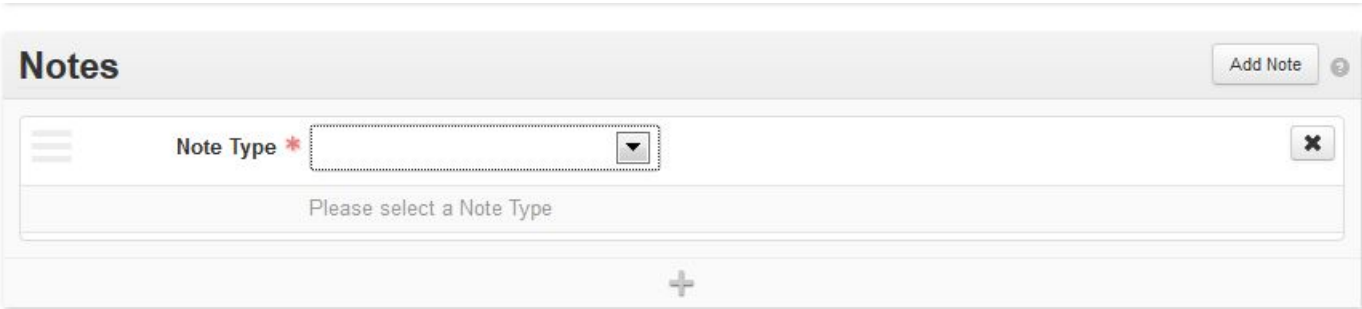
Biographical or Historical note
Arrangement note

The required notes should already be present in the resource record (spawned from the accession record) but if they need to be added, follow these instructions:

Click on the Add Note button

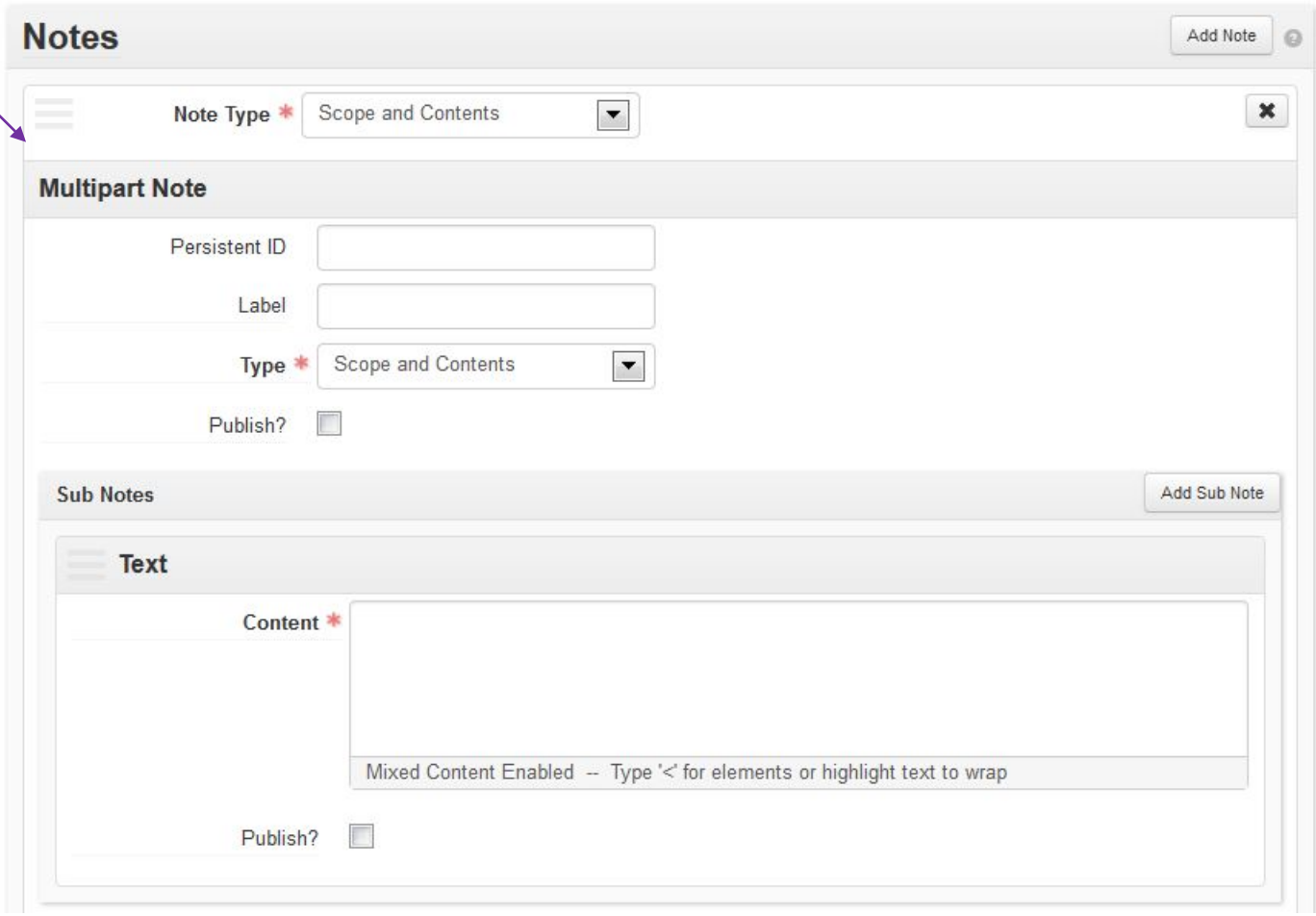


This will bring up the Note Type drop down; select the appropriate note.



Selecting a Note Type will bring up the subsections—Multipart Note and Text.

The Type refers to the EAD encoding and should not be changed. It will also automatically populate (in the finding aid) the note Label, so do not make any changes, with one exception—Biographical/Historical note. In the case of a Biographical (persons) or Historical (corporate bodies) note, the appropriate label (Biographical Note or Historical Note) must be added.



Text is entered in the Content box.

USC has standardized text for three required notes: Conditions Governing Access, Conditions Governing Use, and Preferred Citation. See Appendix 3 for the text for these notes. ArchivesSpace does not allow for the prepopulating of these notes but there are techniques you can use to autofill the text. Please consult with the Archival and Metadata Librarian for instructions.

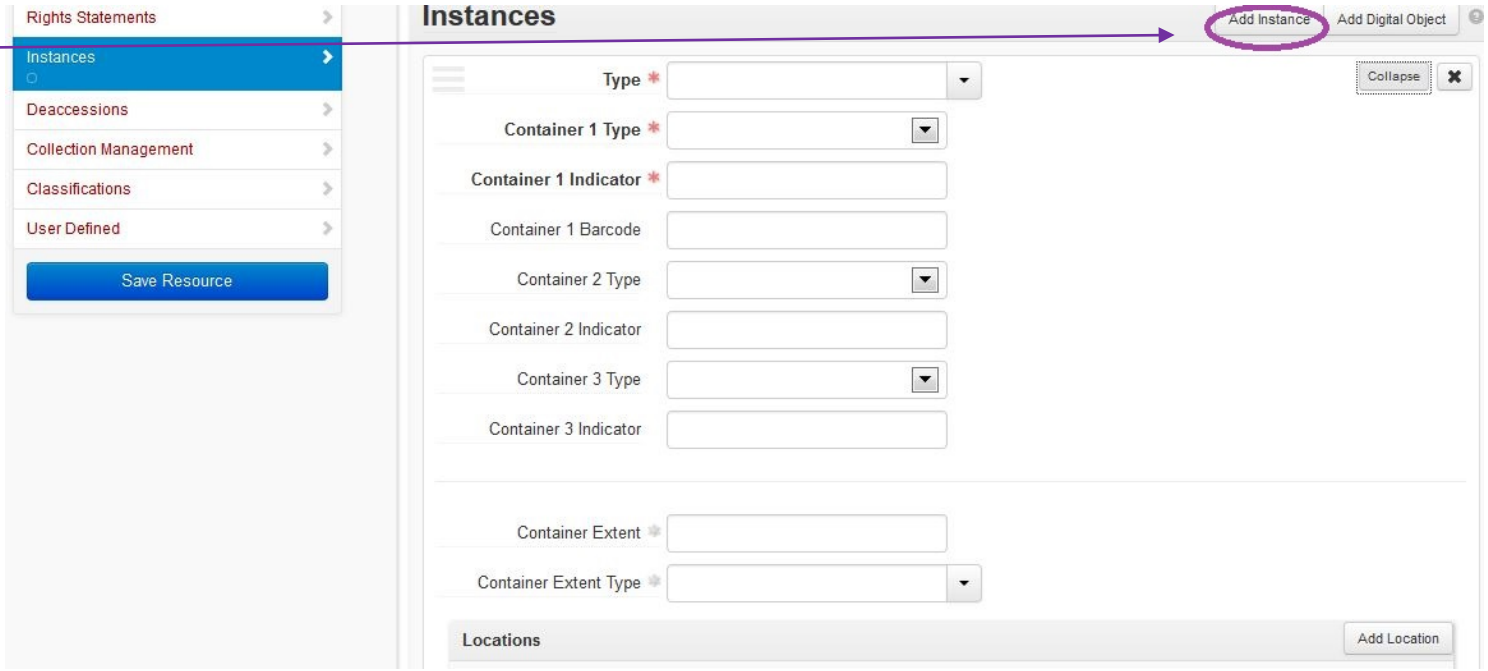
INSTANCES

Instances refers to the physical (or digital) instantiation of materials. Instances can be recorded at any level of description, but should generally be recorded at the lowest level.

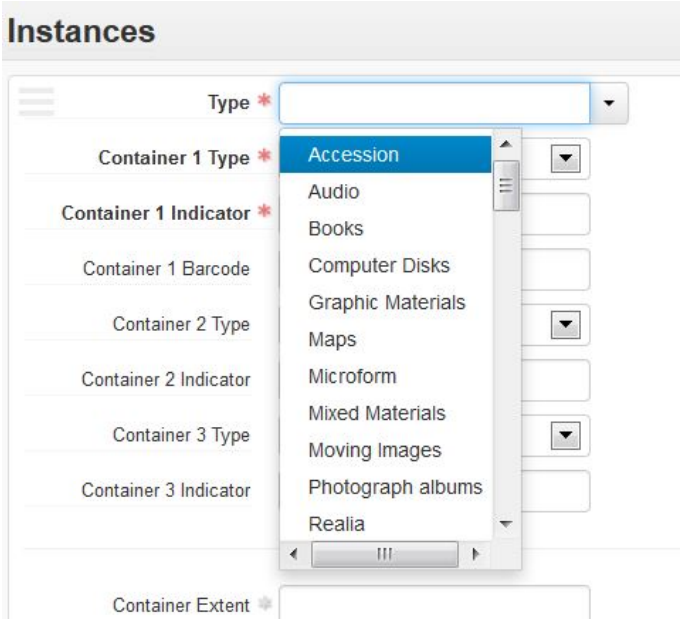
Your basic resource record may have instances already present, spawned from the accession record. These will probably be associated with the highest component, and thus will need to be changed/deleted. Once you have entered component information, you will need to add an instance associated with that component. To do so,

Click on the Add Instance button

This will bring up some dropdown menus: Type, Container 1 Type, and Container 1 Indicator.



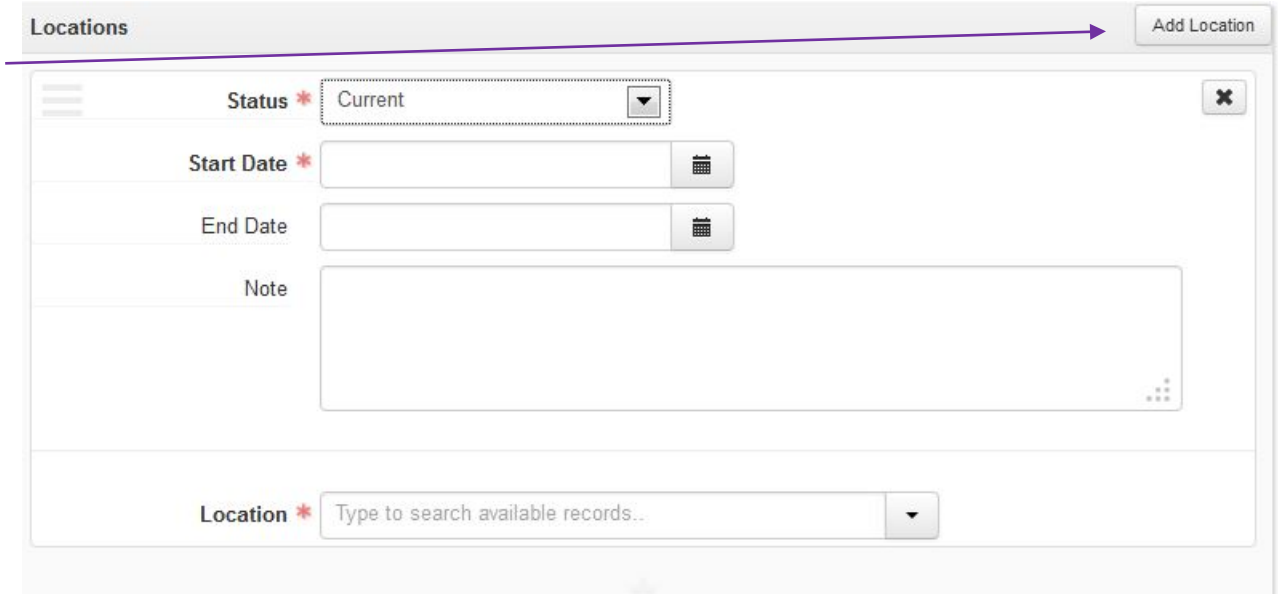
Type refers to the format/genre of the materials being described. In general, materials tend to be mixed, so we use “Textual Materials” as our default.



Container 1 Type should be chosen from the available entries in the drop down list; it will most likely be “Box”; Container 1 Indicator refers to the number of this container, ie, the box number.

For folder level description, add Container 2 Type and Indicator.

The Instance for each Archival Object should also have location information attached. Click on the Add Location button to associate a location with the instance.



Typing in the Location field will bring up a matching list of locations; alternatively, you can click on the dropdown arrow to browse existing locations.

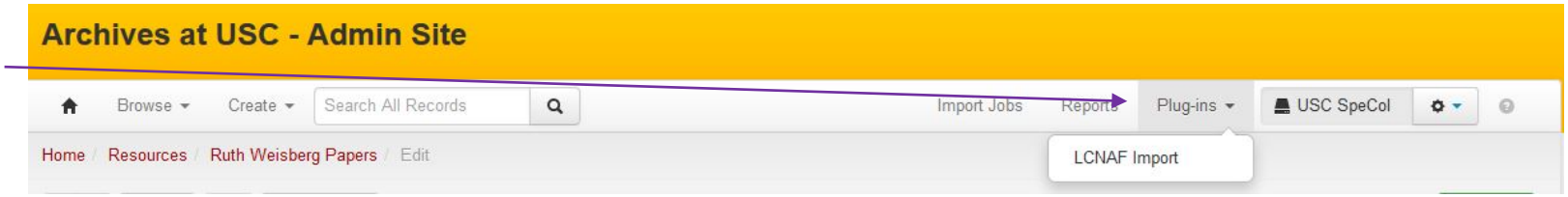
Appendix 1: Creating Agent links

It is very likely that an agent you wish to associate with your finding does not currently exist in our database, so you will need to add the name. Metadata for names is entered through the Agents section of the resource record.

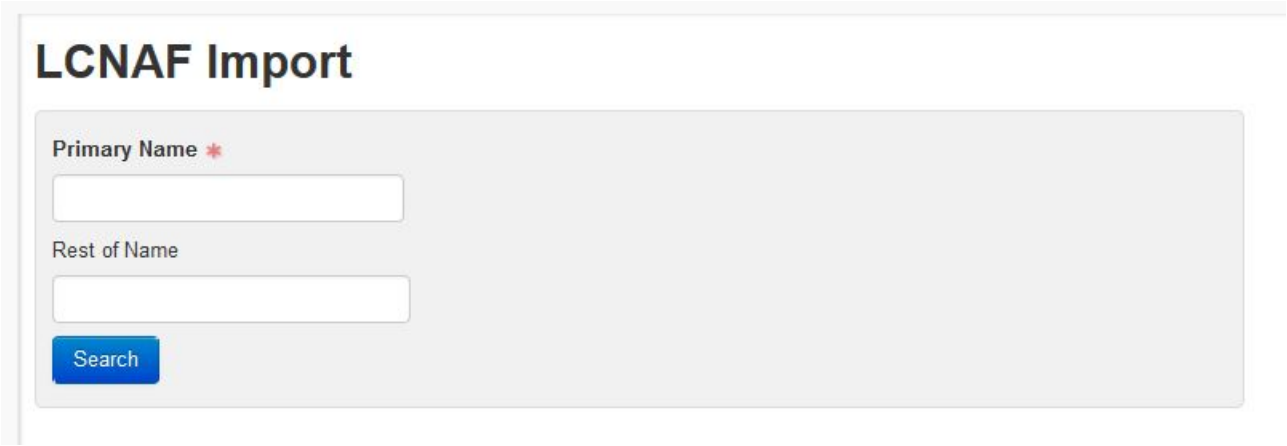
There are two ways to enter name metadata in ArchivesSpace. The first allows you to import a name authority record from the Library of Congress Name Authority database, if that name has already been established.

IMPORTING ESTABLISHED NAMES

From the top of your screen, click on Plug-ins, then LCNAF Import



Enter the last name in the Primary Name field. Rest of Name is not required but will help to narrow your search. Click the "Search" button.



If your name exists in the database, you will be presented with the results.

Scroll through each record to determine which one you would like to import, then click on the “Select” button next to that name.

LCNAF Import

Primary Name *

weisberg

Rest of Name

ruth

Search

Page 1 - Showing results 1 to 2 of 2 matches

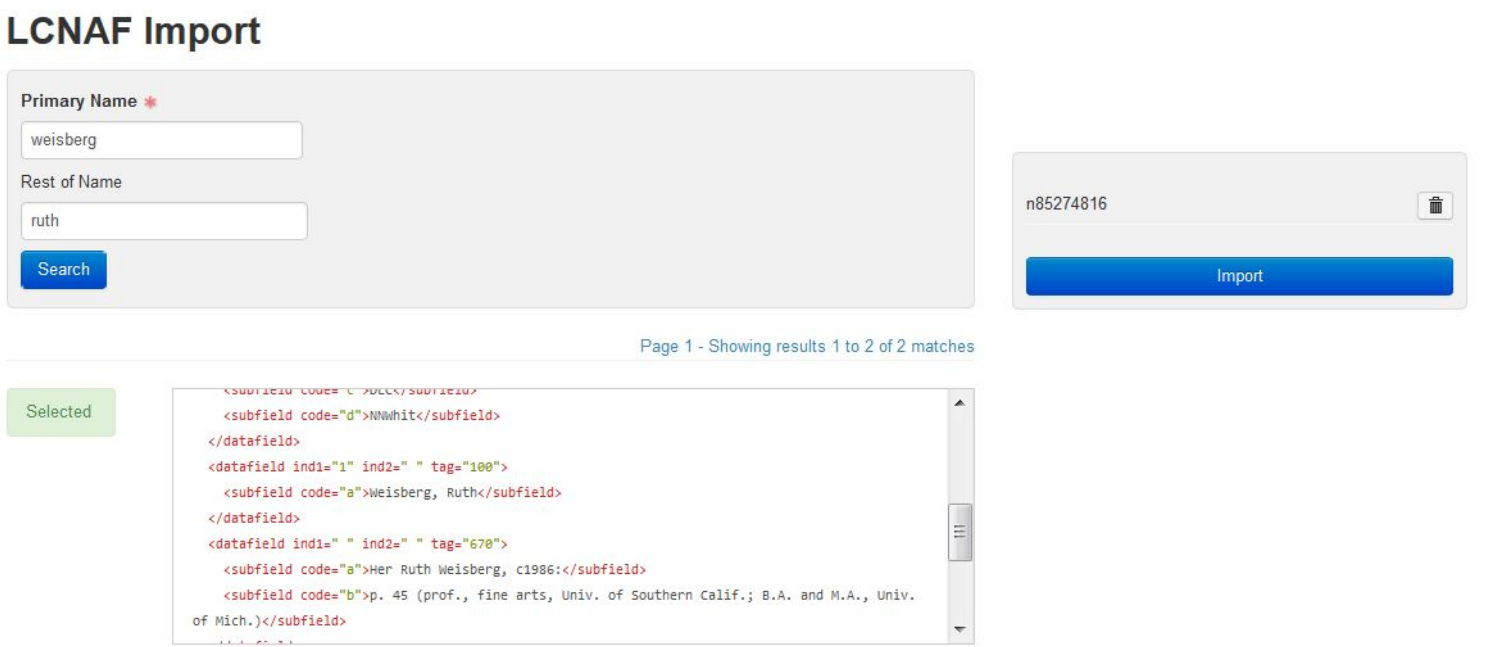
Select


```
<record>
  <leader>00000cz  a2200000n  45 0</leader>
  <controlfield tag="001">oca01756099 </controlfield>
  <controlfield tag="005">20010801033231.0</controlfield>
  <controlfield tag="008">861204n| acannaab          |n aaa      </controlfield>
  <datafield ind1=" " ind2=" " tag="010">
    <subfield code="a">n  85274816</subfield>
  </datafield>
  <datafield ind1=" " ind2=" " tag="040">
```


Select


```
<record xmlns:mx="http://www.loc.gov/MARC21/slim">
  <leader>00000nz  a2200000n  45 0</leader>
  <controlfield tag="001">oca09589017 </controlfield>
  <controlfield tag="005">20131012073558.0</controlfield>
  <controlfield tag="008">131011n| azannaabn          |a aaa     c</controlfield>
  <datafield ind1=" " ind2=" " tag="010">
    <subfield code="a">no2013112351</subfield>
  </datafield>
  <datafield ind1=" " ind2=" " tag="040">
```

Your choice will be “Selected” and the authority record control number will appear on the right hand side of the screen. Click on the “Import” button.



ASpace will run through the import process, and you will be redirected to a screen indicating your import job has been complete.

You may now locate the record you imported, which you can do via the Browse → Agents menu, or by searching the database from the main search box.

To add the newly imported name to your finding aid, refer to the Agent Links and Subjects section above.

ADDING NEW NAMES

If no matching name is found in the LCNAF database, you must create the Agent in our ASpace database.

When the name you need to enter is not found in the Authority File (i.e., it has not yet been established), you must "create" (establish) the name. Choose the most common form of name found in the collection. Do research to confirm the name, and if possible, to find dates (for persons).

Acceptable sources of information:

1) Material in the collection itself—letters, clippings, etc.
2) Use a search engine, like Google, to see what you can find.
3) Check the (Historical) Los Angeles Times for an obituary (if a local person) or other information (for a corporate body or family).
4) Check other newspapers (available through the electronic resources search in Homer).

Document your sources. Record the source in a note (You can add a Biographical/Historical note to the Agent record via the Notes section). Alternatively, you can print out any information you find and/or save it electronically and give/send it to the Archival and Metadata Librarian. Make sure that the "Publish" checkbox for this note is unchecked.

You may find variant forms of the name. This is especially common with government bodies; these entities invariably go through name changes over the course of their administrative history. You need to make sure you use the latest form of the name in use at the time the material in your collection was created, but note earlier and later names, if possible. This information will be used in the authority record(s). Record any variant forms by clicking on the "Add Name Form" button; this will bring up a second (and third, etc) Name Form template. If possible, record sources for variant forms in a note, or print out what you have found.

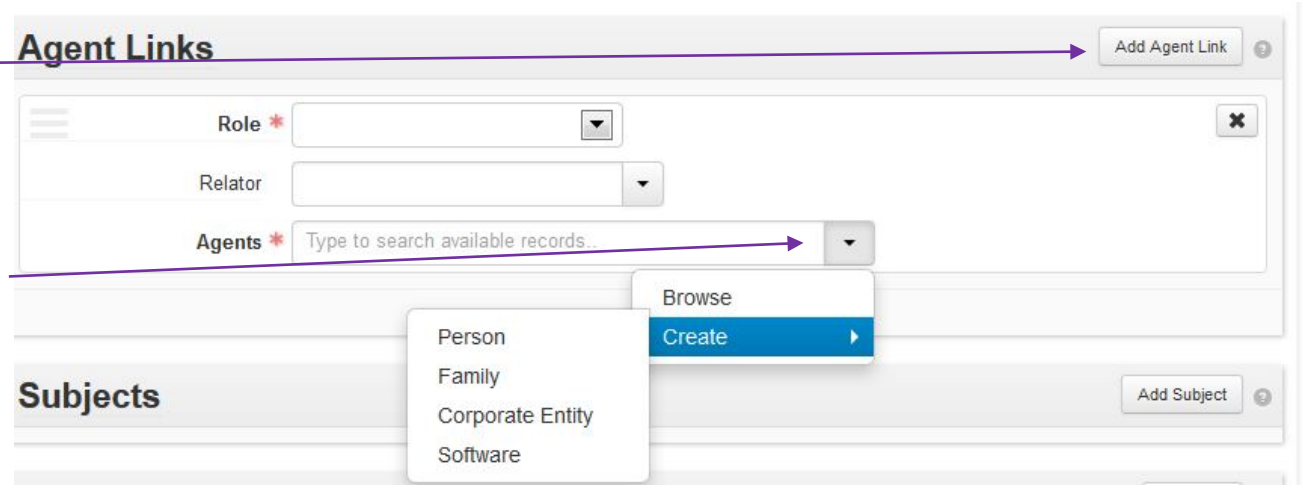
This information is required if we submit the name to NACO.

To create a new Agent:

Click on the Agent Links section from the left hand navigation menu, then click “Add Agent Link”.

This brings up the dropdown menus for Role, Relator and Agents

Click on the arrow next to the Agents dropdown and hover your mouse over “Create”. You will be presented with a list of agent types. Select the appropriate one.



A popup window appears in which you will enter the metadata for the name you wish to create. The first form of the name you enter will be recorded as the authorized form; this will be the most common form of name that you have discovered in your research.

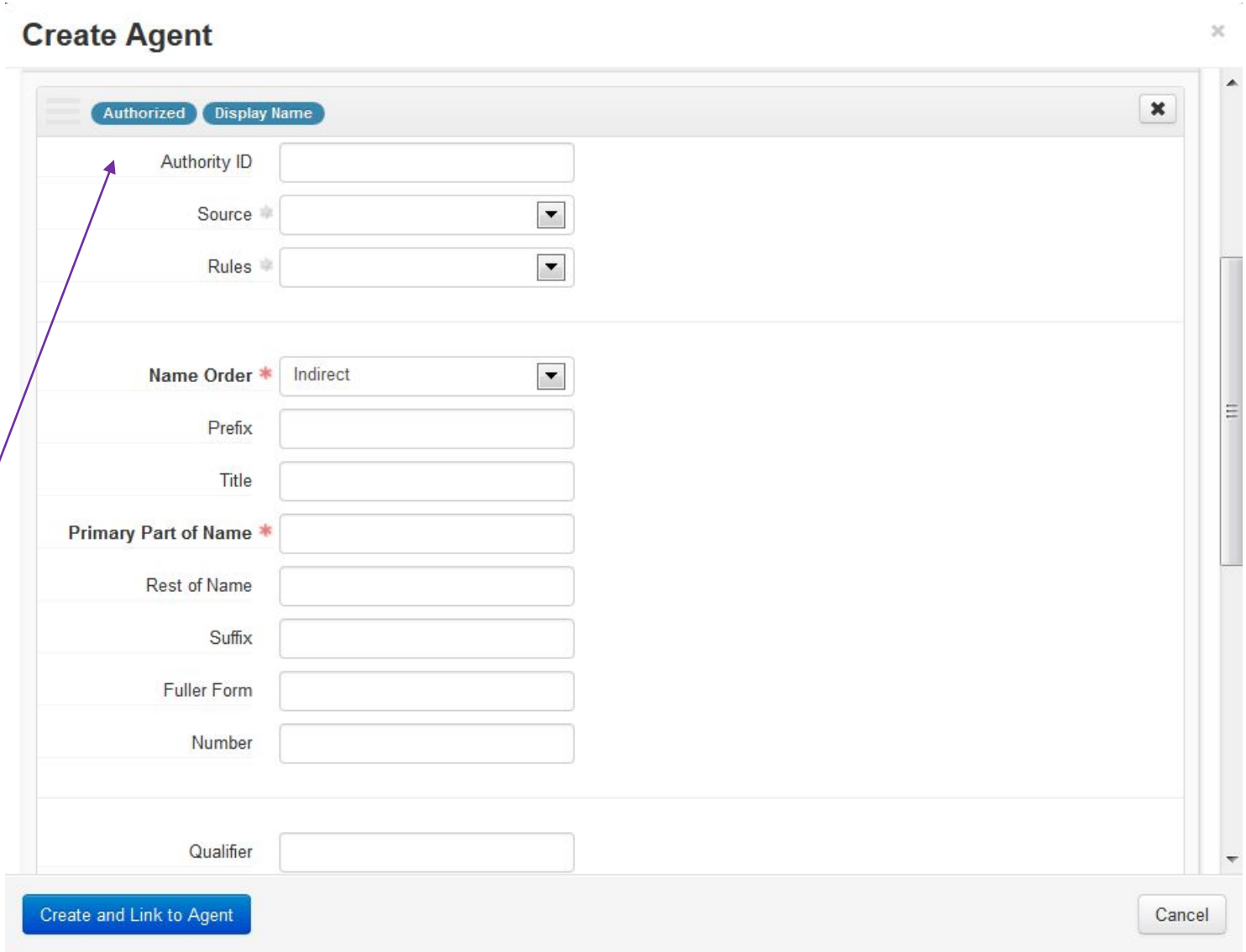
For Source, select “Local sources”

For Rules, select “Resource Description and Access”

Primary Part of Name:

For individuals, this is last name. First name goes into Rest of Name, and if you need to spell out initials, use Fuller Form

You will notice the two highlighted labels at the top of the screen: Authorized and Display Name. The first Agent record you create is automatically identified by ASpace as the “authorized” version and thus will be



the one displayed in your record. Make sure that the first record you create is the one you want identified as the authorized form.

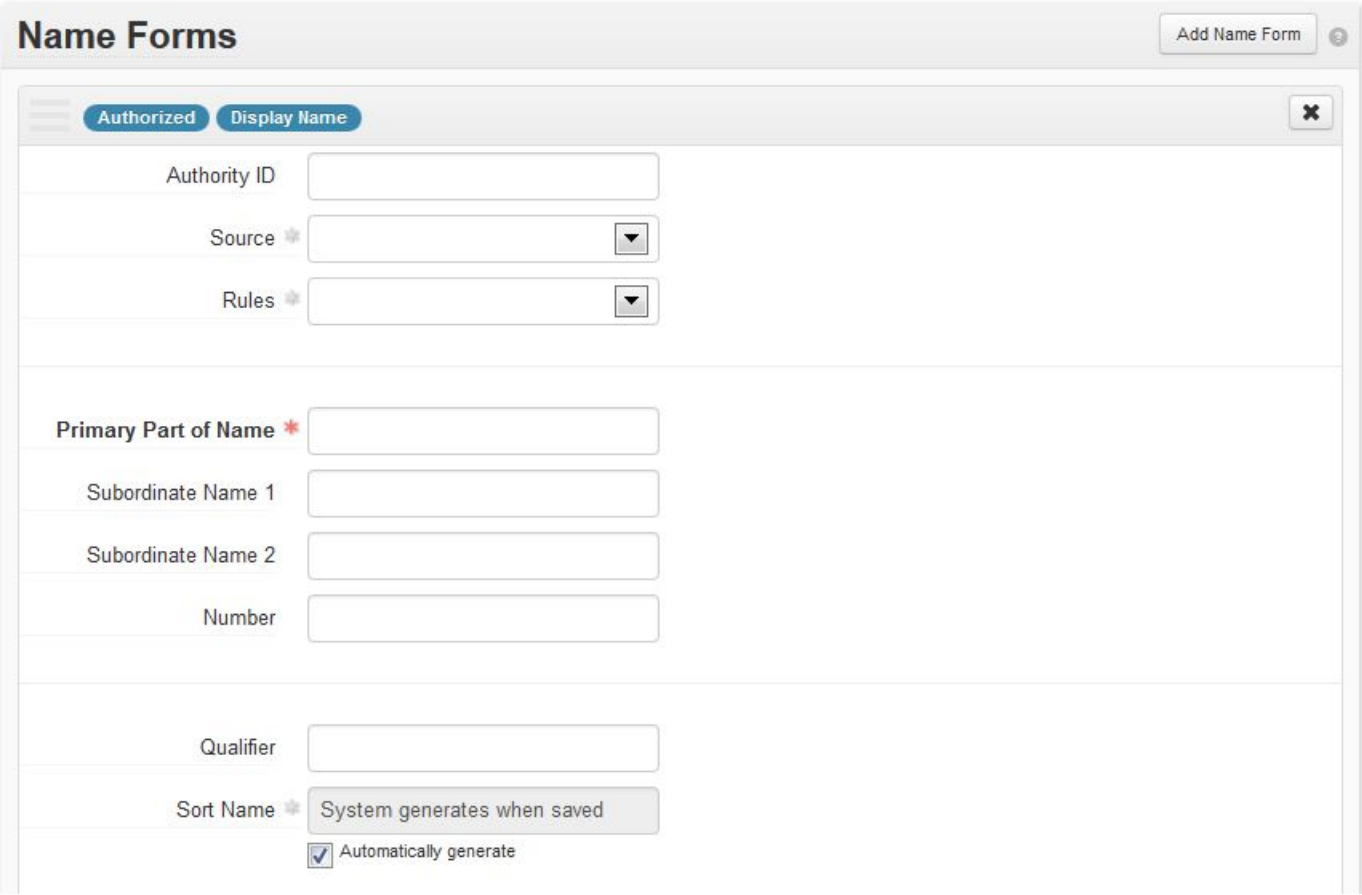
After you have filled out the information, click on the Create and Link to Agent button

For corporate bodies, the Primary Part of Name is the most common form. For governmental agencies, you will need to use the Subordinate Name fields.

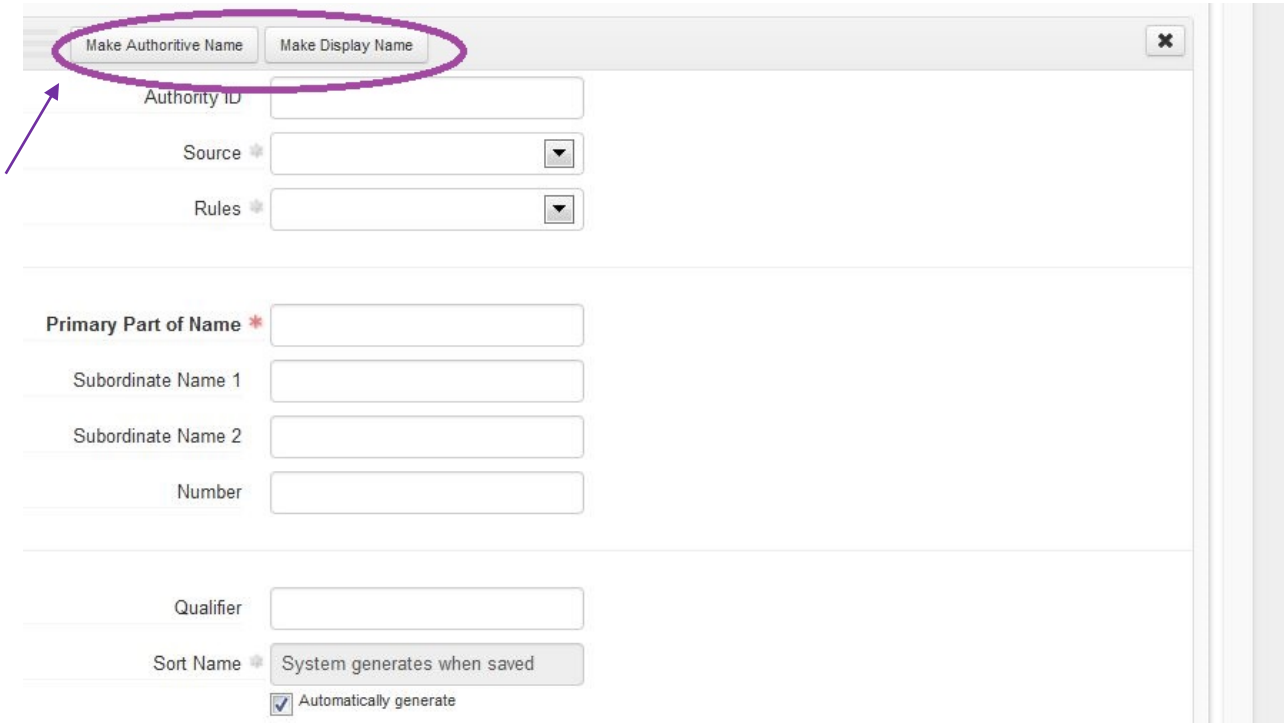
Ex:

American Association of Social Workers. Los Angeles Chapter

American Association of Social Workers is the primary part of name; Los Angeles Chapter is the Subordinate Name 1.



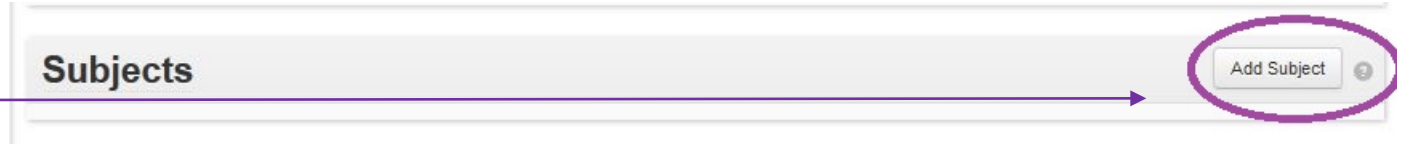
To add additional, alternative/unauthorized names to the same agent record, locate the agent record you just created and click on the Add Name Form button in the Name Forms section. Follow the same procedures as above. You will see that the template has different labels



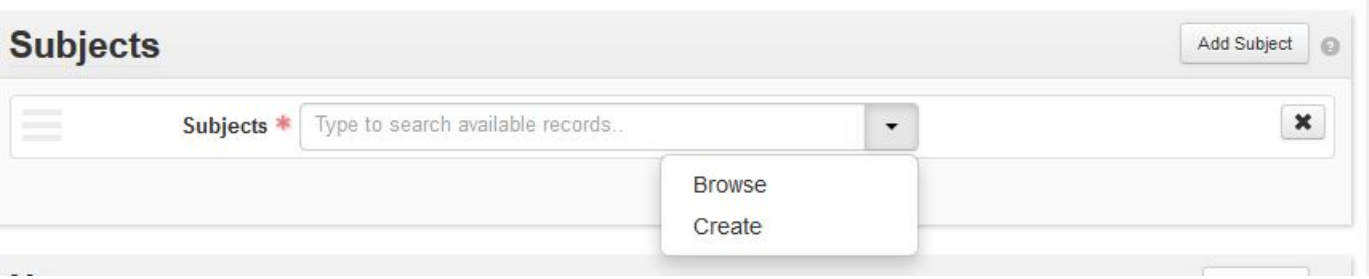
You may need to add new subject access points to your finding aid, if the subject you need does not already exist in the database. As with Agents, Subjects can be created via the Create → menu, or from within the finding aid.

From within the finding aid, click on the Subjects link from the left hand navigation menu. This will bring up the Subjects section of your finding aid:

Click on the Add Subject button.



You will be presented with the Subjects dropdown. Click on the dropdown arrow to bring up the Browse and Create options.

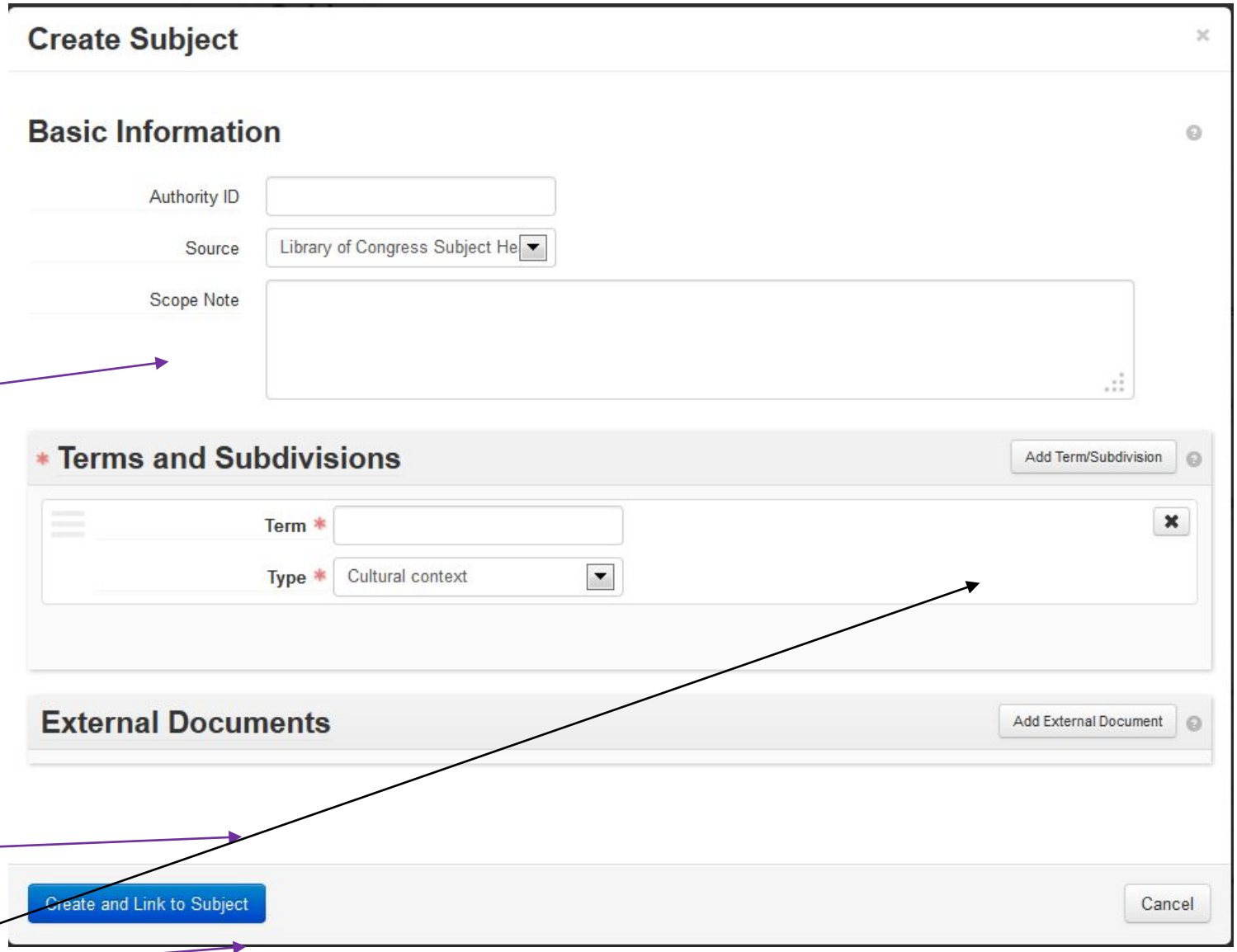


Selecting Create brings up a popup template where you will enter the new subject metadata

The type of term you enter will determine your selection for Source. Library of Congress Subject Headings are only used for Topical Terms and Geographic Names. Genre/Form terms should be taken only from AAT or TGM.

Enter your term in the Term field.

Type will generally be either Genre/Form, Geographic, or Topical Term. In general, we do not use any of the other



types of terms.

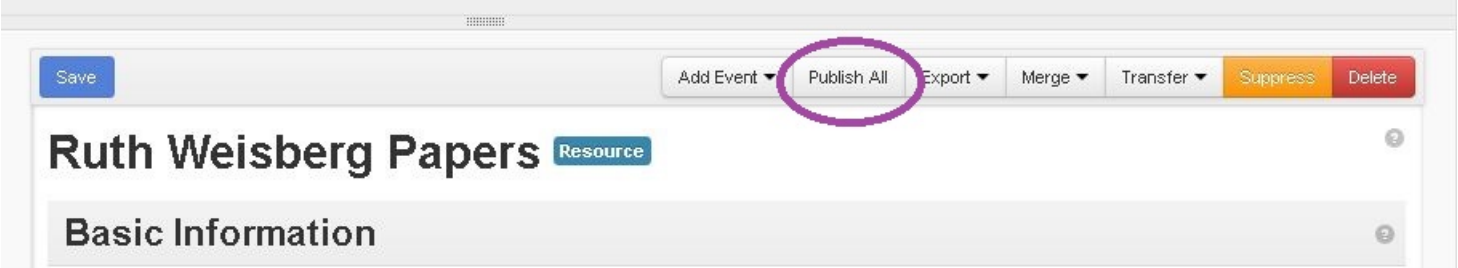
Faceted subject terms must be entered as individual term and subdivision(s). Click on the Add term/Subdivision button to add subdivisions to your term.

When you have entered all your information, click on the Create and Link to Subject button.

Note: If you are not experienced with developing faceted subject headings, please contact the Archival and Metadata Librarian.

Appendix 3: Publishing your finding aid

When you have entered all the information required to complete your finding aid, you can publish it. To do this, simply click on the Publish All option at the top of the Basic Information section:



The default options associated with your login can be set to have the Publish checkbox automatically checked or unchecked. Contact the Archival and Metadata Librarian for help with this. The default should be for the checkbox to be checked. It is recommended that you change the default to unchecked. If the default is set to Publish, then your work will be visible to users while it is in progress.