

USC Libraries

ArchivesSpace resource record creation best practices policies and procedures

- 1) Make sure that every resource record has a finding aid status at the collection level. This will easily signal whether or not the “Publish” checkbox should be checked or unchecked.
- 2) When creating subjects or agents, choose the 4 or 5 digit code as the source, e.g. lcsH instead of Library of Congress Subject Headings. Essentially, use the same metadata that you used in AT--this properly formats the xml for importing and validating with both OCLC and the OAC.
- 3) Locations: input range(s) of box numbers at the collection level in Instances and record locations there. This is a temporary solution until we work with Atlas to update Aeon.
- 4) Dates. Do not use “Range” when selecting Date Type. These export as “bulk” dates in the ead xml. Use “Single” or “Inclusive”. Do not use “Bulk” until ASpace gets the bug fixed. Bulk dates should be entered as “Inclusive” with “bulk” and then the date range in the Date Expression field.
- 5) Make sure to not put a space at the end of the title. ASpace automatically inserts commas, so any space will show up before the comma--looks bad.
- 6) Entering instance and container types. Use Title case for first word. Example: Graphic materials; Moving images, etc.