

Best Practices for Input of Location Records in ArchivesSpace
Recommendation of the UNCL ArchivesSpace Best Practices Task Force
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Location records may be created either singly or in batches. If creating location records following very regular patterns, then batch creation is preferred. If creating a location record for a unique storage area that doesn't fit any pattern, then single creation is preferred.

- **Building -- Required**
 - Even if all of your institution's locations are in the same building, it is important to identify the building in your location records in order to differentiate your location records from those used by other repositories. (For further explanation, see below under Coordinate Labels & Coordinate Indicators.)
 - Because location records are shared across repositories, it is possible for multiple institutions to use the same location records for shared off-site storage, if/when such shared storage exists.
 - Some pre-existing locations include only numbers in this field. It is strongly recommended to clearly identify the building by name for all new location records going forward, to help all users identify with which institution a given building is associated.
- **Floor -- Optional, but recommended for large buildings**
 - Example: 1st Floor
- **Room -- Optional, but recommended for large buildings**
 - Room number within the building
- **Area -- Optional**
 - Recommended only for large rooms with distinctly separate regions within the room.
 - Not recommended when Coordinate Labels & Indicators clearly define the location's position within the room.
- **Barcode -- Optional**
 - Only available in single record creation, not in batch.
- **Classification -- Optional**
 - Only available in single record creation, not in batch.
- **Location Profile -- Optional**
 - No one in our consortium has used this yet.
 - This would link to (or create, if none exist) a separate Location Profile record, which defines the dimensions of the location in depth, height, and width.
 - If creating Location Profiles, please give them a unique and descriptive name that will make sense to people in other repositories.
- **Repository -- Recommended**
 - Recommended for locations used by only one repository.
 - If a location needs to be available for use by other repositories (for example, a physical storage location that is shared among multiple repositories), then leave the repository field blank.
 - Note that reserved locations may still be viewed by other repositories. There is no way to "hide" a location from other repositories.

- Functions -- Optional
 - Designates location as being reserved for specific categories of resources, such as new acquisitions, shared storage, or audiovisual materials.
 - Select desired function from the drop menu. Currently available functions are:
 - Arrivals
 - Audiovisual Materials
 - Shared
 - New Location Functions can only be added by a system administrator.
- Coordinate Labels & Coordinate Indicators -- Required if applicable
 - Coordinate Labels are the descriptors, such as Range, Section, Shelf, Bin, Drawer, etc.
 - Coordinate Indicators are the enumeration, such as 1, 2, 3, etc. or A, B, C, etc.
 - Up to three pairs of Coordinate Labels and Indicators are available. These are hierarchically nested.
 - Each institution may define these locally, based on the physical structure and arrangement of their storage areas.
 - For example, UNO has a Location of "Range: 12, Section: B, Shelf: 1" while UNL has a Location of "Range: 12, Section: 02, Shelf: 01." Although these appear very similar, they are easily differentiated from one another by the Building field, which appears as a prefix in the list of available locations.
 - If creating locations in batch, then you will be presented instead with three Coordinate Range fields.
 - Each Range has a Label which corresponds to the Coordinate Label.
 - Each Range has a pair of Range Start and Range End fields, which correspond respectively to the first and last Coordinate Indicators in the set.
 - For example:
 - Coordinate Range: 1, Label: Range, Range Start: 1, Range End: 20
 - Coordinate Range: 2, Label: Section, Range Start: A, Range End: H
 - Coordinate Range: 3, Label: Shelf, Range Start: 1, Range End: 6
 - The above values would create a total of 960 new location records (twenty ranges, each range having eight sections, and each section having six shelves), starting with Range: 1, Section: A, Shelf: 1 and ending with Range: 20, Section: H, Shelf: 6.
 - A maximum of 1000 locations may be created per batch. If you have more than 1000 locations, you will need to create them in multiple batches.
 - **IMPORTANT:** While locations may be created in a batch, they can NOT be deleted in a batch, so you make an error in batch creation, you will need to manually find and delete each new location record separately.
 - **ALWAYS PREVIEW LOCATIONS BEFORE COMMITTING TO CREATE LOCATIONS!**
 - If your previewed locations do not look exactly as you want them to, cancel and revise until they are correct.