

OAC/Calisphere Contributor User Guide to ArchivesSpace

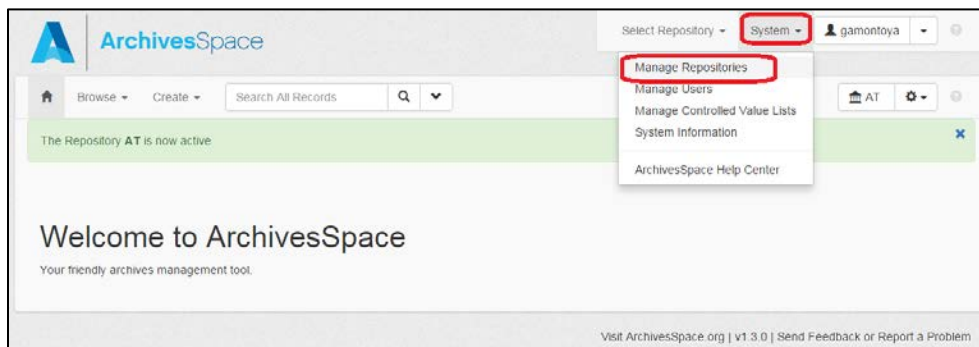
This user guide is intended for institutions that are utilizing ArchivesSpace, to create Resource and/or Digital Object records for contribution to the Online Archive of California (OAC) and Calisphere websites.

For detailed information on utilizing ArchivesSpace, which is beyond the scope of this guide, consult the [ArchivesSpace Help Center](#) documentation.

1. Repository Record Requirements for OAC

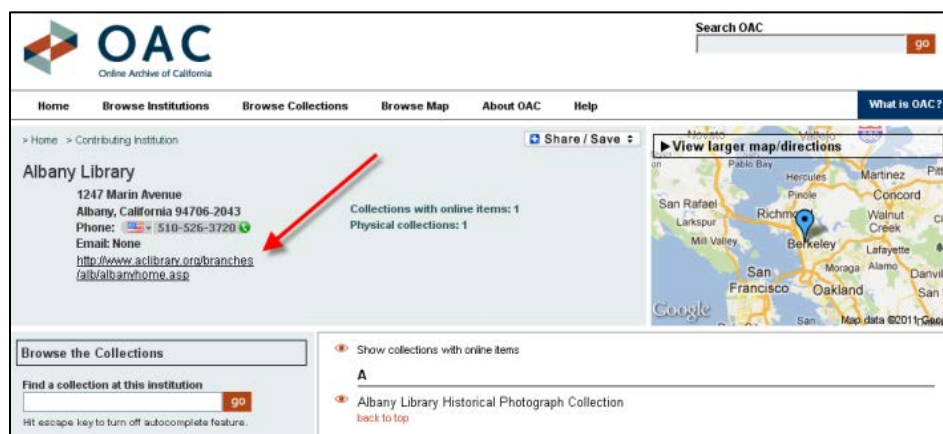
Your Repository record in ArchivesSpace needs to contain some basic information, which will appear in Resource and/or Digital Object record exports.

To edit the current settings, select **System** → **Manage Repositories**, select your repository → **Edit**, make the edits you want, and then click **Save Repository**.



The following data is required in the "Repository Fields" section in order to meet *OAC Best Practice Guidelines for Encoded Archival Description, Version 2.0* ([OAC BPG EAD](#)) specifications:

- **Repository Short Name**
- **Repository Name**
- **Organization / Agency Code**
- **Home Page URL** (Note: Use the form of your institution's URL that appears on your institution's landing page in [OAC](#))



2. Resource Record Requirements for OAC

ArchivesSpace supports the exporting of Resource records into EAD finding aids. These EAD finding aids can then subsequently be uploaded and published in OAC.

The following tables list out ArchivesSpace data entry fields that should have data, in order to meet DACS' single-level minimum requirements, a subset of the *OAC Best Practice Guidelines for Encoded Archival Description, Version 2.0* ([OAC BPG EAD](#)) "OAC Basic" encoding scheme. The OAC Basic encoding scheme reflects single-level descriptive outputs at any level, but typically for large accumulations such as collections, record groups, fonds, or record series. It can, however, only describe materials at one explicitly articulated level and does not support multilevel encoding of subsequent lower levels (the "OAC Full" encoding scheme).

The third column in these tables references the page in which the elements and attributes guidelines tables appear in the OAC BPG EAD. Please refer to these pages for more detailed information.

From the **Main Screen**, select **Browse by Resources** and click on the "Create Resource" button. Then add the following data.

Basic Information, Dates, and Extents

ArchivesSpace Label	EAD Mapping	OAC BPG EAD Summary
Title	<unittitle>	Indicate the title of the collection.
Identifier	<unitid>	Indicate the collection or call number.
Level of Description	<archdesc>	Specify the level of description, e.g., collection-level, item-level.
Language	<langmaterial>	Indicate the predominant language of the materials in the collection.
Dates (Label, Expression, Type)	<unitdate>	Indicate dates for the collection.
Extents (Portion, Number, Type)	<extent>	Provide a numeric value and characterization of the size or extent of the collection.

The screenshot shows the 'Basic Information' form in ArchivesSpace. On the left is a navigation menu with options like Dates, Extents, Finding Aid Data, etc. The main form area contains the following fields:

- Title:** Ben Yelen Papers
- Identifier:** MISS 034
- Level of Description:** Collection
- Resource Type:** (dropdown menu)
- Language:** English
- Publish?:**
- Restrictions?:**
- Repository:** (text input)
- Processing Note:** (text input)
- Dates Section:**
 - Label:** Creation
 - Expression:** 1945
 - Type:** Single

Finding Aid Data

Archivists Toolkit Label	EAD Mapping	OAC BPG EAD Summary
EAD Location	<eadid> URL	<p>Encode the ARK URL for the finding aid, if one has been pre-assigned to the finding aid — or if the finding aid is already published in the OAC. (To request an ARK URL, contact us at oacops@cdlib.org).</p> <p><i>Example of an OAC finding aid's ARK URL:</i> http://www.oac.cdlib.org/findaid/ark:/13030/kt5b69q5bc</p>
Finding Aid Title	<titleproper>	<p>Indicate the <i>formal title</i> of the finding aid itself (e.g., “Guide to the Jane Doe Papers”) and not the title of the collection being described.</p>
Finding Aid Filing Title	<titleproper> TYPE="FILING"	<p>Indicate the <i>filing title</i> of the finding aid. Note that the filing title is a modified form of the formal title. The filing title appears in browsing lists on the OAC.</p> <p>For papers created, collected, or associated with an individual, the filing title should begin with the individual’s last name, followed by the first name and optional middle initial, which should both be in parentheses:</p> <p style="text-align: center;">Abel (Theodore F.) Papers</p> <p>When two individuals are responsible for a collection and they share the same last name, put the last name at the beginning of the filing title. Then list both names and, optionally, a middle initial, which should both be in parentheses:</p> <p style="text-align: center;">French (Helen D. and Paul M.) Collection</p> <p>When the individuals do not share the same last name, list the most appropriate name first, with corresponding first name following in parentheses, and then the second last name with its corresponding first name in another set of parentheses:</p> <p style="text-align: center;">French (Helen D.) and Hightower (Paul) Collection</p> <p>Corporate names and family names should generally be listed as in their established form or as they appear. Use appropriate abbreviations such as Corp., Co., Inc., Misc., Dept., etc. to maintain brevity:</p> <p style="text-align: center;">Bidwell Family Papers</p> <p style="text-align: center;">Crowley Maritime Corp. Record</p>

Basic Information >
 Dates >
 Extents >
Finding Aid Data >
 Related Accessions >
 Agent Links >
 Subjects >
 Notes >
 External Documents >
 Rights Statements >
 Instances >
 Deaccessions >
 Collection Management >
 Classifications >
 User Defined >

Save Resource

Finding Aid Data

EAD ID: mss0186.xml
 EAD Location:
 Finding Aid Title: Robert Adams Papers
 Finding Aid Subtitle:
 Finding Aid Filing Title: Adams (Robert) Papers
 Finding Aid Date:
 Finding Aid Author: Melissa Brewer
 Description Rules: Describing Archives: A Contel
 Language of Description:

Agent Links

On the “Agent Link” of the Resource record, select **Add Agent Link** and indicate the personal, family, or corporate name(s) of the predominant creator(s) of the collection. Add the required **Role** attribute.

ArchivesSpace Label	EAD Mapping	OAC BPG EAD Summary
Agents	<...name>	Indicate personal, family, or corporate name(s) as creators.

Basic Information >
 Dates >
 Extents >
 Finding Aid Data >
 Related Accessions >
Agent Links >
 Subjects >
 Notes >
 External Documents >
 Rights Statements >
 Instances >
 Deaccessions >
 Collection Management >
 Classifications >
 User Defined >

Save Resource

Agent Links

Add Agent Link

Role * Creator
 Title:
 Relator:
 Agents * Rappaport, Roy A.
 Type to search available records..

Subjects

Add Subject

Subjects * Type to search available records..
 Subjects * Type to search available records..

Notes

This section provides 20 notes that can be added at the resource level or at any component level. The following notes are required for OAC:

- Use one **Abstract** for a brief summary of collection contents and context at highest level only.
- Use one **Conditions Governing Access** note to record particular access restrictions, even if the collection has no access.
- Use one **Scope and Contents** note to provide a prose statement summarizing the document types, formats, and topical coverage of the collection.
- Optionally, use one or more **Biographical / Historical** note(s) to encode concise essays or chronologies providing information about the creator(s) or collector(s) — *note that this is preferred and not mandatory/required.*

ArchivesSpace Label	EAD Mapping	OAC BPG EAD Summary
Abstract	<abstract>	Provide a brief summary of the scope/content of the collection.
Conditions Governing Access note	<accessrestrict>	Note particular access restrictions, even if the collection has no access restrictions. In the latter case, use the text "Collection open for research" or a similar statement.
Scope and Contents note	<scopecontent>	Provide a prose statement summarizing the scope/content of the collection, and details about the document types, formats, and topical coverage of the collection.
Biographical/Historical note	<bioghist>	If applicable, provide a concise essay or chronology with information about the creator(s) or collector(s).

The screenshot displays the 'Notes' interface in ArchivesSpace. On the left, a sidebar lists various metadata sections, with 'Notes' selected. The main content area is titled 'Notes' and includes an 'Add Note' button. Below this, there is a 'Note Type' dropdown menu set to 'Abstract'. The 'Single Part Note' section contains input fields for 'Persistent ID' and 'Label', a 'Type' dropdown menu also set to 'Abstract', and a 'Publish?' checkbox. The 'Content' field is a large text area containing the following text: "Papers of Benjamin L. Yellen (1907-1994), physician and political activist in Brawley, California. Most materials date from 1948 to 1994 and pertain to water, farming and medical issues in Southern California. Typewritten correspondence forms the core of the collection, while newspaper clippings, newsletters, and published and government documents compose the supporting materials." Below the content field, there is a 'Mixed Content Enabled' checkbox and an 'Add Content Item' button.

Linking from Resource Records to Digital Object Records in ArchivesSpace

ArchivesSpace supports interlinking between Resource records and Digital Object records that are managed in the system. The links will be expressed in Resource record exports (EAD finding aids) and Digital Object exports (METS objects) that are published in OAC. Here is an example display: <http://www.oac.cdlib.org/findaid/ark:/13030/tf7d5nb8zx/>. Below is a summary of the process.

To link from a Resource record component to an existing Digital Object record:

- From the **Main Screen**, select **Browse Resources** and choose the resource record that you want to add digital objects to.
- Click on **Edit**.
- Identify the suitable location where you want to create the link to the new digital object (e.g., file- or item-level component record). Select the “**Instances**” section.
- Select **Add Digital Object** for the instance type.
- Type to search for available records. Save the record by pressing the “**Save Resource**” button on the left or the bottom of your screen.
- See [Section 3](#) below, for instructions on creating digital objects.

To directly create a digital object and have it link to the resource record:

- From the **Main Screen**, select **Browse Resources** and choose the resource record that you want to add digital objects to.
- Click on **Edit**.
- Identify the suitable location where you want to create the link to the new digital object (e.g., file- or item-level component record). Select the “**Instances**” section.
- Select **Add Digital Object** for the instance type.
- In the Digital Object box, click on the drop down menu and select **Create**.
- Create a Digital Object record; see [Section 3](#) below, for instructions. Click on **Create and Link to Digital Object** when finished.
- Save the record by pressing the “**Save Resource**” button on the left or the bottom of your screen.
- See [Section 3](#) below, for instructions on creating digital objects.

To directly create a digital object, and then subsequently later add a link to it (within the context of a resource record):

- From the **Main Screen**, select **Create → Digital Object**.
- A Digital Object record window will appear. See [Section 3](#) below, for instructions on creating digital objects.
- After the digital object is created: from the **Main Screen**, select **Browse Resources** and choose the resource record (which will be subsequently linked to the digital object).
- Identify the suitable location where you want to create the link to the new digital object (e.g., file- or item-level component record). Select the “**Instances**” section.
- Select **Add Digital Object** for the instance type.
- Type to search for available records. Save the record by pressing the “**Save Resource**” button on the left or the bottom of your screen.
- Create a Digital Object record; see [Section 3](#) below, for instructions.

Linking from Resource Records to Digital Object in an External System: File and Item-Level linking

ArchivesSpace also supports interlinking between Resource records and digital objects, where the latter are managed and published in an external system (e.g., CONTENTdm, Omeka, etc.). The links will be expressed in Resource record exports (EAD finding aids) that are published in OAC. Here is an example display: <http://www.oac.cdlib.org/findaid/ark:/13030/kt6h4nf6qc/>. Below is a summary of the process.

- Browse or search for the Resource record; edit the record.
- Within the Resource record, select the particular component level description (from where you'd like to add a link to a digital object). For example, select an item- or file-level description.
- Within the particular component level description, navigate to the **Instances** section.
- Select the **Add Digital Object** button. Select the option to **Create** a new Digital Object.
- You'll now be presented with a new Digital Object record.
 - Add a **Title**, to briefly characterize the Digital Object.
 - Provide an **Identifier** for the Digital Object, such as a unique local identifier or other standardized identifier. (For example, if an ARK has been assigned to it, enter the ARK as "ark:/13030/#####").
 - Enable the **Publish** checkbox option.
 - In the **File Versions** section and within the **File URI** field, enter the complete URL to the digital object, as displayed and accessible in the external system.
 - Save the record once the URL is added.

The screenshot shows a web form titled "Create Digital Object". The form is organized into several sections:

- Basic Information:** This section contains several input fields and checkboxes:
 - Title:** A text input field with a red asterisk indicating it is required.
 - Identifier:** A text input field with a red asterisk indicating it is required.
 - Publish?:** A checkbox.
 - VRA Core Level:** A dropdown menu.
 - Type:** A dropdown menu.
 - Language:** A dropdown menu with "English" selected.
 - Restrictions?:** A checkbox.
- File Versions:** A section with an "Add File Version" button.
- Dates:** A section with an "Add Date" button.
- Extents:** A section with an "Add Extent" button.

At the bottom of the form, there are two buttons: "Create and Link to Digital Object" (highlighted in blue) and "Cancel".

- Repeat the above steps for any other digital objects that you'd like to link to, from the Resource record.

Once you've completed these steps, export the Resource record with <dao> links (see [Section 4](#)).

Linking from Resource Records to a Group of Digital Objects: Collection-Level Linking

Within the context of the OAC, you can opt to add a single collection-level link from an EAD finding aid to a group of associated objects (e.g., a search or browse result listing the objects, a landing page for the objects, etc.). Here is an example of this: <http://www.oac.cdlib.org/findaid/ark:/13030/tf3m3nb37q/>

However, the OAC stylesheet is dependent on a particular type of <dao> encoding to support this linking - and that encoding is not directly supported in ArchivesSpace.

In order to create this type of link, you'll need to manually edit the EAD file exported from ArchivesSpace. Insert the following encoding within the collection-level description. Note the specific <dao> ROLE attribute required. Within the <dao> HREF attribute, enter the URL to the search or browse results, or to the landing page for the objects.

```
<archdesc level="...">
<did>
...
<dao xlink:role="http://oac.cdlib.org/arcrole/link/search/"
xlink:href="[URL to associated objects here]">
<daodesc>
<p>Selected digitized images from this collection.</p>
</daodesc>
</dao>
</did>
...
</archdesc>
```


3. Digital Object Record Requirements for OAC/Calisphere

ArchivesSpace supports the creation of Digital Object records, which can be exported as METS files. These METS files can then subsequently uploaded and published in OAC/Calisphere.

The *CDL Guidelines for Digital Objects, Version 2.0* ([CDL GDO](#)) must be followed when contributing METS digital objects to OAC and Calisphere. The following tables list out ArchivesSpace data entry fields that should have data, in order to meet the CDL GDO "Enhanced Service Level" requirements.

The third column in these tables references the page in which the elements and attributes guidelines tables appear in the CDL GDO. Please refer to these pages for more detailed information.

Basic Information and Dates

ArchivesSpace Label	METS/MODS and EAD Mappings	CDL GDO Summary
Title	<mods:title>	Title of the object.
Identifier	<mets:mets> OBJID EAD: <dao> HREF	The ARK URL for the object. To request an ARK URL — or a batch of them — contact us at ocops@cdlib.org . <i>Example of a digital object ARK URL:</i> http://content.cdlib.org/ark:/13030/kt4h4nc5h8
Type	<mets:mets> TYPE	A general indicator of the object type, e.g., "Still Image" or "Text".
Dates	<mods:dateCreated>	Date(s) for the object.

The screenshot displays the ArchivesSpace interface for creating a digital object. On the left is a navigation menu with options like 'Basic Information', 'File Versions', 'Dates', 'Extents', 'Agent Links', 'Subjects', 'Notes', 'External Documents', 'Rights Statements', 'Collection Management', and 'User Defined'. A 'Save Digital Object' button is at the bottom of the menu.

The main content area is divided into two sections:

- Basic Information:**
 - Title: Day the Police Rioted! Remembering 32 Years Agol
 - Identifier: ark:/20775/bb0308456g
 - Publish?:
 - VRA Core Level: [dropdown menu]
 - Type: Still Image
 - Language: [dropdown menu]
 - Restrictions?:
- File Versions:**
 - File URI: http://library.ucsd.edu/dc/object/bb0308456g
 - Publish?:
 - Use Statement: Image-Service
 - XLink Actuate Attribute: [dropdown menu]
 - XLink Show Attribute: [dropdown menu]
 - File Format: [dropdown menu]

File Versions

Use the **File Versions** section to create links to content files associated with the object. At minimum, supply the following:

- **File URI:** indicate a URI for the location of the content file on a web-accessible location — e.g., a URL for an image file, on your webserver.
- **Use Statement:** indicate the content file function.
 - For image objects, at least one **Image-Service** (for an associated JPEG access image) and one **Image-Thumbnail** (for an associated GIF thumbnail image) must be specified. If supplying a TIFF production master image, specify an additional **Image-Master**.
 - For text objects comprising scanned images: see specifications above for image objects.
 - For text objects comprising PDFs use **Document-service**.

Below is a summary of Use Statements required for different object types:

Images:

- Image-Master (*optional*)
- Image-Service
- Image-Thumbnail

Texts (scanned images):

- Image-Master (*optional*)
- Image-Service
- Image-Thumbnail

Texts (PDF)

- Document-service

Consult the [CDL GDO](#), Section 3.3, for information on preparing content files.

Notes

Use the **Notes** section to optionally add **Conditions Governing Use** to indicate rights information for the digital object.

The screenshot displays the 'Notes' section of a digital object management system. On the left is a sidebar with navigation links: Agent Links, Subjects, Notes, External Documents, Rights Statements, Collection Management, and User Defined. A 'Save Digital Object' button is located below these links. The main content area is titled 'Notes' and features an 'Add Note' button in the top right corner. The form includes a 'Note Type' dropdown menu set to 'Conditions Governing Use'. Below this is a 'Digital Object Note' section with fields for 'Persistent ID', 'Label' (set to 'Rights'), 'Type' (set to 'Conditions Governing Use'), and a 'Publish?' checkbox. The 'Content' field contains the text: 'Copyrighted 1945 by Jane Doe. Transmission or reproduction of the materials protected by copyright beyond that allowed by fair use...'. At the bottom of the form, a note states 'Mixed Content Enabled -- Type '<' for elements or highlight text to wrap'.

ArchivesSpaceLabel	METS/MODS and EAD	CDL GDO Summary
Conditions Governing	<mods:accessCondition type="useAndReproduction">	<ul style="list-style-type: none"> • Copyright Status: indicate if the material is in public domain, copyrighted, or if copyright status is unknown. • Copyright Statement: a note indicating copyright restrictions, if any, applying to the resource. See the CDL GDO, Appendix B, for suggested boilerplate. • Copyright Date: The year the resource was copyrighted, if applicable. • Copyright Holder: The name(s) of the rights holder of the resource. • Copyright Holder Contact Information: Indication of who users should contact, for permissions to a copyrighted resource.

Linking from Digital Object Records to Resource Records

If you plan to generate METS digital objects and would like them to link to an associated EAD finding aid (that you are also exporting from ArchivesSpace):

- View and edit the Resource record that is associated with the METS digital objects
- In the Finding Aid Data section of the Resource record, add the ARK URL for the finding aid in the **EAD Location** field. To determine the ARK URL for the finding aid, view the published version in the OAC -- and copy-and-paste the ARK URL that appears in your browser:

Example of an OAC finding aid's ARK URL:
<http://www.oac.cdlib.org/findaid/ark:/13030/kt5b69q5bc/>

Digital Object Workflow Considerations

- We generally recommend that you initially create a Resource record in ArchivesSpace, and export the Resource record as an EAD file for publication in OAC. See [Section 2](#) above for information on creating Resource records, and [Section 4](#) above for details on exporting. When creating the EAD export, it should **not** contain any links to associated digital objects (at the time of export, do not select "Include <dao> tags"). Publish the EAD file in OAC (see <http://www.cdlib.org/services/dsc/contribute/submitead.html>).
- Once you publish the EAD file in OAC, it'll result in a URL for the finding aid that looks like this: <http://www.oac.cdlib.org/findaid/ark:/13030/xxxxxxxxxx>. Copy that URL, and paste it into the "EAD Location" field, on the "Finding Aid Data" section in the Resource record.
- Next, create Digital Object records in ArchivesSpace and generate METS exports for those records for publication in OAC/Calisphere. See [Section 3](#) above for information on creating Digital Object records, and [Section 4](#) above for details on exporting. Publish the METS files in OAC/Calisphere (see <http://www.cdlib.org/services/dsc/contribute/submitmets.html>).
- During this time, you can also begin the process of linking your Digital Object records in ArchivesSpace to their associated Resource record, at the appropriate levels of description in the Resource record. See [Sections 2-3](#) above for details on linking between finding aids and digital objects.

- Once the METS files are published in OAC/Calisphere, re-generate the EAD file for the collection. When creating the EAD export this time, it should contain the links to the associated digital objects (at the time of export, select “Include <dao> tags”). Re-publish the EAD file in OAC (see <http://www.cdlib.org/services/dsc/contribute/submitead.html>).

4. Exporting Resource and/or Digital Object Records

Exporting EAD Files

- If you described subordinate components (<dsc>), the OAC EAD BPG requires numbered component tags in the output. Check “Use numbered <c> tags”.
- If the finding aid has associated digital objects, check “Include <dao> tags”.

The screenshot shows the OAC interface for a finding aid record titled "James Marion Snodgrass Papers". The "Export" dropdown menu is open, showing several options. The "Download EAD" option is highlighted with a red box. To the right of the menu, there are two checkboxes: "Include unpublished" (unchecked) and "Include <dao> tags" (checked). Below these, there are two more checkboxes: "Use numbered <c> tags" (checked) and "Use numbered <dao> tags" (unchecked). The main form shows the "Basic Information" section with fields for Title, Identifier (SMC 0104), Level of Description (Collection), Resource Type, Language (English), Publish? (checked), and Restrictions? (unchecked).

Exporting METS Files

In the Digital Object view, select **Export**, then “Download METS”.

The screenshot shows the OAC interface for a digital object record titled "Initiation into Bottom Scratchers Diving Club". The "Export" dropdown menu is open, showing several options. The "Download METS" option is highlighted with a red box. The main form shows the "Basic Information" section with fields for Title, Identifier (http://library.ucsd.edu/dc/object/bb5427715k), Publish? (checked), VRA Core Level, Type (Still Image), Language (English), and Restrictions? (unchecked).

5. Publishing EAD Files in the OAC: Note on voroEAD Production Validation

Our voroEAD Production ingest process supports the publication of EAD files generated from ArchivesSpace. Note that the system will first attempt to validate files against the EAD DTD, before validating them against the EAD schema. The EAD DTD-specific processing errors can hence be ignored:

```
/voro/data/oac-ead/submission/[directory]/[filename].xml:2: element ead: validity
error : standalone: ead declared in the external subset contains white spaces nodes
/voro/data/oac-ead/submission/[directory]/[filename].xml:2: element ead: validity
error : No declaration for attribute schemaLocation of element ead
/voro/data/oac-ead/submission/[directory]/[filename].xml:2: element ead: validity
error : No declaration for attribute xmlns:ns2 of element ead
[etc.]
```

If the file successfully passes the EAD schema validation, you will receive a “File Queued for Publication” confirmation at the end of the processing results log.

6. Questions? Problems? Who to Contact for Assistance

Report problems or send requests for support to our helpdesk system via email at oacops@cdlib.org and indicate “ArchivesSpace” in your subject line. When reporting technical issues with the applications, please note specific steps that you took before encountered the error — and please also note any specific error messages. This will help us track and troubleshoot the problem.