

The Basics

ArchivesSpace Resource Record

Create resource record in ArchivesSpace: <https://archivesspace.usc.edu/>
Public ArchivesSpace: <https://archives.usc.edu/repositories/resources>)

OAC Finding Aid

Download EAD from ArchivesSpace to create an XML finding aid to upload to the Online Archive of California using Bitkinex.

OAC Testing: <https://voro.cdlib.org/cgi/blackhole.cgi?subdir=/usc/>

OAC Production: <https://voro.cdlib.org/cgi/process.cgi>

MARC Record

Download MARCXML from ArchivesSpace and use MarcEdit to transform record.

Use OCLC Connexion to create MARC Record.

Export MARC Record from OCLC into the ILS (ALMA): <https://uosc.alma.exlibrisgroup.com/SAML>

Examples of minimally processed or unprocessed collection records

Patt Morrison collection of Los Angeles memorabilia (2 linear feet, 1 box)

<https://archives.usc.edu/repositories/3/resources/3071>

Raymond Valencia Lopez papers (83 boxes and 1 marimba)

<https://archives.usc.edu/repositories/3/resources/3049>

Gladys Waddingham collection (33 boxes)

<https://archives.usc.edu/repositories/3/resources/3048>

Jim Brown film and television press kit collection (36 linear feet, 32 boxes)

<https://archives.usc.edu/repositories/5/resources/1264>

Cliff Hall negatives and photographs (13.8 linear feet, 13 boxes)

<https://archives.usc.edu/repositories/3/resources/970>

ArchivesSpace

ArchivesSpace is the collection management and archival description tool used by the USC Libraries. To create basic or collection level records, as well as full and complete finding aids, 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 (OAC) (<https://help.oac.cdlib.org/support/solutions/articles/9000103649-oac-best-practice-guidelines-for-ead>), DACS content standards (<https://saa-ts-dacs.github.io/>), EAD structure standards (<http://www.loc.gov/ead/>), and USC local best practices.

In ArchivesSpace, each collection should have the following fields:

<p>Basic Information</p> <ul style="list-style-type: none"> Title Identifier Level of Description Resource Type Publish [when ready] <p>Languages</p> <ul style="list-style-type: none"> Language Script <p>Dates</p> <ul style="list-style-type: none"> Label Type Begin End Certainty [if applicable] <p>Extents (added at end)</p> <ul style="list-style-type: none"> Portion Number Type Container Summary <p>Finding Aid Data</p> <ul style="list-style-type: none"> Finding Aid Title Finding Aid Filing Title Finding Aid Date Finding Aid Author Description Rules Language of Description Script of Description Finding Aid Status 	<p>Related Accessions</p> <ul style="list-style-type: none"> Accession [if applicable] <p>Agent Links</p> <ul style="list-style-type: none"> Role Agent <p>Subjects</p> <ul style="list-style-type: none"> Subject <p>Notes</p> <ul style="list-style-type: none"> Scope and Contents Abstract Conditions Governing Access Conditions Governing Use Conditions Governing Use – Rights Statement for Archival Description Preferred Citation Immediate Source of Acquisition
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ArchivesSpace Resource Record

There should already be a resource record for the collection in ArchivesSpace

Basic Information

1. **Title.** Create a DACS-compliant title for the collection ([DACS 2.3](#)).

Example: Jane Smith papers

Note: In the title, only capitalize the creator names, not the resource type.

For collections comprised of one or two specific form, you may specify those in the title instead.

Examples:

Michael Gleason Remington Steele scripts

Billy May musical scores

2. **Identifier.** ([DACS 2.1](#)) This should already be provided, typically in the following pattern:

7xxx for Regional History

6xxx for Special Collections

5xxx for University Archives

4xxx for Architecture and Fine Arts

3xxx for East Asian Library

2xxx for the Cinema Arts Library

1xxx for the Music Library

06xx for the California Social Welfare Archives

05xx for the Boeckmann Center for Iberian and Latin American Studies

ONE: based on accession number. Contact Loni Shibuyama for more information

(shibuyam@usc.edu)

3. **Level of description.** This should be "Collection."

4. **Resource type.** Select from the following:

Collection *for topical aggregations*

Papers *for personal materials*

Publications *for published materials*

Records *for organizational materials*

5. **Publish?** Leave unchecked until you are ready to publish the resource record.

6. **Repository Processing Note.** If there are any specific issues or internal notes about the collection, add them here.

7. **Languages.** Select the appropriate language(s) ([DACS 4.5](#)). If it is English, Spanish, French etc., add the Script "Latin."

8. **Dates.** Enter the date expression and/or Begin Date and End Date ([DACS 2.4](#)).

Since most collections will only be broadly reviewed, the dates may be approximations. In that case use the Certainty field to select the appropriate level of certainty:

Certainty	
Era	
Calendar	

Approximate

Inferred

Questionable

Extent ([DACS 2.5](#))

9. **Portion.** Select "Whole."
10. **Number.** Enter size in linear feet. (After adding all of the box instances, you will use the "Calculate Extent" function to find the total extent in inches and then divide by 12 to determine the linear feet for this field.)
11. **Type.** Select "Linear Feet."
12. **Container summary.** Enter the number of boxes.
Example: 12 boxes

Finding Aid Data

13. **Finding Aid Title.** Copy the resource record title here with the preface: " Finding aid for the"
Example: Finding aid for the Jane Smith papers
14. **Finding Aid Filing Title.** Copy the resource record title, but for titles that begin with personal names, modify the beginning title as Last name (First name).
Example: Smith (Jane) papers
15. **Finding Aid Date.** Add the date the resource record will be published in the following format:
YYYY Month
16. **Finding Aid Author.** Enter your name and History Associates affiliation:
Example: John Smith for History Associates Incorporated.
17. **Description Rules.** Select "Describing Archives: A Content Standard"
18. **Language of Description.** Select "English."
19. **Script of Description.** Select "Latin."

20. **Finding Aid Status.** Select "Unprocessed" (unless the entire collection has box-level description, then select "Minimally_Processed," to indicate that some processing was performed but further processing is recommended).
21. **Related Accessions.** If there is a related ASpace accession record, it should probably already be linked.
22. **Agent Links.** Include any creator names with the Role of "Creator" and "Subject." For the "Subject" entry add "Archives" as a genre/form subdivision.
Example:

The screenshot displays a metadata form with three main sections. The first section is for an agent with the role 'Creator'. The second section is for an agent with the role 'Subject'. The third section is titled 'Terms and Subdivisions' and contains a term 'Archives' with the type 'Genre / Form'. Each entry has a dropdown menu for the role, a text field for the title, a dropdown for the relator, and a dropdown for the agent name. The 'Agent' dropdowns are currently set to 'Dunne, Irene, 1898-1990'. The 'Terms and Subdivisions' section has a button labeled 'Add Term/Subdivision'.

23. **Subjects.**
 - At least one subject or geographic term should be drawn from LCSH, with "Archival resources" appended as a topical subdivision.
 - Include as many form/genre headings as necessary to accurately capture the variety of material formats within a collection. If they do not already exist in ArchivesSpace, they should be drawn from the Getty's Art and Architecture Thesaurus (AAT).

Preferred Form/Genre headings for specific formats:

- Sound recordings
- Acetate film
 - Note: If you find film and smell vinegar, please alert the Lead Archivist to assess if it should be separated/reformatted.
- DVDs

- Video recordings
- Video tapes

Notes

Each repository has slightly different language for some of the notes; variants are indicated below.

24. Conditions Governing Access.

Text: Advance notice required for access.

25. Conditions Governing Use.

Label: Rights Statement for Archival Description

Text: Finding aid description and metadata are licensed under an Attribution 4.0 International (CC BY 4.0) license.

26. Conditions Governing Use.

Special Collections

Text: All requests for permission to publish or quote from manuscripts must be submitted in writing to the Department of Special Collections at specol@usc.edu. Permission for publication is given on behalf of Special Collections as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained.

Cinematic Arts Library

Text: All requests for permission to publish or quote from manuscripts must be submitted in writing to the Cinematic Arts Library at ctlibarc@usc.edu. Permission for publication is given on behalf of the Cinematic Arts Library as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained.

East Asian Library

Text: All requests for permission to publish or quote from manuscripts must be submitted in writing to the East Asian Library at eal@usc.edu. Permission for publication is given on behalf of the East Asian Library as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained.

Korean Heritage Library

Text: All requests for permission to publish or quote from manuscripts must be submitted in writing to the Korean Heritage Library at eal@usc.edu. Permission for publication is given on behalf of the Korean Heritage Library as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained.

AFA

Text: All requests for permission to publish or quote from manuscripts must be submitted in writing to the Architecture & Fine Arts Library at afa@usc.edu. Permission for publication is given on behalf of the Architecture & Fine Arts Library as the owner of the physical items

and is not intended to include or imply permission of the copyright holder, which must also be obtained.

Music Library

Text: All requests for permission to publish or quote from manuscripts must be submitted in writing to the Music Library at music@usc.edu. Permission for publication is given on behalf of the Music Library as the owner of the physical items and is not intended to include or imply permission of the copyright holder, which must also be obtained.

27. **Preferred Citation.** Input the appropriate collection title and collection number into the standard citation text.

AFA

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], Helen Topping Architecture and Fine Arts Library, USC Libraries, University of Southern California.

Special Collections

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], Special Collections, USC Libraries, University of Southern California.

University Archives

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], University Archives, Special Collections, USC Libraries, University of Southern California.

Regional History Collection

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], Regional History Collection, Special Collections, USC Libraries, University of Southern California.

Boeckmann Center

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], Boeckmann Center for Iberian and Latin American Studies, Special Collections, USC Libraries, University of Southern California.

Cinematic Arts Library

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], Cinematic Arts Library, USC Libraries, University of Southern California.

East Asian Library

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], East Asian Library, USC Libraries, University of Southern California.

Korean Heritage Library

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [#####], Korean Heritage Library, USC Libraries, University of Southern California.

Music Library

Text: [Box/folder no. or item name], [Coll. Title], Collection no. [####], Music Library, USC Libraries, University of Southern California.

28. **Immediate Source of Acquisition.** Enter if known in the following format:

Gift of [Name], Date.

Purchased from [Name], Date.

29. **Processing Information.**

Text: This collection is unprocessed.

Text: This collection is not fully processed.

Note: If necessary, provide additional details re: if certain processing actions were taken and/or what processing actions still need to be performed in the future.

30. **Scope and Contents**

31. **Abstract**

32. **Biographical / Historical (if applicable)**

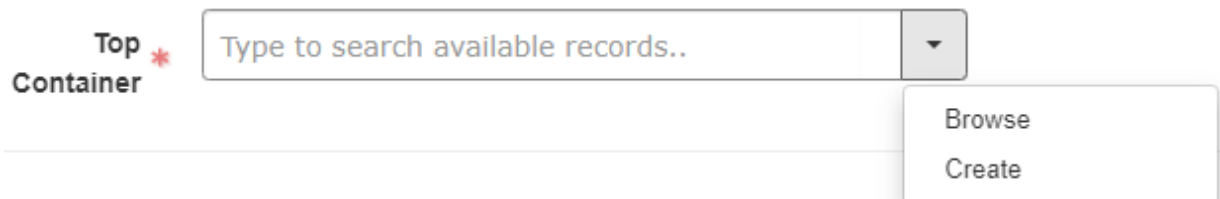
Instances

For the most part, instances will be added at the collection level, though it may be more manageable, especially for many-box collections to create a series "Unprocessed materials" and add the container instances there.

To create a container, click "Add Container Instance."

33. **Type.** Select the appropriate term (such as Textual materials, Mixed materials, Photograph albums, etc.)

34. **Top Container.** You will often need to create the top container. Do this by clicking on the down arrow and selecting "Create"



The image shows a user interface element for creating a top container. It consists of a label "Top Container" with a red asterisk to its right. Below the label is a search input field with the placeholder text "Type to search available records.." and a downward-pointing arrow on its right side. A dropdown menu is open below the search field, containing two options: "Browse" and "Create".

In the "Create Top Container" pop-up window, you will add the following fields:

- a. **Container Profile.** Select the type of container. Common types include: Bankers box, 5" letter size doc box, etc.
You may need to use the "[Container Profiles spreadsheet](#)" to find your specific container based on its dimensions.
- b. **Container Type.** Select "Box"

- c. **Indicator.** Enter the box number.
- d. **Barcode.** Use the barcode scanner to scan the barcode.

Example

Create Top Container

Container Profile: Deep Lid Archival Newspaper Box with Metal Edges [19.25d, 2.5h, 25.25w inches] extent measured by width

Container Type: Box

Indicator: 2

Note: Once the basic Instance record has been created, some of these tasks may be more efficiently completed from the "Manage Top Containers" https://archivesspace.usc.edu/top_containers section, where multiple instances can be selected and then "Bulk Operations" can be applied including rapid location and barcode entry.

e. Add Location.

In Location, enter the location coordinates, put the row/range/shelf coordinates with a space between the three numbers to search (example: 238 9 4) to find the correct location:

Status: Current

Start Date: 2021-10-20

End Date:

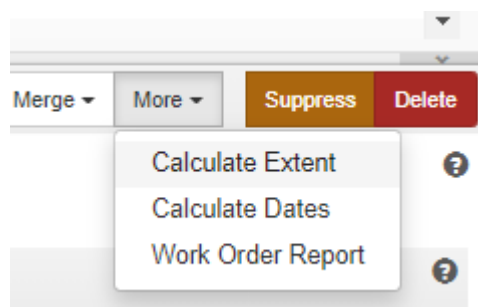
Note:

Location: Grand, 2, Bookstacks [Row: 238, Section: 9, Shelf: 4]

Calculate Extent

After all the instances have been added to the collection, you will use the "Calculate Extent" function to find the total extent.

- 1. In the Resource Record go to "More" > "Calculate Extent"



2. Take total extent provided for all containers (provided in linear inches) and divide by 12 to determine the linear feet for the whole collection.

Publish All

Once the resource record is finished in ArchivesSpace, select "Publish All" to push the record to the public ArchivesSpace instance.

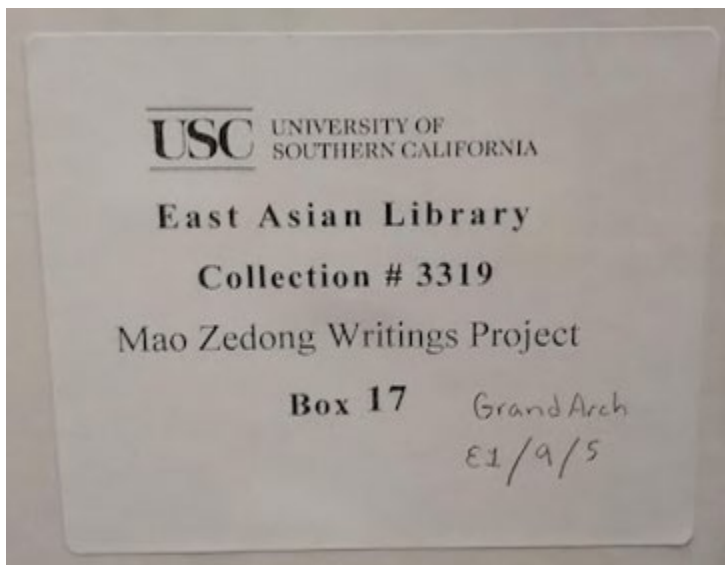
Click "View Published" to see the public version and view the persistent URL for the collection.

Rehousing

If any rehousing needs to occur, please note the following:

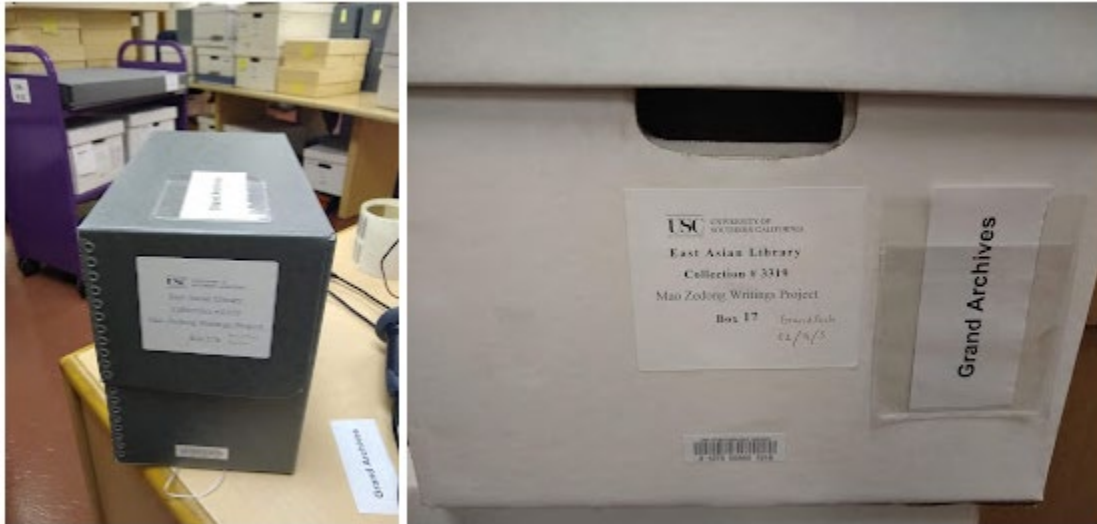
Box Labeling

Printed labels should follow this format:



Contact Bo Doub for label template information.

Barcodes



Folding

If there is an instance where you need to place materials in an archival quality folder, follow these instructions:

1. Do not over-fill folders. Folders should be a maximum ½ -inch in depth.
2. Using a #2 pencil, record collection name, title, and dates as instructed.
3. Maintain the order of the folders in which you find them.

Label the folders **on their tabs** like this (anyone going through the box should be able to see all this information without having to lift the folder out of the box):

Collection # ¹ . Collection Name ² Box #.Folder #	Title ³	Dates ⁴
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Examples:

0167. Krueger Collection 1.12	[Letters]	1863
0353. Edmondson papers 4.8	Cancer Commission	1948

If you are not replacing folders (as per the curator's instructions), please find a clear/clean place on the original folder to add all of this information.

¹ Always use the 4 digit collection number. Many begin with 0; do not omit.

² It's okay to shorten the name of the collection in order to fit on the folder

³ Copy titles exactly as indicated on the original folder. If no title exists, supply one. A supplied title always goes in [brackets]

⁴ Dates are always recorded as Year Month Day, e.g. 1863 November 12. If day is unknown supply Year Month. Date spans are recorded in the same way, ie 1863 May-November, or 1863 May 5-November 12, or 1863 November-1865 May.