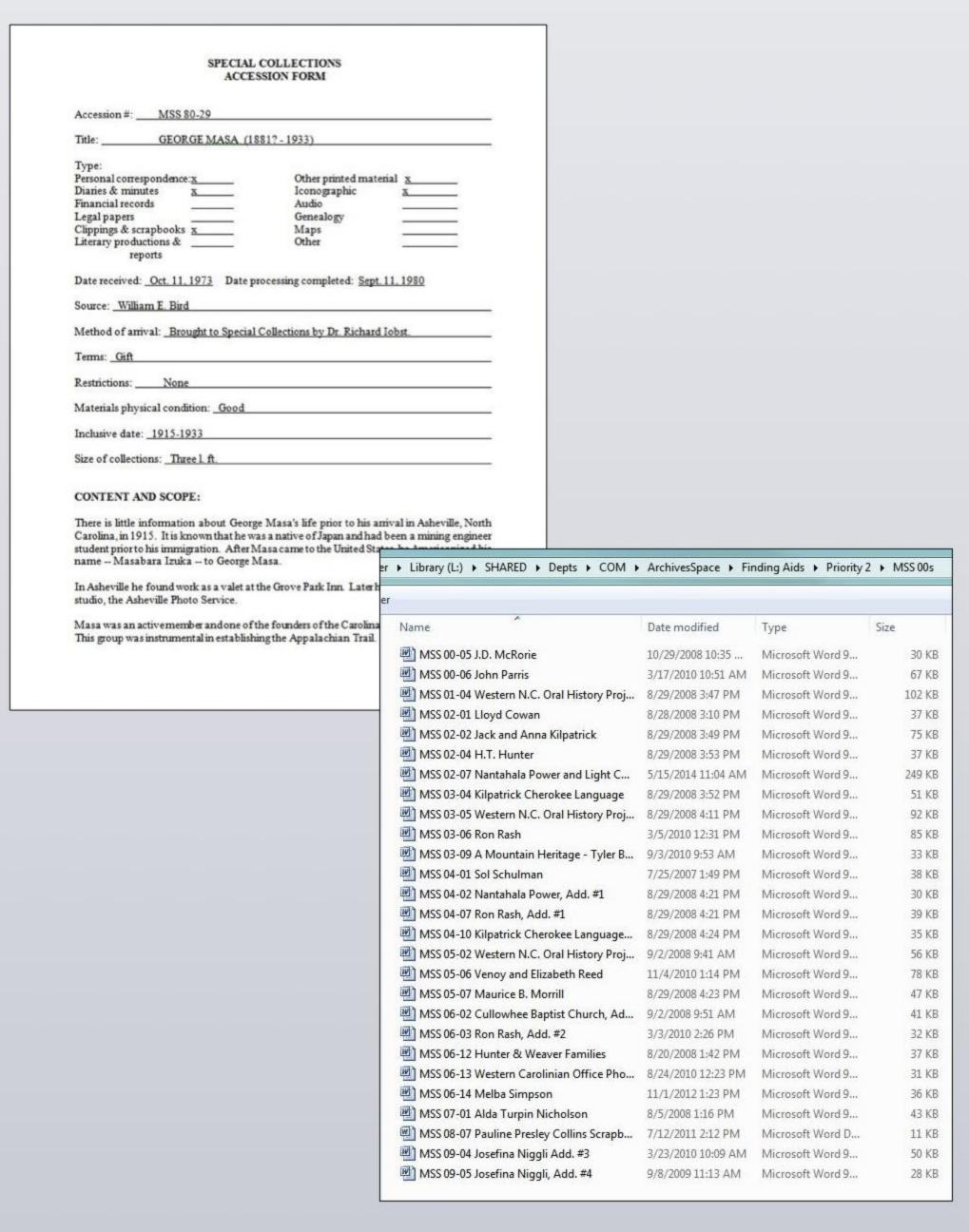# ARCHIVAL ALLIANCE: MOVING LEGACY FINDING AIDS TO ARCHIVESSPACE AS A MULTIDEPARTMENT LIBRARY COLLABORATION

Paromita Biswas, Metadata Librarian, Western Carolina University, pbiswas@wcu.edu
Elizabeth Skene, Digital Initiatives Librarian, Western Carolina University, emskene@wcu.edu

THE PROBLEM

- Over 700 finding aids written in MS Word
- Limited online presence - only accessible by visiting, calling, or emailing Special Collections
- Chose ArchivesSpace membership and LYRASIS hosting due to lack of IT and server support
- Limited Special Collections staff time

THE PROCESS

1. Formed project team to meet weekly
2. Divided finding aids into priorities
3. Developed training materials
4. Worked with one cataloger on migration process
5. Revised training materials based on feedback
6. Trained Cataloging Unit on migration
7. Special Collections approves before publishing
8. Meet regularly to discuss questions/issues

THE TEAM

Metadata Librarian
Content, Organization, and Management department

Digital Initiatives Librarian
Digital, Access, and Technology Services department

Library Technical Assistant
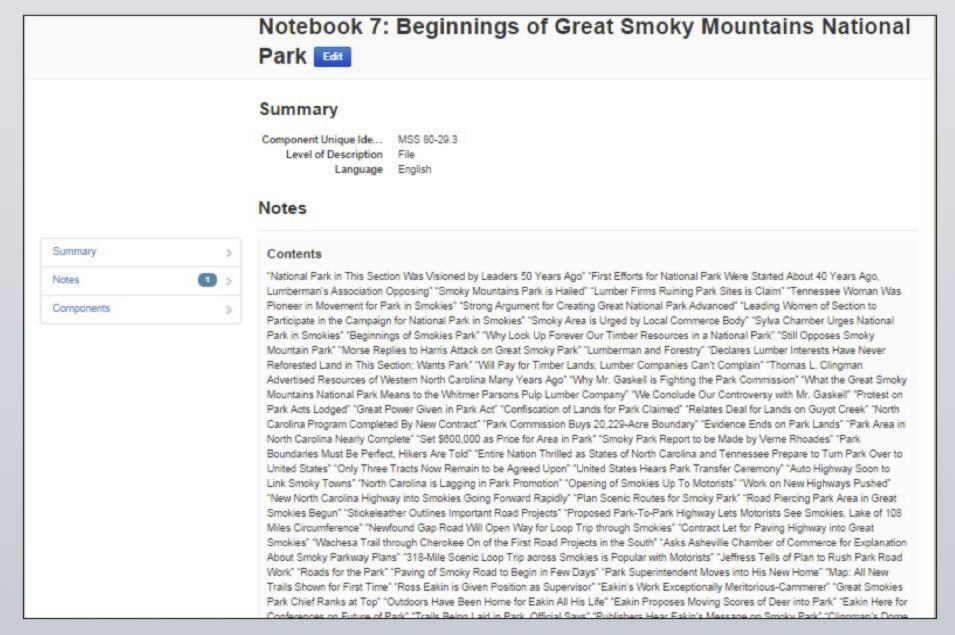Special Collections department

THE FUTURE

- Aim to have 500 finding aids published by 2016
- Link to digitized archival materials in CONTENTdm

BENEFITS

- Most of the migration involves copy/paste, no specialized knowledge
- Catalogers already familiar with:
  - content management systems
  - controlled vocabularies
  - local history information
- Able to do training in slower summer months

CHALLENGES

- Bugs in new software, eg. no line breaks
- Inconsistency of the finding aids
- Archival vocabularies unclear to catalogers
- Deciding how to incorporate ArchivesSpace into future workflows
- Unsure if Special Collections will continue to create Word finding aids in future
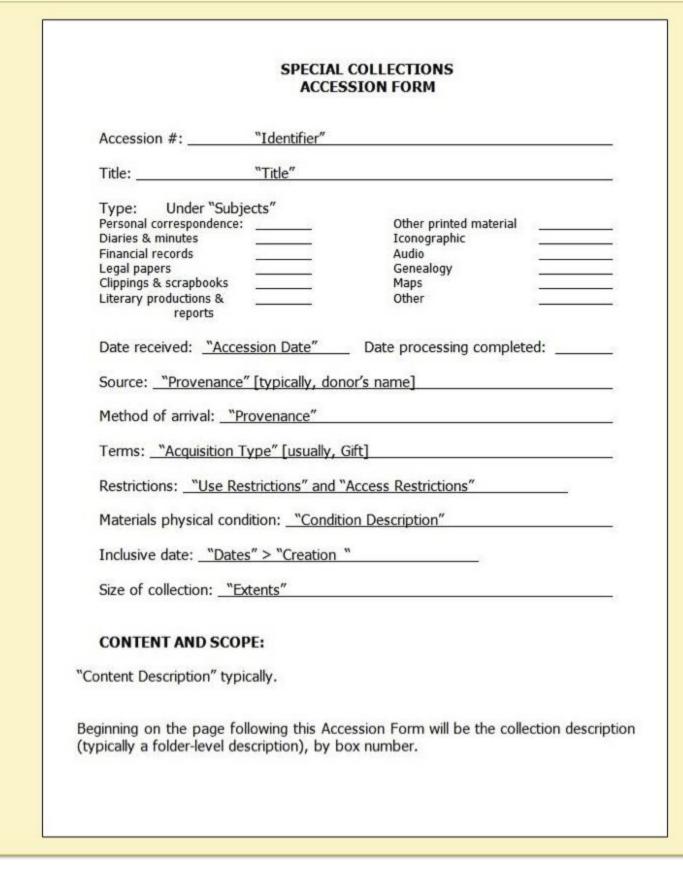
THE MANUAL

Map
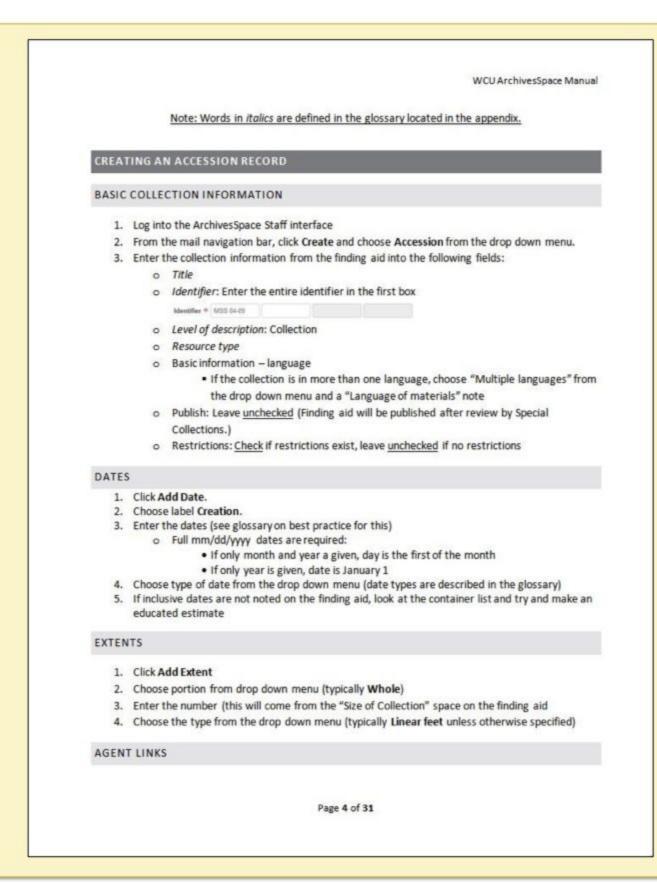Finding aid template showing the corresponding field in ArchivesSpace

Step by Step
A how-to for adding data to ArchivesSpace

Glossary
Entries with definitions and examples