

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

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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

- Formed project team to meet weekly
- Divided finding aids into priorities
- Developed training materials
- Worked with one cataloger on migration process
- Revised training materials based on feedback
- Trained Cataloging Unit on migration
- Special Collections approves before publishing
- Meet regularly to discuss questions/issues

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 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

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

SPECIAL COLLECTIONS ACCESSION FORM

Accession #: _____ "Identifier"

Title: _____ "Title"

Type: _____ Under "Subjects"
Personal correspondence _____ Other printed material _____
Diaries & minutes _____ Iconographic _____
Financial records _____ Audio _____
Legal papers _____ Genealogy _____
Clippings & scrapbooks _____ Maps _____
Literary productions & reports _____ Other _____

Date received: "Accession Date" _____ Date processing completed: _____

Source: "Provenance" (typically, donor's name) _____

Method of arrival: "Provenance" _____

Terms: "Acquisition Type" [usually, Gift] _____

Restrictions: "Use Restrictions" and "Access Restrictions" _____

Materials physical condition: "Condition Description" _____

Inclusive date: "Dates" > "Creation" _____

Size of collection: "Extents" _____

CONTENT AND SCOPE:

"Content Description" typically.

Beginning on the page following this Accession Form will be the collection description (typically a folder-level description), by box number.

WCU ArchivesSpace Manual

Note: Words in *italics* are defined in the glossary located in the appendix.

CREATING AN ACCESSION RECORD

BASIC COLLECTION INFORMATION

- Log into the ArchivesSpace Staff interface
- From the mail navigation bar, click **Create** and choose **Accession** from the drop down menu.
- Enter the collection information from the finding aid into the following fields:
 - Title
 - Identifier: Enter the entire identifier in the first box
 - Level of description: Collection
 - Resource type
 - Basic information – language
 - If the collection is in more than one language, choose "Multiple languages" from the drop down menu and a "Language of materials" note
 - Publish: Leave *unchecked* (Finding aid will be published after review by Special Collections.)
 - Restrictions: Check if restrictions exist, leave *unchecked* if no restrictions

DATES

- Click **Add Date**.
- Choose label **Creation**.
- Enter the dates (see glossary on best practice for this)
 - Full mm/dd/yyyy dates are required:
 - If only month and year are given, day is the first of the month
 - If only year is given, date is January 1
- Choose type of date from the drop down menu (date types are described in the glossary)
- If inclusive dates are not noted on the finding aid, look at the container list and try and make an educated estimate

EXTENTS

- Click **Add Extent**
- Choose portion from drop down menu (typically **Whole**)
- Enter the number (this will come from the "Size of Collection" space on the finding aid)
- Choose the type from the drop down menu (typically **linear feet** unless otherwise specified)

AGENT LINKS

WCU ArchivesSpace Manual

APPENDICES

GLOSSARY AND ARCHIVESPACE FIELD DESCRIPTIONS AND EXAMPLES

**Denotes required fields
*Denotes optimum fields
"AS" denotes ArchivesSpace specific fields

Elements	ArchivesSpace map	Definition	Example
Access points**	Subjects	A name, term, phrase, or code used as a heading in a catalog, especially to group related information under that heading. Common access points within catalogs include author, title, and subject	
Acquisition type AS	Acquisition type	Typically gift or purchase. Transfer would be from another institution, such as a local historical society.	Gift, Purchase, Transfer
Agent links	Agent links	Describes the nature of the relationship between the entity(ies) named in the creator element and the materials being described (e.g., creator, author, subject, custodian, copyright owner, controller, or owner).	Creator – they created the materials Source – the materials came from them Subject – the materials are about them