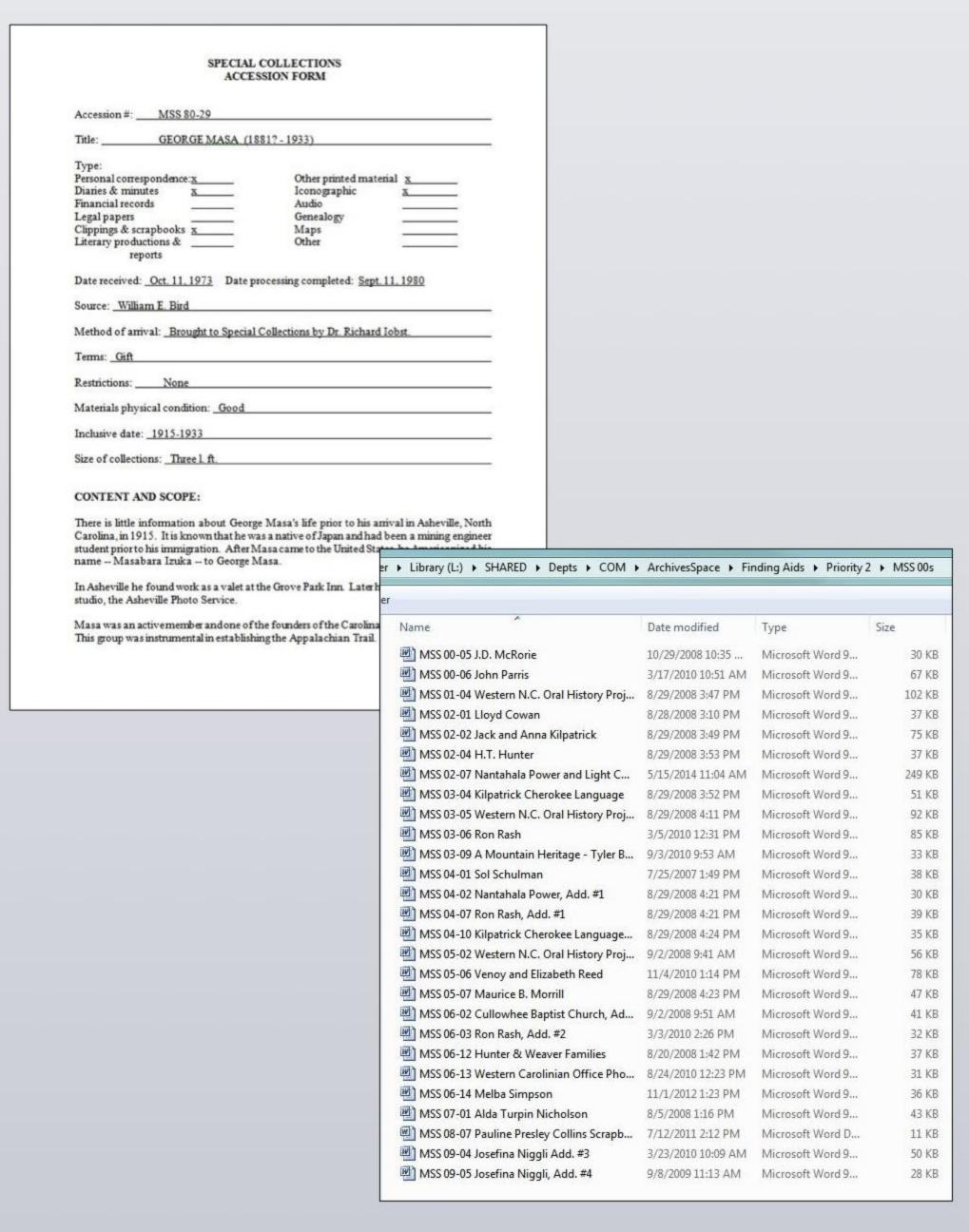
# ARCHIVAL ALLIANCE: MOVING LEGACY FINDING AIDS TO ARCHIVESSPACE AS A MULTIDEPARTMENT LIBRARY COLLABORATION

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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

- 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

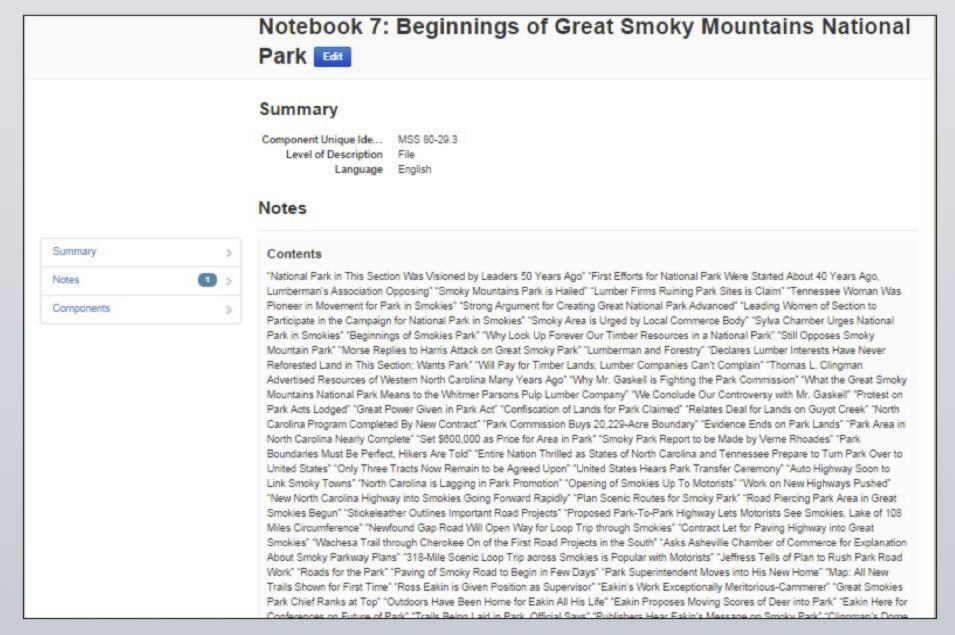
- Aim to have 500 finding aids published by 2016
- Link to digitized archival materials in CONTENTdm

### 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

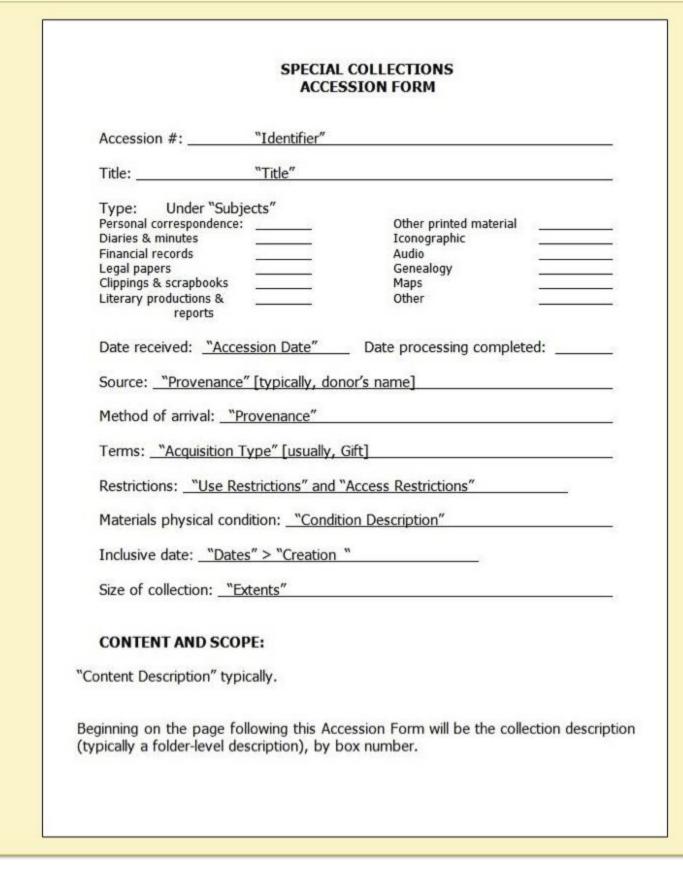
Finding aid template showing the corresponding field in ArchivesSpace

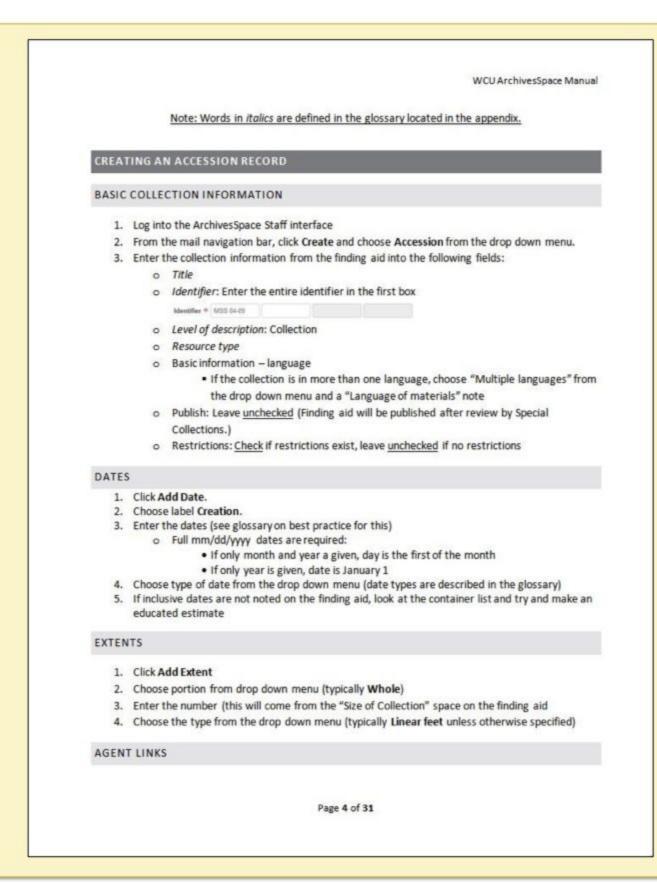
#### Step by Step

A how-to for adding data to ArchivesSpace

#### Glossary

Entries with definitions and examples





*0	enotes optimum fields	
ArchivesSpace map	Definition	Example
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,	
Acquisition type	Typically gift or purchase. Transfer would be from another institution, such as	Gift, Purchase, Transfer
Agent links	Describes the nature of the relationship between the entit(ies) named in the creator element and the materials being described (e.g., creator, author, subject, custodian, copyright owner, controller, or	Creator – they created the materials Source – the materials came from them Subject – the materials are about them
	"AS" denot  ArchivesSpace map  Subjects  Acquisition type	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  Typically gift or purchase. Transfer would be from another institution, such as a local historical society.  Describes the nature of the relationship between the entit(ies) named in the creator element and the materials being described (e.g., creator, author, subject, custodian, copyright