MARITIME COLLEGE | STEPHEN B. LUCE LIBRARY

Creating a Finding Aid in ASpace

Public URL: http://sunymaritimearchives.libraryhost.com

Helpful links to have open in your browser:

- DACS - http://www2.archivists.org/standards/DACS
- LOC Authorities - http://authorities.loc.gov/
- ArchivesSpace Help Center (access from the ASpace Staff Interface)

Edit/Create the Resource

The Archivist will "spawn" the resource from the accession record (some data from the accession record will transfer to the resource record but will need to be reviewed and cleaned up).

Using the **Browse** dropdown menu, select **Resources**. Scroll through the list to find the name of the collection for which you will be creating the finding aid. Click on the blue **Edit** button.

Basic Information

A **Title** will be imported from the accession record, review and edit as needed [See DACS 2.3]. Add a comma and the date range for the collection after the title.

Identifier will be assigned by the archivist.

For the **Level of Description** field, select **Collection**.

For the **Resource Type** field, scroll through the choices and select the appropriate designation (records, papers, collection, or publications). [See DACS 2.3.19]

For the **Language** field, choose the primary language for the materials. (Most of our collections are in English.)

Check the box marked **Publish?**

Unless otherwise directed, do not click the box marked **Restrictions?** (Archivist will provide instructions for any collections with restricted materials.)

The **Repository Processing Note** may be used for internal notes for staff.

Dates

See DACS 2.4

Under the **Label** field select **Creation**.

Type has is a scroll-down menu where you can choose Bulk Dates, Inclusive Dates, or Single Date. Fill in the **Begin** and **End** fields. Use the **Expression** field if there is free text to include not covered by the structured date fields (i.e. circa, probably, etc.)

Extents

See DACS 2.5

Under the **Extent** heading, the three required fields **Portion, Number,** and **Type.** They all have scroll-down options. The usual choice for **Portion** is **Whole**, and the usual choice for **Type** is **Linear Feet**. Use **Container Summary** to record information like the number of boxes and their sizes (for example, "seven archival document cases").

Finding Aid Data

See DACS 8.1

For the **Finding Aid Title field**, cut and paste the title from the Title field.

For the **Finding Aid Date**, fill in the month and year when the finding aid was created.

For the **Finding Aid Author**, fill in the name(s) of the finding aid's creators.

For **Description Rules** select Describing Archives: A Content Standard.

If you have revised a legacy finding aid provide an explanation using **the Finding Aid Note.**

*This information won't publish until you select "complete" under Finding Aid status.

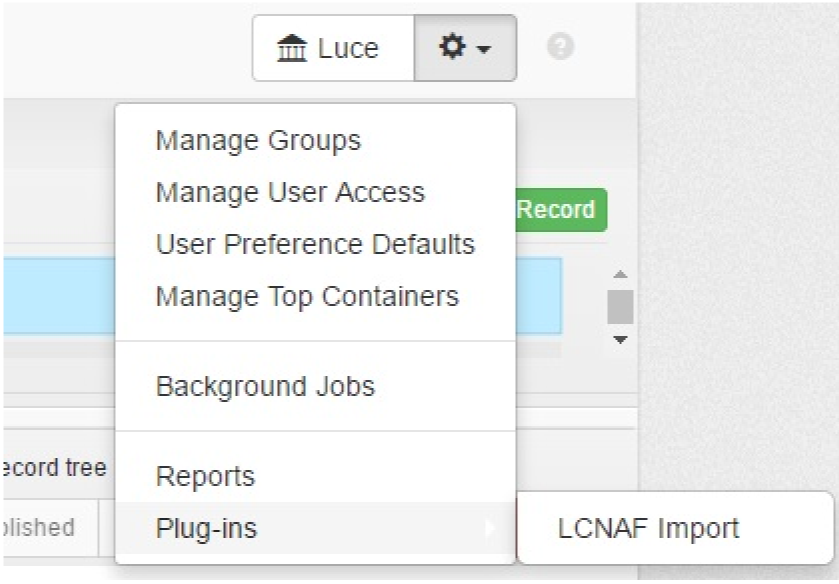
Agent Links

See DACS 2.5 re Name of Creator(s) and/or DACS: Intro to Authority Records.

Agents are names of people, families, corporate entities, or software. Agent authority records are managed in their own module within ASpace and linked to resources. Agents can be created from with a resource record, in the agents module, or through the LCNAF plug-in.

From within a resource record, click **Add Agent Link**. Click **Role** and select appropriate choice. **Relator** may be optionally used to help clarify the relationship of the agent to the material. In the **Agents** field you can type or browse to search available records. If the name is not yet in the database, you will need to create a new entry.

If the name is authorized through the LCNAF, use the plug-in. Save the resource record and then select the wheel icon on the top right. Select Plug-ins – LCNAF import.



On the LCNAF Import screen, select LCNAF. Enter the name in the primary name box. While you can theoretically use this box to search for headings, I'd recommend looking it up first in http://authorities.loc.gov/ and pasting in the exact term.

Once the record is located, hit select, and then the blue import button. This will create a "background job". Once the job is complete, re-enter the resource record. In Agent Links you can now "Add Agent Link" and the Agent will be available to add to the record via browse.

Some names will not be in the LCNAF and need to be created locally. To do this click **Add Agent Link** and select the appropriate **Role**. Under Agents click on the arrow, and then select Create.

In the **Create Agent** screen click the **publish** box.

If known, click **Dates of Existence**, and select the appropriate **Type** (single or range). Enter the birth and death dates for the person (or years in business for a corporation). Use the **Expression** field for a free text version of the dates, and begin/end for controlled version of the dates (in the form YYYY, YYYY-MM, or YYYY-MM-DD).

In the **Name Forms** section under Source select local. Under **Rules** select DACS. Under **Name Order** select Indirect.

Primary Part of Name is the last name.

Rest of Name is the first and/or middle names

Click **Create and Link to Agent** (blue button at bottom). Once back in the resource, save before moving on.

See Aspace Help Center for more detailed information on how to fill out agent fields (corporate, family, etc.) It's also helpful to look up similar types of names in the LOC and copy the format. For example, if you are adding the name of the ship, look up some ships in the LOC. See also DACS 2.5 re Name of Creator(s) and/or DACS: Intro to Authority Records for rules.

Subjects

Subjects are managed in their own module within Aspace and linked to resources. Check first to see if the subject is already in the database. If not, you will need to create it.

Click **Add Subject**; then click the down arrow and select Browse. Scroll down the list and check the boxes for any applicable subjects, then select the **Link to Subjects** button.

To add new subjects, find authorized headings in the Library of Congress Authorities website http://authorities.loc.gov/. Click **Add Subject**, and then create. In the **Authority ID** field, copy and paste the URL for the authority file. For **Source**, select Library of Congress Subject Headings. In the **Term** field, copy the Library of Congress subject heading. Then select the correct **Type** from the scroll-down menu. Click the blue Save Subject button. If you need to add more subjects, click the blue +1 box.

Notes

Use **Notes** to populate various DACS elements for describing archival materials

Click on the blue area that says "Please click to load records." Click the **Add Note** button at the top. Select the **Note Type** from the scroll-down menu. After you add one note, an "add note" button will also appear underneath each note.

Per Luce Library standards, the following notes are generally used in a standard finding aid. Make sure to hit "publish" boxes and to save the resource periodically.

Physical Location:

Stephen B. Luce Library, SUNY Maritime College
6 Pennyfield Avenue Bronx, NY 10465
Telephone: (718) 409-7231
library@sunymaritime.edu

Abstract: Concise summary of collection context and contents.

Biographical/Historical: Concise rendering of the intellectual context of the collection. See DACS 2.7. **Label as either biographical or historical note as appropriate.

Scope and Contents: Describes the nature and content of the materials. See DACS 3.1. [May be roughly populated from the accession record; if so it will need to be polished and updated.] **Label as Contents of Collection

Arrangement: The organization of the collection. See DACS 3.2 **Label as Arrangement of Materials

Immediate Source of Acquisition: Date, source, and method of acquisition. See DACS 5.2

Custodial History: If known and/or significant, record information on changes of ownership or custody of the material from the time it left the creator until it was acquired by the repository. See DACS 5.1

Conditions Governing Access: Access restrictions imposed by the donor, repository, or statuatory/regulatory requirements. See DACS 4.1

> Appointments to examine materials must be made in advance. Please e-mail library@sunymaritime.edu for more information or to schedule an appointment.

Conditions Governing Use: Restrictions on reproduction due to copyright etc. See DACS 4.4

> Reproductions may be provided to users to support research and scholarship. However, collection use is subject to all copyright laws. The responsibility to secure copyright permission rests with the patron.

Preferred Citation:

> Identification of specific item; Date (if known); Collection Title. Box Number. SUNY Maritime College.

Language of Materials: Identifies the language(s), scripts, or symbol systems employed in the materials being described. See DACS 4.5

Processing Information: Provide information about actions of the archivist, custodians, or creators of the records or conventions in the finding aid that may have an impact on a researcher's interpretation of the records or understanding of the information provided in the finding aid. See DACS 7.1.8

Related Material: Existence and location of closely related archival materials. See DACS 6.3. If there are related materials at Maritime and external institutions, repeat the field and label the first "Related Material at SUNY Maritime College" and the second "Related Materials in Other Repositories"

Bibliography: If sources external to the collection were referenced when creating the finding aid, cite them here.

USE THE DRAG AND DROP FEATURE TO ORDER THE NOTES AS ABOVE

Other notes may be used judiciously as necessary.

The **Physical Description** note may be populated with data from the accession record; do **not** publish this note.

Classifications

In the Classifications area, browse Classifications and select one of the three classifications: AP (Alumni Papers), SC (Special Collections), or CA (College Archives).

Related Accessions, External Documents, Rights Statements, DeAccessions and Collection Management will be used by the Archivist as needed.

Series and/or Sub-Series (Components)

At the top of the screen highlight the level from which you'd like to add a component, and Click the **Add Child** button. A Series is a child of a collection, and a Sub-Series is the child of a Series.

Basic Information

Enter your series title (for example, Series I: Meeting Minutes) in the **Title** field.

Select Series or Sub-Series from the **Level of Description** scroll-down menu.

Check the box marked **Publish**?

Dates

In the Label scroll-down menu, select **Creation**.

In the **Type** scroll-down menu, choose from Inclusive Dates, Bulk Dates, or Single Date. Fill in the **Begin** and **End** fields. Use the **Expression** field if there is additional context for the dates that needs to be expressed in natural language (circa, probably, etc.)

Extents

Select Whole from the **Portion** scroll-down menu, and use number and type to fill in the linear feet. Optionally, use the **container summary** to provide information about the amount or type of containers.

Notes

Create a **Scope and Content** note describing the nature and content of the materials in the series or subseries.

Additional descriptive notes may be used for series and/or sub-series as needed.

Instances

I.E. Create containers and link those containers to locations in the archives.

- For a collection level resource with no components, create the instances at the collection level.
- For a collection with series and/or subseries but without file level description, create or link instances to the components to which they apply
- For file level, enumerate box numbers during the rapid data entry process, and then use “Manage Top Containers” to add locations *(see section on file level description for details)*

Click **Add Container Instance**; a screen will pop up.

The **Type** scroll-down menu allows you to choose the type of materials in the container (mixed materials, text, etc.).

Under **Top Container** click the arrow and select Create. A Create Top Containers screen will appear. Browse the **Container Profiles** and select the profile that matches your box (if you don’t see the appropriate choice, let the archivist know so that we can create a new profile.)

Under **Container Type** select the category that most closely matches (it is fine to simply use box). In the **Indicator** field type the box number.

In the **Locations** area select “add location.” Status = current; Start Date = Today’s Date. Under Location click the arrow, select browse, and then select the correct location. (If locations are in a strange order, use the Sort by: Ascending in the top right to order them.) Then select **Link to Locations** at the bottom.

Then click “**Create and Link to Top Container**.”

Once you have created instances for a collection, you may wish to link other components of the collection to that same instance. Or, you may wish to link materials from other collections to that instance (for example oversized materials from various collections all stored in the same flat file drawer).

To select an existing instance, click **Add Container Instance.** Select **Type**. Under **Top Container** click "browse." In Top Containers under **Resource** click browse to select the collection the container is associated with and hit "**link to resources**" (or use whatever fields you prefer to locate the container.) Hit the blue **Search** button on the bottom right. "**Matching Results**" will show up on the bottom of the screen. Select the correct container and hit "**Link to Top Containers**."

Child Type and **Child Indicator** may be used to provide additional information about the contents of a container, i.e. Folder 20-30.

Creating File Descriptions Using Rapid Data Entry

Highlight the component that the files are associated with and click the **Rapid Data Entry** button.

Click on the **Columns** tab to hide any columns you do not want to see. Leave the following columns visible and populate them:

- **Basic Information:** Level of Description, Publish?, Title
- **Date:** Expression, Date Type, Begin, End
- **Instance:** Instance Type, Container Type, Indicator, Child Type, Child Indicator

*Remember that a File is an intellectual unit, not a physical one. When multiple folders contain similar materials, group them together. For example:

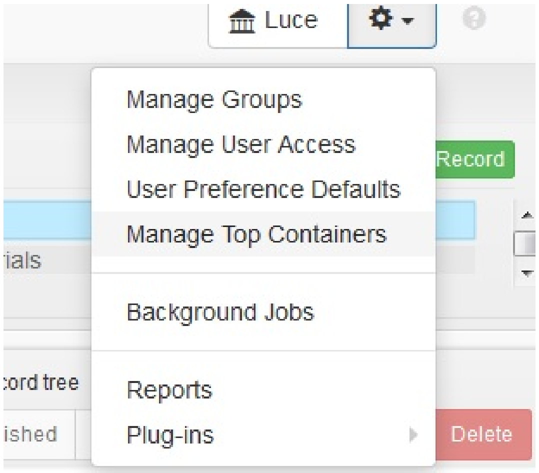
Honolulu Clippings, 1932-1934 Container 14, Folder 1-8

Not:
Honolulu Clippings, 1932 Container 14, Folder 1
Honolulu Clippings, 1933 Container 14, Folder 2
Etc.

To fill out many rows at once with similar data, click the green **Add Row** button and fill in the total amount of rows you would like to add. Use the **Fill Column** button in the top menu to fill particular fields with text or numeric sequences.

Once files have been created, use Manage Top Containers to add locations and/or container profiles.

Access from the wheel on the top right.



In the **Top Containers** screen search for the resource. Matching results will appear at the bottom. Click the blue edit button for each container and add the location and container profile. As a result, all files associated with the container will be updated accordingly.