

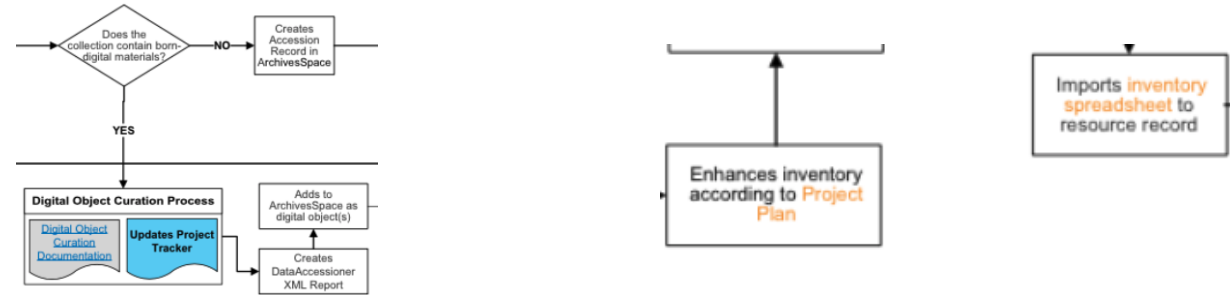
Digital and Media in ArchivesSpace

Purpose: Detail how to record digital-on-arrival and media (audio, moving images, still images) in ArchivesSpace to support consistent management

Checklist

- Create a description for the item(s) at an appropriate level of hierarchy
- For a physical item (media of any type):
 - Create an instance for the item(s)
- For a digital file (without media)
 - Create a digital object record

Flowchart: Intake and Description and Preparation



- Create a description for the item(s) at an appropriate level of hierarchy
- For a physical item (media of any type):
 - Create an instance for the item(s)
 - Choose an appropriate Type
 - If the media is in a box, folder, or other housing:
 - Choose the existing Top Container
 - Add the media as a Child
 - For Container Type, choose the form of media to the dropdown (from [FormatsForAS.xlsx](#))
 - Add an indicator
 - If the media is not in any housing:
 - Create a Top Container
 - For Container Type, choose the form of media to the dropdown (from [FormatsForAS.xlsx](#))
 - Add an indicator
 - Add a location
- For a digital file (without media)
 - Create a digital object record
 - Duplicate the title of the description
 - Duplicate the identifier
 - Add a File Version and record the URI