ARCHIVISTS’ TOOLKIT WORKSHOP

Resources Module (2)

UGA
March 13, 2008
WORKING AT THE COMPONENT LEVEL

•Collections can be divided into series, subseries, files, items etc.

•AT allows description of each of these levels and offers the possibility of very detailed description

•AT uses the “Child” and “Sibling” metaphors to add components to a finding aid
EXERCISE 5a

Adding Child/Sibling Components
EXERCISE 5a – INSTRUCTIONS

(1)

• Open the Collection Level description that you created in Exercises 3 and 4

• On the left side of the screen, click on the collection title

• NB: You are at the Collection level

• At the bottom left of your screen, click on the “Add Child” icon

• A new screen will appear with 3 tabs at the top
<table>
<thead>
<tr>
<th>Title</th>
<th>Extent Number</th>
<th>EAD FA Unique Identifier</th>
<th>Resource Id</th>
<th>Extent Measurement</th>
<th>Resource Id</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christine D. de Catanzaro Papers</td>
<td>2.5</td>
<td>M1000.xml</td>
<td></td>
<td>44 linear ft.</td>
<td>M1000</td>
</tr>
</tbody>
</table>
EXERCISE 5a – INSTRUCTIONS (2)

• Select a **Level** from the drop-down menu for the record. (Your level will probably be: Series, File, or Item, depending on your collection.)

• Enter a **Title** for the component (Series Title/File Title, Item Title).

• Enter either a **Date Expression** or a **Begin Date** and **End Date**.
EXERCISE 5a – INSTRUCTIONS
(3)

• Enter a second component (either a second series, file, or item) at the same level as the first component:
  – On the left side of the screen, click on the title of the first series, file, or item. Make sure it is highlighted
  – Click on the “Add Sibling” icon
EXERCISE 5a – INSTRUCTIONS (4)

• For the second component level:
  – Select a **Level** for the record
  – Enter a **Title**
  – Enter a **Date Expression** or a **Begin Date** and **End Date**
<table>
<thead>
<tr>
<th>Type</th>
<th>Title</th>
<th>Content</th>
</tr>
</thead>
<tbody>
<tr>
<td>Scope and Contents note</td>
<td>SERIES 1 Description</td>
<td>This series contains correspondence between Christine D. de Catanzaro and various correspondents.</td>
</tr>
<tr>
<td>Arrangement note</td>
<td>Arrangement</td>
<td>Letters are arranged chronologically, and filed alphabetically.</td>
</tr>
</tbody>
</table>
EXERCISE 5a – INSTRUCTIONS (5)

• Click “OK”
EXERCISE 5b – INSTRUCTIONS (1)

• Add a Child record to one of the components:
  – On the left side of the screen, click on the component you want to select
  – Click on the “Add Child” button
  – A new screen should appear for you to enter the **Level**, **Title**, and **Date Expression/Begin and End Date**
EXERCISE 5b – INSTRUCTIONS (2)

• Adding an instance
  – The file created on the previous slide is in a folder numbered Box 1, folder 1
  – To record this information click the “Add Instance” button (at right of screen, toward the bottom)
  – A screen will appear asking what type of instance you want to create
  – For a folder, select “Mixed materials”
EXERCISE 5b – INSTRUCTIONS (3)

• A new screen will appear
• Enter box/folder information on this screen
• Click “OK”
<table>
<thead>
<tr>
<th>Resources</th>
<th>Analog Instance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Container 1 Type</td>
<td>Box</td>
</tr>
<tr>
<td>Container 1 Numeric Indicator</td>
<td>1</td>
</tr>
<tr>
<td>Container 1 Alphanumeric Indicator</td>
<td></td>
</tr>
<tr>
<td>Container Barcode</td>
<td></td>
</tr>
<tr>
<td>Container 2 Type</td>
<td>Folder</td>
</tr>
<tr>
<td>Container 2 Numeric Indicator</td>
<td>1</td>
</tr>
<tr>
<td>Container 2 Alphanumeric Indicator</td>
<td></td>
</tr>
<tr>
<td>Container 3 Type</td>
<td></td>
</tr>
<tr>
<td>Container 3 Numeric Indicator</td>
<td></td>
</tr>
<tr>
<td>Container 3 Alphanumeric Indicator</td>
<td></td>
</tr>
<tr>
<td>Location</td>
<td>No location assigned</td>
</tr>
</tbody>
</table>

Buttons:
- First
- Previous
- Next
- Last
- Cancel
- OK
- OK + 1
Christine D. de Catanzaro Papers

Correspondence - Carmino J. de Catanzaro

Date Expression
Date
Date Begin: 1960
Date End: 1983

Repository Processing Note

Mixed materials
Box 1 / Folder 1

Add Instance
Remove Instance

Internal Only
Restrictions Apply

Add Child
Add Sibling
Rapid Data Entry
Delete Component
Manage Locations
Export EAD
Export MARC
Export Container Label

First
Previous
Next
Last
Reports
Cancel
OK

Recorded: Mar 10, 2008 by repmanager | Modified: Mar 11, 2008 by repmanager | Record Number: 44
EXERCISE 5c – INSTRUCTIONS (1)

• Adding a digital object
  – Click the “Add Instance” button at the right toward the bottom of the screen
  – A screen will appear asking what type of instance you want to create
  – For a digital object, select “Digital object”
EXERCISE 5c – INSTRUCTIONS (2)

• A new screen will appear on which you can record the data you need for your export

• Note that you can export METS and MODS for digital object records
Title: Andante for flute and strings

Date Expression: January 2002

Languages Code: 

File Versions

Add File Version  Remove File Version
OTHER FEATURES OF AT RESOURCE MODULE

• Rapid data entry is available to enter all data, including Box/folder information, on one screen
• A “Delete Component” button is available
• Managing locations is also available from the Resource Module