



Basics Workshop

Learning Objectives & Agenda

Learning Objectives

Upon completing this workshop, you will have learned how to use ArchivesSpace to:

- Create Accession records.
- Create Resource records.
- Create and manage Agent and Subject records, and link them to Accession and Resource records.
- Record and manage physical locations within a repository.
- Produce description output files in standardized data structures such as EAD and MARCXML.
- Import legacy data and perform data cleanup tasks.
- You will also become more familiar with:
 - Applying the DACS content standard where applicable, to determine the kind and form of data recorded in an ArchivesSpace record.
 - Technical and administrative issues relevant to customizing and managing ArchivesSpace at a repository.

This workshop will not cover, or only cursorily touch on, the following aspects of ArchivesSpace:

- Installing, upgrading and repairing the application.
- Working with the underlying database application.
- The following specific ArchivesSpace functional areas and processes:
 - Digital objects
 - Event records
 - Collection Management records
 - Rights records
 - Agent contact information / contact logs
 - Multi-part notes
 - Merge/Transfer functions for major record types
 - Assessment records
- Mapping legacy data.
- Customizing the ArchivesSpace public interface.
- Producing administrative reports.

As suggested, if time permits we may touch lightly on some of the topics listed above. You will find more information about these topics, and topics covered in more detail in this workshop, in the ArchivesSpace user manual that is available to members.

First Day: Basics

9:00 am	Introductions – Standards context – Learning objectives & what won't be covered
9:30 am	Application overview
9:45 am	Public interface
10:00 am	Repository records – EXERCISE 1
10:15 am	User records – EXERCISE 2
10:45 am	BREAK (15 minutes)
11:00 am	Accession records – EXERCISE 3
12:00 pm	LUNCH (1 ¼ hours)
1:15 pm	Resource descriptions (Single-level records)
2:15 pm	Resource descriptions (Multi-level records) – EXERCISE 4
3:00 pm	BREAK (15 minutes)
3:15 pm	Resource descriptions (Rapid Data Entry Tool) – EXERCISE 5
4:15 pm	Instances and container management – EXERCISE 6
4:45 pm	First day wrap up

Second Day: Basics (cont.)

9:00 am	Questions from first day & Overview of second day
9:15 am	Location records and location management – EXERCISE 7
9:45 am	Authorities basics
10:00 am	Agent (corporate, personal, family name) records – EXERCISE 8
10:45 am	BREAK (15 minutes)
11:00 am	Subjects and Classifications – EXERCISE 9
11:30 am	Exports and options for customizing exports – EXERCISE 10
12:15 pm	LUNCH (1 ¼ hours)
1:30 pm	Importing legacy data – EXERCISE 11
2:15 pm	Data Cleanup – EXERCISE 12
2:45 pm	Customizations
3:15 pm	Keeping track of and participating in ArchivesSpace development and other activities
3:30-4:30 pm	Bringing it all together – EXERCISE 13 (WRAP-UP EXERCISE) Discussion of other topics as desired Second day wrap up (Breaks as wanted)