



---

## Basics Workshop

### Learning Objectives and Agenda

---

#### Learning objectives:

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

- Create Repository and User records
- Create Accession records
- Create Resource records
- Create Digital Objects
- Record and manage physical locations within a repository.
- Create and manage Agent and Subject records, and link them to Accession, Resource, and Digital Object records.
- Produce description output files in standardized data structures such as EAD and MARCXML.
- Import legacy data.
- 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.

#### What won't be covered:

This workshop will not cover, or will 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:
  - 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.

## **First Day: Basics**

9:00 am	Introductions – Standards context – Learning objectives & what won't be covered
9:15 am	Application overview and Public interface
9:45 am	Accession records – <b>EXERCISE 1</b>
10:45 am	BREAK (15 minutes)
11:00 am	Resources: Main/Single Level Records – <b>EXERCISE 2</b>
12:00 pm	LUNCH (1 ¼ hours)
1:15 pm	Resources: Component Records and Instances
2:30 pm	Resources: Rapid Data Entry Tool and Harvard Excel plug-in – <b>EXERCISE 3</b>
3:45 pm	BREAK (15 minutes)
4:00 pm	Location Records – <b>EXERCISE 4</b>
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	Digital Objects: Simple, including Harvard Excel plug-in – <b>EXERCISE 5</b>
10:15 am	Digital Objects: Complex – <b>EXERCISE 6</b>
10:45 am	BREAK and additional exercise time, as needed (30 minutes)
11:15 am	Authorities: Basics and Agents (corporate, personal, family name) records – <b>EXERCISE 7</b>
12:00 pm	LUNCH (1 ¼ hours)
1:15 pm	Subjects and Classifications – <b>EXERCISE 8</b>
1:45 pm	Exports and options for customizing exports – <b>EXERCISE 9</b>
2:15 pm	Importing legacy data – <b>EXERCISE 10</b>
2:45 pm	BREAK (15 minutes)
3:00pm	Data Cleanup – <b>EXERCISE 11</b>
3:30 pm	Repository records – <b>EXERCISE 12</b>
3:45 pm	User records and permissions – <b>EXERCISE 13</b>
4:15 pm	Customizations
4:45 pm	Keeping track of and participating in ArchivesSpace development and other activities Bringing it all together – Second day wrap up