ArchivesSpace Training: Comprehensive Session
Agenda

Application Overview

Overall Structure and Navigation

Accession Records

Resource Records

Top Containers and Location Management

Agents and Subjects

Resources for Reference
What is ArchivesSpace

“Your friendly archives management tool”
Overall Structure and Navigation
Overall Structure and Navigation

Training instance: http://aspace-training.dlts.org/

Log in using the following credentials:

Username: your NYU Net ID
Password: password
Accession Records

Overview and Definitions
Information in Accession Records
Why You Might Use Them
Comparison Analysis
Create Your Own Record
An accession record documents what we know about a grouping of archival materials that comes into our custody. A collection may be composed of one or many accessions, each of which must be represented by a separate accession record.
Navigate to and analyze the following accession records:

#1: Sean O’Rudy Papers (1999.001)

#2: Village Green Preservation Society Records (2009.001)
Resource Records

Overview
Minimum Requirements
Single Level Records
Multi-level Records
Notes and Descriptive Components
Rapid Data Entry
Exports
Container Management

Overview

Top Container Records
Create a Top Container

Container Profile Records
Apply a Container Profile
New Data Model for Containers

Specific containers have discrete records that can be selected and acted upon.

Describe the container itself through the Container Profile that allows for automated calculations.

Shared boxes more stable.

Look ahead to Aeon: manage requests and restricted materials.
Location Management

Overview
Location Records
Create Location
Link a Top Container to a Location
Location Profile Records
Create and Apply Location Profile
___
Space Calculator
Space Calculator
Agents

Creating New Terms
Searching and Linking
Agent Record Fields
Agents Exercise
LC control no.: n79091168
LCCN Permalink: https://lccn.loc.gov/n79091168
HEADING: Kennedy, Edward M. (Edward Moore), 1932-2009
000 03885cz a2200409n 450
001 31691
005 20130815073816.0
008 790807nl azannaabn la aaa
010 __ la n 79091168
035 __ la (OCoLC)oca00323495
040 __ la DLC lb eng lc DLC le rda ld DLC id WaU id DCS
046 __ if 19320222 lg 20090825
100 __ la Kennedy, Edward M. __lq (Edward Moore), __ld 1932-2009
**Name Forms**

<table>
<thead>
<tr>
<th>Authority ID</th>
<th>Display Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Source</td>
<td>NACO Authority File</td>
</tr>
<tr>
<td>Rules</td>
<td></td>
</tr>
</tbody>
</table>

**Primary Part of Name**

- New York (N.Y.)

**Subordinate Name 1**

- Landmarks Preservation Commission

**Subordinate Name 2**

**Number**

**Dates**

**Qualifier**

**Sort Name**

- System generates when saved

**Date(s) of Name Use**

- Automatically generate
**Agents: Mini Exercise**

![Image of Name Forms interface](image.png)
Subject Records

Creating New Terms
Searching and Linking
Subject Record Fields
Subjects Exercise
Subject Headings

630--Uniform Title
650--Topical Term
651--Geographic Name
655--Genre/Form
656--Occupation Term
Subject Subdivisions

|v -- Genre/Form
|x -- Topical
|y -- Temporal
|z -- Geographic
LC control no.: sh2007008238
LCCN Permalink: https://lccn.loc.gov/sh2007008238

HEADING: Women household employees Abuse of France

000 00518cz a2200181n 450
001 7304351
005 20110729155635.0
008 070924 | anannbabn ln ana
010 __ la sh2007008238
035 __ la (DLC)7304351
035 __ la (DLC)sh2007008238
035 __ la (DLC)366375
040 __ la DLC lb eng lc DLC ld DLC
150 __ la Women household employees lx Abuse of lz France
667 __ la Record generated for validation purposes.
Activity Time

Create your own accession and resource record.