

Entering the Schaefer Collection into ArchivesSpace

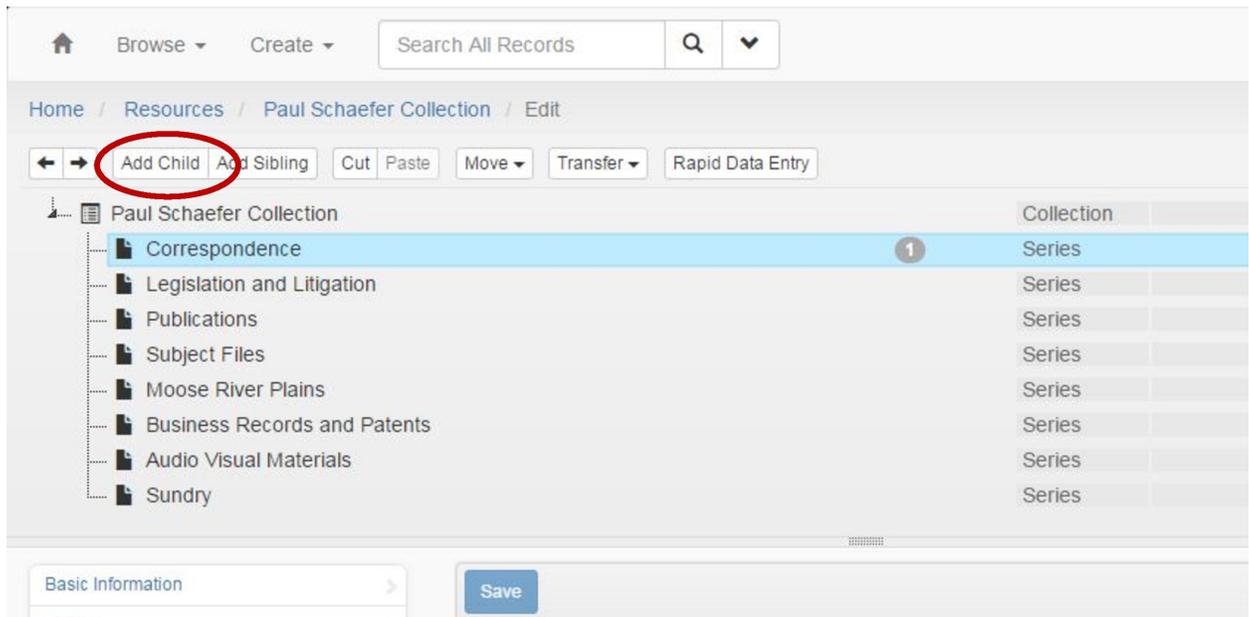
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I. Logging into ArchivesSpace and Finding the Collection

- 1) Log In: <https://archivesspace.union.edu/>
- 2) Select “Browse” in the upper, left-hand corner.
- 3) Select “Resources”.
- 4) Select “Edit” next to the Paul Schaefer Collection.

II. Add an Entry into a Series with No Entries

- 1) Select the series you are working on.
- 2) Select “Add Child”



III. Add an Entry into a Sub-Series with No Entries

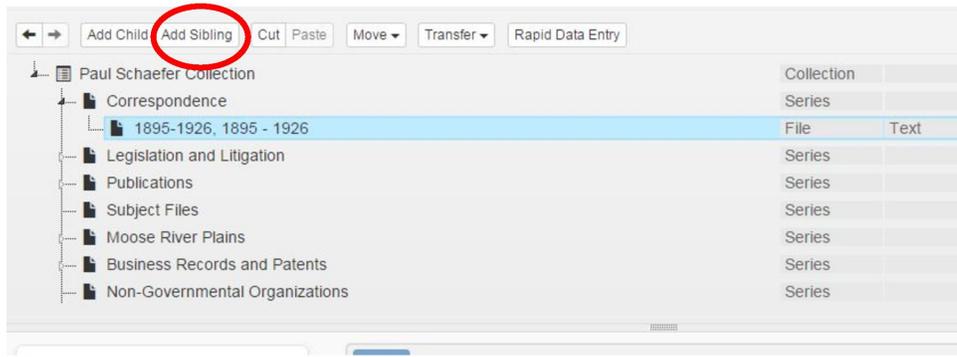
- 1) Select the Subseries you want to add a folder entry within.
- 2) Select “Add Child”

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IV. Add an Entry after an Existing Folder Entry

- 1) Select the entry that you want to add an entry after.
- 2) Select "Add Sibling"



V. Completing an Entry that Spans a Single Physical Folder

- 1) Complete the following fields:
 - a. Basic Information:
 - i. Title: Copy and paste from Box List
 - ii. Level of Description: Select "File"
 - iii. Publish: Check this box.
 - b. Dates:
 - i. Label: "Creation"
If there is a date range:
 - ii. Type: "Inclusive Dates"
 - iii. Begin: earliest year
 - iv. End: latest year
If there is a single date:
 - v. Type: "Single Date"
 - vi. Begin: year

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- c. Instances:
- i. Type: Text
 - ii. Container 1: Box
 - iii. Container 1 Indicator: the box number
 - iv. Container 2: Folder
 - v. Container 2 Indicator: Folder Number.

The image shows two screenshots of the ArchivesSpace interface. The left screenshot displays the main metadata form with several fields circled in red: 'Title' (1895-1926), 'Level of Description' (File), 'Language' (English), 'Publish?' (checked), 'Label' (Creation), 'Type' (Inclusive Dates), 'Begin' (1895), and 'End' (1926). The right screenshot shows the 'Instances' section with 'Type' (Text), 'Container 1 Type' (Box), 'Container 1 Indicator' (1), 'Container 2 Type' (Folder), and 'Container 2 Indicator' (1) circled in red.

2) **SAVE.**

VI. Completing an Entry that Spans Multiple Physical Folders

An “intellectual folder” that does not cross over more than one physical folder.

- YES:
 - Ex: Box 1, Folder 1; Box 25, Folder 4
- NO:
 - Any folder title with (1 of 2).
 - Ex: Box 1, Folder 6; Box 25, Folders 5-6

All steps remain the same as a single-folder entry except:

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- 1) Title Entry: Copy and paste everything **except** the (1 of 2).
- 2) Instance Entry:
 - a. Box: Box Number
 - b. Folder: First folder – last folder
 - c. *If the multiple-folder entry spans more than one box, create a separate instance entry for each box by selecting “Add Instance” next to “Instance”*

Example

Box List Entry:

	8	31	1978 Jan 1-10 (1 of 8)
	8	21	1978 Jan 11 (2 of 8)
	8	33	1978 Jan 12-17 (3 of 8)
	8	34	1978 18-31 (4 of 8)
	9	1	1978 Feb (5 of 8)
	9	2	1978 March-June (6 of 8)
	9	3	1978 July-Nov (7 of 8)
	9	4	1978 Dec (8 of 8)

ArchivesSpace Entry:

The screenshot displays the ArchivesSpace entry form, divided into two main sections: Basic Information and Dates. The Basic Information section includes fields for Title (1978), Ref ID (auto-generated), Component Unique Identifier, Level of Description (File), Language (English), Publish? (checked), Restrictions Apply? (unchecked), and Repository Processing Note. The Dates section includes fields for Label (Creation), Expression (Describe the date or date range), Type (Single), and Begin (1978). To the right, the Instances section shows a list of instances for the entry, with fields for Type, Container 1 Type, Container 1 Indicator, Container 1 Barcode, Container 2 Type, Container 2 Indicator, Container 3 Type, Container 3 Indicator, Container Extent, and Container Extent Type. The Locations section is also visible at the bottom.