Entering the Schaefer Collection into ArchivesSpace

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I. Logging into ArchivesSpace and Finding the Collection

- 1) Log In: <u>https://archivesspace.union.edu/</u>
- 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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Paul Schaefer Collection		Collection
📔 Correspondence		Series
皆 Legislation and Litigation		Series
📔 Litigation	0	Sub-Series
🖺 Legislation		Sub-Series
Government Documents		Sub-Series
Publications		Series
📔 Subject Files		Series
📔 Moose River Plains		Series

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"

Paul Schaefer Collection	Collection
- E Correspondence	Series
🖿 📔 1895-1926, 1895 - 1926	File Text
📔 Legislation and Litigation	Series
e 📔 Publications	Series
📔 Subject Files	Series
📔 Moose River Plains	Series
皆 Business Records and Patents	Series
Non-Governmental Organizations	Series

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

- 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.

Ref ID 888dt28cec3b7ec38588b42c2e89359b Component Unconsentiller Level of File Description Ingulage Curgical Publish? Please be awade this record has an ancestor that is unpublished. Repository Processing Note Container 1 Dates Container 2 Indicator Type Container 2 Type Container 2 Type Container 3					
Component Upter reentilier Level of bescription Language	Ref ID 8a8df28cec3b7ec385	588b42c2e89359b			
Level of Description Language Label * Creation Label * Creation Expression Dates Label * Creation Folder Type Container 1 Box Type Container 2 Folder Type Container 3 Type	Component Unious contilier				
Label Creation Label Creation Label Creation Label Creation Label Creation Substrict or solution or operation of date range Instances Ins	Level of * File	×			
Publish? Please be award: this record has an ancestor that is unpublished. Destrictions Apply? Repository Processing Note Dates Label * Creation Expression* Decreation of date range Type Type Container 1 Image: Store in the conte of date range Type Container 3 Type	Language English	×	Instances		
Container 1 Box Container 1 Container 2 Folder Type Container 3 Type Container 3 Container 3 Container 3 Container 3 Container 3 Container 3 Container	ublish?		Type * Tex	a 🔹	
Apply? Repository Processing Note Container 1 Container 1 Container 1 Container 1 Container 1 Container 1 Container 2 Fotder Container 2 Type Container 2 1 Container 3 Conta	Please be aware this record has an ancestor Restrictions	or that is unpublished.	Container 1 Box	•	
Processing Note	Apply?		Container 1 1		
Dates Creation Expression Decube deterange Container 3 Container 3 Container 3 Container 3	Processing Note		Container 1		
Dates Container 2 Type Container 2 I Container 2 Type Container 2 I Container 3 Type Container 3 Containe			Bauar		
Label * Creation Image: Container 2 Indicator Expression Container 3 Type Container 3 Container 3	Dates		Container 2 Fol Type	der •	
Expression - Possible enter or date range Container 3 Type Container 3 Container 3	Label * Creation		Container 2 1 Indicator		
Container 3	Expression - Describe l'avaite o	or date range	Container 3 Type	•	
			Container 3		
Type * Inclusive Dates	Type * Inclusive Dates		Indicator		
Begin 1895	Begin 1895		Container _		
e.g. YYYY, YYYY-MM, ol YYYY-MM- DD	e.g. YYYY, YYYY-MM DD	И, олүүүү-ММ-	Extent		
End 1926		(inclusion)	Container 💩	•	

2) <u>SAVE</u>.

VI. <u>Completing an Entry that Spans Multiple Physical Folders</u>

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:

- 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"

<u>Example</u>

Box List Entry:

			13 oope 000 (0 0.0)
	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)
2	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)
		10.000	

ArchivesSpace Entry:

				Instances			
			Туре	* Text			
			Container 1 Type	Box	•		
			Container 1 Indicator	8			
Basic Informat	tion		Container 1 Barcode				
Title ®	1978		Container 2 Type	Folder	•		
Ref ID -	- auto-generated upon save		Container 2 Indicator	31-34			
Component Unique Identifier			Container 3 Type		•		
Level of . Description	File		Container 3 Indicator				
Language	English	×					
blish?			Container Extent				
Restrictions (2		Container Extent Type		•		
Repository Processing Note			Locations				
			Туре	* Text			
Dates			Container 1	Box			
Label *	Creation		Container 1	9			
Expression ®	Describe the date or date ra	inge	Container 1 Barcode				
Туре *	Single	•	Container 2 Type	Folder	•		
Begin	1978	Ħ	Container 2 Indicator	1-4			
	e.g. YYYY, YYYY-MM, or YYY DD	(Y-MM-	Container 3 Type		•		