

MAC midwest archives
conference

Des Moines 2024

Sowing Seeds of Change

S102

Cultivating Success in Digital Soil: Navigating Open Source Migrations

Introductions



Tessa Wakefield (she/her)
University of Northern Iowa
tessa.wakefield@uni.edu



Tara Laver (she/her)
Nelson-Atkins Museum of Art
tlaver@nelson-atkins.org



Emma Beck (she/her)
University of Louisville
emma.beck.1@louisville.edu



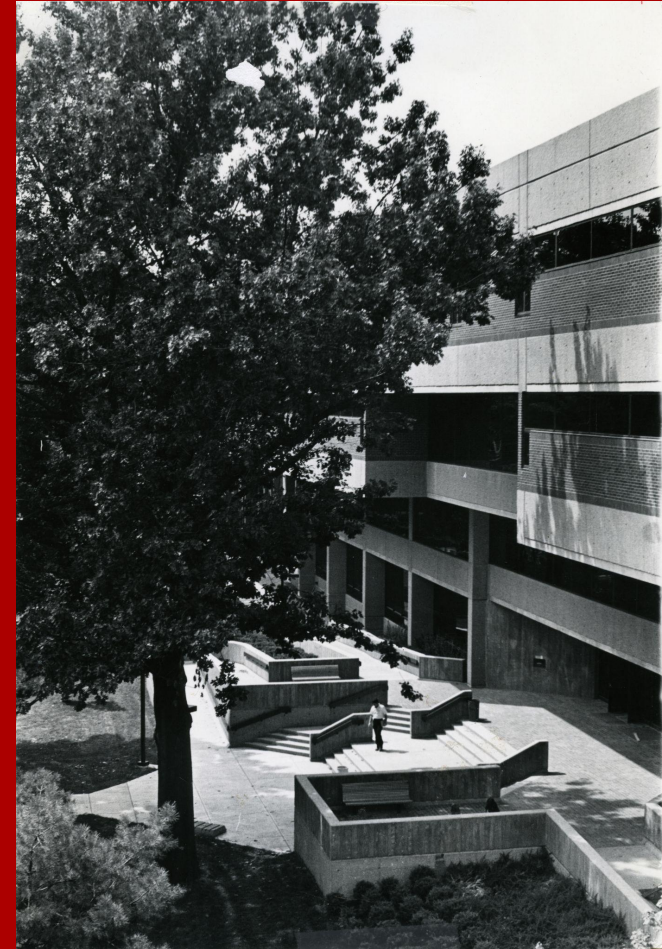
Heidi Pettitt (she/her)
Loras College
heidi.pettitt@loras.edu



Samvera's Hyku
Emma Beck (she/her)

UofL and our Collection

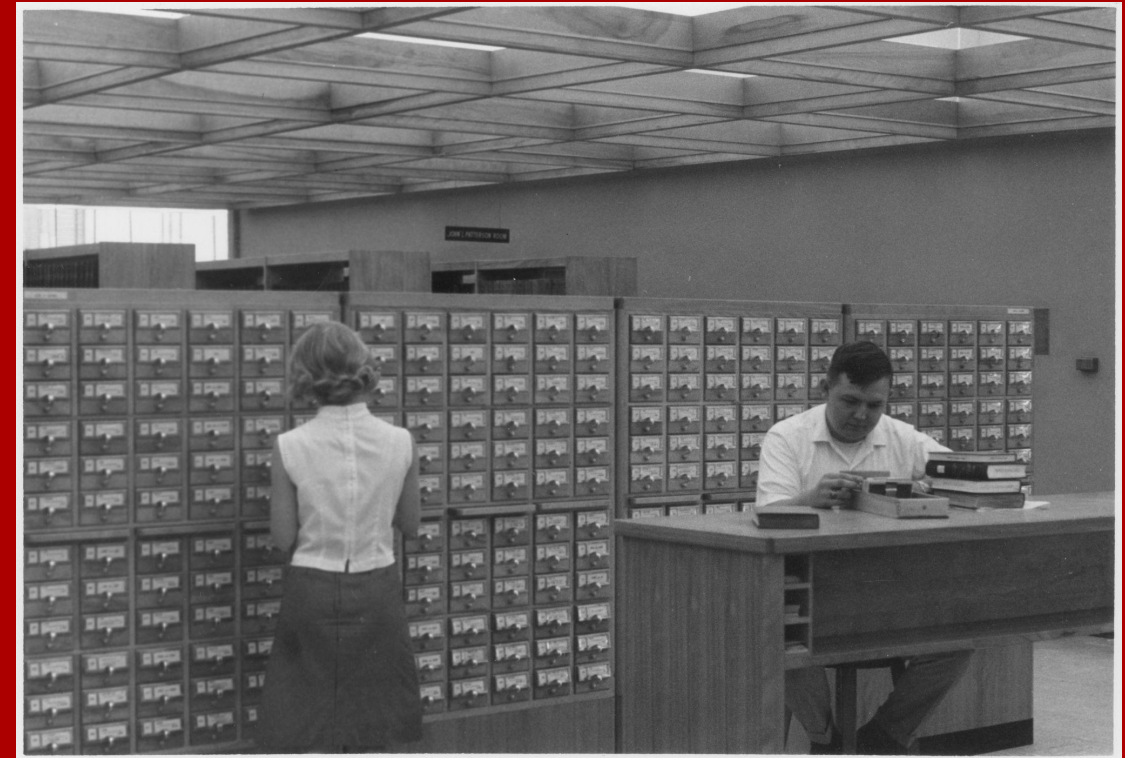
- Large public university
- 4 departments - photo archives, rare books, university records, digital initiatives
- 100,000 multi form works in CONTENTdm
 - images, maps, newspapers, catalogs, yearbooks, videos
 - Single and “compound” or multi-page items



Ekstrom Library, University of Louisville, circa 1982.
University of Louisville Archives & Special Collections ULUA
001_0221

The Team

- Metadata Librarian (2)
- Digital Initiatives Librarian
- Digital Technologies System Librarian
- Web Services Librarian
- IT System Analyst



University Library card catalog, University of Louisville,
1960s? University of Louisville Archives & Special Collections
ULUA 001_0437

Our Migration

- 2018 - CONTENTdm moving to hosted
 - Spring 2022 - Security issues, early Hyku
 - October 2022 - began uploading collections
 - August 2023 - Go live!
-
- Lots of bugs
 - Fedora issues
 - Encoding issues from OpenRefine
 - Search issues
 - 's file names



Collier, John Jr. Sheep herder Jess Bailey watching sheep on his horse, Grays Lake National Wildlife Refuge, Idaho, 1948. University of Louisville Archives & Special Collections ULPA SONJ_62982

BROWSE ITEMS

COLLECTION



SUBJECT



PEOPLE



COUNTY



CITY



NEIGHBORHOOD



STREET



REGION



DECADE



CREATOR



CONTRIBUTOR



OBJECT TYPE



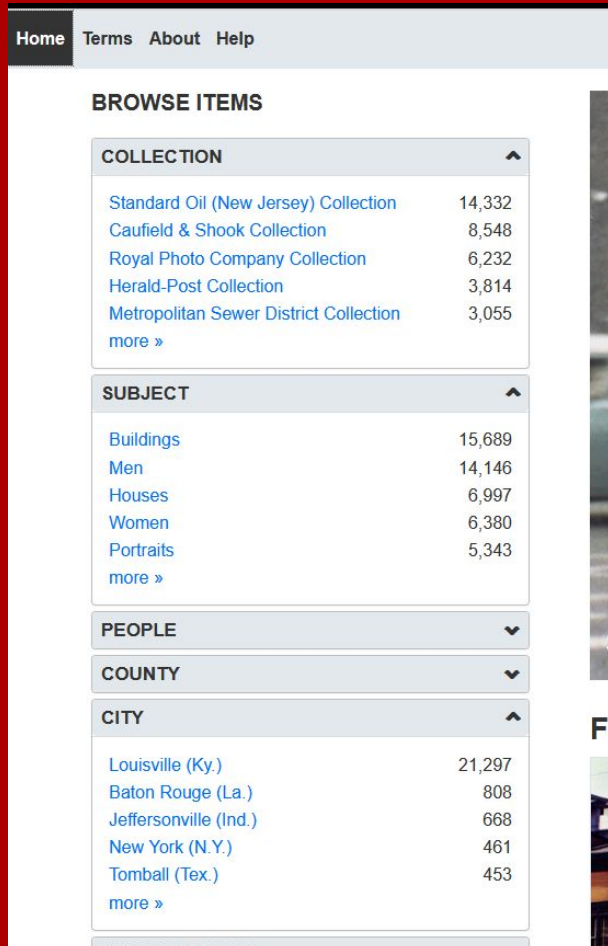
MEDIA TYPE



Featured Topics



Successes



- Migrated
- Early implementers
- Metadata in a better spot
- Exciting features
 - Advanced search
 - Facets
 - Zoom
 - Usability



BRITISH LIBRARY

Hyku Cookbook: Home

Recipes for metadata entry for UofL Digital Collections

- Home
- Introduction
- Art Work Type
- Image Work Type
- Text Work Type
- Changes



Organization - Art Work Type

1. [Model](#)
2. [Item Number](#)
 1. [Parents](#)
 2. [File](#)
3. [Title](#)
 1. [Alternative Title](#)
4. [Creator](#)
 1. [Creator Role](#)
5. [Contributor](#)
 1. [Contributor Role](#)
6. [Description](#)
 1. [Transcription Translation](#)
7. [Place Original](#)
8. [Subject](#)

Organization - Image Work Type

1. [Model](#)
2. [Item Number](#)
 1. [Parents](#)
 2. [File](#)
3. [Title](#)
 1. [Alternative Title](#)
4. [Series](#)
 1. [Story](#)
5. [Creator](#)
 1. [Creator Role](#)
6. [Contributor](#)
 1. [Contributor Role](#)
7. [Description](#)
 1. [Invoice Information](#)

- Home
- Introduction
- Art Work Type
- Image Work Type
- Text Work Type
- Changes

Subject

This is a mandatory field. Every record **must** include subject(s).

Repeatable	Yes. Enter each subject in the same field, separated by a semicolon and a space. See People represented for personal names as subjects.
Hyku term	subject
Mapping	http://purl.org/dc/elements/1.1/subject
Search	Yes
Hide	No
Vocabulary	Yes
Definition	What the content of the resource is about or what it is, expressed by headings, keywords, phrases, names, or other terms.

Usage

In addition to LCTGM, use other established thesauri as needed, and refer to the list of terms already used.

Use specific or unique words as well as more general words.

Identify ethnic and racial groups as known/appropriate (e.g., African Americans). Where relevant, consult alternative thesauri when confronted with harmful or outdated terminology in LCSH or LCTGM.

Challenges

- Ukraine war - pushed out of CONTENTdm sooner than expected
- Too much customizations?
- Slow loading time
- Accessibility
- Working with vendor
- OpenSource is not free



Collier, John Jr. Worker clear buried railroad track, Talara, Peru, 1945 . Oct. 1945. Talara (Piura, Peru). University of Louisville Archives & Special Collections ULPA SONJ_32765

Going Forward

- Upgrades?
 - Loading issues
 - Searching internal pages
- Yearbooks still need new home
- Uploading new content



Parks, Gordon, Farmer plowing with horses, North Kingstown, Rhode Island, 1947. University of Louisville Archives & Special Collections ULPA SONJ_53108

Recommendations

- Expect there to be delays
- Community support
- Get involved
- Ask questions
- Customization - balancing fitting collections into a system and changing a system for collections
- Institutional buy-in
- Take advantage of metadata clean up



Roskam, Edwin, Roskam, Louise, V.G. Olson on tractor, Cut Bank, Montana, 1944. University of Louisville Archives & Special Collections ULPA SONJ_12937

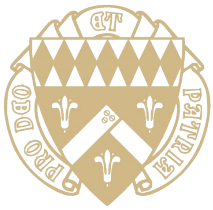
Haiku on Hyku

long but migrated
customization too far?
open source not free

Emma Beck
emma.beck.1@louisville.edu



Eagle, Arnold, Corn stalk, Pierre Part, Louisiana, 1946.
University of Louisville Archives & Special Collections ULPA
SONJ_44395



LORAS COLLEGE™

**CENTER FOR DUBUQUE HISTORY
& LORAS COLLEGE ARCHIVES**

ArchivesSpace

Heidi Pettitt

she/her

Loras College Archival Collections

- Small, private, Catholic College
- 3 collections:
 - College Archives
 - Center for Dubuque History
 - Special Collections
- 430ish named collections
- 180ish finding aids and inventories
- 4 digital collections - Omeka
- 1 Librarian/Archivist



Pre-Planning

	Criteria	
Budget:	\$0	OpenSource
Experience with archival systems:	None	Supportive community
Successful installation and maintenance of complex software:	Zilch	Software Contractor

Project Plan

- 2021: NEH ARP Grant
- October 2021: Select software
- January 2022: Hire person to install software
- May 2022: create a manual
- June 2022: Grad student interns do data entry
- September 2022: Archival Software full of finding aids!



Loemker, Herman J., 1868-1937, "[Excellent street car service]," Loras College Digital Collections, accessed April 26, 2024, <https://digitalcollections.loras.edu/items/show/5416>.

Actual Timeline

- 2021: NEH ARP Grant
- October 2021: Select software
- ~~January 2022: Hire person to install software~~
- January 2022: IT volunteers to install software
- ~~May 2022: create a manual~~
- ~~June 2022: Grad student interns add finding aids to software~~
- July 2022: IT staff finally admits they can't make software work
- August 2022: Library Host to the rescue!
- September 2022: Archival Software ~~full~~ of finding aids! Functional!
- May 2024: 95% of finding aids added



Loemker, Herman J., 1868-1937, "[Excellent street car service]," Loras College Digital Collections, accessed April 26, 2024, <https://digitalcollections.loras.edu/items/show/5416>.

Now what?



[Repositories](#) [Collections](#) [Digital Materials](#) [Unprocessed Materials](#) [Subjects](#) [Names](#) [Record Groups](#) [Q](#)

Welcome!

Use this site to search or browse finding aids for archival material in the Center for Dubuque History and Loras College Archives.

Please note that not all of our collections have been processed, and we are continually creating new finding aids. For any questions or additional information, please contact us at cdh@loras.edu or visit the [Center for Dubuque History webpage](#).

Search The Archives

Enter your search terms

Limit by record type

Search field

From year

To year

Add row

Frequently Asked Questions

How do I use this Site?

To search all collections, type a keyword into the search bar. The drop-down boxes and date fields allow you to further customize your search. Search results can be narrowed by material type, subject, or name by clicking on any of the "Additional filters" appearing to the right of your search results list. Click on any of the tabs at the top of this page to browse holdings by collection, subjects, or names.

What is a finding aid?

Finding aids are detailed inventories of unique collections that provide information about the creation, historical context, and contents of primary source materials.

Who do I contact if I have questions?

For immediate assistance during normal business hours, you can use our chat box!

For contact information or general information, such as our hours, mission statement, and additional resources, please the [Center for Dubuque History homepage](#).

The Challenge

- Migrating 183 finding aids that:
 - Aren't standardized



Unknown. Student checking out books from the library. Loras College Center for Dubuque History. Campus Photos 1949-1954

The Challenge

- Migrating 183 finding aids that:
 - Aren't standardized
 - Don't always open in Word



Unknown. Student checking out books from the library. Loras College Center for Dubuque History. Campus Photos 1949-1954

The Challenge

- Migrating 183 finding aids that:
 - Aren't standardized
 - Don't always open in Word
 - Are PDFs with no or poor OCR



Unknown. Student checking out books from the library. Loras College Center for Dubuque History. Campus Photos 1949-1954

The Challenge

- Migrating 183 finding aids that:
 - Aren't standardized
 - Don't always open in Word
 - Are PDFs with no or poor OCR
 - Don't match an existing collection



Unknown. Student checking out books from the library. Loras College Center for Dubuque History. Campus Photos 1949-1954

The Challenge

- Migrating 183 finding aids that:
 - Aren't standardized
 - Don't always open in Word
 - Are PDFs with no or poor OCR
 - Don't match an existing collection
 - Aren't actually inventories



Unknown. Student checking out books from the library. Loras College Center for Dubuque History. Campus Photos 1949-1954

The Challenge

- Migrating 183 finding aids that:
 - Aren't standardized
 - Don't always open in Word
 - Are PDFs with no or poor OCR
 - Don't match an existing collection
 - Aren't actually inventories
 - Only include part of the collection



Unknown. Student checking out books from the library. Loras College Center for Dubuque History. Campus Photos 1949-1954

Struggles

MARC cataloging ≠ archival cataloging

Struggles

Quality:

Compare the documentation to
the box

Fix all the errors

Add missing information

Do it once and do it right

More complex searching

Quantity:

Ignore all but most obvious
errors

WYSIWYG

Bulk copy and paste

That's a future me problem

Focus on access

Tools Used

Rapid Data Entry

Add Row Columns: 45 visible **Apply an RDE Template** Fill Column Reorder Columns Save as Template Remove Templates View Inline Errors Reset

Basic Information					Language		Date				Extent				Instance					
* Level of Descripti	Other Leve	Publish?	* Title	Component Unique Identifie	Language	Scrip	Expressior	Date Type	Labe	Begir	Enc	Portior	Numbe	Type	Container Summary	Physical Detail	Dimension	Instance Type	Top Container	Child Type
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Ty	Create

Add Row

Rapid Data Entry

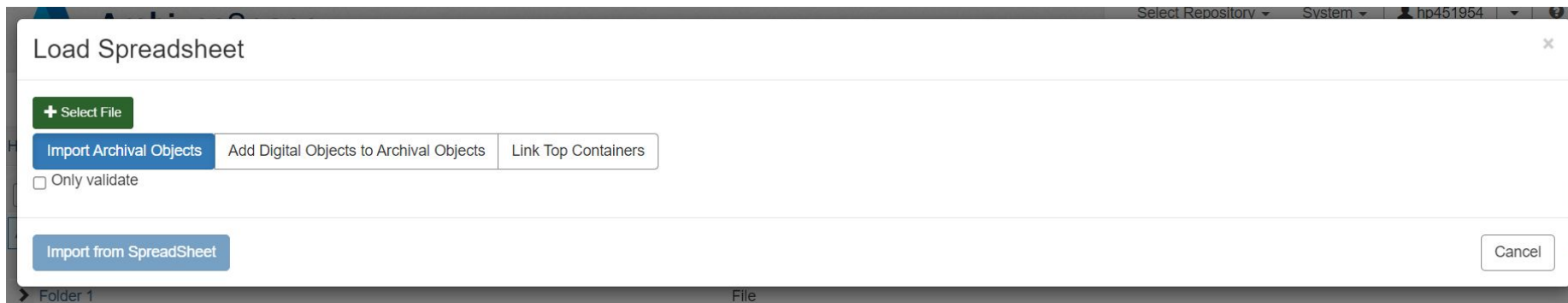
Add Row Columns: 8 visible **Really Simple** Fill Column Reorder Columns Save as Template Remove Templates View Inline Errors Reset

Basic Information			Date					
* Level of Descripti	Publish?	* Title	Expression	Date Type	Label	Begin	End	
Item	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

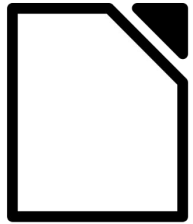
Add Row

Tools Used

ref_id	title	hierarchy	level	other_level	publish	l_lang	l_langscript	dates_label	begin	end	date_type
Ref ID	Title	Hierarchical Relationship	Description Level	Other Level	Publish?	Language	Script	Date(1) Label	Date(1) Begin	Date(1) end	Date(1) Type
3/resources/	Correspondence from Rev. Michael J. McCormack to Mary Alice Meish		2 File		TRUE	English	Latin	Creation	1990		single
3/resources/	License Plate – US Forces in Germany (1959)		2 Item		TRUE	English	Latin	Creation	1959		single
3/resources/	Print of sacraments (M.H. Wiltzius Co. Milwaukee)		2 Item		TRUE	English	Latin				
3/resources/	Memorial Service program for Paul Joseph Kurth (1936)		2 Item		TRUE	English	Latin	Creation	1936		single
3/resources/	Painting of priest blessing the eucharist		2 Item		TRUE	English	Latin				
3/resources/	Loras College Purgold (1945)		2 Item		TRUE	English	Latin	Creation	1945		single
3/resources/	Recordings, "Father Barragy Funeral" (2)		2 Item		TRUE	English	Latin				
3/resources/	Prayer Book and Prayer Cards		2 Item		TRUE	English	Latin				



Tools Used



LibreOffice
The Document Foundation



ABBYY® FineReader®

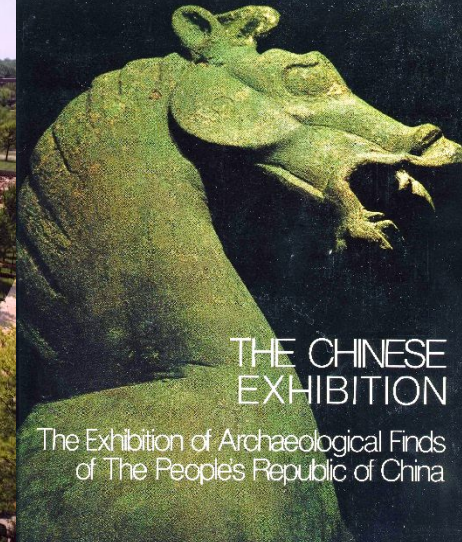
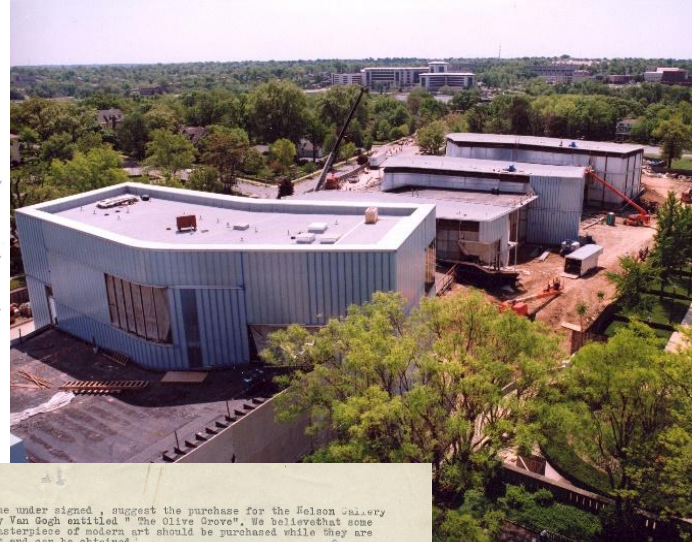
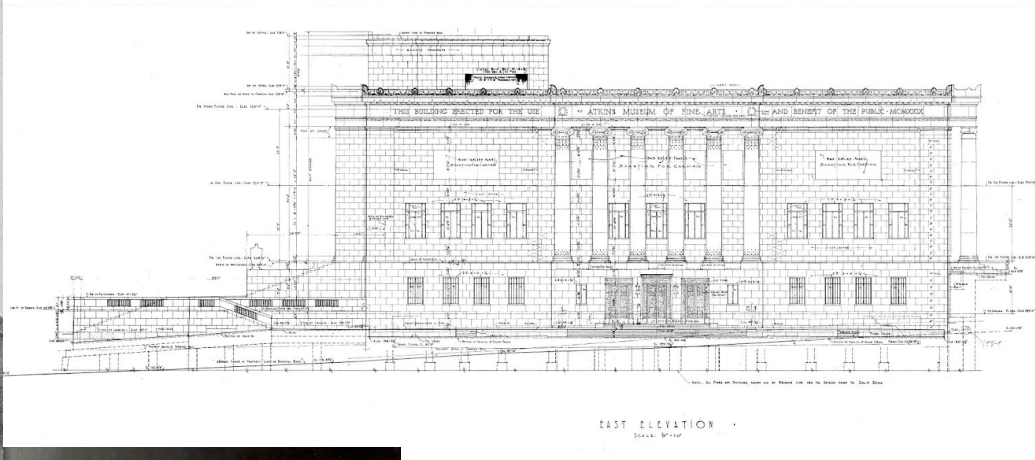
Recommendations

- More planning
- Find an expert to observe
- Join the ArchivesSpace Community
- Make copies of files before you mess with them
- Make a mess, it's easy to delete in ArchivesSpace
- Pay attention to date format
- If exporting to MARC - add subjects

ArchivesSpace

Tara Laver, Senior Archivist

Nelson-Atkins Archives



The Trustees
of the
William Rockhill Nelson Trust
request the honor of your presence
at a Preview of
The Opening Exhibition
in the
William Rockhill Nelson Gallery of Art
and the
Atkins Museum of Art
on Sunday, the tenth of December
from eight until eleven o'clock
in the evening

The favor of a reply
is requested to
Mr. Paul Gardner, Director
525 Oak Street
Kansas City, Missouri

Trustees:
Mr. James Clyde Nichols
Mr. Herbert Vincent Jones
Mr. Arthur Haddock Hyde



THE LIBRARY OF CONGRESS
DIVISION OF FINE ARTS
WASHINGTON, D. C.

July 9, 1941

Mr. Paul Gardner
Nelson Gallery of Art
4525 Oak Street
Kansas City, Mo.

My dear Mr. Gardner:

Like other libraries on the Atlantic seaboard, the Library of Congress has felt it necessary to look ahead and consider the possibility that if we enter the war our building may be liable to damage from the air. So plans have been made to pack and store our particularly valuable material in some place or places where they will be in less danger.

In the division of Fine Arts we have not only the books on the subject, of which the rarities will be cared for along with other books from other sections of the library, but a large collection of fine prints, etchings, engravings, lithographs etc., and some original drawings which I should like to see treated separately from the books.

These are now all in box-like portfolio cases of two sizes, arranged on shelves such as books are. If storage space permitted they could be moved as they are and set up elsewhere, where they would be accessible for use. Or they could be taken out of their cases and packed for dead storage in packing boxes with an economy of perhaps 50% of the space, but no possibility of use. In this form the total bulk would occupy about 350 cu. ft.

It has occurred to me that there might be some space in your fine new building where these prints could be stored. I can imagine no place where there would be less danger of bombing than in Kansas City, nor any where museum material would be better cared for. If they could be stored unsorted, the prints would of course be available to you for study or exhibition purposes if you wished.

Could you tell me, quite informally, if it would be possible for your museum to consider housing our prints, "for the duration?"

Very sincerely yours,
LEICESTER B. HOLLAND
Chief, Division of Fine Arts

LEH:RO

We, the under signed, suggest the purchase for the Nelson Gallery a painting by Van Gogh entitled "The Olive Grove". We believe that some recognized masterpiece of modern art should be purchased while they are on the market and can be obtained.

Students of the Art Institute

M. Welsh Hammond
M. Martin
Dorsey D. D. D.
Mary Johnson
Cath. K. Antikson
Estelle Jones
Vergil Jones
John Douglas
Annie Bloomer
W. Rosebame
Jack V. Schuller
Ray Lincoln
A. Colwellbach
E. H. Henry
Mrs. W. Mrs. Charles P. Carroll



Existing Systems

- Finding aids: (Word/PDF)
46 inventories, 60 container lists
- MARC records
- Accessioning: paper based

4525 Oak Street, Kansas City, Missouri 64111

nelson-atkins.org
816.751.1ART

The
Nelson-Atkins
Museum
of Art

RG 01/01

Office of the Director Records, Paul Gardner Records, 1932-53

DESCRIPTIVE INFORMATION

Repository: Nelson-Atkins Museum of Art Archives

Collection Title: Office of the Director Records, Paul Gardner Records

Collection Dates: 1932-1953

Collection Identification: Record Group 01/01 (RG 01/01)

Collection Size: 6 linear feet (6 record center cartons).

Abstract: These files are comprised of records and correspondence generated by the Director's Office of The Nelson-Atkins Museum of Art (formerly called The William Rockhill Nelson Gallery of Art and the Atkins Museum of Fine Arts) during the tenure of Paul Gardner (1932-53), the first Director of the Museum. The Director's Office was occupied by Ethylene Jackson who was Acting Director from November 1942 until January 1946 while Gardner served in the American Armed Forces during World War II.

Related Collections: Paul Gardner Papers, MSS 002; Jane Rosenthal Collection, MSS 006.

ADMINISTRATIVE INFORMATION

Acquisition Information: The records were brought to the Museum's Archives in December 1992 from the Spencer Library where they had been stored.

Restrictions on Access: Trustee minutes in box 3, folder 72, are restricted. Only staff may view.

Copyright: These records are the property of the Nelson Gallery Foundation and it retains all rights, including possible copyright, which they may contain.

Timeline

- Joined May 2017
- IT challenges
- LibraryHost, Spring 2019
- Intern Christain Hartman, Summer 2019
- Hired as p/t Archives Assistant, Fall 2019
- Covid shutdown, March-September 2020
- “Launched” PUI with 65 collections, August 2022

Some Nuts and Bolts

Harvard Spreadsheet Importer

- Word to Notepad
- Notepad to working Excel spreadsheet
 - Box #
 - Folder #/ Folder Range
 - Folder Title
 - Creation Date Range
 - Beginning Date
 - End Date
- Working spreadsheet to HPI

RG 01/01

Office of the Director Records, Paul Gardner Records, 1932-53

CONTAINER LIST

Series I: DEALERS 1932-53

Box	Folder	
01	01	Dealers: Letters of Introduction; Lists of Dealers, 1933-1951
	02	Ainslie Galleries, 1933-1934
	03	Alden Galleries, 1933-1934
	04	The Antique Galleries, Boston, 1937-1941
	05	Bachstitz Gallery, 1933-1940
	06	Brummer Galleries, 1934-1943
	07	Otto Furchard, 1939-1950
	08	Eunice Chambers, 1934-1952
	09	Largton Douglas, 1936-1941
	10	Downtown Gallery, 1933-1947
	11	Paul Drey, 1939-1953
	12	Durand-Ruel, 1933-1938
	13	Hurlacher Brothers, 1933-1952
	14	Feragil Galleries, 1934-1938
	15	Ficeman & Company, 1933-1934
	16	French & Company, 1934-1952
	17	French & Company, 1933
	18	Ginsburg & Levy, 1933-1934
	19	Dalzell Hatfield, 1949-1952
	20	Jacob Hirsch, 1939-1953
	21	D.A. Hoogendijk & Company, 1934-1951
	22	Edouard Jonas, 1933-1934
	23	H. Keverkian, 1932-1950
	24	Jan W.A. Kleycamp, 1933
	25	M. Knoedler & Company, 1934-1950
	26	C.W. Kraushaar Art Galleries, 1933
	27	John Levy, 1934-1941
	28	C.T. Loo, 1933-1953
	29	C.W. Lyon, 1934-1937
	30	Paul Mallon, 1935-1951
	31	Newhouse Galleries, 1934-1945
	32	Richard Owen, 1933-1935
	33	Arthur Upham Pope, 1932-1940

Some Nuts and Bolts

Revisions to finding aids

- Where to put random notes
- Added dates
- More robust admin history and s/c notes

Processed vs. Unprocessed

Collection organization

Office of the Director Records, Paul Gardner Records

➤ Dealers, 1932-1953

▼ Museums, 1934-1952

Museum Training, 1950

Museums, 1939-1952

Art Institute of Chicago, 1937-1950

Brooklyn Museum, 1936-1939

City Art Museum of St. Louis, 1935-1947

Cleveland Museum of Art, 1937-1948

Fogg Museum of Art, 1934-1950

Los Angeles County Museum, 1950

Metropolitan Museum of Art, 1935-1952

Museum of Fine Arts Boston, 1938-1951

Museum of Modern Art, NYC, 1942-1950

National Gallery of Art, 1948-1952

Pennsylvania Museum of Art, 1933-1938

Wichita Art Museum, 1937

▼ General Correspondence and Records, 1932-1953

Collection organization

Department of European Art Records

Box 1, 1953-1982

Box 2, 1958-1966

Box 3, 1945-1974

Box 4, 1937-2006

Box 5, 1930-2000

Box 6, 1986-1990

Box 7, 1977-2003

Box 8, 1983-1996

Box 9, 1982-2002

Box 10, 1982-2001

Box 11, 1995-1999

Box 12, 1967-2001

Box 13, 1990-2007

Box 1, 1953-1982

 **File – Box: RG03.01 Identifier: RG. 03**

[The Nelson-Atkins Museum of Art Archives](#) | [Department of European Art Records \(RG-03\)](#) | [Box 1, 1953-1982](#)

Scope and Contents

Correspondence – Dealers, "A-E" Kelleher, 1954-1956;
Correspondence – Dealers, "F-K", 1954-1956;
Correspondence – Dealers, "K-P" Kelleher, 1954-1956;
Correspondence – Dealers, "T-Z" Kelleher, 1953-1959;
Correspondence – Dealers, Private Kelleher, 1954-1956;
Correspondence – Dealers, "R-S" Kelleher, 1954-1956;
Dealer Photographs – Kelleher, undated;
Exhibitions – Kelleher, 1954-1957;
Loose documents, 1977-1982;
Dale Eldred, 1977-1982;
Rubens's, 1953-1959;
Devonshire...

[See more >](#)

Dates

Collection organization

Department of European Art Records

[Box 1, 1953-1982](#)

[Box 2, 1958-1966](#)

[Box 3, 1945-1974](#)

[Box 4, 1937-2006](#)

[Box 5, 1930-2000](#)

[Box 6, 1986-1990](#)

[Box 7, 1977-2003](#)

[Box 8, 1983-1996](#)

[Box 9, 1982-2002](#)

[Box 10, 1982-2001](#)

[Box 11, 1995-1999](#)

[Box 12, 1967-2001](#)

[Box 13, 1990-2007](#)

[Box 14, 2004-2005](#)

Welcome to the Nelson-Atkins Museum of Art Archives

Enter your search terms

Limit by record type

Search field

From year

To year

Add row

About the Archives

The Archives serve as the corporate memory of The Nelson-Atkins Museum of Art by preserving and providing access to the institution's records that document the origins, development, achievements, and activities of the museum. Our collections also include the personal papers and manuscript collections of people related to the museum, such as curators, trustees, and educators. Access is by appointment only.

Using This Site

This site allows browsing and keyword searching of our finding aids, which are descriptive inventories or indexes of an archival collection. These guides usually detail the origin, content, organization, and date of the records as well as information about their creators. Enter your search words in the box above or browse the finding aids by collection title, assigned subject term, or personal and corporate names via the tabs.

More Information

For additional information about the Archives or to schedule an appointment, please [contact the Archivist](#).

Museum Records (RG)

- [Office of the Director Records, Paul Gardner Records \(RG 01/01\)](#)
- [Office of the Director Records, Laurence Sickman Records \(RG 01/02\)](#)
- [Office of the Director Records, Ralph T. "Ted" Coe Records \(RG 01/03\)](#)
- [Office of the Director Records, Marc Wilson Records \(RG 01/04\)](#)
- [Department of Asian Art Records \(RG 02\)](#)
- [Department of European Art Records \(RG 03\)](#)
- [Department of Decorative Arts Records \(RG 04\)](#)
- [Department of Modern and Contemporary Art Records \(RG 05\)](#)
- [Department of Prints and Drawings Records \(RG 06\)](#)
- [Department of American Art Records \(RG 07\)](#)
- [Department of South and Southeast Asian Art Records \(RG 08\)](#)
- [Department of Ancient Art Records \(RG 09\)](#)
- [Department of African Art Records \(RG 10\)](#)
- [Department of Arts of Africa, Oceania, and the Americas Records \(RG 11\)](#)
- [Department of Photography Records \(RG 13\)](#)
- [Department of American Indian Art Records \(RG 14\)](#)
- [The Century of Tung Ch'i-ch'ang Exhibition Records \(RG 24/00\)](#)
- [The Magic Theater Exhibition Files \(RG 24/01\)](#)
- [Sacred Circles Exhibition Records \(RG 24/05\)](#)
- [Exhibition of Archaeological Finds of the People's Republic of China Records \(RG 24/10\)](#)
- [Sound, Light, and Silence: Art That Performs Exhibition Records \(RG 24/15\)](#)
- [Eight Dynasties of Chinese Painting Exhibition Records \(RG 24/20\)](#)
- [Andrew Wyeth: Autobiography Exhibition Records \(RG 24/25\)](#)
- [Across Continents and Cultures: The Art and Life of Henry Ossawa Tanner Exhibition Records \(RG 24/30\)](#)
- [Made in America: Ten Centuries of American Art Exhibition Records \(RG 24/35\)](#)

<https://nelson-atkins.libraryhost.com>

Takeaways

- Effect on processing decisions
- Explore your options for hosting
- Learn from others – buddy, mentor
- Don't reinvent the wheel
- Find what keeps you accountable
- Don't be afraid to experiment
- Don't be afraid to fail



University of Northern Iowa: ArchivesSpace

Tessa Wakefield, Processing & Reference Archivist

Where did we come from?

- Drupal website
- Finding aids created using Drupal template
- Pro: finding aids were online, relatively straightforward to edit once template was set up
- Cons: minimal control over finding aid fields, limited editing privileges

Scope and Content

The first series, **Administrative Records**, consists of department minutes. Included are minutes and a few agendas from Department of Geography meetings ranging from 1966-1987. Primary subjects include course offerings and curriculum; the geography graduate program; staffing needs and open positions; budgetary and salary discussions; departmental equipment; and enrollment. Also included in this series is a 1989 Departmental Review, which has been kept in its original order.

The second series, **Correspondence**, is arranged into two subseries. Types of materials include correspondence, memos, and invoices. The first subseries, **General Correspondence & Documents**, 1963-1988, contains materials related to budgetary/salary matters; departmental issues, such as conferences, positions, open positions, and graduate assistantships; guest lecturers; discussions of journals/publications and textbooks; College of Business and Behavioral Sciences matters, and topics related to the Middle East. Much of the material is to/from department head Basheer K. Nijim. The second subseries, **Administrative Correspondence**, 1959-1970; 1981-1982 consists of correspondence pertaining to departmental position openings. Included are letters from various scholars applying or asking about jobs, sometimes with accompanying resumes and references. The subseries is arranged chronologically. Also included in this subseries is a grouping of materials focused specifically on the 1971-1972 search for the College of Business and Behavioral Sciences dean position. This subseries is restricted and closed to researchers.

The **Programs & Ephemera series**, 1969-2013, consists of brochures, flyers, pamphlets, and announcements related to the Department of Geography. These items advertise talks either presented or co-sponsored by the department as well as department seminars, colloquiums, course offerings, and programs. Topics represented in this series vary, ranging from local issues specific to Iowa, to international subjects, such as the Middle East.

The final series, **Publications**, consists of two department publications, The Iowa Geographer and Geographical Perspectives.

Inventory

Box 1

- Folder 1: Department Minutes, 1966 [Series 1, Subseries 1]
- Folder 2: Department Minutes, 1967-1968 [Series 1, Subseries 1]
- Folder 3: Department Minutes, 1968-1969 [Series 1, Subseries 1]
- Folder 4: Department Minutes, 1969-1970 [Series 1, Subseries 1]
- Folder 5: Department Minutes, 1974-1975 [Series 1, Subseries 1]
- Folder 6: Department Minutes, 1975-1976 [Series 1, Subseries 1]
- Folder 7: Department Minutes, 1976-1977 [Series 1, Subseries 1]

Collection Overview

Title: Department of Geography Collection

Record Series: 12/02/01

Record Group: 12/02/01 Department of Geography Collection

Creator: Department of Geography

Date: 1959-2013

Extent: 9 boxes (3.75 linear feet)

Repository: Special Collections & University Archives at Rod Library, University of Northern Iowa

Language: Materials primarily in English; one item in Arabic[?]

Content Structure Configuration Help

Home > Add content

Create Finding Aid

Display Live Link in Finding Aid Index

Collection Overview *

Record Group *

Information for Users

Existence & Location of Copies

Related Archival Materials

Sensitive Materials Statement

General Use, Reproduction & Copyright

Historical Note

Arrangement

Scope and Content

Inventory

Appraisal, Destruction, and Scheduling Information

Processing Information

External Web Resource

Bibliography

Collection Overview

Title *

Reference Code

Creator

Begin a UA number with "Record Series" and an MsC number with "Collection."

Date

Extent

Repository

Special Collections & University Archives at Rod Library, University of Northern Iowa

Language

Materials entirely in English.

Early migration work

- Got the ball rolling March 2021
- Goal was to work with campus IT on moving our finding aid data – they would take lead
 - “Flip of a switch”
- A LOT of trial and error between IT and myself
- Created a crosswalk between Drupal finding aids and ArchivesSpace resource record (ASpace’s term for finding aid)

DRUPAL term	ARCHIVESPACE term / equivalent	Notes
Finding aid	Resource Record or Archival Object	
Title	Title	
Reference Code / Record Series	Identifier or Component Unique Identifier	
Creator	Agent Links	Role: Creator
Date	Dates	Creation - Expression (date range) - Inclusive or Single
Extent	Extents	Box and linear feet
Repository	n/a	Don't worry about this field in Aspace!
Language	Languages	
Accessing the Collection	Conditions Governing Access	Under "Notes" tab
Physical Access	Conditions Governing Access - Physical Access	Under "Notes" tab
Technical Access	Conditions Governing Access - Technical Access	Under "Notes" tab
Custodial History notes	Custodial History	Under "Notes" tab
Immediate Source of Acquisition	Immediate Source of Acquisition	Under "Notes" tab
Preferred Citation	Preferred Citation	<u>Under "Notes" tab</u> – SHOULD already be there.
Existence & Location of Copies		Under "Notes" tab

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA			
1	Title	Reference-Code	Creator-Element	Date-Element	Extent-Element	Language-Element	Repository	Record-Group	Accessing	Custodial	Immediate	Physical	Preferred	Technical	Existence	General	Historical	Related	Sensitive	Appraisal	Arrangement	Bibliography	External	Inventory	Processing	Scope	and	Original		
2	Announce	12/00/01	College of Social	c. 1941-2009	2 boxes (0	Materials entirely in Engl	12/00/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<h3><stro	Finding aid created f	9865																	
3	College of	12/00/01	College of Social	1968-2003	5 boxes (6	Materials entirely in Engl	12/00/01	<p>No restrictions. This collection came	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<h3><stro	Material p	<p>This cc	2241																
4	College Se	12/00/01	College of Social	1984-1999	2 boxes (0	Materials entirely in Engl	12/00/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<p><stro	Finding aid created f	8598																	
5	Executive	12/00/01	College of Social	1968-1987	2 boxes (0	Materials entirely in Engl	12/00/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<p style="	Finding aid created f	8597																	
6	Social and	12/00/01	College of Social	1993-1995	1 box (0.4	Materials entirely in Engl	12/00/01	<p>There are no restrictions on the use o	[Identification of item] in the Social and Behavioral Science General Education Committee collection, 1993-1995, A	<p><stro	Finding aid created f	8599																		
7	Social Sci	12/00/01	College of Social	1995-1997	1 box (0.4	Materials entirely in Engl	12/00/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<p><stro	Finding ai	<p>This cc	8600																
8	Publicatio	12/00/01					12/00/01	<p>There are no restrictions on the use o	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collection Name], Rod Library, University of Northe																				
9	College of	12/00/01 [online]					Materials entirely in Engl	12/00/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>In January 1967, the Advisory Committee on Future Development and Administrative reco	<p>This collection co																		
10	Announce	12/01/01	College of Social	c. 1974-1978	1 box (0.2	Materials entirely in Engl	12/01/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<p><stro	Finding aid created f	8601																	
11	Office of t	12/01/01	Office of the Dea	1971-2011	8 boxes (6	Materials entirely in Engl	12/01/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>The College of Business and Behavior	Se	<p>"About Us." <em	<p>	</p>	Materials	<p>The fir	10528													
12	Faculty Re	12/01/05	College of Social	1968-2011	1 box (0.2	Materials entirely in Engl	12/01/01	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p><stro	[series number], [folder number or title when applicable], [Collectio	<p><stro	Finding aid created f	8602																
13	Departme	12/02/01	Department of G	1959-2013	9 boxes (3	Materials primarily in Eng	12/02/01	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>The subject of Geography first appear	Series 1: Administrativ	<p><stro	Finding ai	<p>The fir	10341															
14	Jonathan	12/02/02/01	Lu, Jonathan J.	1973-1993	3 boxes (0	Materials entirely in Engl	12/02/02	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>Jonathan Jung-Hui Lu was born in Fuki	<p>The collection is arranged c	<p><stro	Finding ai	<p>The Jo	7360															
15	Geograph	12/02/03	Geographic Allia	1990-2005	2 boxes (0	Material entirely in Engl:	12/02/03	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>The Ge	<p>Related archival materials	Se	"Geographic	<p><stro	Finding ai	<p>The Ge	10342													
16	Departme	12/03/01	Department of P:	1971-1998	2 boxes (0	Materials entirely in Engl	12/03/01	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>The Department of Psychology first bé	Series 1: Administrativ	<p><stro	Finding ai	<p>The co	10356															
17	Albert Gil	12/03/02/01	Gilgen, Albert	1957-2009	24 boxes (Materials primarily in Eng	12/03/02	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>Albert Rudolph Gilgen was born in Ak	<p>Series 1: Correspon	<p><stro	Collection	<p>The Al	10370															
18	Departme	12/04/01	Department of S:	1962-1998; 201	3 boxes (0	Materials entirely in Engl	12/04/01	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>The Department of Sociology, Anthro	Se	Jensen, Nick	<p><stro	Finding ai	<p>The co	10383														
19	Norris M.	12/04/02/01	Durham, Norris N	1967-2002	5 boxes (3	Materials entirely in Engl	12/04/02	<p>Most materials a The two albums wer	[Identification of item], in the [Series Titl	<p>Norris M. Durham was born on March	Se	The We	<p dir="ltr	Finding ai	<p>The co	10379														
20	Ronald E.	12/04/02/02	Roberts, Ronald i	1965-2000	7 boxes (4	Materials entirely in Engl	12/04/02	<p>No restrictions. Professor Roberts dc	[Identification of item], in the [Series Titl	<p>Ronald E. Roberts was born in Chariton, Iowa, on July 31, 1939. He we	<p style="	Papers pr	<p>This cc	2244																
21	Departme	12/05/01	Department of P:	1972-2017	4 boxes (2	Materials entirely in Engl	12/05/01	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>The study of political science has exis	<p>Series 1: Administr	<p><stro	Finding ai	<p>The De	10357															
22	Erma B. Pl	12/05/02/01	Plaehn, Erma B.	1915-1973	5 boxes (3	Materials entirely in Engl	12/05/02	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>Erma E	<p>Related archival materials	Series 1: Biographical/f	<p><stro	Finding ai	<p>The Er	10361														
23	Departme	12/06/01	Department of H	1969-2019	3 boxes (1	Materials entirely in Engl	12/06/01	<p>Most materials a Part of this collectio	[Identification of item], in the [Series Titl	<p>The study of history has been part of t	<p>The co	"Five Depart	<p><stro	Collection	<p>Series 1, 															
24	Donald E.	12/06/02/01	Shepardson, Don	1970s-2016	5 boxes (5	Materials entirely in Engl	12/06/02	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>Donald E. Shepardson was born on Mé	Se	"Donald E. Sl	<p><stro	Collection	<p>The co	10397														
25	Emily Clar	12/06/02/02	Brown, Emily Cla	c. 1975	1 box (0.4	Materials entirely in Engl	12/06/02	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>Emily Clara Brown was a history professor at the	<p>"Two Pro	<p><stro	Finding ai	<p>The e	10399															
26	Howard V	12/06/02/03	Jones, Howard V.	1951-2006	28 boxes (Materials entirely in Engl	12/06/02	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>Howar	<p>Related materials can be fo	<p>	Waterli	<p dir="ltr	Collection	<p>The bu	10421													
27	Leland Liv	12/06/02/04	Leland Sage	ca. 1927-1980	6 boxes (4	Materials entirely in Engl	12/06/02	<p>No restrictions. Following Professor	[Identification of item] in the Leland I. Sa	<p>Leland Livingston Sage was born on April 23, 1899, in Magnolia, Arkan	<p><stro	Collection processe	3877																	
28	Charles E.	12/06/02/05	Quirk, Charles E.	1968-1991	10 boxes (Materials entirely in Engl	12/06/02	<p>No restrictions. Materials are open fo	[Identification of item], in the Charles E. C	<p>Charles E. Quirk joined the UNI faculty full time as Assistant Profes	<h3><stro	Boxes 1-7 organized	1498																	
29	Donald F.	12/06/02/06	Howard, Donald	1925-1994	4 boxes (1	Materials entirely in Engl	12/06/02	<p>Most materials are open for research. [[Identification of item], in the [Series Titl	<p>Donald F. Howard was born at Strawberry Point, Iowa, in 1909. After h	<h3><stro	Material p	<p>Donal	1437																
30	Roy E. San	12/06/02/07	Sandstrom, Roy E	1993-2004	3 boxes (1	Materials entirely in Engl	12/06/02	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Title] #	[series number], [folder number or title when applicable], [Collectio	<h3><stro	Material p	<p>Roy E.	2243																
31	Robert De	12/06/02/08	Talbott, Robert D	ca. 1950-1996	2 boxes (2	Materials entirely in Engl	12/06/02	<p>No restrictions. Robert Dean Talbott	[Identification of item], in the [Series Titl	<p>Robert Dean Talbott joined the UNI faculty in 1967 as Assistant Profes	<h3><stro	Papers pr	<p>Rober	1442																
32	John Leon	12/06/02/09	Eiklor, John Leon	1935-1991	3 boxes (3	Materials entirely in Engl	12/06/02	<p>No restrictions. In the summer of 20	[Identification of item], in the [Series Titl	<p>John Leonard Eiklor was born in Chicago in 1927 and grew up in New	<h3><stro	Papers pr	<p>Profes	2504																
33	John D. B:	12/06/02/10	Baskerville, John	1988-2015	8 boxes (1	Materials entirely in Engl	12/06/02	<p>Most materials a This collection was c	[Identification of item], in the [Series Titl	<p>Biography</p><p><p>Grandparents: Walden A. Basker	<h3><stro	Collection p	<p>This cc	6517																
34	John W. J:	12/06/02/11	Johnson, John W	ca. 1965-2016	18 boxes (Materials entirely in Engl	12/06/02	<p>Most materials a Dr. Johnson donated	[Identification of item], in the [Series Titl	<div><p>Faculty - Professor of History</p></div><p><p>Degrees</p><p>Ph.I	<p><stro	This colle	<p>Gener	7195																
35	All-Colleg	12/06/03	Department of H	1957-1964	1 box (0.4	Materials entirely in Engl	12/06/03	<p>No restrictions. Materials are open fo	[Identification of item], in the [Series Titl	<p>The All-College Conference on Intern	Se	"Five Speake	<p><stro	Finding ai	<p>The fir	10398														
36	Model Un	12/06/04	Model United Na	1962-2003	12 boxes (Materials entirely in Engl	12/06/04	<p>No restrictions. NSC&UA acquired mo:	[Identification of item], in the [Series Titl	<p>The Iowa High School Model United Nations (IHSMUN) was organized	<h3><stro	Papers pr	<p>Mater	2242																

Exported Drupal data

Import tools

- Carnegie Hall Archives ArchivesSpace import guide
- Allows users to: “convert records from Excel spreadsheets to EAD XML” and “import well-formed EAD to ArchivesSpace”
- Walkthrough and downloadable templates can be found on [Carnegie Hall’s GitHub](#).
- Consists of:
 - A spreadsheet to enter your data into
 - A text file to copy / paste the spreadsheet data into
- Our process:
 - Copy / paste Drupal XML into corresponding Carnegie spreadsheet columns
 - Copy / paste the converted EAD data into the EAD text file

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U
1	Level	Title	Language	Year (Begin)	Year (End)	Date expression	Date is approximate = yes	Second Date (event)	Physical extent (number)	Physical extent (measure)	Dimensions	Physical description	Unique ID	Box #	File type (label)	File #	Storage Location	Venue note (label)	Venue note (text)	General note (label)	General note (text)
2	<c level="">	<unittitle>	<langmaterial>	<unitdate>		<unitdate>		<extent>		<dimension>	<physfacet>	<unitid>	<container>		<physloc>		<odd><head>	<odd><p>	<odd><head>	<odd><p>	
3	series	TEST EXAMPLE - Photographic Series		1900	2000	1900-200			100	photographic prints			CHA-TEST-Photos	1	Folder		SR7	Venue	ISA	Description	A great series of photos
4	item	TEST EXAMPLE - Photo of the Hall						June 21, 1990			10 x 10	just one side	CHA-TEST-Photos_001	1	Folder	20	SR7	Venue	ISA	Description	A beautiful photo
5															Folder			Venue		Description	

	Creator Agent	Personal / Corporate / Family	Abstract	Biographical / Historical note	Scope and Content	Arrangement	Provenance	Restrictions on access	Restrictions on use	Related Materials
1										
2	<origination>	<corpname>	<abstract>	<bioghist>	<scopecontent>	<arrangement>	<custodhist>	<accessrestrict>	<userrestrict>	<relatedmaterial>
3	NY Photographers	corpname	A lot of photos	The story of his life	The series includes a lot of photos	Chronological	The series is growing			Other Mappelthorpe collections in
4	Mappelthorpe	persname					Photo found in a program	Just the researchers	Use it with gloves	
5										

EAD encoding				
<code><c level='series'><did><unitid>TEST: EXAMPLE - Photographic Series</unitid><unitid>TEST - Do not copy</code>				
<pre> =IF(B4="" CONCATENATE("<c level='A4'">"<did><unitid>"B4"</unitid>" IF(D4="" CONCATENATE("<unitdate'" normal='D4'" (IF(E4="" E4.D4)) "" (IF(G4="y" certainty='approximate'" ""))>") IF(D4="" CONCATENATE("</unitdate>") IF(F4="" CONCATENATE("<unitdate>"F4"</unitdate>")) IF(H4="" CONCATENATE("<unitdate>"H4"</unitdate>") IF(I4="" CONCATENATE("<physdesc><extent>"I4"&" J4"</extent>" IF(L4="" CONCATENATE("<physfacet>"L4"</physfacet>") IF(K4="" CONCATENATE("<dimensions>"K4"</dimensions>") "</physdesc>") IF(M4="" CONCATENATE("<unitid>"M4"</unitid>") IF(N4="" CONCATENATE("<container label='unspecified' type='Box'">"N4"</container>") IF(P4="" CONCATENATE("<container label='unspecified' type='O4'"> P4"</container>") IF(V4="" CONCATENATE("<origination>"<" (IF(W4="" "corpname" W4) ">" V4"<" (IF(W4="" "corpname" W4) ">" "</origination>") "</did>" IF(S4="" CONCATENATE("<odd>" (IF(R4="" CONCATENATE("<head>" R4"</head>")) "<p>" S4"</p></odd>") IF(U4="" CONCATENATE("<odd>" (IF(T4="" CONCATENATE("<head>" T4"</head>")) "<p>" U4"</p></odd>") IF(Y4="" CONCATENATE("<bioghist><p>" Y4"</p></bioghist>") IF(Z4="" CONCATENATE("<scopecontent><p>" Z4"</p></ scopecontent>") IF(AA4="" CONCATENATE("<arrangement><p>" AA4"</p></arrangement>") IF(AC4 ="" CONCATENATE("<accessrestrict><p>" AC4"</p></accessrestrict>") IF(AD4="" CONCATENATE("<userrestrict><p>" AD4"</p></userrestrict>") IF(AE4="" CONCATENATE("<relatedmaterial><p>" AE4"</p></relatedmaterial>") IF(AF4="" CONCATENATE("<separatedmaterial><p>" AF4"</p></separatedmaterial>") IF(AG4="" CONCATENATE("<acqinfo><p>" AG4"</p></acqinfo>") IF(AH4="" CONCATENATE("<processinfo><p>" AH4"</p></processinfo>") IF(AI4="" CONCATENATE("<altformavail><p>" AI4"</p></altformavail>") IF(AK4="" CONCATENATE("<odd>" (IF(AJ4="" CONCATENATE("<head>" AJ4"</head>")) "<p>" AK4"</p></odd>") IF(AL4="" CONCATENATE("<controlaccess><subject>" AL4"</subject></controlaccess>") IF(AM4="" CONCATENATE("<controlaccess><subject>" AM4"</subject></controlaccess>") IF(AN4="" CONCATENATE("<controlaccess><subject>" AN4"</subject></controlaccess>") IF(AO4="" CONCATENATE("<controlaccess><subject>" AO4"</subject></controlaccess>") IF(AP4="" CONCATENATE("<controlaccess><corpname>" AP4"</corpname></controlaccess>") IF(AQ4="" CONCATENATE("<controlaccess><persname>" AQ4"</persname></controlaccess>") IF(AR4="" CONCATENATE("<controlaccess><genreform>" AR4"</genreform></controlaccess>") "</c>")) </pre>				

```

<c level='collection'><unitid>The Update</unitid><unitdate>2008-
2017</unitdate><physdesc><extent>1 box (0.21 linear feet)
</extent></physdesc><unitid>14/02/03</unitid><origination><corpname>U
niversity of Northern
Iowa</corpname></origination><scopecontent><p><p>This collection con
tains 2008-2017 issues of the College of Arts, Humanities, and Sciences
publication, entitled <em>The Update</em> </p>
</p></scopecontent><accessrestrict><p>No restrictions. Materials are
open for research. </p></accessrestrict><processinfo><p>Finding aid
created by Library Associate Dave Hoing, August 2017. Updated January
2018 and April 2018 (dh). Linear feet updated on September 18,
2017. </p></processinfo><prefercite><p>[Identification of item] in the
Update collection, 2009-2015, Archives Record Series 18/01/06, [issue
number and date], University Archives, Rod Library, University of Northern
Iowa </p></prefercite><langmaterial><p>Materials entirely in
English. </p></langmaterial></c>

```

Carnegie Hall template: .txt file

```
template_final.txt - Notepad
File Edit View
</eadheader>
<archdesc level="collection">
  <did>
    <unitid>[record series number]</unitid>
    <langmaterial><language> [language of materials]</language></langmaterial>
    <origination><persname> [collection creator]</persname></origination>
    <untititle>[collection title]</untititle>
    <unitdate normal="1900/2000">[dates of collection]</unitdate>
  </extent></physdesc>
  </did>
  <accessrestrict> No restrictions. Materials are open for research. </accessrestrict>
<acqinfo> [Immediate Source of Information] </acqinfo>
<relatedmaterial>[Related Materials]</relatedmaterial>
<accessrestrict><head>Technical Access</head>[technical access info if applicable]</accessrestrict>
<accessrestrict><head>Physical Access</head>[physical access info if applicable]</accessrestrict>
<bioghist>[Biographical / Historical note]</bioghist>
<arrangement>[arrangement if applicable]</arrangement>
<scopecontent>[Scope and Content note]</scopecontent>
  <userestrict><head>General Use, Reproduction, and Copyright Policies</head> Many items housed in the Rod Library Special Collections and University Archives, including unpublished images and manuscripts, may be protected by copyright, publication rights, trademarks, or model release rights which the library does not own and for which the library cannot grant permission or licensing. Materials currently under copyright are usually still available for research and limited reproduction under Fair Use laws. However, it is the sole responsibility of the patron to determine whether or not their use of a given material falls within Fair Use guidelines and to obtain permission for said use from the rightful copyright owner. If you are unsure where to begin, please consult the Copyright LibGuide. Please note that it is not the library's responsibility to locate or contact copyright holders for a patron, and neither the library nor library employees are responsible for copyright violations of the materials to which they facilitate research access.
  Please see our full General Use and Service Policies for more information.</userestrict>
<processinfo>[Processing information / note]</processinfo>
<prefercite>[Identification of item], in the [Series Title] #[series number], [folder number or title when applicable], [Collection Name], Rod Library, University of Northern Iowa.</prefercite>
  <userestrict><head>Sensitive Materials Statement</head>Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy or similar laws, and the Iowa Open Records Law (see Iowa Code § 22.7). Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals represented in this collection without the consent of those individuals may have legal ramifications (e.g., a cause of action under common law for invasion of privacy may arise if facts concerning an individual's private life are published that would be deemed highly offensive to a reasonable person) for which the University of Northern Iowa assumes no responsibility.</userestrict>
<bibliography> <bibref>"Henry Sabin, L.L.D. "<emph render="italic">Normal Eye,</emph> <date normal="1908">June 12, 1897</date>. <extref href="https://indexuni.library.uni.edu/articles/149234" show="new" actuate="onload">"https://indexuni.library.uni.edu/articles/149234".</extref></bibref></bibliography>
  <dsc>
    [spreadsheet contents pasted here]
  </dsc>
</archdesc>
</ead>
```

Adapted local use template

Create and edit the EAD

To create the EAD XML use the prepared example called [EADtoAS.txt](#), originally written by Kate Bowers and posted on the [Harvard University Blog](#), and then modified by Marco Lo Cascio for Carnegie Hall Archives. XML is a markup language based on standard elements and attributes, and creates a finding aid in a machine readable structure. To open, edit, and modify an EAD XML you can use a simple text editor like the Notepad on Windows or specific encoding program like AtoM or Oxygen.

```
<?xml version="1.0" encoding="UTF-8"?>
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
  <eadheader>
    <eadid> CHA-CollectionID_EAD </eadid>
    <filedesc>
      <titlestmt>
        <titleproper> CollectionName finding aids, by YourName</titleproper>
      </titlestmt>
    </filedesc>
  </eadheader>
  <archdesc level="collection">
    <did>
      <unitid> CHA-CollectionID </unitid>
      <langmaterial><language> English, and other?</language></langmaterial>
      <origination><persname> Creator of the collection </persname></origination>
      <untititle> Title of the Collection </untititle>
      <unitdate normal="1900/2000"> 1900-2000 </unitdate>
      <physdesc><extent> Number / Container </extent></physdesc>
    </did>
    <dsc>
      [Paste here the records from the spreadsheet]
    </dsc>
  </archdesc>
</ead>
```

Example: Carnegie Hall GitHub

Migrating Inventories

- Our inventories were inconsistent
- XML export for this field was messy
- Carnegie Hall import does include ability to include inventories
- We opted for:
 - Harvard spreadsheet importer (now downloadable from ASpace)
 - Clean up inventories / standardize them during migration process
 - Very manual process

```
<p style="background: white; margin: 0in 0in 0pt; line-height: normal;"><strong>Box 1</strong></p>

<ul><li>Miscellaneous</li>
  <li>Songs from CONTAG: "This Old Man"</li>
  <li>Advising newsletter</li>
  <li>Presenters, 1986-1994</li>
  <li>Brochures and posters, 1986-1997</li>
  <li>Programs, 1986-1997</li>
  <li>CONTAG 1986: Aesthetic strand; Budget requisitions; Course; Equipment and room requests; Housing; Mailing to registrants; Presenter contracts; Program; Registration; Thank you letters.</li>
  <li>CONTAG 1987: Correspondence; Evaluation of CONTAG; Local recreation; Mailing lists; Room assignments, meeting; Participants; Presenter contracts; Print work; Program copy; Project proposals for 1987 CONTAG course; Publicity; Requisitions.</li>
  <li>CONTAG 1988: AEA TAG consultants; Evaluation; Housing; Program; Project proposals for 1988 CONTAG course; Requisitions, budget.</li>
  <li>CONTAG 1989: Attendee list; Communications; Contractual agreements for presenters; Course; Evaluation; Exhibits; Expense account and equipment requests; Films, video, computer; "Goals for Gifted Programs: Perceptions of Interested Groups"; Iowa standards for teacher ed.; Letter to participants; Publicity; Recreation.</li>
  <li>CONTAG 1990: Attendee list; Brochure and program; Committee; Evaluations; Mailing lists; Presenter contracts; Presenter letters; Program; Program descriptions; Public relations; Travel, lodging.</li>
</ul><h3><strong>Box 2</strong></h3>

<ul><li>CONTAG 1991: Attendees; Committee correspondence; Evaluation; Handouts; Presenter contracts returned; Presenter letter-confirmation; Publicity, VITA.</li>
  <li>CONTAG 1992: Budget questions; Committee; Exhibits; Handouts; Presenters; Publicity; Teacher education faculty announcement.</li>
  <li>CONTAG 1993: Program; Participant list; Evaluations; Budget; AEA consultant list; Attendees-mailings; Committee correspondence; Scholarship; Course; Presenter contracts; Gifted endorsement.</li>
  <li>CONTAG 1994: Attendee evaluation.</li>
</ul>
```

Inventory

Boxes 1-5: Entrance Registers — Fall, 1889-Spring, 1915

There is one volume per school year (Summer, Fall, Winter, Spring) in which the students' names are entered alphabetically by last name. These registers record the student's name, hometown, college address, terms enrolled, course assigned, and county represented.

Box 6: Term Registers — September, 1877-September, 1879; Fall, 1887-Spring, 1888; Fall, 1893-Spring, 1903; Summer, 1903-Summer, 1911; Fall, 1911-Spring, 1921

These registers record student name, age, terms enrolled, course assigned, date of entrance, grade of certification, terms of teaching experience, and high school attended.

Box 5: Preparatory Class Registers — Fall, 1899-Spring, 1910

These two volumes record the students' names, courses, terms, and grade.

Box 6: World War II records

Records of military personnel who took college work while in military training on campus. Included are cadet schedules, material relating to WAVES, reports on grades, correspondence, degrees granted, and Army Air Crew information (both active and inactive).

Box 7: Student Training Corps — circa 1900-1910

Booklets listing students in the Student Training Corp. Included are students' names, courses taken, companies, and classification.

Box 8: Music Lesson register — 1900-1925

This register contains the records of private music lessons taken by students. It includes students' names (listed alphabetically), the type and number of lessons taken, the term, and instructor's name. This record of private lessons was made after the close of each term.

For summaries of attendance in each school term and of diplomas and certificates awarded, see also 04/16/12 Training School Reports, 1895-1934 pp. 81-83, 152-157, 164-169, and 186-187.

A	C	D	E	F	G	H	I	J	K	L	V	W	X	Y	Z	AT	AU	AV	AW	AX	AY
This is the template for importing archival objects using the bulk_import ("Load Spreadsheet"). You may replace this line with something of your choosing after you've copied the file for your use.																Container Information	Container Information	Container Information	Container Information	Container Information	Container Information
Mapping - ArchivesSpace Record section	Resource Identifying Information	Resource Identifying Information	Archival Object Context Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Archival Object Basic Information	Dates	Dates	Dates	Dates	Dates	Container Information	Container Information	Container Information	Container Information	Container Information	Container Information
Mapping - ArchivesSpace Resource Record FIELD	EAD ID -- REQUIRED IF NO URI	Resource URI REQUIRED IF NO EAD ID	Ref ID (aka component id attribute)	Title	Unit_id	Hierarchical relationship of new component to context object. 1=the first level of archival objects, 2=second level, 3=third level, etc.	Level of Description: series, item, file, etc. (CONTROLLED)	Other Level	Publish (true/false) (NOTE: the selected value will apply to all publish elements in	Restrictions Apply (true/false)	Dates label (default: Creation)	Begin Year	End Year	Dates Type: bulk, single, inclusive (default inclusive) (CONTROLLED LIST)	Date expression	instance type: Accession, Audio, Books, etc.	A container type: box, drawer (e.g.	The container indicator (e.g.	barcode	Child container type	Child indicator (e.g number)
ArchivesSpace	ead	res_uri	ref_id	title	unit_id	hierarchy	level	other_level	publish	restrictions_flag	dates_label	begin	end	date_type	expression	cont_instance_type	type_1	indicator	barcode	type_2	indicator_2
Field name	EAD ID	Resource URI	Ref ID	Title	Component Unique Identifier	Hierarchical Relationship	Description Level	Other Level	Publish?	Restrictions Apply?	Date(1) Label	Date(1) Begin	Date(1) end	Date(1) Type	Date(1) expression	Container Instance Type	Top Container type	Top Container Indicator	barcode	Child type	Child indicator
		/repositories/3/resources		Articles & Clippings			1 File									mixed_materials	Box	1		Folder	1
		/repositories/3/resources		Programs - Annotated			1 File							inclusive	1988-2002; undated	mixed_materials	Box	1		Folder	2
		/repositories/3/resources		Programs (off-campus performances)			1 File									mixed_materials	Box	1		Folder	3
		/repositories/3/resources		NISO New York City Tour Program			1 File							inclusive	March 2001	mixed_materials	Box	1		Folder	4
		/repositories/3/resources		Ephemera			1 File									mixed_materials	Box	1		Folder	5
		/repositories/3/resources		NISO Trip/Tour to Russia			1 File							inclusive	May 1997	mixed_materials	Box	1		Folder	6
		/repositories/3/resources		NISO Brazil Tour			1 File							inclusive	March 2014	mixed_materials	Box	1		Folder	7
		/repositories/3/resources		Women Composers Concerts			1 File							inclusive	1990-1993; 2009	mixed_materials	Box	1		Folder	8
		/repositories/3/resources		Newspaper Reviews & Articles - Burkhardt/Opera/NISO			1 File							inclusive	1988-1992	mixed_materials	Box	1		Folder	9
		/repositories/3/resources		NISO Fundraiser - Trip to Russia			1 File									mixed_materials	Box	1		Folder	10
		/repositories/3/resources		China 2018 [2018 International Music Week of Sichuan Conservatory of Music](Chengdu International Music Exchange Weekend?)			1 File									mixed_materials	Box	1		Folder	11
		/repositories/3/resources		Halloween Hoopla slides - Studio III			1 File							single	October 20, 1997	mixed_materials	Box	1		Folder	12

Clean up

The screenshot shows a digital archive interface. At the top, there are buttons for "Enable Reorder Mode", "Add Child", "Add Sibling", and "Load via Spreadsheet". Below these is a list of items:

- Proposal for the degree of Doctor of Industrial Technology, 1977
- Report on NCA Visit, 1978
- Industrial Arts Films, 1950-1990s
- NDEA Institute, 1968
- Iowa Industrial Arts Fair, 1967
- Industrial Arts at the Iowa State Teachers College", 1957** (highlighted with a red circle and a red arrow pointing to it)
- Industrial Technology Curricular Material, 1986-1994
- Technology Slide Transparencies Series, 1980s

The detailed view of the selected item shows:

- Label: [Empty field]
- Type: Immediate Source of Acquisition
- Publish?:
- Sub Notes: [Empty field] Add Sub Note
- Text: [Empty field] x
- Content: Department of Technology staff members found these slides in one of their storage areas and sent them to SCandUA in February 2016. (The word "SCandUA" is circled in red)
- Publish?:

The UNI logo is visible in the bottom left corner.

- Tag teamed clean up with a colleague
- Tracked our progress using a spreadsheet
- Common issues:
 - Extra quotations
 - Adding ampersands back in
 - Adding links back in
 - Fixing issues caused by user (me) error

Recommendations and lessons learned

- 1) Create a project plan and have it in place from the start.
- 2) Know and accept that this process will take time.
- 3) Don't be afraid to mess up and make tons of mistakes!
- 4) Brush up on some technical skills.
- 5) Take good notes about what's working and what isn't.
- 6) Take advantage of webinars / tutorials.
- 7) Get an idea of IT commitment from the start.

MAC midwest archives
conference

Des Moines 2024

Sowing Seeds of Change

Questions?