

# NSHS ArchivesSpace Migration Workflow

**Purpose:** To show how NSHS migrated archival finding aids from legacy formats into a searchable database called ArchivesSpace (Aspace). This manual illustrates the overall workflow as well as detailed steps for migration.

**Audience:** Other historical institutions who may be interested in migrating legacy finding aids into ArchivesSpace.

**Background:** Supported by a grant from the NHPRC, NSHS migrated thousands of archival finding aids from legacy formats to a new, searchable system called ArchivesSpace. The majority of NSHS legacy finding aids were created using Microsoft Word and then converted to HTML or PDF and posted on our website. They lacked consistency in structure and it was challenging to search across different collection types. Migrating their content into a structured system such as ASpace allows finding aids to be more consistent in their creation and makes them more accessible. Current and future researchers and staff can search, sort, and interact with collections in a way that was simply not possible previously.



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## Resources

### External project tracking documents

- This manual, **Migration Workflow**, is an overview of how to migrate legacy finding aids into Aspace.
- The spreadsheet **Migration Tracking** lists every archival collection at NSHS, split up by collection type. Use this spreadsheet to track which collections have been migrated, by who, and when they were finished.
- The project management tool **Meistertask** is used to track a handful of collections actively being worked on. Cards represent collections and can be moved around the columns to help track where they are at in the process. Notes can be added to the cards as weird things come up and tasks can be assigned to different team members. Once collections are fully migrated, mark them off on the *Migration Tracking* spreadsheet and delete them from the board.

### NSHS legacy finding aid links

- [HN Government Records finding aids](#)
- [HN Manuscript finding aids](#)

### Basic Migration Workflow Overview

1. Select a collection from the *Migration Tracking* spreadsheet.
2. Create a Meistertask card representing the collection on the *ArchivesSpace Migration* board.
3. Look for the collection in Aspace. If a migrated collection, add link to card. If no migrated record, create a new resource record for the collection.
4. Migrate collection-level notes from the legacy finding aid to the new resource record.
5. Edit resource record extent.
6. Add resource record access note.
7. Sub-group title cleanup.
8. Subject heading review and clean up.
9. Agent review and clean up.
10. Add legacy finding aid link to Scope and Content note.
11. Review classification(s).
12. Final check for accuracy of the migration.
13. Migration status updated in Meistertask and *Migration Tracking* spreadsheet.

## Editing a Migrated Collection – Detailed Information

Many manuscript, photo, and AV collections were migrated from PastPerfect, but they will need editing in Aspace to be consistent and DACS compliant.

### Title

Sometimes collections have a manuscript component, an AV component, and/or a photo component. These were migrated into PastPerfect as one resource record with subgroups for each record type. The resource record was populated with any notes that were found in the manuscript PastPerfect record.

If a collection in Aspace has more than one type, the different types will be listed as subgroups under the resource record. We are going to keep this format, even if there is only one type of collection, just for the sake of consistency (in the event other types are added later).

Subgroup titles need to be renamed and identified to call out the record type. For example:

- Gov records: Lancaster County **records**
- Everything else: Amen Family **collection**
- Manuscript subgroups (AM): Amen Family **papers**
- Photograph subgroups (PH): Amen Family **photographs**
- AV subgroups (AU or MI): Amen Family **sound recordings** or Amen Family **moving images**

**Note:** For some government record collections, there is a separate photograph/AV record group of photos etc. *of* that place (as opposed to *created by* that place). It will have a different RG number. These collections need to be renamed for clarity purposes. For these situations, the government records resource record will be titled “xyz **records**.” The photo/AV resource record will be titled “xyz **photograph and audiovisual collection**” (omit photograph and/or audiovisual if the collection only has one type of record within).

Example:

### Search Results

Showing 1 - 10 of 346 Results, Sort by: Relevance ▼

| Record Type | Title                                                    |
|-------------|----------------------------------------------------------|
| Resource    | Gage County (Neb.) records                               |
| Resource    | Gage County (Neb.) photograph and audiovisual collection |

## Extent

All collection level resource records migrated in with the extent “1 collection.” This will need to be changed to reflect the entire collection’s extent, based on what was imported at the subgroup level. Look at the various subgroups’ extent fields to calculate the new combined extent and note it in the Aspace field as **cubic feet**.

In general, keep it brief and general – the subgroups will retain their more detailed extents so that information is not lost even if it is not explicitly referenced in the resource record extent.

Most of the time, that will mean using the manuscript extent for the cubic footage number part, and adding any box numbers and/or photo/AV extents in a **container summary note**. For example:

**Extent:** 1.5 cubic feet

**Container summary:** 3 boxes of manuscript materials plus moving images and photographic materials

If a collection consists entirely of non-paper materials (such as only microfilm), then do not use cubic feet. Instead, add the extent as the appropriate format type. For example:

**Extent:** 2 reels

**Container summary:** 2 reels of microfilm

If a collection is only a few folders, still add the extent as cubic feet. Estimate using the following calculation:

1 folder = 0.1 cubic feet

## Notes

Any notes at the resource level were migrated from the manuscript subgroup. If a collection has more than one record type, you will need to rework the resource record scope notes to account for the additional collection types.

- **Scope**

- Add a sentence or two about additional subgroups. This sentence could be as simple as “this collection also contains moving images and photographs”
- Add a line to the end of the scope note linking to the legacy finding aid found on our website. Use this language. Swap out the link and collection title (in red and blue text).
- We are in the process of updating our finding aids and this finding aid may not be complete. You can find the full finding aid here on our website: <a href="https://history.nebraska.gov/collection\_section/sarpy-county-agricultural-society-bellevue-neb-rg4523-am/">RG4523.AM: Sarpy County Agricultural Society (Bellevue, Neb.)</a>

- **Bio/hist:** pick the best/most comprehensive. Keep the bio/hist note at the collection level. Unpublish other bio/hist notes at the subgroup level if they are different. Delete any duplicated subgroup level bio/hist notes.
- **Conditions Governing Access:** remember **all** resource records need this note, even if it is quite general and you add more specific restriction information at a lower level. [See this appendix](#) for generic statements to copy/paste.
- **Conditions Governing Use:** use this note field to add language regarding copyright or other publishing restrictions.
- **Processing note:** add the processing initials/dates from legacy finding aid to the **Finding Aid Note**.
- **Offensive content disclaimer:** If a finding aid has a note about the contents of the collection potentially being offensive (for example, containing outdated/offensive historical terms), add a sentence to the **Scope and Content note** to alert people to this fact.
  - Examples
    - This collection may contain materials that are harmful or difficult to view.
    - The term “half-breed” is considered pejorative today, but was common at the time, including in official documents.
    - Note that some of the investigation files may contain images of a violent or graphic nature.
    - The term “Sioux” is considered broad today but was a historically used term. In some cases, because of its use at the time, we don’t know the specific tribe.

## Subjects/agents

The subjects migrated from the old system at the subgroup level.

- Leave them at this level, for the purposes of cleanup. (for incoming collections, add general subjects/agents at the collection level and specific subjects/agents at the lower levels).
- Add at least 1 agent to the collection level (normally this will be who the collection is named after).
- Compare the migrated subjects/agents to the legacy finding aid subjects/agents. Add new agents as necessary.

## Instances: Containers, and Digital Objects

Container records should have migrated with our old data for these record types. They are currently attached at the subgroup level. You may need to merge existing containers, create new containers, or add child information to existing containers.

## Location information

Containers should have migrated into Aspace with locations.

## Merging containers

Some boxes contain multiple collections. When those containers migrated into Aspace, they migrated in as separate containers when in fact, they are a single container. These will need to be merged. Often these containers will be oversized boxes or boxes that are identified as “MSS Box [#]”.

Follow the directions in [Appendix E](#) to merge these containers.

## Creating new containers

Some boxes migrated into Aspace as a singular container representing multiple containers. These existing containers will need to be edited and new containers created to represent each box. For example, a single container that is identified as “B01-B02” will need to be edited so one container is “B01” and a new container is created and identified as “B02”.

There are many ways to create top level container instances. Be sure to include the **container profile** if known, **indicator**, and **location**. New top level containers can be attached at the appropriate subgroup level.

## Adding child information to containers

When creating an archival object that represents a folder in a box, attach the appropriate top level container to the instance and fill out the **Child Type** and **Child Indicator** information.

Example:

The screenshot shows the 'Instances' form in the Aspace system. At the top, there are two buttons: 'Add Container Instance' and 'Add Digital Object'. The form fields are as follows:

- Type**: A dropdown menu with 'Text' selected.
- Top Container**: A dropdown menu with 'RG0830.AM Box 1' selected. A red circle highlights this field.
- Locations**: A dropdown menu with 'HQ, Stacks, 01 [Range: 19, Tier: 06, Shelf: 05]' selected.
- Child Type**: A dropdown menu with 'Folder' selected.
- Child Indicator**: A text input field with '1' entered.
- Child Container Barcode**: An empty text input field.

A red circle is drawn around the 'Child Type' and 'Child Indicator' fields, indicating they are required for creating a folder instance.

How it looks at the collection level:

|                                             |           |                               |                                     |
|---------------------------------------------|-----------|-------------------------------|-------------------------------------|
| Orsamus Charles Dake collection             |           | Collection                    |                                     |
| ➤ Orsamus Charles Dake photographs, pending | Sub-Group | Graphic Materials             | Containers: Cabinet; Format: Prints |
| ▼ Orsamus Charles Dake papers, 1845-1902    | Sub-Group | Mixed Materials, Mixed Mat... | RG0830.AM Box 1; RG0830.AM Box 2    |
| ▼ General Correspondence, 1858-1878         | Series    |                               |                                     |
| 1858-1861 [Photocopies]                     | File      | Text                          | RG0830.AM Box 1, Folder: 1          |
| 1862-1865                                   | File      | Text                          | RG0830.AM Box 1, Folder: 2          |
| 1867-1871; 1873                             | File      | Text                          | RG0830.AM Box 1, Folder: 3          |
| 1875-1876; 1878                             | File      | Text                          | RG0830.AM Box 1, Folder: 4          |
| ➤ Diaries, 1845, 1869, n.d.                 | Series    |                               |                                     |
| ➤ Manuscripts, 1866-1870, n.d.              | Series    |                               |                                     |

## Digital Objects

Connect digital objects to the level that seems most appropriate based on how objects are formatted in Preservica and Aspace.

For example, a single photo in Preservica may be linked to a single Archival Object in Aspace if that is how it is described, but a large manuscript collection may need to be linked at the series or collection level.

When connecting a Digital Object that is a digitized version of a physical item, be sure to add a **Existence and Location of Copies** note to the Archival Object. Example text: *This collection has been digitized and can be accessed online via our digital collections.*

## Accessions and Deaccessions

### Accessions

We aren't using the accessions widget in Aspace. If you run across any accession info in legacy finding aids, put them in a Note field type called "**Accruals**." This can be a single accession number, multiple, or other accession text.

Format all accession numbers in the **Accrual** field as Acc. #####.#### (example: Acc. 2017.0018).

For brand-new incoming collections, add the **Accrual** note to the applicable Subgroup (not the Resource record).

### Deaccessions

We will keep deaccessioned collections in Aspace. The record being edited may be a **Resource** record if the whole collection is being deaccessioned, or only the applicable **Subgroup** (and children) if the collection was only partially deaccessioned.



Follow these steps to deaccession records in Aspace.

- Unpublish record.
- Edit **Title** to include “DEACCESSIONED -” to the existing record title.
  - Example

|                                                          |
|----------------------------------------------------------|
| DEACCESSIONED - William F. Urbach collection             |
| DEACCESSIONED - William F. Urbach photographs, 1870-1930 |
| DEACCESSIONED - William F. Urbach papers, 1876-1967      |

- Add **Accrual** note indicating the record was deaccessioned. Include the director approval date and/or Board of Trustees approval date (if prior to July of 2024), and # of cubic feet deaccessioned.
- If the record has any unique **Agent** records attached to it (i.e. not attached to any other records in Aspace), unpublish those agents. This is so they do not appear in public searches without having an attached record.
- If the record has any unique **Subjects** attached to it (i.e. not attached to any other records in Aspace), delete those subjects. This is so they do not appear in public searches without having an attached record.
- Remove and delete **container instances**.
  - Also verify that the Location Register spreadsheet has been updated and locations removed.

## Classifications

Classifications should have migrated at the collection level to represent the various collection types (subgroups). Resources can have more than one classification. Edit the existing classification to be more specific if necessary (only for Gov Records).

This is a list of the Classification options in our system.

| TYPE. Collection Type |                              |
|-----------------------|------------------------------|
|                       | AM. Manuscripts              |
|                       | MI. Moving images            |
|                       | AU. Audio recordings         |
|                       | PH. Photographs              |
|                       | MM. Mixed media              |
| ▼                     | GR. Government records       |
|                       | CR. County records           |
|                       | FR. Federal records          |
|                       | MR. Municipal records        |
|                       | SD. Special district records |
|                       | SR. State agency records     |

## Appendix A: Uploading Archival Objects via Spreadsheet

### Templates

- More directions about using the templates found here:  
<https://archivesspace.atlassian.net/wiki/spaces/ArchivesSpaceUserManual/pages/1173913646/Import+Archival+Objects+from+Excel+or+CSV+File+from+v2.8.1>
- Use Column C EAD ID to reference the resource record you are adding records to. Add this field to your resource record if necessary (see step 2 in the Basic Upload Instructions below)

### Basic Upload Instructions

1. Open the resource record you are adding archival objects to. Go into **Edit** mode.
2. Scroll to the **Finding Aid Data** section. If there isn't one already, add a **EAD ID** to the resource record. Make the EAD ID the RG number of the collection. You will reference this ID in Column C of the spreadsheet.

## Finding Aid Data

|              |        |
|--------------|--------|
| EAD ID       | RG0221 |
| EAD Location |        |

3. Scroll back to the top of the resource record. Click to highlight the level you want to records to via spreadsheet. Click the **Load via Spreadsheet** button.

[Home](#) / [Resources](#) / [Buffalo County \(Neb.\) records](#) / [Edit](#)

[Enable Reorder Mode](#)
[Auto-Expand All](#)
[Collapse Tree](#)
[Add Child](#)
[Load via Spreadsheet](#)
[Rapid Data Entry](#)

Buffalo County (Neb.) records Record Group

4. **Select** the file you are uploading. Click the **Only Validate** button. Then select the **Import from Spreadsheet** checkbox. This will validate the data from your spreadsheet without actually uploading it.
  - a. The **Log** tells you if the data would have been uploaded correctly or if you made some mistakes that you need to fix.

## Load Spreadsheet

[+ Select File](#) RG0221\_series\_csv.csv

[Import Archival Objects](#)
[Add Digital Objects to Archival Objects](#)
[Link Top Containers](#)

☒ Only validate

[Import from Spreadsheet](#)

## Log

```
RG0221_series.xlsx
=====
Row 6: Archival Object 'Assessor' would be created
Row 7: Archival Object 'Treasurer' would be created
Row 8: Archival Object 'County Board of Commissioners' would be created
Row 9: Archival Object 'County Clerk' would be created
Row 10: Archival Object 'Register of Deeds' would be created
Row 11: Archival Object 'County Court' would be created
Row 12: Archival Object 'District Court' would be created
Row 13: Archival Object 'Superintendent of Schools' would be created
The file has been processed
=====
Completed validation of RG0221_series.xlsx

=====
Compiling results CSV file
```

5. Repeat the process of fixing errors and validating your data until everything is fixed. Then upload the spreadsheet for real. Follow the steps in Step 4 except do **not** select the **Only Validate** checkbox.
  - a. The **Log** should show you that everything uploaded correctly.

## Log

```
RG0221_series.csv
=====
Row 3: Created Archival Object 'Assessor, 1875 - 1920' /repositories/2/archival_objects/113052 ffe88c9765b6bc2286f6e5124a256dda
Row 4: Created Archival Object 'Treasurer, 1867 - 1911' /repositories/2/archival_objects/113053 2e1ec14fbe4d51472fbab83d96b29f4e
Row 5: Created Archival Object 'County Board of Commissioners, 1870 - 1989' /repositories/2/archival_objects/113054 b01ad9af4242969f04c260052ec984e1
Row 6: Created Archival Object 'County Clerk, 1872 - 1994' /repositories/2/archival_objects/113055 404027c94bdd6f9f5ee7f44e5b444d51
Row 7: Created Archival Object 'Register of Deeds, 1968' /repositories/2/archival_objects/113056 046f284e948fb76950a81b444f17c0cf
Row 8: Created Archival Object 'County Court, 1873 - 1906' /repositories/2/archival_objects/113057 7052e3c84cfdb017ed8b87bf76f97dd3
Row 9: Created Archival Object 'District Court, 1871 - 1965' /repositories/2/archival_objects/113058 b00a35df70c8e09926e09f2882239c3f
Row 10: Created Archival Object 'Superintendent of Schools, 1902 - 1925' /repositories/2/archival_objects/113059 ceb625aa5d67eb7f4f1d6bd356e5eb7d
The file has been processed
=====
Completed import of RG0221_series.csv

=====
Compiling results CSV file
```

6. Close the upload page and refresh the resource page if necessary. Bask in the glory of your newly created archival objects.

|                                                                                                                                                                                                   |              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|
| <a href="#">Enable Reorder Mode</a> <a href="#">Auto-Expand All</a> <a href="#">Collapse Tree</a> <a href="#">Add Child</a> <a href="#">Load via Spreadsheet</a> <a href="#">Rapid Data Entry</a> |              |
| Buffalo County (Neb.) records                                                                                                                                                                     | Record Gr... |
| Assessor, 1875-1920                                                                                                                                                                               | Sub-Group    |
| Treasurer, 1867-1911                                                                                                                                                                              | Sub-Group    |
| <u>County Board of Commissioners, 1870-1989</u>                                                                                                                                                   | Sub-Group    |
| County Clerk, 1872-1994                                                                                                                                                                           | Sub-Group    |
| Register of Deeds, 1968                                                                                                                                                                           | Sub-Group    |
| County Court, 1873-1906                                                                                                                                                                           | Sub-Group    |
| District Court, 1871-1965                                                                                                                                                                         | Sub-Group    |
| Superintendent of Schools, 1902-1925                                                                                                                                                              | Sub-Group    |

## Appendix B: Examples of Series Levels and File Levels

The screenshot below shows a finding aid that is composed of only manuscript materials. It contains the following hierarchy:

- **Collection Level:** Kit Carter Cattle Company
- **Series Level:** Minutes, 1883-1890; Financial Records, 1883-1895, Miscellany
- **Folder Level:** 1883, A-G; 1883, HZ, etc.

|                                                                                                                                                                                                                                                        |            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| <a href="#">Home</a> / <a href="#">Browse</a> / <a href="#">Create</a> / <input type="text" value="Search All Records"/> <a href="#">Q</a> <a href="#">v</a>                                                                                           |            |
| Home / Resources / Kit Carter Cattle Company / Edit                                                                                                                                                                                                    |            |
| <a href="#">Enable Reorder Mode</a> <a href="#">Auto-Expand All</a> <a href="#">Collapse Tree</a> <a href="#">Add Child</a> <a href="#">Add Sibling</a> <a href="#">Load via Spreadsheet</a> <a href="#">Transfer</a> <a href="#">Rapid Data Entry</a> |            |
| Kit Carter Cattle Company                                                                                                                                                                                                                              | Collection |
| Minutes, 1883-1890                                                                                                                                                                                                                                     | Series     |
| Correspondence, 1883-1903                                                                                                                                                                                                                              | Series     |
| Financial Records, 1883-1895                                                                                                                                                                                                                           | Series     |
| Miscellany                                                                                                                                                                                                                                             | Series     |

|                                                                                                                                                                                                                                                        |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <a href="#">Home</a> / <a href="#">Browse</a> / <a href="#">Create</a> / <input type="text" value="Search All Records"/> <a href="#">Q</a> <a href="#">v</a>                                                                                           |  |
| Home / Resources / Kit Carter Cattle Company / Edit                                                                                                                                                                                                    |  |
| <a href="#">Enable Reorder Mode</a> <a href="#">Auto-Expand All</a> <a href="#">Collapse Tree</a> <a href="#">Add Child</a> <a href="#">Add Sibling</a> <a href="#">Load via Spreadsheet</a> <a href="#">Transfer</a> <a href="#">Rapid Data Entry</a> |  |

Home / Resources / Kit Carter Cattle Company / Edit

Enable Reorder Mode

Auto-Expand All

Collapse Tree

Add Child

Add Sibling

Load via Spreadsheet

Transfer

Rapid Data Entry

Kit Carter Cattle Company

Collection

Mixed Materials, Mixed Materials, Mixed Materials, ... Box: 1; Box: 2; Box: 3; Volume: 3; Volume: 4; Volume: 5

Minutes, 1883-1890

Series

Correspondence, 1883-1903

Series

1883, A-G

File

Text

Box: 1, Folder: 1

1883, H-Z

File

Text

Box: 1, Folder: 2

1884, A-E

File

Text

Box: 1, Folder: 3

Steps to creating Folder Level

- 1. Select the series you would like to create the “folder” level in
- 2. Click “Add Child”

Home / Resources / Kit Carter Cattle Company / Edit

Enable Reorder ModeAuto-Expand AllCollapse TreeAdd ChildAdd SiblingLoad via SpreadsheetTransferRapid Data Entry

|                             |      |            |                                                                |
|-----------------------------|------|------------|----------------------------------------------------------------|
| Kit Carter Cattle Company   |      | Collection | Mixed Materials, Mixed Materials, Mixed Materials, ... Box: 1; |
| > Minutes, 1883-1890        |      | Series     |                                                                |
| ▼ Correspondence, 1883-1903 |      | Series     |                                                                |
| 1883, A-G                   | File | Text       | Box: 1,                                                        |
| 1883, H-Z                   | File | Text       | Box: 1,                                                        |
| 1884, A-E                   | File | Text       | Box: 1,                                                        |
| 1884, F-J                   | File | Text       | Box: 1,                                                        |
| 1884, K-Te                  | File | Text       | Box: 1,                                                        |
| 1884, Th-Z                  | File | Text       | Box: 1,                                                        |

- 3. A new archival object will be created and open
- 4. Fill out appropriate metadata fields. Minimum includes:
  - a. Title [take from legacy finding aid, include the date here]
  - b. Level of description [file, series, etc.]
  - c. Click Publish

Kit Carter Cattle Company

> Minutes, 1883-1890

▼ Correspondence, 1883-1903

1883, A-G

1883, H-Z

1884, A-E

1884, F-J

1884, K-Te

1884, Th-Z

1885, A-B

1885, C

Collection

Mixed Materials, Mixed Materials, Mixed Materials, ... Box: 1; Box: 2; Box: 3; Volume: 3; Volume: 4; Volume: 5; Volume: 6; Volume: 7; V...

Series

Series

File

Text

Box: 1, Folder: 1

File

Text

Box: 1, Folder: 2

File

Text

Box: 1, Folder: 3

File

Text

Box: 1, Folder: 4

File

Text

Box: 1, Folder: 5

File

Text

Box: 1, Folder: 6

File

Text

Box: 1, Folder: 7

File

Text

Box: 1, Folder: 8

Save

Archival Object

Basic Information

Title

Ref ID

-- auto-generated upon save --

Instances

Add Container Instance

Add Digital Object

Type \*

Top Container \*

Type to search available records..

Child Type

Child Indicator

7. Select “Type”

8. Add “Top Container”--> click down arrow→ browse→ find correct container

Click a column to set the sort ordering. Hold shift to sort by multiple columns.

Click a row to select it for bulk operations. Hold alt while clicking a checkbox to select, or unselect, multiple previous rows.

|                       | Resource/Accession                    | Series | Container Profile | Container Type | Indicator | Barcode | Internal Note | Current Location                                | ILS Holding ID | Restricted? | Exported to ILS |
|-----------------------|---------------------------------------|--------|-------------------|----------------|-----------|---------|---------------|-------------------------------------------------|----------------|-------------|-----------------|
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | box            | 1         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | box            | 2         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | box            | 3         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 3         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 4         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 5         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 6         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 7         |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 10        |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 11        |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |
| <input type="radio"/> | RG4067--AM, Kit Carter Cattle Company |        |                   | Volume         | 12        |         |               | HQ, Stacks, 02 [Range: 07, Tier: 07, Shelf: 05] |                | False       | Not exported    |

Link

Cancel

9. Find correct container and click “link”

## Instances

Type \*

Text

Top Container \*

Box 2

Child Type

Folder

10. To create the folder level add "Child Type" [folder, reel, volume, etc.]
11. Add "Child Indicator" [i.e. the folder number found on the finding aid]
12. Click "Save Archival Object"
13. You can click "Add sibling" to repeat the step

## Appendix C: Folder Lists as Scope Notes

### Background

Sometimes, when collections are super large (think multiple series with 100+ folders inventoried), adding each folder as an archival object is not the best option. This can make the finding aid confusing to scroll through and unwieldy. This is especially true for collections where there are folder lists for boxes but the folders are not numbered, they are just bulleted lists. In these instances, consider **creating an archival object to represent the box and adding the list of folders as a scope note**. Follow these steps to format this action correctly.

### Steps

1. Create an archival object to represent the box. Give the box a title and be sure to select "Other Level" in the **Level of Description** field and write "Box" in the **Other Level** field.



Save

## Topical Files, 1985-1987 Archival Object

### Basic Information

|                             |                                     |
|-----------------------------|-------------------------------------|
| Title *                     | Topical Files, 1985-1987            |
| Ref ID                      | 9ccb0df7ecb55c2606f67b233dfebccf    |
| Component Unique Identifier | B5                                  |
| Level of Description *      | Other Level                         |
| Other Level *               | Box                                 |
| Publish?                    | <input checked="" type="checkbox"/> |

2. Attach the appropriate box container to this archival object via the **Instances** section, as applicable (for non-government record collections).
3. Add a **Scope and Contents** note to the archival object. Label the note "Folder List" (or something similar). Make sure to check the **Publish?** box. Paste your formatted list of folder titles in the **Content** text box, and save the archival object. Note: for help formatting the bulleted list, see [Help Formatting Bullet Lists](#) section of this appendix.

Notes

Custodial History

RM 366284

Multipart Note

Persistent ID

641f5d7f6a7b7d314ff9c15970c97dbc

Label

Folder List

Type \*

Scope and Contents

Publish?

☒

Sub Notes

Text

Content \*

```

<list type="bullet">
<item>
<description>Fiscal File, 1987 </description>
</item>
<item>
<description>Governor's Correspondence, 1987 </description>
</item>
<item>
<description>Immigration Reform and Control Act </description>
</item>
<item>
<description>Job Service </description>
</item>
<item>
<description>Complaints</description>
</item>
<item>
<description>Annual Report, 1985</description>
</item>
<item>
<description>JTPA Roundtable</description>
</item>
</list>

```

4. The published folder list should look like this.

## Topical Files, 1985-1987

 **Box** Identifier: B6

 History Nebraska |  Nebraska Department of Labor records (RG

## Folder List

- Fiscal File, 1987
- Governor's Correspondence, 1987
- Immigration Reform and Control Act
- Job Service
- Complaints
- Annual Report, 1985
- JTPA Roundtable
- Karnes Tape File
- Kewalke vs. Career Connections

## Help Formatting Bullet Lists

One way to format bulleted lists in aspace text boxes is to use XML code, but it can be tedious to wrap each line break with code. Follow these steps to quicken the process.

1. Download the [XML bullet list template](#) from Drive and open in **Excel**. Also open up a blank **Word** doc.
2. Copy the folder list from the legacy finding aid. Often it is best to copy from a word doc or webpage instead of a pdf, as these sources will copy the line breaks and pdfs don't.

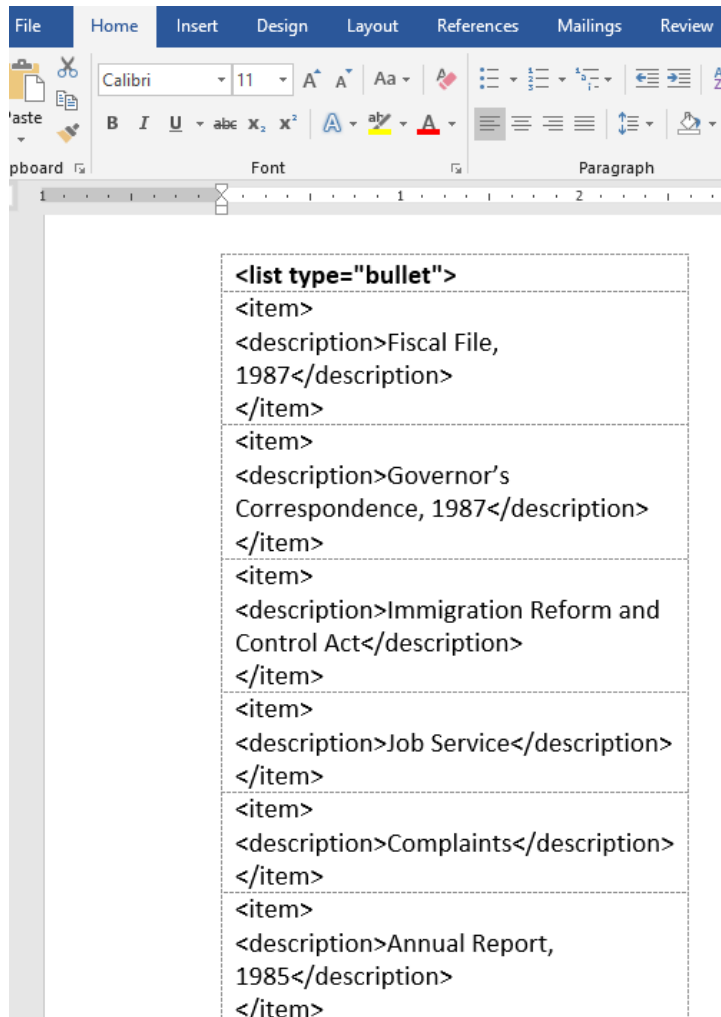
B.06 (366284) Topical Files, 1985-1987

Fiscal File, 1987  
Governor's Correspondence, 1987  
Immigration Reform and Control Act  
Job Service  
Complaints  
Annual Report, 1985  
JTPA Roundtable  
Karnes Tape File  
Kewalke vs. Career Connections  
Labor Market Information  
Labor Negotiations  
Lease File, 1987  
Legal, 1987  
Legislative Inquiry  
Legislative Liaison

3. Paste your folder list into **Column B** in the XML Bullet list template. This should automatically update the text in **Column D**.

| A                       | B                                  | C                         | D                                                                          | E | F | G | H | I |
|-------------------------|------------------------------------|---------------------------|----------------------------------------------------------------------------|---|---|---|---|---|
| open tag                | folder title                       | close tag                 | concat                                                                     |   |   |   |   |   |
|                         |                                    |                           | <list type="bullet">                                                       |   |   |   |   |   |
| <item><br><description> | Fiscal File, 1987                  | </description><br></item> | <item><description>Fiscal File, 1987</description></item>                  |   |   |   |   |   |
| <item><br><description> | Governor's Correspondence, 1987    | </description><br></item> | <item><description>Governor's Correspondence, 1987</description></item>    |   |   |   |   |   |
| <item><br><description> | Immigration Reform and Control Act | </description><br></item> | <item><description>Immigration Reform and Control Act</description></item> |   |   |   |   |   |
| <item><br><description> | Job Service                        | </description><br></item> | <item><description>Job Service</description></item>                        |   |   |   |   |   |
| <item><br><description> | Complaints                         | </description><br></item> | <item><description>Complaints</description></item>                         |   |   |   |   |   |
| <item><br><description> | Annual Report, 1985                | </description><br></item> | <item><description>Annual Report, 1985</description></item>                |   |   |   |   |   |
| <item><br><description> | JTPA Roundtable                    | </description><br></item> | <item><description>JTPA Roundtable</description></item>                    |   |   |   |   |   |
| <item><br><description> | Karnes Tape File                   | </description><br></item> | <item><description>Karnes Tape File</description></item>                   |   |   |   |   |   |
| <item><br><description> | Kewalke vs. Career Connections     | </description><br></item> | <item><description>Kewalke vs. Career Connections</description></item>     |   |   |   |   |   |
| <item><br><description> | Labor Market Information           | </description><br></item> | <item><description>Labor Market Information</description></item>           |   |   |   |   |   |
| <item><br><description> | Labor Negotiations                 | </description><br></item> | <item><description>Labor Negotiations</description></item>                 |   |   |   |   |   |
| <item><br><description> | Lease File, 1987                   | </description><br></item> | <item><description>Lease File, 1987</description></item>                   |   |   |   |   |   |
| <item><br><description> | Legal, 1987                        | </description><br></item> | <item><description>Legal, 1987</description></item>                        |   |   |   |   |   |
| <item><br><description> | Legislative Inquiry                | </description><br></item> | <item><description>Legislative Inquiry</description></item>                |   |   |   |   |   |
| <item><br><description> | Legislative Liaison                | </description><br></item> | <item><description>Legislative Liaison</description></item>                |   |   |   |   |   |

4. Copy **Column D**, starting at **Row 2** to ensure you copy the opening XML code for a bulleted list. Paste this into an empty Word document. (You have to do this step because otherwise Excel adds quotation marks to every line break when pasting into Aspace. Pasting the code into Word and then copying it again from Word and pasting into Aspace removes these quotation marks.)



5. Copy everything in your word doc (Ctrl-A, Ctrl-C) and paste into Aspace. Make sure you add a closing `</list>` to the end of the copied code.

Multipart Note

Persistent ID

641f5d7f6a7b7d314ff9c15970c97dbc

Label

Folder List

Type \*

Scope and Contents

Publish?

☒

Sub Notes

Text

Content \*

```

<list type="bullet">
<item>
<description>Fiscal File, 1987 </description>
</item>
<item>
<description>Governor's Correspondence, 1987 </description>
</item>
<item>
<description>Immigration Reform and Control Act </description>
</item>
<item>
<description>Job Service </description>
</item>
<item>
<description>Complaints</description>
</item>
<item>
<description>Annual Report, 1985</description>
</item>
<item>
<description>JTPA Roundtable</description>
</item>
<item>
<description>Karnes Tape File</description>
</item>
<item>
<description>Kewalke vs. Career Connections</description>
</item>
<item>
<description>Labor Market Information</description>
</item>
<item>
<description>Labor Negotiations</description>
</item>
<item>
<description>Lease File, 1987</description>
</item>
<item>
<description>Legal, 1987</description>
</item>
<item>
<description>Legislative Inquiry</description>
</item>
<item>
<description>Legislative Liaison</description>
</item>
</list>

```

## Appendix D: Conditions Governing Access restrictions language

| Finding Aid Restrictions Language                       |                                                                                   |
|---------------------------------------------------------|-----------------------------------------------------------------------------------|
| Gov records resource record with <b>no restrictions</b> | These records are public and open for use per Nebraska Revised Statute 84-712.01. |

|                                                           |                                                                                                                                                                                                               |
|-----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Gov records resource record with <b>some restrictions</b> | These records are public and open for use per Nebraska Revised access Statute 84-712.01 with some exceptions. <i>[copy restriction language from gov records restrictions doc]</i>                            |
| Gov records at the child level with <b>restrictions</b>   | These records are restricted per Nebraska Revised Statute ##-###. <i>[fill in with more info as available]</i>                                                                                                |
| Non-gov records with <b>no restrictions</b>               | This collection has no restrictions and is open to research.                                                                                                                                                  |
| Non-gov records with <b>restrictions</b>                  | This collection has some restrictions. <i>[insert more detail]</i>                                                                                                                                            |
| Moving Images and Sound Recordings                        | Reference copy available upon request. To view this item, please consult with the Photograph and Audiovisual Curator. <i>[this note will be used for AV collections that are not available in preservice]</i> |

## Appendix E: Merging Top Containers

### Background

There are times when multiple discrete collections are stored in the same container (generally manuscripts, but possibly other collection types as well). Examples include:

1. Small manuscript collections (generally a single folder or two)

These are stored in MSS Box 01, MSS Box 02, etc., currently located at:

HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03]  
HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 04]  
HQ, First Floor, West Room [Range: 09, Tier: 02, Shelf: 03]  
HQ, First Floor, West Room [Range: 09, Tier: 02, Shelf: 04]  
HQ, First Floor, West Room [Range: 09, Tier: 03, Shelf: 03]  
HQ, First Floor, West Room [Range: 09, Tier: 03, Shelf: 04]

2. Restricted small manuscript collections (generally a single folder)

These are stored in MSS Box 1, MSS Box 2, etc., currently located at:

HQ, Stacks, 01 [Range: 14, Tier: 06, Shelf: 02]

3. Oversized materials

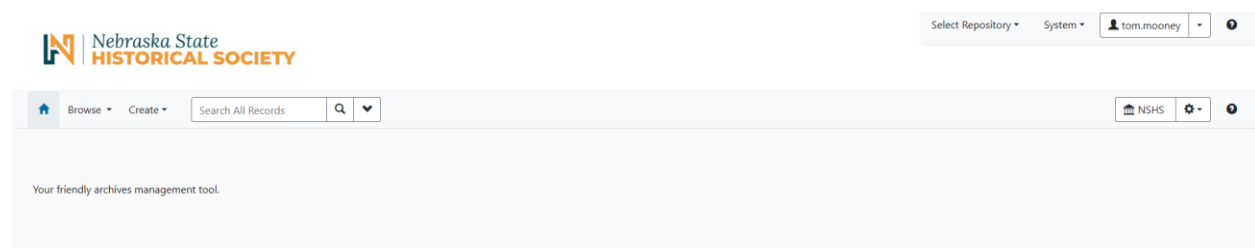
These are stored in OB001, OB002, etc., currently located at:

HQ : Stacks : Room 05 : Range 01 (currently no Tier or Shelf listed)

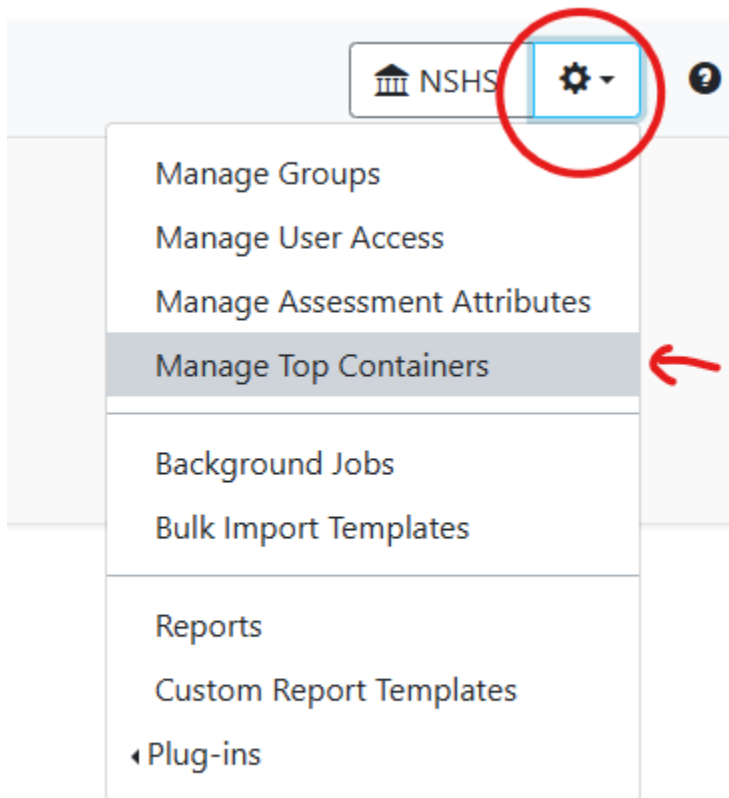
Each of these boxes might contain 30 or more individual collections. When data was migrated from the Location Register into ASpace, each discrete collection received its own Top Container, so ASpace shows multiple (sometimes hundreds) MSS Box duplicates located on the same shelf. For space management reasons (and eventual bar coding), it's important to clean up and merge these collections into their respective singular MSS or OB Box.

### Steps to find and merge top containers

1. Go to the ASpace home screen.



2. Click on the Repository settings (gear icon) in the upper right and select Manage Top Containers.



3. On the Top Containers screen, you can search by Keyword or, knowing their specific locations, you can also navigate by Location.

Top Containers

|                         |                                    |
|-------------------------|------------------------------------|
| Keyword                 | MSS                                |
| Barcode(s)              |                                    |
| Resource                | Type to search available records.. |
| Accession               | Type to search available records.. |
| Container Profile       | Type to search available records.. |
| Location                | Type to search available records.. |
| Exported to ILS         |                                    |
| Unassociated containers |                                    |
| Has Location            |                                    |

Search

Scroll down and find the top containers that you want to merge.

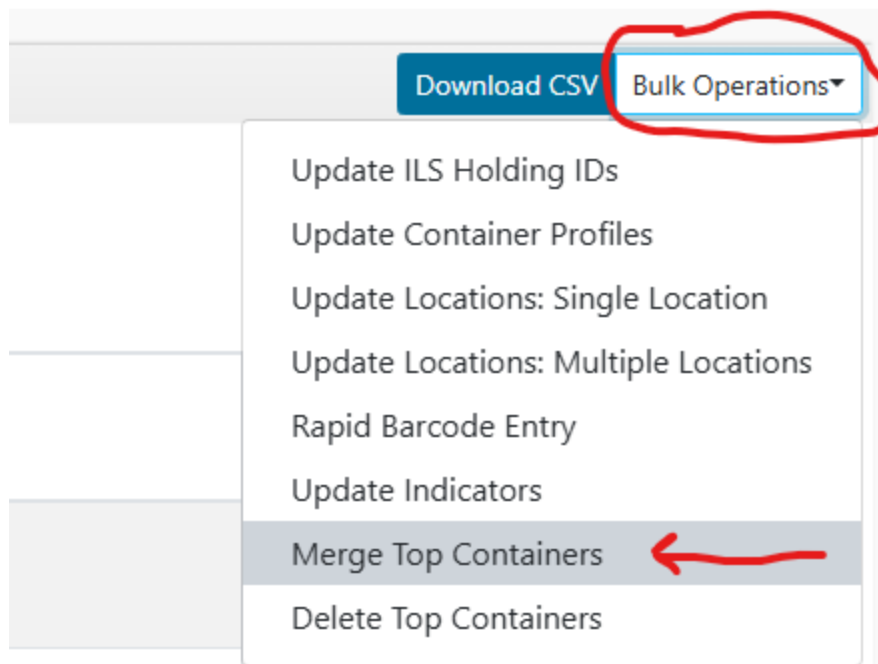


|                          |                                                                         |  |  |            |            |
|--------------------------|-------------------------------------------------------------------------|--|--|------------|------------|
| <input type="checkbox"/> | RG0808, Erastus E. Brown collection                                     |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0810, John F. Keller collection                                       |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0811, Priscilla Y. Brown collection                                   |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0812, Thomas J. Brown collection                                      |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0815, Congregational Church (Brownville, Neb.) collection             |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0816, Brownville Creamery Company (Brownville, Neb.) collection       |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0817, Brownville, Ft. Kearney and Pacific Railroad Company collection |  |  | Containers | MSS Box 02 |
| <input type="checkbox"/> | RG0819, Brownville Literary Circle (Brownville, Neb.) collection        |  |  | Containers | MSS Box 02 |

4. Select all the instances of that particular container that you want to merge.

|                                     |                                                                   |  |  |            |            |
|-------------------------------------|-------------------------------------------------------------------|--|--|------------|------------|
| <input checked="" type="checkbox"/> | RG0808, Erastus E. Brown collection                               |  |  | Containers | MSS Box 02 |
| <input checked="" type="checkbox"/> | RG0810, John F. Keller collection                                 |  |  | Containers | MSS Box 02 |
| <input checked="" type="checkbox"/> | RG0811, Priscilla Y. Brown collection                             |  |  | Containers | MSS Box 02 |
| <input checked="" type="checkbox"/> | RG0812, Thomas J. Brown collection                                |  |  | Containers | MSS Box 02 |
| <input checked="" type="checkbox"/> | RG0815, Congregational Church (Brownville, Neb.) collection       |  |  | Containers | MSS Box 02 |
| <input checked="" type="checkbox"/> | RG0816, Brownville Creamery Company (Brownville, Neb.) collection |  |  | Containers | MSS Box 02 |

5. Scroll up, click “Bulk Operations” and select “Merge Top Containers.”



6. Review the list of containers to make sure it is correct. Because the boxes of restricted manuscript collections look very similar to the other MSS boxes, make sure to verify all the listed locations are the same for the boxes you've selected. Select the Top Container that you want to merge them all into (just select the one with the lowest RG number). Then click the "Select merge destination" button.

## Merge Top Containers

Select the top container into which all of the other listed top container(s) will merge. Linked accessions, resources, resource components, and events will be not already have one. Locations and all other information for the other top container(s) will be deleted.

- ☒ **Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0808, Erastus E. Brown collection**
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0810, John F. Keller collection
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0811, Priscilla Y. Brown collection
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0812, Thomas J. Brown collection
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0815, Congregational Church (Brownville, Neb.) collection
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0816, Brownville Creamery Company (Brownville, Neb.) collection
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0817, Brownville, Ft. Kearney and Pacific Railroad Company collection
- ☐ Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0818, Brownville Library Circle (Brownville, Neb.) collection

Select merge destination



7. Review list again.

## Confirm Merge Top Containers



Are you sure you want to merge the top containers as listed below? This action is irreversible.

### Merge the following top container(s):

- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0810, John F. Keller collection
- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0811, Priscilla Y. Brown collection
- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0812, Thomas J. Brown collection
- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0815, Congregational Church (Brownville, Neb.) collection
- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0816, Brownville Creamery Company (Brownville, Neb.) collection

8. Scroll down and click the red “Merge records” button.

- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0881, Champe-Woodley letters collection
- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0882, Darius H. Chapman collection
- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0883, RG0883 Alexis Merrill Charbonneau, 1850-1939

### Into this top container:

- Containers MSS Box 02, HQ, First Floor, West Room [Range: 09, Tier: 01, Shelf: 03], RG0808, Erastus E. Brown collection

Merge 55 records



Cancel

They should now all show up under the one merged top container.

|                          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |  |  |            |            |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------------|------------|
| <input type="checkbox"/> | <ul style="list-style-type: none"> <li>• RG0808, Erastus E. Brown collection</li> <li>• RG0810, John F. Keller collection</li> <li>• RG0811, Priscilla Y. Brown collection</li> <li>• RG0812, Thomas J. Brown collection</li> <li>• RG0815, Congregational Church (Brownville, Neb.) collection</li> <li>• RG0816, Brownville Creamery Company (Brownville, Neb.) collection</li> <li>• RG0817, Brownville, Ft. Kearney and Pacific Railroad Company collection</li> <li>• RG0819, Brownville Literary Circle (Brownville, Neb.) collection</li> <li>• RG0821, Jan Stepan Broz collection</li> <li>• RG0822, Nathan Bruce Hazen collection</li> <li>• RG0823, Ralph W. Brugh collection</li> <li>• RG0824, Niobrara River Power Project (Valentine, Neb.) collection</li> <li>• RG0826, Fred Bruning collection</li> <li>• RG0827, William T. Buchanan collection</li> <li>• RG0828, Nelson Buck collection</li> <li>• RG0834, Elmer LeRoy Bunker collection</li> <li>• RG0835, Burchard Presbyterian Church (Burchard, Neb.) collection</li> <li>• RG0836, Raymond Burleigh collection</li> <li>• RG0837, Henry Martyn Burt collection</li> <li>• RG0840, Byrd-Yeats Family collection</li> <li>• RG0841, Jean Pierre Cabanne collection</li> <li>• RG0842, John R. Campbell collection</li> </ul> |  |  | Containers | MSS Box 02 |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--|------------|------------|

It may take a little while for this to complete. If it doesn't show up right away, try reloading the page.

## Appendix F: Resource record styleguide

| Field name                       | Explanation                                                                                                              | Format                           | Examples                                                       |
|----------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------------------|
| <b>Basic Information Section</b> |                                                                                                                          |                                  |                                                                |
| <b>Title*</b>                    | Title of the record group in natural language order + the word "records" (gov records) or "collection" (everything else) | [Title from finding aid] records | ∄ Buffalo County (Neb.) records<br>∄ Adamson Family collection |
| <b>Identifier*</b>               | The RG number with leading zeros if necessary to fill 4 number spots                                                     | RG####                           | ∄ RG0221<br>∄ RG0018                                           |
| <b>Level of description*</b>     | Hierarchical level. Everything should be a <b>record group</b> or                                                        | Select from drop down            | Record Group (for gov records)<br>Collection (for everything   |

|                                   |                                                                                                               |                          |                                                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------|-----------------------------------------------------------------------------------------------|
|                                   | <b>collection.</b>                                                                                            |                          | else)                                                                                         |
| <b>Resource type</b>              | Do not use                                                                                                    | Select from drop down    | Leave blank.                                                                                  |
| <b>Publish?</b>                   | Don't need to select this while working on finding aids, but ultimately they will be published                | Checked or unchecked box | If in progress, unchecked.<br>If finished, checked.                                           |
| <b>Restrictions Apply?</b>        | Do not use                                                                                                    | n/a                      | n/a                                                                                           |
| <b>Repository processing note</b> | Do not use                                                                                                    | n/a                      | n/a                                                                                           |
| <b>Languages section</b>          |                                                                                                               |                          |                                                                                               |
| <b>Language*</b>                  | Language of the materials in the collection, add as many as are needed.                                       | Select from drop down    | ≠ English<br>≠ Spanish                                                                        |
| <b>Script</b>                     | Do not use                                                                                                    | n/a                      | n/a                                                                                           |
| <b>Dates section</b>              |                                                                                                               |                          |                                                                                               |
| <b>Label*</b>                     | Type of date. At the resource level this should always be <b>Creation</b>                                     | Drop down list           | Creation                                                                                      |
| <b>Expression</b>                 | Free text date expression. Not mandatory but do use if there is some sort of explanation needed for the dates | Free text                | 1845-1945, 2011                                                                               |
| <b>Type*</b>                      | Formatting input for the normalized dates. Most collections will be inclusive                                 | Drop down list           | If finding aid indicates bulk dates, select <b>Bulk</b> . Otherwise select <b>Inclusive</b> . |
| <b>Begin</b>                      | Beginning of the date range. Most will just be years                                                          | YYYY-MM-DD               | 1895                                                                                          |
| <b>End</b>                        | End of the date range. Most will just be years                                                                | YYYY-MM-DD               | 2006                                                                                          |

|                                        |                                                                                                                                                       |                |                                                                                                                                               |
|----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Certainty</b>                       | Optional. Only use if the finding aid indicates dates are uncertain.                                                                                  | Drop down list | If approximate, use <b>approximate</b> or <b>circa</b> . If certainty is not indicated in finding aid, do not use this field.                 |
| <b>Era and Calendar</b>                | Do not use                                                                                                                                            | n/a            | n/a                                                                                                                                           |
| <b>Extent section</b>                  |                                                                                                                                                       |                |                                                                                                                                               |
| <b>Portion*</b>                        | Refers to whether the extent is the whole collection or a part. At the resource record level, this will always be <b>Whole</b>                        | Drop down list | Whole                                                                                                                                         |
| <b>Number*</b>                         | Number part of the extent statement. For collections at the resource record level, we are going to use total cubic feet for this section              | ###            | € 100.5<br>€ 23                                                                                                                               |
| <b>Type*</b>                           | Unit of the extent statement. For collections at the resource record level, we are going to use total cubic feet for this section                     | Drop down list | Cubic feet                                                                                                                                    |
| <b>Container Summary</b>               | A free text statement about the extent. At the resource record level, add a statement about number of boxes, reels, volumes etc. here if there is one | Free text      | Approx. 11 archival boxes, 80 record center boxes, 76 volumes, 1 oversize box, 1 envelope, and 23 reels of 35mm and 5 reels of 16mm microfilm |
| <b>Physical details and Dimensions</b> | Do not use                                                                                                                                            | n/a            | n/a                                                                                                                                           |
| <b>Finding Aid Data section</b>        |                                                                                                                                                       |                |                                                                                                                                               |
| <b>EAD ID</b>                          | This field is only relevant if you are using the spreadsheet to upload                                                                                | RG####         | € RG0221<br>€ RG0018                                                                                                                          |

|                                                                        |                                                                                                                                                                                                                                                  |                |                                                                                                     |
|------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------|
|                                                                        | descriptive levels. <b>EAD ID</b> will the same data from the <b>Identifier</b> field aka RG number                                                                                                                                              |                |                                                                                                     |
| <b>EAD Location, Title, Subtitle, Filing title, Date, Author</b>       | Do not use                                                                                                                                                                                                                                       | n/a            | n/a                                                                                                 |
| <b>Description Rules</b>                                               | Descriptive rules used to create the finding aid. This should always be <b>DACS</b>                                                                                                                                                              | Drop down list | Describing Archives: A Content Standard                                                             |
| <b>Language of Description*</b>                                        | Language of the finding aid. Should always be <b>English</b>                                                                                                                                                                                     | Drop down list | English                                                                                             |
| <b>Script of Description*</b>                                          | Script of the finding aid. Should always be <b>Latin</b>                                                                                                                                                                                         | Drop down list | Latin                                                                                               |
| <b>Language, Sponsor, Edition, Series, Status</b>                      | Do not use                                                                                                                                                                                                                                       | n/a            | n/a                                                                                                 |
| <b>Finding Aid Note</b>                                                | Add any revision notes from legacy finding aid here. They will likely be located at the end of the finding aid. If none, do not use this field                                                                                                   | Free text      | DDS c.1975<br>SRW/pmc/WP50<br>6/29/1990<br>GSU/PMC 9/10/1994<br>PMC/wp60 8/28/1995<br>ABH 12/6/2021 |
| Skip <b>Revision Statements</b> and <b>Related Accessions</b> sections |                                                                                                                                                                                                                                                  |                |                                                                                                     |
| <b>Agent Links</b> section                                             |                                                                                                                                                                                                                                                  |                |                                                                                                     |
| <b>Role</b>                                                            | Who the agent is in relation to the record group. At least one of these will be the <b>Creator</b> who is responsible for the creation of the records. Others may be added as <b>Subjects</b> if the records are about them. <i>Note: County</i> | Drop down list | ≠ Creator<br>≠ Subject                                                                              |

|                          |                                                                                                                                                                                                       |                             |                                                                                                     |
|--------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------------------------------------------------------------------------|
|                          | <i>record groups may not have a top level creator - the subgroups will each have a creator. State Agency record groups should have a top level creator, often the top level department.</i>           |                             |                                                                                                     |
| <b>Title and Relator</b> | Do not use                                                                                                                                                                                            | n/a                         | n/a                                                                                                 |
| <b>Agents</b>            | Search the database of <b>Agent</b> records. Use an existing record if found. Create a new agent if needed.                                                                                           | Entry from Agent database   | ≠ Nebraska. Department of Administrative Services<br>≠ Nebraska. Supreme Court                      |
| <b>Subjects section</b>  |                                                                                                                                                                                                       |                             |                                                                                                     |
| <b>Subjects</b>          | Search the database of <b>Subject</b> records. Use existing records if found. Create a new subject if needed.                                                                                         | Entry from Subject database |                                                                                                     |
| <b>Notes section</b>     |                                                                                                                                                                                                       |                             |                                                                                                     |
| <b>Note type</b>         | The kind of note being added. All resource records need a <b>scope and content</b> note and <b>conditions governing access</b> note. They will likely have a <b>biographical/historical</b> note too. | Drop down list              | ≠ Scope and Content<br>≠ Conditions Governing Access                                                |
| <b>Content</b>           | Copy notes from legacy finding aid or use info from finding aid to craft a new note.                                                                                                                  | Free text                   | ≠ Access example: These records are public and open for use per Nebraska Revised Statute 84-712.01. |



|                                                                                                                      |                                                                                                                                                                                 |                |                                                                                                                                                       |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                      |                                                                                                                                                                                 |                | <p>⌘ Scope example: This collection consists of records of the Nebraska State Board of Agriculture, 1856-1936, arranged into two subgroups [etc.]</p> |
| <b>Apply Standard Note Order</b>                                                                                     | Click this button after adding all note fields. It will reorganize all the note types into the standard DACS order.                                                             |                |                                                                                                                                                       |
| Skip <b>External Documents, Rights, Metadata Rights, Instances, Deaccessions, and Collection Management</b> sections |                                                                                                                                                                                 |                |                                                                                                                                                       |
| <b>Classification</b> section                                                                                        |                                                                                                                                                                                 |                |                                                                                                                                                       |
| <b>Classification</b>                                                                                                | Type of record. Based on whether the collection is manuscripts, gov records, photos, moving images, or audio recordings. One resource record can have multiple classifications. | Drop down list | <p>⌘ Government records / State agency records</p> <p>⌘ Manuscripts</p>                                                                               |