University of California
CDL
California Digital Library

OAC/Calisphere Contributor User Guide to Archivists' Toolkit

This user guide is intended for institutions that are utilizing Archivists' Toolkit, to create Resource and/or Digital Object records for contribution to the Online Archive of California (OAC) and Calisphere websites.

For detailed information on utilizing Archivists' Toolkit, which is beyond the scope of this guide, consult the usage documentation at http://archiviststoolkit.org/.

1. Repository Record Requirements for OAC

Repository Settings
Your Repository record in Archivists' Toolkit needs to contain some basic information, which will appear in Resource and/or Digital Object record exports.

The following data is required in the "Repository Fields" section in order to meet *OAC Best Practice Guidelines for Encoded Archival Description, Version 2.0* (OAC BPG EAD) specifications:

- Repository
- Short Name
- Agency Code
- Descriptive Language
- Repository URL (NOTE: Use the form of your institution's URL that appears on your institution's landing page in OAC)
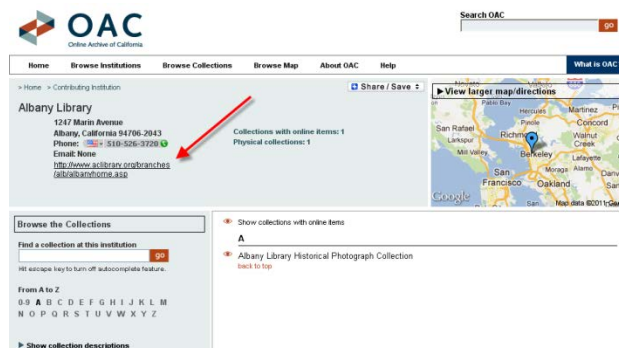
2. Resource Record Requirements for OAC

Archivists' Toolkit supports the exporting of Resource records into EAD finding aids. These EAD finding aids can then subsequently uploaded and published in OAC.

The following tables list out AT data entry fields that should have data, in order to meet DACS' single-level minimum requirements, a subset of the *OAC Best Practice Guidelines for Encoded Archival Description, Version 2.0* (OAC BPG EAD) "OAC Basic" encoding scheme. The OAC Basic encoding scheme reflects single-level descriptive outputs at any level, but typically for large accumulations such as collections, record groups, fonds, or record series. It can, however, only describe materials at one explicitly articulated level and does not support multilevel encoding of subsequent lower levels (the "OAC Full" encoding scheme).

The third column in these tables references the page in which the elements and attributes guidelines tables appear in the OAC BPG EAD. Please refer to these pages for more detailed information.

Repository Information
We require a minimal set of data in the "Repository Info" tab (Setup → Repositories); consult **Section 1** above for details.

Basic Description Tab
- From the **Main Screen**, select **Resources** and press the **"New Record"** button.
- Select **Level** for the record.
- Enter a **Title**.
- Enter a **Date Expression** and/or **Begin Date** and **End Date** for the materials.
- Enter the unique **Resource Identifier**
- Enter the **Extent Number** and **Extent Measurement** (cubic feet or linear feet).
- Enter the **Language Code** for the language of the materials.
- Save the record by pressing the **"Ok"** button at the bottom right corner of the window.

Table 1

| Archivists Toolkit Label	EAD Mapping	OAC BPG EAD Summary
Level	<archdesc>	Specify the level of description, e.g., collection-level, item-level.
Title	<unittitle>	Indicate the title of the collection.
Date Expression	<unitdate>	Indicate dates for the collection.
Inclusive Dates (Begin/End)	<unitdate> NORMAL	Indicate normalized start/end dates for the collection.
Resource Identifier	<unitid>	Indicate the collection or call number.
Extent Number	<extent>	Provide a numeric value and characterization of the size or extent of the collection.
Container Summary	<extent>	Summarize the size or extent of the collection.
Language	<langmaterial>	Indicate the predominant language of the materials in the collection.

Names & Subjects Tab

On the "Names & Subjects Tab" of the Resource record, indicate the personal, family, or corporate name(s) of the predominant creator(s) of the collection.

Table 2

Archivists Toolkit Label	EAD Mapping	OAC BPG EAD Summary
Names	<…name>	Indicate personal, family, or corporate name(s) as creators.
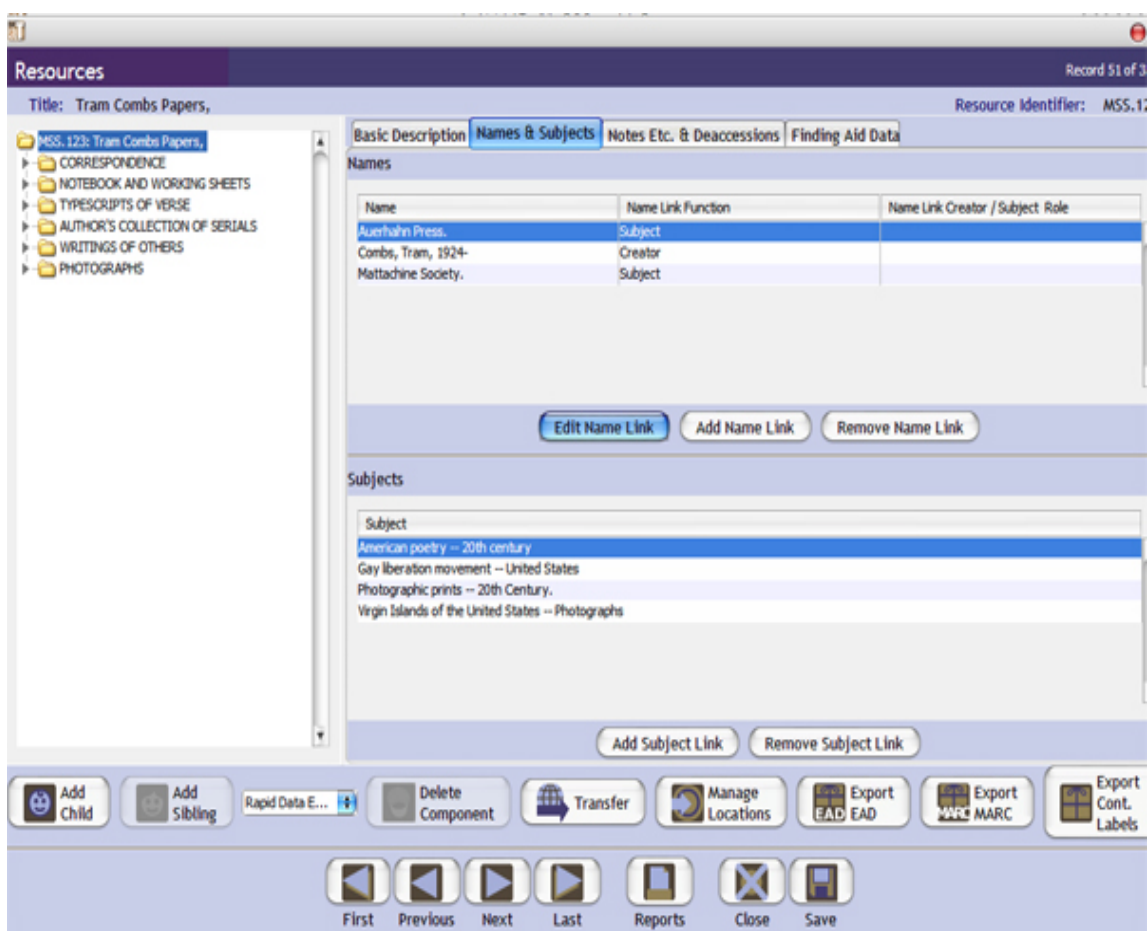
Notes Etc. & Deaccessions Tab

This tab provides 29 notes that can be added at the resource level or at any component level. Note that you may change the default "note" header provided by the AT.

- Use one **Abstract** for a brief summary of collection contents and context at highest level only.
- Use one **Conditions Governing Access** note to record particular access restrictions, even if the collection has no access.
- Use one **Scope and Contents** note to provide a prose statement summarizing the document types, formats, and topical coverage of the collection.
- Optionally, use one or more **Biographical/Historical** note(s) to encode concise essays or chronologies providing information about the creator(s) or collector(s) –- *note that this is preferred and not mandatory/required.*
- Save the record by pressing the **"Ok"** button at the bottom right corner of the window.
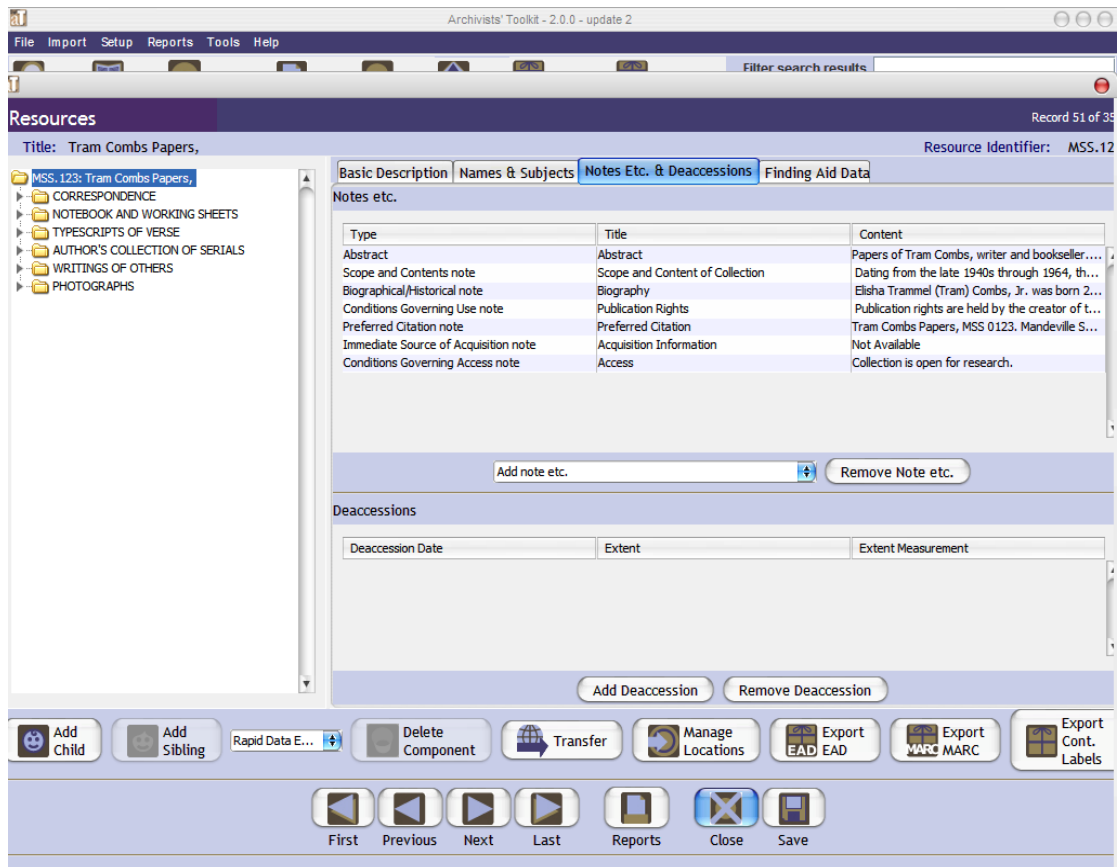
Table 3

Archivists Toolkit Label	EAD Mapping	OAC BPG EAD Summary
Abstract		Provide a brief summary of the scope/content of the collection.
Conditions Governing Access note	<accessrestrict>	Note particular access restrictions, even if the collection has no access restrictions. In the latter case, use the text "Collection open for research" or a similar statement.
Scope and Contents note	<scopecontent>	Provide a prose statement summarizing the scope/content of the collection, and details about the document types, formats, and topical coverage of the collection.
Biographical/Historical note	<bioghist>	If applicable, provide a concise essay or chronology with information about the creator(s) or collector(s).

May 2016

Finding Aid Data Tab
Use this tab to enter required information for the finding aid.

Table 4

Archivists Toolkit Label	EAD Mapping	OAC BPG EAD Summary
EAD FA Location	<eadid> URL	Encode the ARK URL for the finding aid (pg. 9), if one has been pre-assigned to the finding aid -- or if the finding aid is already published in the OAC. (To request an ARK URL, contact us at oacops@cdlib.org). If you plan to generate METS digital objects and would like them to link to an associated OAC finding aid, then use this field to record the ARK URL for the associated finding aid. *Example of an OAC finding aid's ARK URL:* http://www.oac.cdlib.org/findaid/ark:/13030/kt5b69q5bc/
Finding Aid Title	<titleproper>	Indicate the *formal title* of the finding aid itself (e.g., "Guide to the Jane Doe Papers") and not the title of the collection being described.

Finding Aid Filing Title	<titleproper> TYPE="FILING"	Indicate the *filing title* of the finding aid. Note that the filing title is a modified form of the formal title. The filing title appears in browsing lists on the OAC.
		
		For papers created, collected, or associated with an individual, the filing title should begin with the individual's last name, followed by the first name and optional middle initial, which should both be in parentheses:
		
		       Abel (Theodore F.) Papers
		
		       Branch (Francis Z.) Correspondence and
		       Papers
		
		When two individuals are responsible for a collection and they share the same last name, put the last name at the beginning of the filing title. Then list both names and, optionally, a middle initial, which should both be in parentheses:
		
		       French (Helen D. and Paul M.) Collection
		
		When the individuals do not share the same last name, list the most appropriate name first, with corresponding first name following in parentheses, and then the second last name with its corresponding first name in another set of parentheses:
		
		       French (Helen D.) and Hightower (Paul)
		       Collection
		
		Corporate names and family names should generally be listed as in their established form or as they appear. Use appropriate abbreviations such as Corp., Co., Inc., Misc., Dept., etc. to

		maintain brevity:
		Bidwell Family Papers
		Crowley Maritime Corp. Records

Linking from Resource Records to Digital Object Records in Archivists' Toolkit

To create and link to a digital object, within the context of a resource record:

- From the **Main Screen**, select **Resources** and choose the resource record (that you want to add digital objects to).
- Identify the suitable location where you want to create the link to the new digital object (e.g., file- or item-level component record). At that level, select the **"Add Instance"** button.
- Select **Digital Object** on the list of instance types and click **OK**.
- A Digital Object record window will appear. See **Section 3** for instructions on creating digital objects.

To directly create a digital object, and then subsequently add later add a link to it (within the context of a resource record):

- From the **Main Screen**, select **Digital Objects**.
- A Digital Object record window will appear. See **Section 3** for instructions on creating digital objects.
- After the digital object is created: from the **Main Screen**, select **Resources** and choose the resource record (which will be subsequently linked to the digital object).
- From the **Resource Record**, identify the suitable location where you want to create the link to the new digital object (e.g., file- or item-level component record). At that level, select the **"Add Instance"** button.
- Select **Digital Object Link** on the list of instance types and click **OK**.
- Select the digital object, and click **Link**.

Linking from Resource Records to Digital Object in an External System: File and Item-Level linking

Archivists' Toolkit also supports interlinking between Resource records and digital objects, where the latter are managed and published in an external system (e.g., CONTENTdm, Omeka, etc.). The links will be expressed in Resource record exports (EAD finding aids) that are published in OAC. Here is an example display: http://www.oac.cdlib.org/findaid/ark:/13030/kt6h4nf6qc/. Below is a summary of the process.

- Browse or search for the Resource record; edit the record.
- Within the Resource record, select the particular component level description (from where you'd like to add a link to a digital object). For example, select an item- or file-level description.
- Within the particular component level description, navigate to the **Instances** section.
- Select the **Digital Object** instance option.
- You'll now be presented with a new Digital Object record.
    - Edit the **Title** if necessary, to briefly characterize the Digital Object.
    - In the **Digital Object ID** field, enter the complete URL to the digital object, as displayed and accessible in the external system.
    - Save the record once the URL is added.
- Repeat the above steps for any other digital objects that you'd like to link to, from the Resource record.

Once you've completed these steps, export the Resource record with <dao> links (see **Section 4**).

Linking from Resource Records to a Group of Digital Objects: Collection-Level Linking

Within the context of the OAC, you can opt to add a single collection-level link from an EAD finding aid to a group of associated objects (e.g., a search or browse result listing the objects, a landing page for the objects, etc.). Here is an example of this: http://www.oac.cdlib.org/findaid/ark:/13030/tf3m3nb37q/

However, the OAC stylesheet is dependent on a particular type of <dao> encoding to support this linking -- and that encoding is not directly supported in Archivists' Toolkit.

In order to create this type of link, you'll need to manually edit the EAD file exported from Archivists' Toolkit. Insert the following encoding within the collection-level description. Note the specific <dao> ROLE attribute required. Within the <dao> HREF attribute, enter the URL to the search or browse results, or to the landing page for the objects.

```
<archdesc level="...">
<did>
...
<dao ns2:role="http://oac.cdlib.org/arcrole/link/search/"
ns2:href="[URL to associated objects here]">
<daodesc>
<p>Selected digitized images from this collection.</p>
</daodesc>
</dao>
</did>
...
</archdesc>
```

3. Digital Object Record Requirements for OAC/Calisphere

Archivists' Toolkit supports the creation of Digital Object records, which can be exported as METS files. These METS files can then subsequently uploaded and published in OAC/Calisphere.

The *CDL Guidelines for Digital Objects, Version 2.0* (CDL GDO) must be followed when contributing METS digital objects to OAC and Calisphere. The following tables list out ArchivesSpace data entry fields that should have data, in order to meet the CDL GDO "Enhanced Service Level" requirements.

Repository Information
We require a minimal set of data in the "Repository Info" tab (Setup → Repositories); consult **Section 1** above for details.

Basic Description Tab
- From the **Main Screen**, select **Resources** and press the **"Add Instance"** button (under Instances). Select "Digital Object" from the pull-down menu.
- Enter a **Title** for the object.
- Enter a **Date Expression** and/or **Begin Date** and **End Date** for the object.
- Specify the type of object using **Object Type**.
- Enter the ARK URL for the object in **Digital Object ID**. (To request an ARK URL -- or a batch of them -- contact us at oacops@cdlib.org).
- Use Add File Version to create links to content files associated with the object. At minimum, supply the following:
  - **URI**: indicate a URI for the location of the content file on a web-accessible location -- e.g., a URL for an image file, on your webserver.
  - **Use statement**: indicate the content file function.
    - For image objects, at least one **Image-Service**[...] (for an associated JPEG access image) and one **Image-Thumbnail** (for an associated GIF thumbnail image) must be specified. If supplying a TIFF production master image, specify an additional **Image-Master**[…].
    - For text objects comprising scanned images: see specifications above for image objects.
    - For text objects comprising PDFs: use **Application-PDF**

  Images:
  - Image-Service[...]
  - Image-Thumbnail
  - Image-Master[…] *(optional)*

  Texts (scanned images):
  - Image-Service[...]
  - Image-Thumbnail
  - Image-Master[…] *(optional)*

  Texts (PDF)
  - Application-PDF

  Consult the CDL GDO, Section 3.3, for information on preparing content files.

Table 5

Archivists Toolkit Label	METS/MODS and EAD Mappings	CDL GDO Summary
Title	<mods:title>	Title of the object.
Date Expression	<mods:dateCreated>	Date(s) for the object.
Object Type	<mets:mets> TYPE	A general indicator of the object type, e.g., "image" or "text".
Digital Object ID	<mets:mets> OBJID **EAD:** <dao> HREF	The ARK URL for the object. To request an ARK URL -- or a batch of them -- contact us at oacops@cdlib.org. *Example of a digital object ARK URL:* http://content.cdlib.org/ark:/13030/kt4h4nc5h8

Notes Tab

- *Recommended:* use the **Conditions Governing Use Note** to indicate rights information for the digital object. Note that rights information can be expressed in the form of a single **Conditions Governing Use Note**. This results in less data entry; however the metadata is not parsed:

Alternatively, the rights information can be parsed into multiple **Conditions Governing Use Notes**, where the "Note Label" for each field is qualified to reflect the particular rights data. This requires additional data entry, but results in more defined metadata. For example:

- Copyright Status
- Copyright Statement
- Copyright Date
- Copyright Holder
- Copyright Holder Contact Information

Table 6

Archivists Toolkit Label	METS/MODS and EAD	CDL GDO Summary
Conditions Governing Use	<mods:accessCondition type="useAndReproduction">	- Copyright Status: indicate if the material is in public domain, copyrighted, or if copyright status is unknown. - Copyright Statement: a note indicating copyright restrictions, if any, applying to the resource. See the CDL GDO, Appendix B, for suggested boilerplate. - Copyright Date: The year the resource was copyrighted, if applicable. - Copyright Holder: The name(s) of the rights holder of the resource. - Copyright Holder Contact Information: Indication of who users should contact, for permissions to a copyrighted resource.

Linking from Digital Object Records to Resource Records

If you plan to generate METS digital objects and would like them to link to an associated finding aid, then use the "EAD FA Location" field (on the Finding Aid Data tab of the Resources data entry screen) to record the URL for the associated finding aid. If the finding aid will be published in the OAC, use the ARK URL for the finding aid.

> *Example of an OAC finding aid's ARK URL:*
> http://www.oac.cdlib.org/findaid/ark:/13030/kt5b69q5bc/

Digital Object Workflow Considerations

- We generally recommend that you initially create a Resource record in Archivists' Toolkit and export the Resource record as an EAD file for publication in OAC. See **Section 2** above for information on creating Resource records, and **Section 4** for details on exporting. When creating the EAD export, it should **not** contain any links to associated digital objects (at the time of export, do not select "Include DAO's in outputs"). Publish the EAD file in OAC (see http://www.cdlib.org/services/dsc/contribute/submitead.html).
- Once you publish the EAD file in OAC, it'll result in a URL for the finding aid that looks like this: http://www.oac.cdlib.org/findaid/ark:/13030/xxxxxxxxxx. Copy that URL, and paste it into the "EAD Location" field, on the "Finding Aid Data" section in the Resource record.
- Next, create Digital Object records in Archivists' Toolkit and generate METS exports for those records for publication in OAC/Calisphere. See **Section 3** above for information on creating Digital Object records, and **Section 4** for details on exporting. Publish the METS files in OAC/Calisphere (see http://www.cdlib.org/services/dsc/contribute/submitmets.html).
- During this time, you can also begin the process of linking your Digital Object records in Archivists' Toolkit to their associated Resource record, at the appropriate levels of description in the Resource record. See **Section 2** above for details on linking between finding aids and digital objects.

4. Exporting

Exporting EAD Files

- If you described subordinate components (<dsc>), the OAC EAD BPG requires numbered component tags in the output. Check "Number component levels?"
- If the finding aid has associated digital objects, check "Include DAO's in outputs". Also check "Use Digital Object ID as HREF".
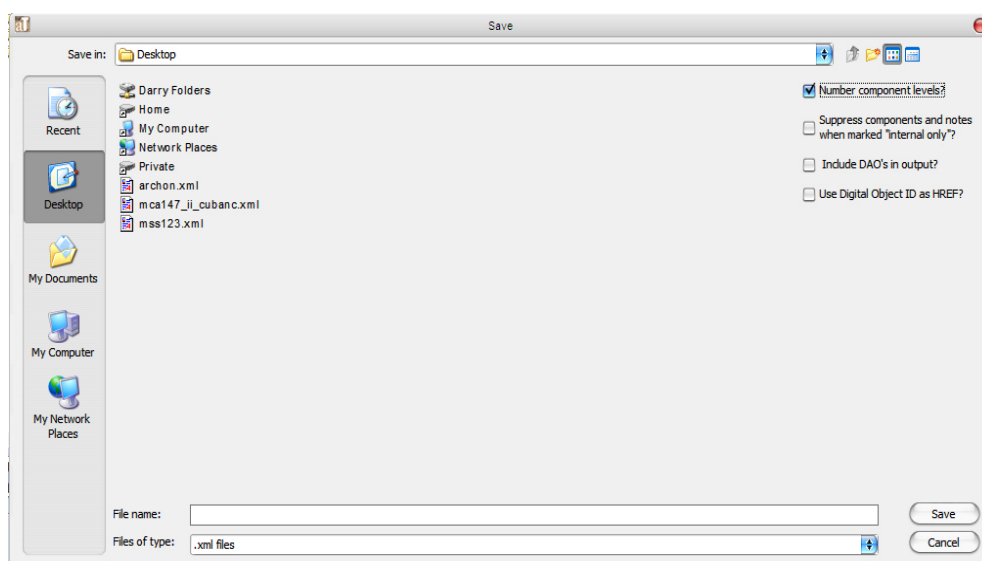
Exporting METS Files

- Specify MODS encoding within the METS, by checking "With MODS descriptive metadata".

5. Publishing EAD Files in the OAC: Note on voroEAD Production Validation

Our voroEAD Production ingest process supports the publication of EAD files generated from the AT. Note that the system will first attempt to validate files against the EAD DTD, before validating them against the EAD schema. The EAD DTD-specific processing errors can hence be ignored:

```
/voro/data/oac-ead/submission/[directory]/[filename].xml:2:
element ead: validity error : standalone: ead declared in the
external subset contains white spaces nodes
/voro/data/oac-ead/submission/[directory]/[filename].xml:2:
element ead: validity error : No declaration for attribute
schemaLocation of element ead
/voro/data/oac-ead/submission/[directory]/[filename].xml:2:
element ead: validity error : No declaration for attribute
xmlns:ns2 of element ead
[etc.]
```

If the file successfully passes the EAD schema validation, you will receive a "File Queued for Publication" confirmation at the end of the processing results log.