ARCHIVISTS' TOOLKIT WORKSHOP

Resources Module (2)

UGA March 13, 2008

WORKING AT THE COMPONENT LEVEL

- Collections can be divided into series, subseries, files, items etc.
- AT allows description of each of these levels and offers the possibility of very detailed description
- AT uses the "Child" and "Sibling" metaphors to add components to a finding aid

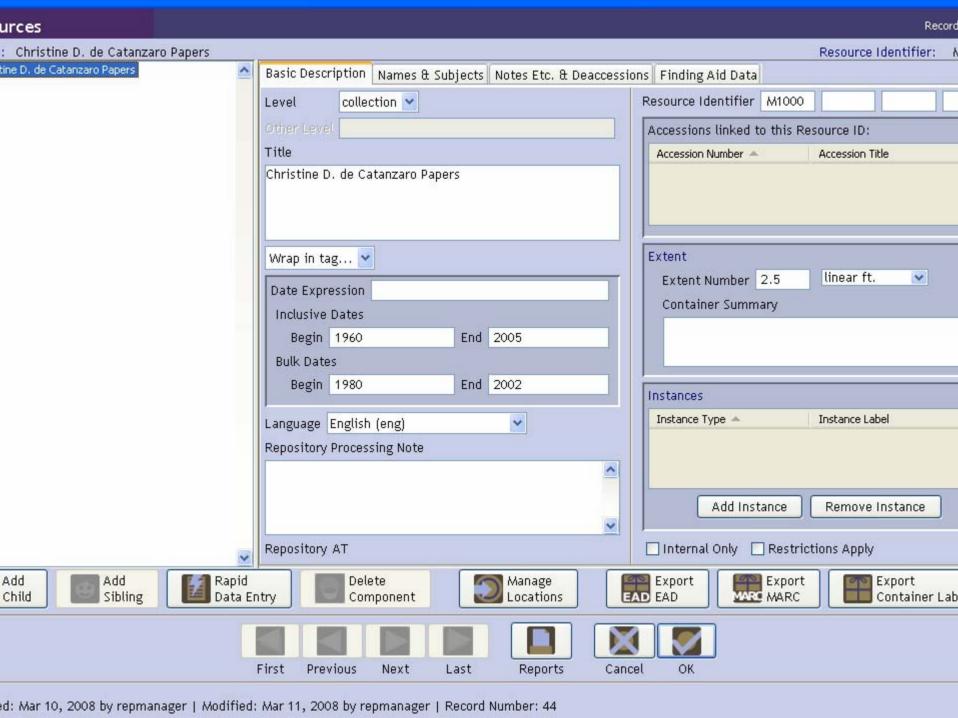
EXERCISE 5a

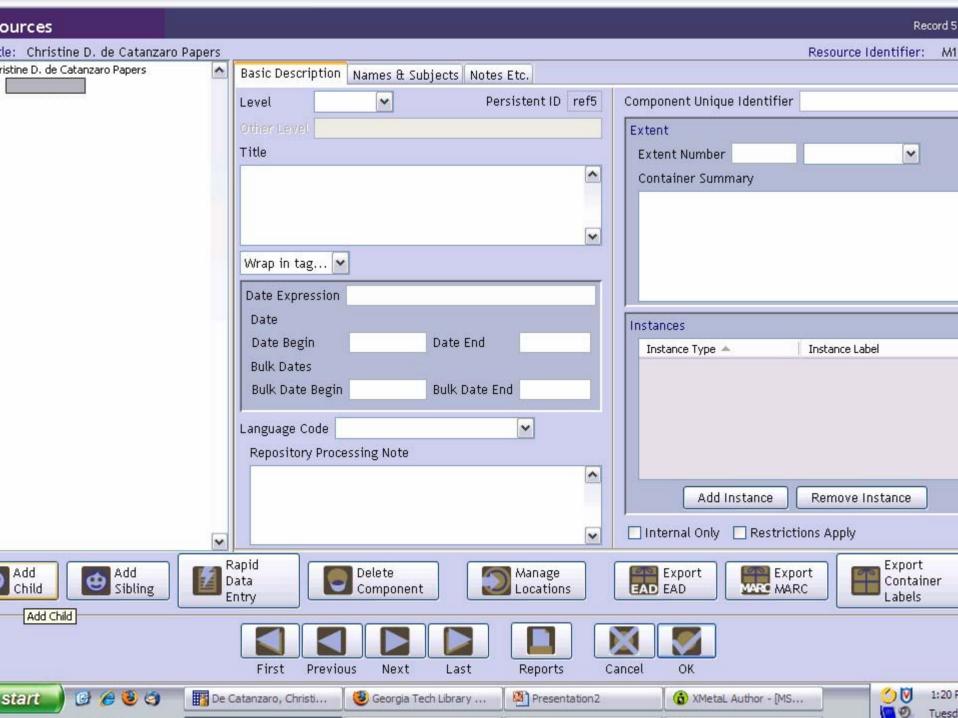
Adding Child/Sibling Components

EXERCISE 5a – INSTRUCTIONS (1)

- Open the Collection Level description that you created in Exercises 3 and 4
- On the left side of the screen, click on the collection title
- NB: You are at the Collection level
- At the bottom left of your screen, click on the "Add Child" icon
- A new screen will appear with 3 tabs at the top

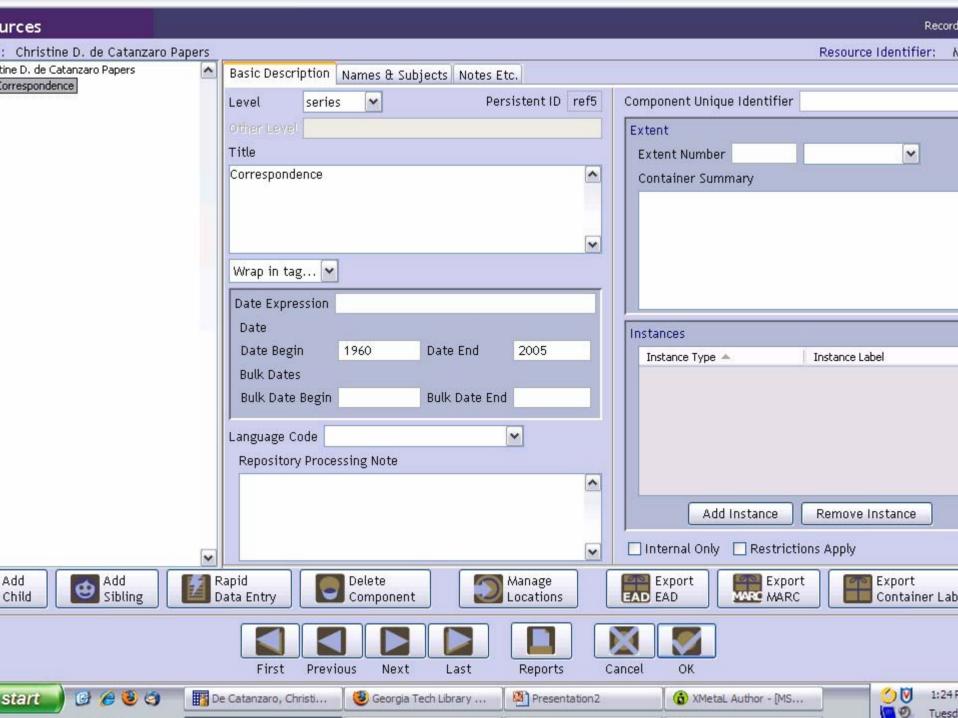






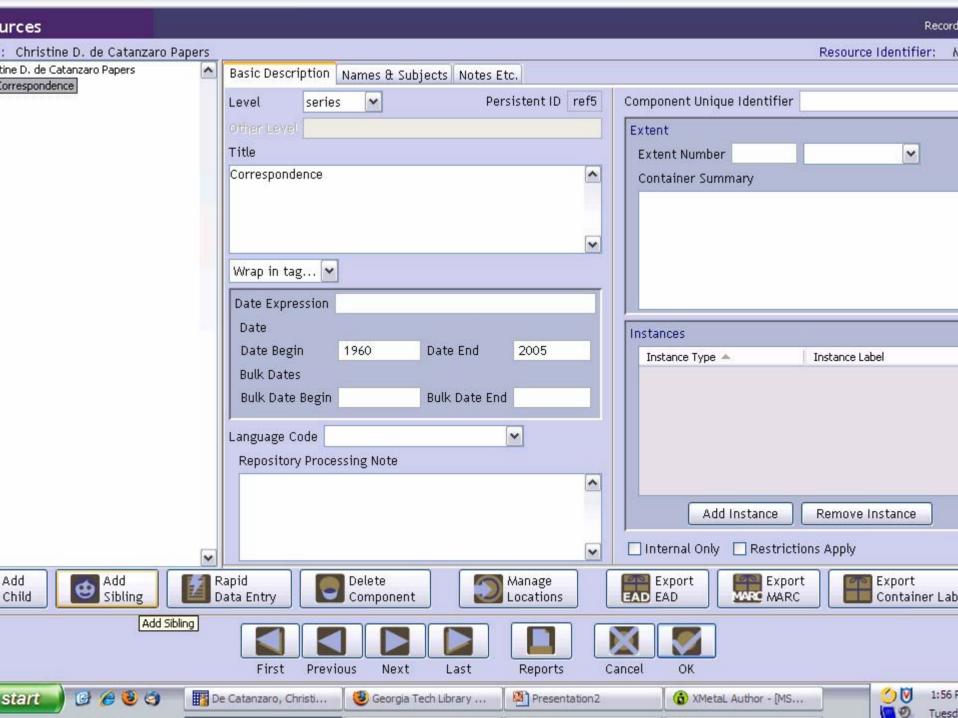
EXERCISE 5a – INSTRUCTIONS (2)

- Select a Level from the drop-down menu for the record. (Your level will probably be: Series, File, or Item, depending on your collection.)
- Enter a **Title** for the component (Series Title/File Title, Item Title).
- Enter either a Date Expression or a Begin Date and End Date.



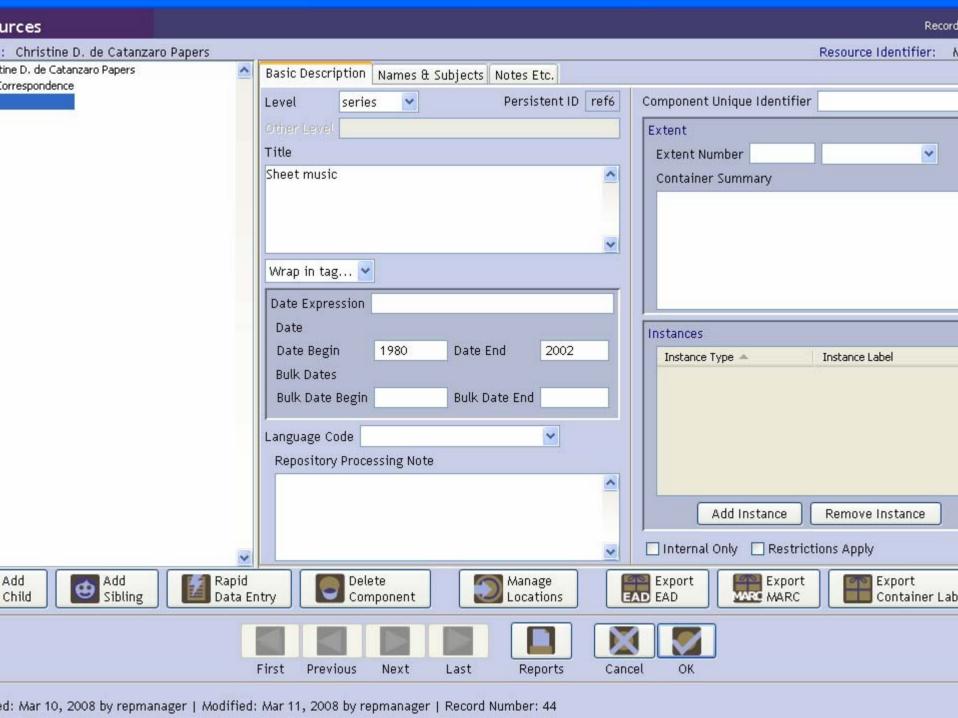
EXERCISE 5a – INSTRUCTIONS (3)

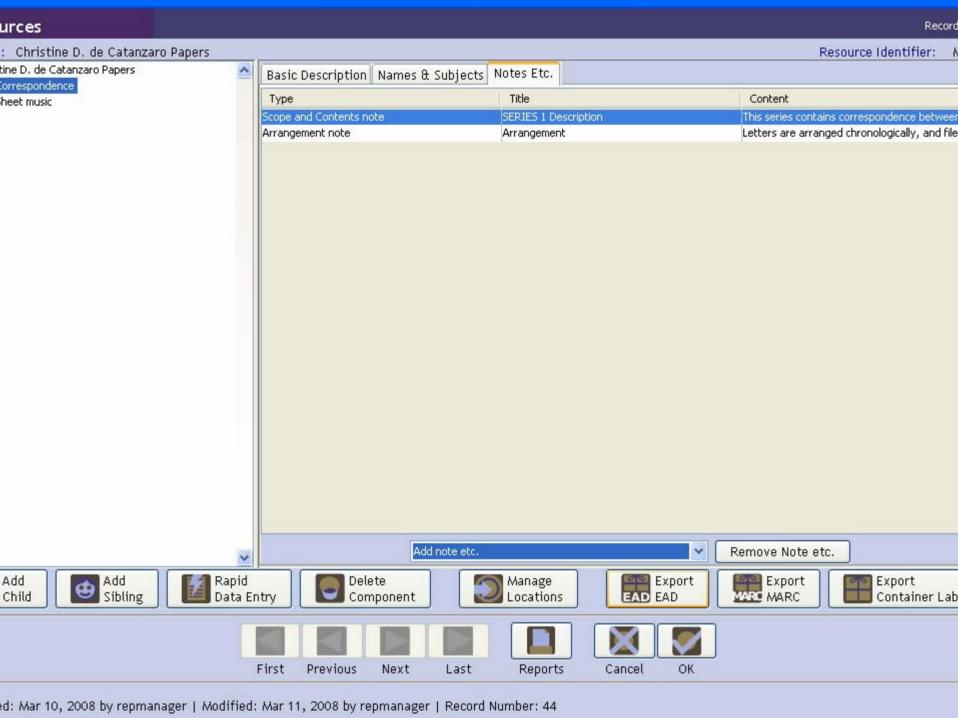
- Enter a second component (either a second series, file, or item) at the same level as the first component:
 - On the left side of the screen, click on the title of the first series, file, or item. Make sure it is highlighted
 - Click on the "Add Sibling" icon



EXERCISE 5a – INSTRUCTIONS (4)

- For the second component level:
 - Select a Level for the record
 - Enter a Title
 - Enter a Date Expression or a Begin Date
 and End Date



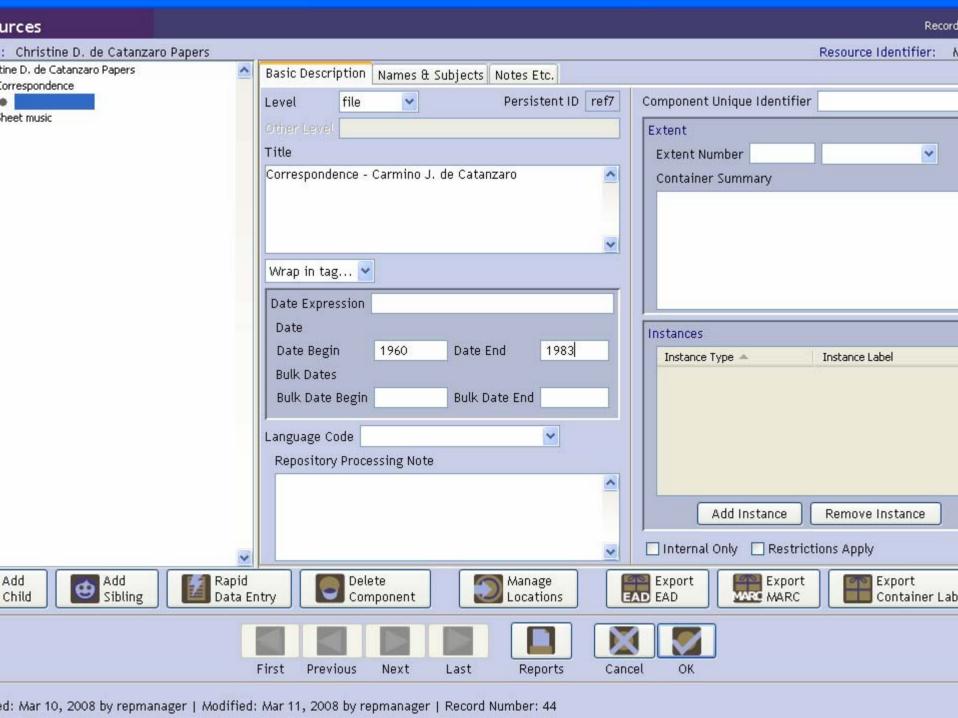


EXERCISE 5a – INSTRUCTIONS (5)

Click "OK"

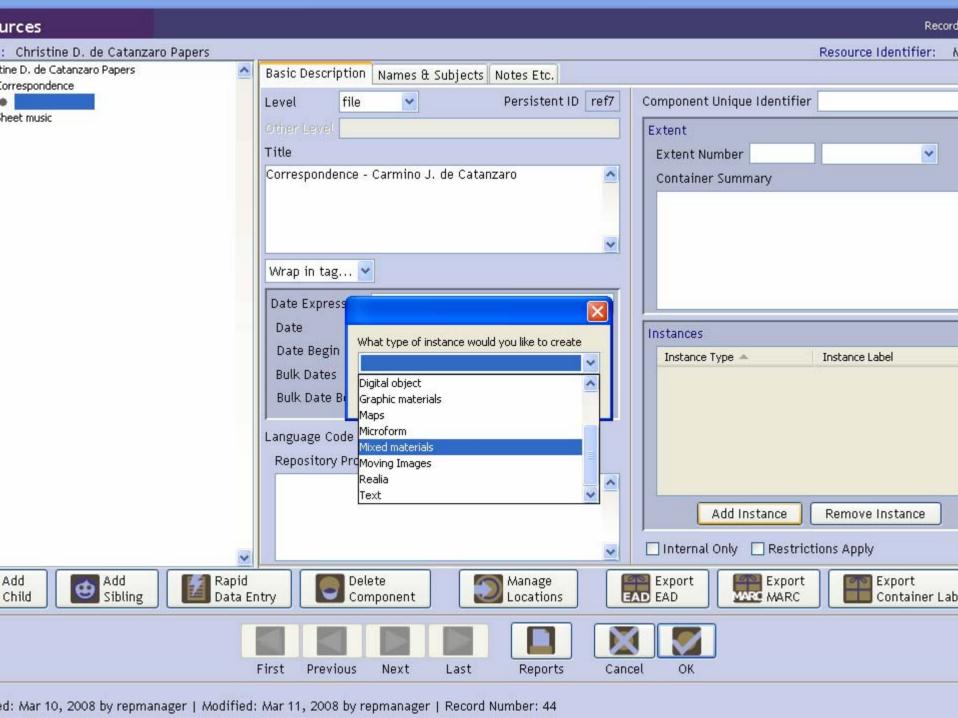
EXERCISE 5b – INSTRUCTIONS (1)

- Add a Child record to one of the components:
 - On the left side of the screen, click on the component you want to select
 - Click on the "Add Child" button
 - A new screen should appear for you to enter the Level, Title, and Date Expression/Begin and End Date



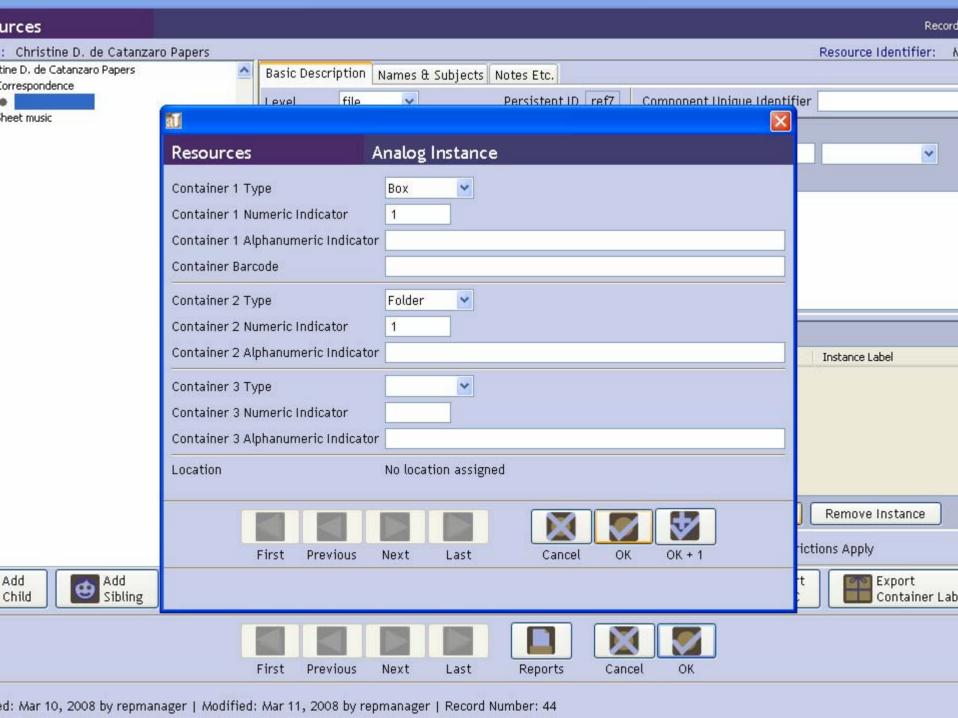
EXERCISE 5b – INSTRUCTIONS (2)

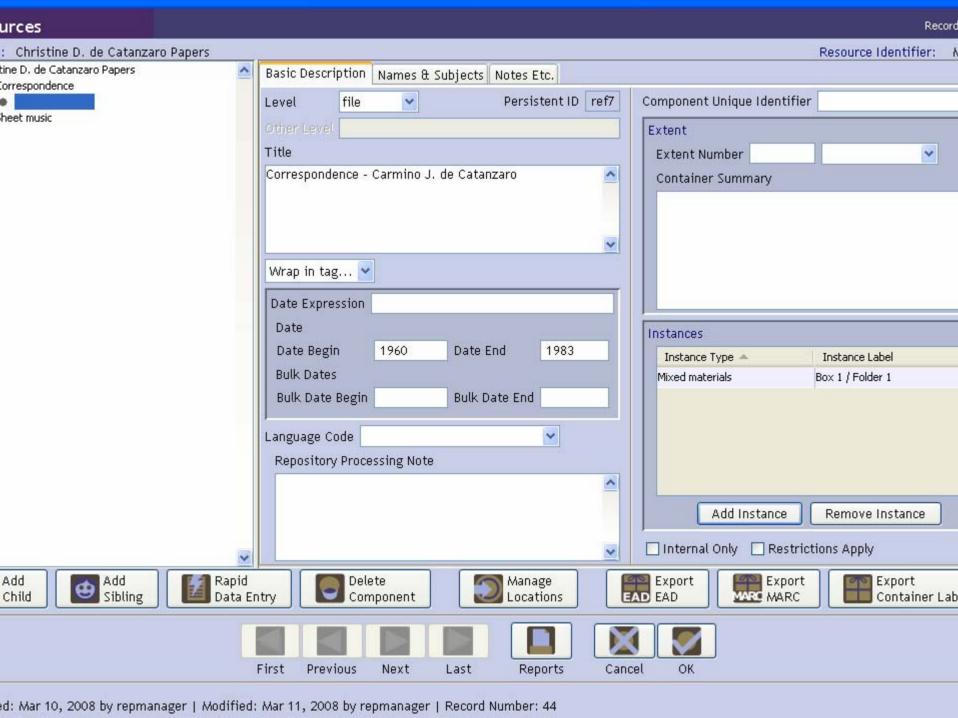
- Adding an instance
 - The file created on the previous slide is in a folder numbered Box 1, folder 1
 - To record this information click the "Add Instance" button (at right of screen, toward the bottom)
 - A screen will appear asking what type of instance you want to create
 - For a folder, select "Mixed materials"



EXERCISE 5b – INSTRUCTIONS (3)

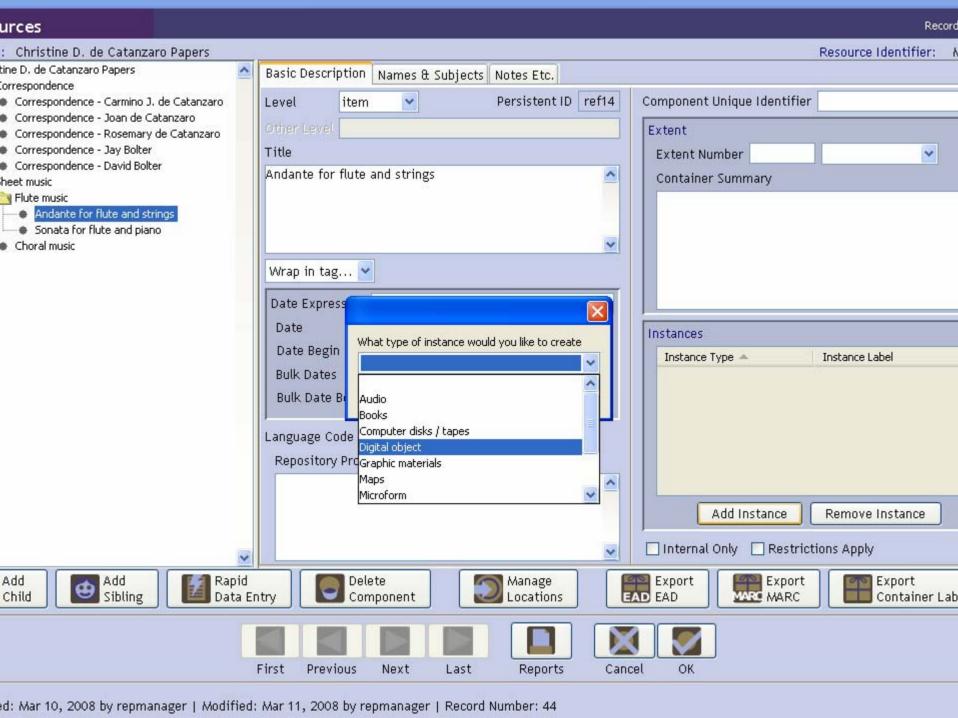
- A new screen will appear
- Enter box/folder information on this screen
- Click "OK"





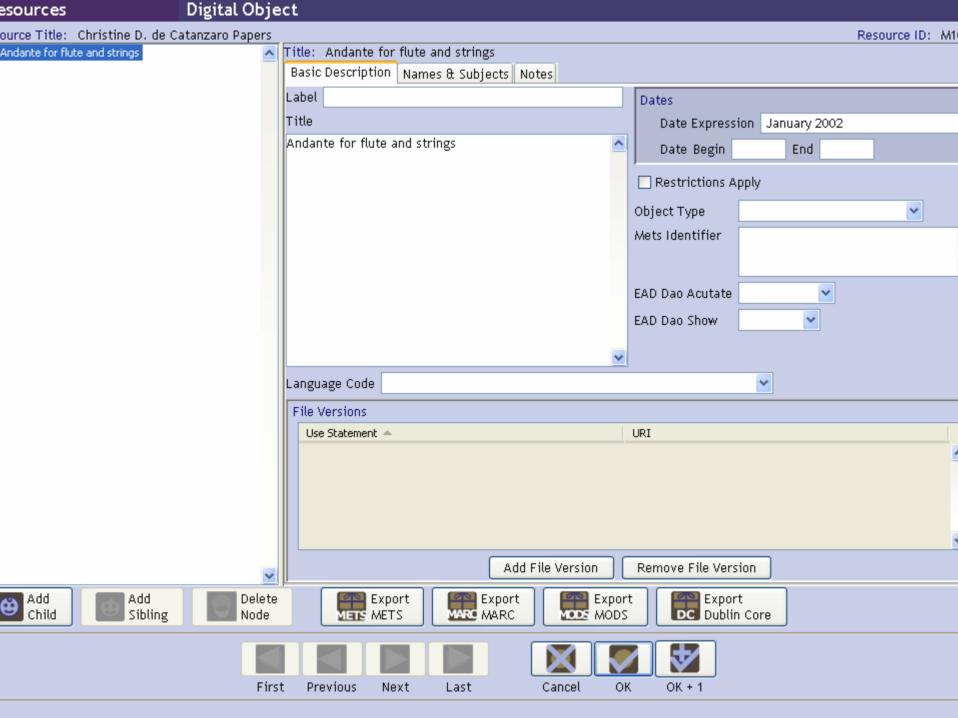
EXERCISE 5c – INSTRUCTIONS (1)

- Adding a digital object
 - Click the "Add Instance" button at the right toward the bottom of the screen
 - A screen will appear asking what type of instance you want to create
 - For a digital object, select "Digital object"



EXERCISE 5c – INSTRUCTIONS (2)

- A new screen will appear on which you can record the data you need for your export
- Note that you can export METS and MODS for digital object records



OTHER FEATURES OF AT RESOURCE MODULE

- Rapid data entry is available to enter all data, including Box/folder information, on one screen
- A "Delete Component" button is available
- Managing locations is also available from the Resource Module