A Reference Guide
to ArchivesSpace
v. 2.7.1

Last updated: Fall 2021

Contents

Getting Started

Logging In

- Go to https://aspace.dlib.indiana.edu/
- Type the username and password given to you (your CAS login)
- Select your repository from the dropdown "Select Repository" Menu at the top of the page.

Creating a Resource (aka finding aid)

- Navigate to the correct repository for the collection ("Select Repository" on the top the screen. You'll have to navigate back to the staff interface.)
- At the top of the screen, choose the Create drop down menu and select Resource

Basic Information

The screenshots on the following pages point out how to add new finding aid data or transfer existing data to its new home. It may be helpful to practice the methods included in this documentation. To do so in a space that will not be published to archives.iu.edu, please use our Training Repository. Please e-mail dcshelp@indiana.edu to gain access to the repository.

You will see links throughout the documentation that will lead you elsewhere in this document. There will be a Return button that will direct you back to your original spot in the document.

Questions?

Please consult the ArchivesSpace Glossary with questions about terms used in the following pages.

Please consult the ArchivesSpace to EAD Appendix with questions concerning EAD equivalents for ArchivesSpace fields.

Please e-mail dcshelp@indiana.edu with any questions.

Thank you!

The Text Formatting section of this documentation has been borrowed from the Virginia Tech ASpace documentation.

General Tips

- Save often!
- Functions of this menu on the top right of ASpace are not available for unsaved resources. If the menu looks grayed out, your resource has not been saved.

| Add Event ▾ | Publish All | View Published | Export ▾ | Merge ▾ | More ▾ | Suppress | Delete |
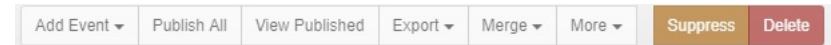
- You can click the Publish All button in the top right menu to check every "Publish?" button.

| Add Event ▾ | Publish All | View Published | Export ▾ | Merge ▾ | Transfer ▾ | More ▾ | Suppress | Delete |

- ASpace is **case-sensitive!** Make sure you are using consistent capitalization to avoid errors. You can follow the lead of the examples we've provided in this documentation.
- Use your best judgment. You are the expert for your repository.

Transferring Data

Most of the material in our existing finding aids can be cut and pasted into ASpace fields. Sometimes the correlation is obvious, sometimes it's a little less so.

You can consult DACS if you have questions about whether a particular element belongs in a certain category. Some of the decisions we've made here are more about our local needs and are up for discussion, but others need to be followed for DACS compliance.

Text Formatting

Any data that is copy and pasted will lose its formatting in ASpace. However, ASpace has "Wrap in Tag" functionality to code text in HTML. The "Wrap in Tag" feature serves a number purposes, including hyper-linking text, italicizing titles, creating bold or other emphases for text, and tagging names, subjects, and dates to populate indexes and subject heading lists in a finding aid.

The "Wrap in Tag" option is available for most note fields in a Resource record. If the "Wrap in Tag" option is not present, you can usually code emphasis, links, and tags manually modelling after the examples in the rest of this section.

Note: "Wrap in Tag" is not available during Rapid Data Entry. At this point, manually coding in RDE will alter text formatting in ASpace, but that formatting will not transfer to ArcLight.

Emphasizing Text
Formatting options that should display in the public interface or the PDF include:

    i.   bold
   ii.   bolditalic
  iii.   italic
  iv.   underline
   v.   super
  vi.   sub
 vii.   smcaps

1. Highlight the text you want to emphasize.
2. A pop-up box will appear that says "Wrap with."
3. Select <title>.
4. Place your cursor after the "h" and hit the space bar. This should populate the text "render."
5. After "render," add "=[formatting desired]".
a. In other words, the completed tag should look like <title render="bold"> Insert text</title>.

Content ✱ Dauril Alden's biography of Charles Ralph Boxer, 1904-2000, Charles R. Boxer: An Uncommon Life: Soldier, Historian, Teacher, Collector, Traveller.

Wrap with: ▼

Mixed Con...

Adding a Hyperlink

Adding a hyperlink is still a bit buggy. You may not be able to include hyperlinks right away.
There are two different options for creating hyperlinks: <ref> (reference) and <extref> (extended reference). <ref> is meant for internal links (links within the finding aid). Linking to an external website <extref> (as a source in a Biographical note, or finding aid for a related collection, for example)

1. Highlight the text you want to serve as the link. This could be the actual link itself or some other text, like the website title.
2. A pop-up box will appear that says "Wrap with."
3. Select <extref>.
4. Within the opening <extref> tag, you will need to add the link and some other information.
The finished opening tag should look like:
a. <extref href="[link]" show="new" actuate="onrequest">
5. Save the record.

Using Diacritics

Diacritics, or special text symbols, can be added in two ways in ArchivesSpace. When possible, simply copy the text including diacritics and paste it into the desired text field in ArchivesSpace. Otherwise, ArchivesSpace supports HTML Unicode UTF-8 tagging in text fields. HTML can be added to any open text field in ArchivesSpace. To add diacritics using HTML, please refer to this cheat sheet of character codes. The code you are looking for is in the third row when you hover over a character. It will follow the pattern-- **&#[number];**. Here are a few examples of adding diacritics in ArchivesSpace.

- Desired text: The Gjergj Kastrioti Skënderbeu Order
- Text entered in ArchivesSpace: The Gjergj Kastrioti Sk**ë**nderbeu Order

- Desired text: El 4 de presente como **á** las diez de la ma**ñ**ana
- Text entered in ArchivesSpace: El 4 de presente como **á** las diez de la ma **ñ**ana

Creating a Resource

Oram Group, Inc. Records, 1938-1992

Mss 57

30 c.f. (27 cartons, 2 oversized boxes, 1 microfilm roll, 27 audio cassettes)

[Printer-friendly version]

ABSTRACT

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

ACCESS

Public Access to client records and records of the internal operations of the Oram Group, Inc. Records are restricted for a period of forty years from the records' date of creation. Mailings, brochures, and other materials intended for public distribution, and all records more than forty years old are open to the public without restriction. Researchers wanting to use restricted records must receive written permission from the chief executive officer of the Oram Group, Inc.

The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

PREFERRED CITATION

Cite as: Oram Group, Inc. Records, Ruth Lilly Special Collections and Archives, IUPUI University Library, Indiana University Purdue University Indianapolis.

ACQUISITION

Presented by The Oram Group, Inc., New York, NY, May 1991, 1992. A90-39, A91-48, A92-5, A92-6, A92-7, A92-19, A92-24

Processed by Debra Brookhart, November, 2005 and Brenda Burk, October 2008.

HISTORICAL NOTE

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

The firm's founder, Harold Leon Oram, was born on December 2, 1907 in Butler, Pennsylvania to Austro-Hungarian immigrants, Samuel and Freda (Ginzler) Oram. Oram received his early education in Butler with the

---

Save | Add Event ▾ | Publish All | View Published | Export ▾ | Merge ▾ | More ▾ | **Suppress** | **Delete**

Oram Group, Inc. Records [Resource]

Basic Information

Field	Value
Title *	Oram Group, Inc. Records
Identifier *	MSS057
Level of Description *	Collection
Resource Type	Records
Publish?	☑
Restrictions Apply?	☐
Repository Processing Note	

Basic Information

Title: The name of the collection transfers to title and does NOT include the date.

Identifier: The Collection number, MSS, or UA number goes in the Identifier section. This identifier is typically two to three letters paired with four numbers with no spaces (UA001, MSS116). *Your identifier may be different if your repository utilizes a different format.* Enter the entire Identifier in one field.

Level of Description: Will be Collection for all processed collections.

Resource type: Choose between Collection, Papers, Publications, and Records as you deem appropriate. Consult DACS if you are unsure which option to choose.

Publish: Always check unless the collection is not available to the public.

Restrictions: Check if you will be adding any restriction notes on any of the collection's content.

Language

Language: Choose the language of the majority of the materials in the collection. This field is repeatable for collections with material in multiple languages.

Script: Default is Latin. Include a script for languages that do not use the Latin alphabet.

Oram Group, Inc. Records, 1938-1992

Mss 57
30 c.f. (27 cartons, 2 oversized boxes, 1 microfilm roll, 27 audio cassettes)

[Printer-friendly version]

ABSTRACT

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

ACCESS

Public Access to client records and records of the internal operations of the Oram Group, Inc. Records are restricted for a period of forty years from the records' date of creation. Mailings, brochures, and other materials intended for public distribution, and all records more than forty years old are open to the public without restriction. Researchers wanting to use restricted records must receive written permission from the chief executive officer of the Oram Group, Inc.

The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

PREFERRED CITATION

Cite as: Oram Group, Inc. Records, Ruth Lilly Special Collections and Archives, IUPUI University Library, Indiana University Purdue University Indianapolis.

ACQUISITION

Presented by The Oram Group, Inc., New York, NY, May 1991, 1992. A90-39, A91-48, A92-5, A92-6, A92-7, A92-19, A92-24

Processed by Debra Brookhart, November, 2005 and Brenda Burk, October 2008.

HISTORICAL NOTE

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

The firm's founder, Harold Leon Oram, was born on December 2, 1907 in Butler, Pennsylvania to Austro-Hungarian immigrants, Samuel and Freda (Ginzler) Oram. Oram received his early education in Butler with the

Dates
Label: Choose Creation in most instances.
Type: Usually Inclusive Dates. The Date field is repeatable if you have multiple date types.
Expression: Only add information here if the date information contains information other than numbers (ca. 1980, approx. 1920-1935) or have interrupted date ranges (1927-1929, 1935-1940). Whatever is in the expression field is what will be visible to the user. For n.d., always put "undated" in the expression field.
Begin/End: Choose the appropriate dates. For an interrupted range, represent the earliest and latest dates (from ex. above, 1927-1940).
Certainty: Instead of using approx. or ca. you can instead choose Approximate, Inferred, or Questionable from the menu.
Era: Most collections will use CE and BCE, but use what makes sense for the collection.
Calendar: Most collections will use the Gregorian calendar, but use what makes sense for the collection.
Calculate Dates: If you have completed data entry for the entire collection, you can use this function to add date entries for any level of the collection (in the More menu at the top of the resource record).

Oram Group, Inc. Records, 1938-1992

Mss 57

30 c.f. (27 cartons, 2 oversized boxes, 1 microfilm roll, 27 audio cassettes)

[Printer-friendly version]

ABSTRACT

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

ACCESS

Public Access to client records and records of the internal operations of the Oram Group, Inc. Records are restricted for a period of forty years from the records' date of creation. Mailings, brochures, and other materials intended for public distribution, and all records more than forty years old are open to the public without restriction. Researchers wanting to use restricted records must receive written permission from the chief executive officer of the Oram Group, Inc.

The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

PREFERRED CITATION

Cite as: Oram Group, Inc. Records, Ruth Lilly Special Collections and Archives, IUPUI University Library, Indiana University Purdue University Indianapolis.

ACQUISITION

Presented by The Oram Group, Inc., New York, NY, May 1991, 1992. A90-39, A91-48, A92-5, A92-6, A92-7, A92-19, A92-24

Processed by Debra Brookhart, November, 2005 and Brenda Burk, October 2008.

HISTORICAL NOTE

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

The firm's founder, Harold Leon Oram, was born on December 2, 1907 in Butler, Pennsylvania to Austro-Hungarian immigrants, Samuel and Freda (Ginzler) Oram. Oram received his early education in Butler with the

Extents

Portion: Select whole unless the number does not represent the entire collection.

Number: Add the number of cubic feet from the finding aid

Type: This field will have the most variety across collections. Choose what is appropriate for your collection or create a new Extent Type using the "Manage Controlled Value Lists" tool under "System." If you create a new Controlled Value, use the capitalization format used below to maintain grouped values. Maintaining consistent capitalization is very important!
Eg: cubic feet, linear feet, box

Container Summary: Include the specific breakdown of boxes and other formats—include everything that normally goes in parentheses.

Physical Details: More specific information about the types of materials. This is a good place for the very specific breakdown of media types from MDPI, for example. Our default is to leave this blank.

Dimensions: Specific measurements, mainly intended to describe one-item entries. Our default is to leave this blank.

Calculate Extent: If you have assigned Container Profiles to all Top Containers in your collection, you may use this function to add an extent record to your resource record.

Oram Group, Inc. Records, 1938-1992

Mss 57
30 c.f. (27 cartons, 2 oversized boxes, 1 microfilm roll, 27 audio cassettes)

[Printer-friendly version]

ABSTRACT

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

ACCESS

Public Access to client records and records of the internal operations of the Oram Group, Inc. Records are restricted for a period of forty years from the records' date of creation. Mailings, brochures, and other materials intended for public distribution, and all records more than forty years old are open to the public without restriction. Researchers wanting to use restricted records must receive written permission from the chief executive officer of the Oram Group, Inc.

The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

PREFERRED CITATION

Cite as: Oram Group, Inc. Records, Ruth Lilly Special Collections and Archives, IUPUI University Library, Indiana University Purdue University Indianapolis.

ACQUISITION

Presented by The Oram Group, Inc., New York, NY, May 1991, 1992. A90-39, A91-48, A92-5, A92-6, A92-7, A92-19, A92-24

Processed by Debra Brookhart, November, 2005 and Brenda Burk, October 2008.

HISTORICAL NOTE

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

The firm's founder, Harold Leon Oram, was born on December 2, 1907 in Butler, Pennsylvania to Austro-Hungarian immigrants, Samuel and Freda (Ginzler) Oram. Oram received his early education in Butler with the

---

Finding Aid Data

EAD ID * : mss057

EAD Location:

Finding Aid Title: Oram Group, Inc. Records, 1938-1992

Finding Aid Subtitle:

Finding Aid Filing Title: Oram Group, Inc. Records, 1938-1992

Finding Aid Date: 2005-11

Finding Aid Author: Processed by Debra Brookhart

Description Rules: DACS-Describing Archives: A Content Standard

Language of Description *: English

Script of Description *: Latin

Finding Aid Data

EAD ID: This is the VAxxxxx number. If you do not already have an EAD ID, follow the instructions on this webpage. Authorization is required to begin using the ID number generator. If you have not used it before, contact us at dcshelp@indiana.edu to get started.

Finding Aid Title: The whole title, including date range

Finding Aid Filing Title: Same as title, unless inversion for personal names makes sense (eg: personal papers).

Finding Aid Date: Date of initial processing (revisions are added later).

Finding Aid Author: (Revisions added later).

Description Rules: Most collections will use DACS-Describing Archives: A Content Standard, but use whichever standard is appropriate for your collection.

Language of Description: English

Script of Description: This represents the set of characters used in a language. For English, you would choose Latin.

Sponsor: Add a short sentence describing any grant funding responsible for processing.

Edition Statement: Leave blank unless there is a formal statement of versioning or reprocessing (simple revisions added elsewhere).

Oram Group, Inc. Records, 1938-1992

Mss 57

30 c.f. (27 cartons, 2 oversized boxes, 1 microfilm roll, 27 audio cassettes)   [Printer-friendly version]

ABSTRACT

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

ACCESS

Public Access to client records and records of the internal operations of the Oram Group, Inc. Records are restricted for a period of forty years from the records' date of creation. Mailings, brochures, and other materials intended for public distribution, and all records more than forty years old are open to the public without restriction. Researchers wanting to use restricted records must receive written permission from the chief executive officer of the Oram Group, Inc.

The copyright laws of the United States (Title 17, United States Code) govern the making of photocopies or other reproductions of copyrighted material.

PREFERRED CITATION

Cite as: Oram Group, Inc. Records, Ruth Lilly Special Collections and Archives, IUPUI University Library, Indiana University Purdue University Indianapolis.

ACQUISITION

Presented by The Oram Group, Inc., New York, NY, May 1991, 1992. A90-39, A91-48, A92-5, A92-6, A92-7, A92-19, A92-24

Processed by Debra Brookhart, November, 2005 and Brenda Burk, October 2008.

HISTORICAL NOTE

The Oram Group, Inc. (formerly Harold L. Oram, Inc.) was founded in 1939 as a fund raising and public relations consulting firm specializing in liberal social causes. Early clients of the Oram Group addressed social and political issues including human and civil rights, the environment, nuclear weapons, and refugee relief. Today the Oram Group, Inc. continues to serve the non-profit organization in the areas of religion, social action, health, civil rights, the environment, and performing arts.

The firm's founder, Harold Leon Oram, was born on December 2, 1907 in Butler, Pennsylvania to Austro-Hungarian immigrants, Samuel and Freda (Ginzler) Oram. Oram received his early education in Butler with the

---

Series Statement

Finding Aid Status   Completed

Finding Aid Note

Revision Statements   Add Revision Statement

Revision Date   Expand ✕ Expand ✕

2008-10

Revision Description   Brenda Burk

...

Related Accessions   Add Related Accession

Series Statement: Leave blank

Finding Aid Status: Choose completed for any processed collections. If you are in the process of describing a new collection, choose "In Progress." If preliminary inventories are the only description available, choose "inventoried." If you wish to add some preliminary description in the system for an unprocessed collection, choose "unprocessed."

Revision Statements: Add one revision statement for each revision of the finding aid. For new finding aids, add a revision statement to note which data entry tool you will use for the component list (eg: Rapid Data Entry, spreadsheet importer, etc.)
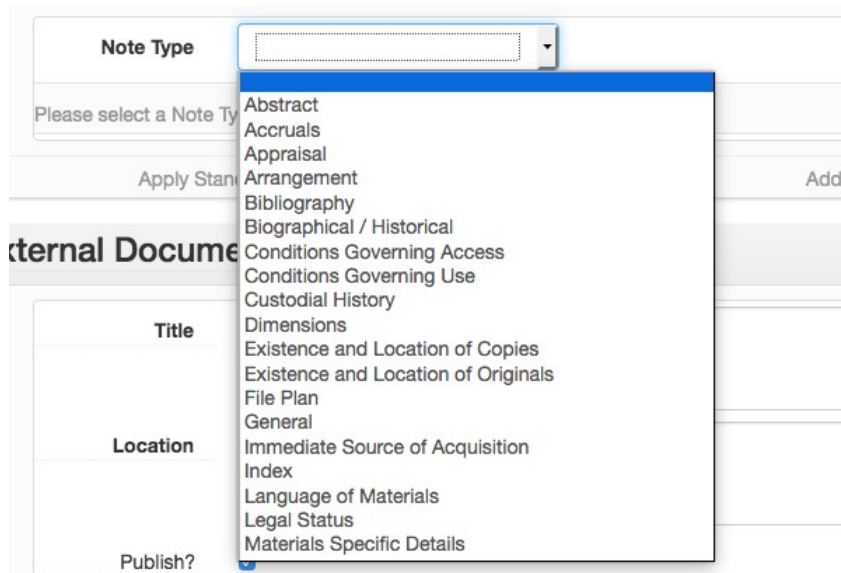
Revision Date: Add date YYYY-MM-DD

Revision Description: Add any information about the revision. May include who revised and any indications of what was revised and why.

Related Accessions: Any accessions that have been added to ASpace may be linked to the resource record here. You may use an accession record to spawn a resource record, which prepopulates some fields.

Notes

Most of the rest of the finding aid, aside from the container lists, will fall under Notes. Please refer to the Note Type Appendix for more about Note Type translations between EAD, ArchivesSpace, and ArcLight.

At this time, note order from ArchivesSpace does not carry over to ArcLight (ArchivesOnline). ArcLight overrides note order from ArchivesSpace with its own default order. This may change in the future, but for now we cannot customize note order outside of ArchivesSpace.

To create a note, select the type of note from the drop-down menu. If you want the note to be called something different from what appears in the Type field, put your preferred name in the Label field ("Biographical Note" vs. "Biographical/Historical," for example). Paste the text into the "Content" field. Save often!
 Note: labels are not currently displaying in ArcLight. If you would like to use labels, please still add them. They will display correctly once the label issue is fixed.

If you wish to add a Harmful Language Statement, you can do so by selecting Scope and Content Note and changing the Label to "Harmful Language Statement." Below is the suggested harmful language statement note content.

> This collection [series, item, etc.] may include offensive language or otherwise harmful content that may reflect the views of the creator, interviewees, and/or other contributors of the materials or the cultural context at the time of creation. This content may now be considered inappropriate. Please use the harmful language report form to report offensive material and/or description.

After adding all desired Notes, click the blue Save button.

Left		Right
Abstract	→	**Abstract**
Access	→	**Conditions Governing Access**: Ex: This collection is open to the public; Grant files are restricted for 40 years
	→	**Conditions Governing Use**: Copyright statement (this will be different for each repository based on deeds of gift); Record any restrictions governing reproduction, publication, or other uses after access is given. • Record any physical conditions or technical requirements affecting the use of the materials being described in the *Physical Characteristics and Technical Access* element
Preferred Citation	→	**Preferred Citation**
Acquisition	→	**Immediate Source of Acquisition** **Custodial History**: For long, complicated histories **Accruals**: For ongoing and regular accessions
Language of Materials	→	**Language**
Historical Note	→	**Biographical/Historical Note**
References	→	**Bibliography**: Click "add content item" for each individual entry
Related Materials	→	**Related Materials**
Separated Materials	→	**Separated Materials** **Existence and Location of Originals**: if applicable **Existence and Location of Copies**: if applicable **Other Finding Aids**
Scope and Content	→	**Scope and Contents**: Includes series description
Arrangement	→	**Arrangement**: Includes Processing Information

Rights Statements

Rights statements are a newer addition to the ASpace record. It allows a space to record various rights issues. Most important for us is copyright.

Rights Type: Choose Copyright

Status: Choose *Copyrighted*, *Public Domain*, or *Unknown*. You may create multiple rights statements if you need or want to be granular about certain parts of the collection. Current practice is to use one note and mention any potential differences or pitfalls in the collection-level assessment

Jurisdiction: Most likely United States

Start Date: The date the deed of gift was signed or the records were transferred. UA records could use date of creation. An exact date is required (YYYY-MM-DD). If you only have a year, use January 1st. (YYYY-01-01)

Rights Statement Note: Some examples of scenarios are listed below. If we hold copyright, note that the copyright is actually held by the Trustees of Indiana University and should be noted as such.

Harold L. Oram and the Oram Group, Inc. transferred copyright for the records of its own creation to the Trustees of Indiana University in 1990. The collection contains significant materials for which the Trustees do not hold copyright.

Copyright of all materials created by American City Bureau and its predecessor organizations was transferred to the Trustees of Indiana University in 1993. The Trustees of Indiana University do not hold copyright to other materials in this collection. Published materials older than 1923 are in the public domain.

Most of the materials in the collection are in the public domain. Copyright law applies to all materials published in or after 1923.

Once you've finished filling in Collection information, click the blue Save button at the top of the form. Saving can take 10-15 seconds depending on the size of the Resource and your internet connection.

Agents and Subjects

Using the appropriate Agents and Subject headings will make our finding aids easier to navigate and make the connections between finding aids much clearer to our users. It will also make our jobs much easier, because we won't have to rely on our own knowledge of the collections to make these connections.

Agent and Subject creation is the only aspect of ArchivesSpace that cannot be practiced in the Training Repository. Consider visiting the ArchivesSpace Sandbox to practice creating Agents and Subjects. The username/password is admin/admin.

Agent and Subject records get messy quickly in ArchivesSpace. While ArchivesSpace prevents users from creating identical Agents and Subjects, there are many loopholes that allow for creating near duplicates. For example, two Agent records may share the same name but are both listed as unique records because one has a URI and one does not. To avoid duplication and human error, please use this decision tree to determine whether or not you should create an Agent or Subject record. This decision tree will also point you to a starting point in this documentation.

Browsing Agent and Subject Records

Browsing Agents and Subjects can be done in the Resource form or via the Browse menu. **Note:** It may be easier to Browse in a separate tab to avoid navigating away from a finding aid or losing work.

Browsing and Adding Agents from the Resource form

Browsing from the Resource form is ideal if your goal is to browse Agents with the intention to immediately link them to a finding aid. Otherwise, browsing from the Browse menu may be a better option. Please see the Browsing Agents Using the Brown Menu section for more information.

Follow these steps to browse Agents in the Resource form:
1. Navigate to a Resource and click the blue Edit button below the Resource tree
2. Scroll down to the Agent Links section
3. Click Add Agent Link

4. From here, you can begin the typing the Agent and select one of the type-ahead options. Otherwise, click the down arrow at the end of the Agents field and click Browse.

5. A Browse Agents window will pop up. Use the keyword search and search facets on the left side of the window to browse Agents.
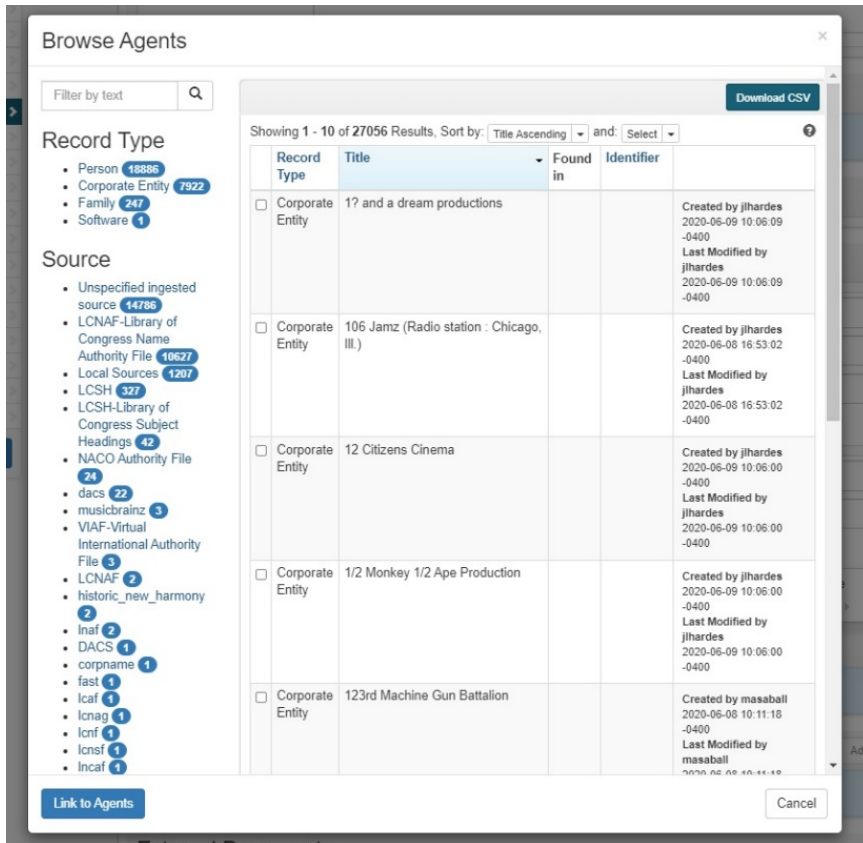
6. If you want to link an Agent to a finding aid, select the desired Agent(s) by clicking anywhere in the row. Once selected, the row will be highlighted in green and the checkbox will be ticked.
7. Click the blue **Link to Agents** button at the bottom left corner of the window so the selected Agent links to the finding aid.
8. Select a **Role** for this Agent. There are three Roles available in the Agent Links section: creator, subject, and source. If a particular agent plays more than one role, you should add duplicate entries for all of the applicable roles.

9. Optional: Select a **Relator** for this Agent. Relators are more specific about the kind of role an agent plays in the collection, and there are a wide variety of options, including things like animator, architect, client, dubious author, and former owner. If something applies, please make sure to specify something. Anyone with a creator role that doesn't have a more specific relator should also have creator selected.

10. Click the blue **Save Resource** button

Browsing Agents Using the Browse Menu
[Return]
Browsing Agents from the Browse menu is ideal if you want to browse Agents without the intention of immediately linking them to a finding aid. As opposed to browsing Agents from the Resource form, Agents cannot be linked to finding aids from the Browse menu. You will be able to browse the same records, but there will not be an Add Agent Link button as there is when browsing from the Resource form.

Follow these steps to browse Agents using the Browse menu:

1. Select Agents from the Browse drop-down menu
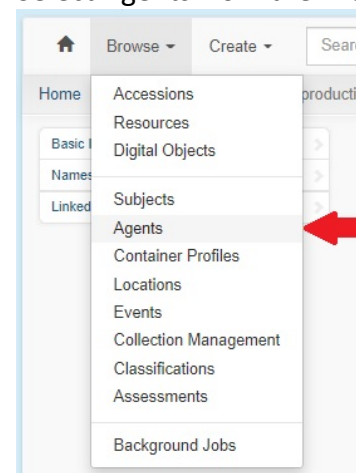
2. You will be redirected to a new page with all Agents listed. Use the keyword search and search facets on the left side of the window to browse Agents.

Browsing and Adding Subjects from the Resource Form
Browsing Subjects from either the Resource form or the Browse menu has the same benefits and limitations as browsing Agents. Please refer to the previous two sections for more details.

Follow these steps to browse Subjects from the Resource form:

1. Navigate to a Resource and click the blue Edit button below the Resource tree
2. Scroll down to the Subjects section
3. Click either the white Add Subject button at the top right corner of the Subjects section or the plus button at the bottom of the Subjects section.
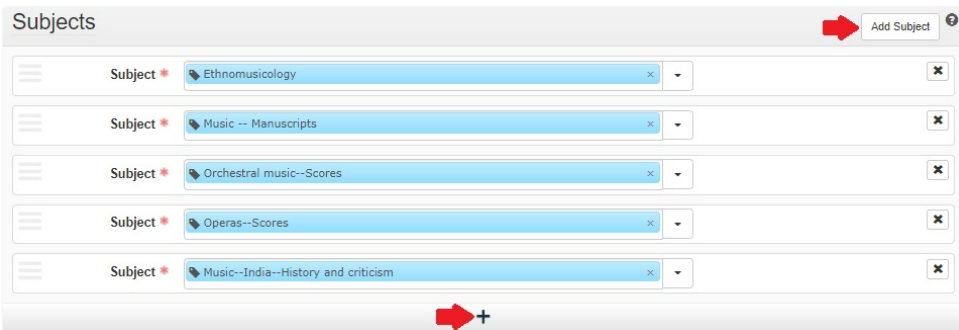
4. From here, you can begin the typing the Subject and select one of the type-ahead options. Otherwise, click the down arrow at the end of the Subjects field and click Browse.
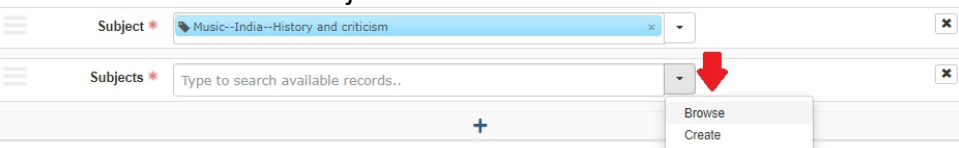
5. A Browse Subjects window will pop up. Use the keyword search and search facets on the left side of the window to browse Subjects.
6. If you want to link a Subject to a finding aid, select the desired Subject(s) by clicking anywhere in the row. Once selected, the row will be highlighted in green and the checkbox will be ticked.
7. Click the blue Link to Subjects button at the bottom left corner of the window so the selected Subject links to the finding aid.
8. Click the blue **Save Resource** button
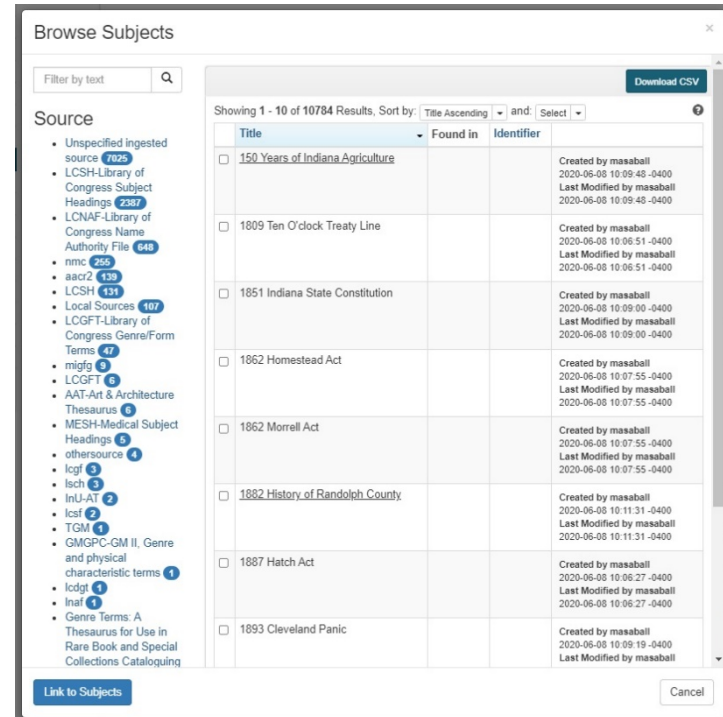
Browsing Subjects from the Browse Menu

1. Select Subjects from the Browse drop-down menu
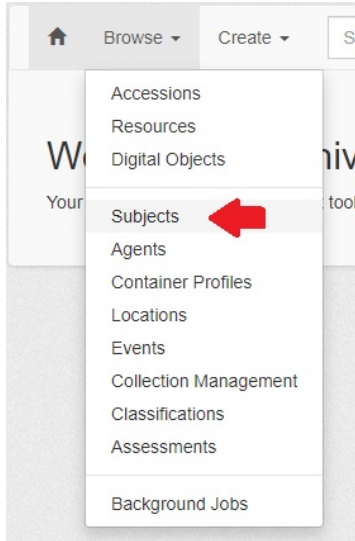
2. You will be redirected to a new page with all Subject records listed. Use the keyword search and search facets on the left side of the window to browse Subjects.

Using the LCNAF plugin
Return

The LCNAF Import plugin is a great way to link Agents and Subjects directly to the Library of Congress Name Authority File and the Library of Congress Subject Headings. Doing so limits human error while creating Agents and Subjects. If the Agent or Subject you will be using is represented in the LCNAF, you are strongly encouraged to use the plugin. There will likely be plug-ins like the LCNAF plug-in for additional naming authorities in the future. Watch this space for more information!

The LCNAF plugin does not link the Agent to a particular Resource. Importing Agents and Subjects using the LCNAF plugin essentially imports the Agent and Subjects records into ArchivesSpace, which can then be linked to Resources.

Please follow these steps to import an Agent to ArchivesSpace:

1. To begin, click on the cog icon next to the repository, mouse over Plug-ins and select LCNAF Import. Make sure you click the radio button for LCNAF.
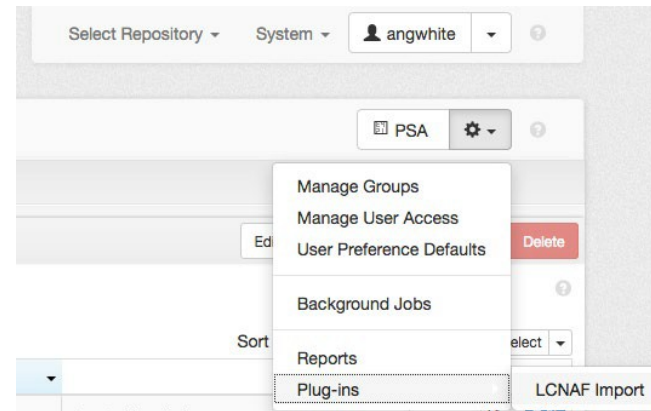
Note: When you click "LCNAF Import" from the Plug-ins menu, you will be redirected away from the finding aid unless you right-click and choose to "Open in new tab." Any Agents or Subjects added will immediately be available to link from the Resource record without needing the refresh the window with an open Resource.

2. Add full name in the "Primary Name" field and click Search. It can sometimes be difficult to differentiate results, so click on the "show record" if you need more information. The information appears encoded in XML, so look for strings of text that are readable to find the information you need.

3. Click the Select button on the far right of the row of the desired Agent. Each selected record will show up on the right of the screen above the Import button. If you select a record on accident, you can click the trashcan button to the right of the record.

4. Select the appropriate entries for import. You can queue up several before you import them. However, you cannot queue up a mixture of Agents and Subjects. Doing so will result in an error.

5. Click import. You will be redirected to the job import page, and you will be asked to refresh the page when the job has completed—the button will turn green. Failed jobs will turn the button red. Once authorities are in ASpace, you will need to manually redirect back to the finding aid. At this point, you can attach the created agents as described above. Please see the Adding Existing Agents and Subjects section of this documentation for more information.

The process is almost exactly the same for importing Subjects using the LCNAF import. You can follow the same instructions for importing Agents, but you will need to make sure to select the LCSH radio button instead in step 1. **Note**: It may be helpful to add all Agents and Subjects you plan on using before creating a finding aid so you can link to them in bulk instead of one-by-one.

Creating Agents

Agents: all persons, families, and corporate entities. Agents include the sources of, the creators of, and the subject matter of a collection. This requires a bit of a shift from understanding these as subject headings.

> Examples of agents: Rosenman, Mark (source of a collection and creator of parts of it); Oram, Harold L., 1907-1990 (creator of and partially the subject of a collection.

If an Agent does not exist in ArchivesSpace or the LCNAF, you will need to manually create an Agent link. If possible, create all agents and subjects before adding them to your finding aid. In doing so, you will save time navigating back and forth between the LCNAF plug-in and the finding aid.

There are a few different considerations for Agents and Subjects in ArchivesSpace, but the initial part remains the same:

To add any type of Agent, please follow these instructions:
1. Like the Browsing Agent and Subject Records section of this documentation, there are two ways to open the Agent creation form (Name Form).
   a. The first option is to use the Create dropdown menu at the top left corner of the screen.
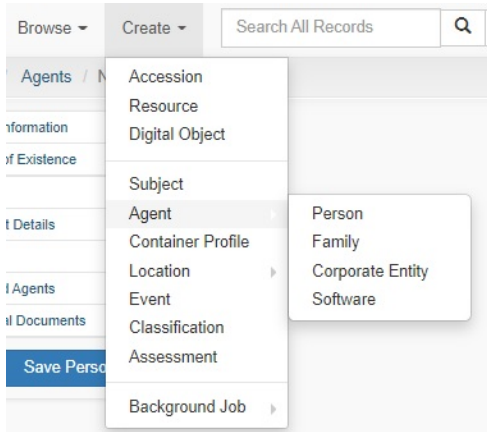
b. Otherwise, you can link to an Agent in the Resource form. Both ways require that you specify the type of agent: Person, Family, Corporate Entity, or Software. For our purposes, Person and Corporate Entity will be the most useful, but the instructions apply to all.
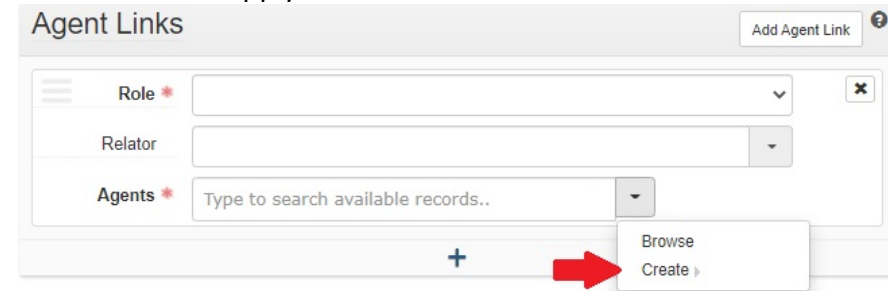
2. Fill in the as many fields as you can for the Agent type. Include only the elements that are in the name authority record, if you're using one. Local records should provide as much information as necessary to disambiguate (RDA is the guide here, but don't stress about it too much).

All Agent records will have these three fields:

Authority ID: Cut and paste the URL from the LC record; this must be a unique ID, so if you plan to add another subject heading that includes the same main heading you must either looks for a unique ID on the LC website (some complex headings have separate IDs). If this doesn't exist, leave the Authority ID blank

Source: It is a good idea to use other name authorities whenever possible. Choose the appropriate name authority file from the drop-down menu. LCNAF-Library of Congress Name Authority File is the most common choice. Alternative name authorities include, but are not limited to, VIAF, ULAN, SNAC, and Orchid. If there is no authority file for the intended Agent, choose Local Sources. If you are using a name authority you would like added to the Rules dropdown list, please contact dschelp@indiana.edu.

Note: Make sure your authority file is formatted "Acronym-Spelled out name"

Rules:
- RDA-Resource Description and Access will be the likely choice if you're using LC. Choose the appropriate rules from the drop- down menu (**Note:** make sure your choice is formatted "Acronym-Spelled out name") OR
- Choose Local Sources if not listed in another controlled vocabulary.

For the remaining fields, please refer to the following examples for each Agent type:

People
Record example: White, Angela M. (Angela Marie), 1976-
- Name Order: Indirect
- Prefix: ex., Mrs.
- Title: ex., Sir
- Primary Part of Name: Last Name, ex. White
- Rest of Name: ex., Angela M.
- Suffix: ex., Jr.
- Fuller Form: ex., Angela Marie. ASpace will put in parentheses
- Number: Roman numeral (ex. III)
- Dates: include if in the LC record, ex. 1976-. A comma will be automatically added after the date in the final record.

Note: It is important for display purposes not to use any punctuation (including parentheses) in the record that does not indicate an abbreviation (Jr. is okay).

There are also a number of other fields that you can use to fill in information about an agent, including contact details, a Biographical/Historical note, related agents, external documents related to the agents, and any specifically applicable copyright statements.

Name Forms

Add Name Form

Authorized **Display Name**

Authority ID	http://id.loc.gov/authorities/names/n2004071699
Source	LCNAF-Library of Congress Name Authority File
Rules	RDA-Resource Description and Access
Name Order	Indirect
Prefix	
Title	
Primary Part of Name	Blackburn
Rest of Name	Cleo W.
Suffix	
Fuller Form	Cleo Walter
Number	
Dates	1909-1978
Qualifier	
Sort Name	System generates when saved

☑ Automatically generate

Corporate Entities

- Primary Name: American National Red Cross, IUPUI (Campus); note that (Campus) is not relegated to the qualifier section of the record.
- Subordinate Name: Center for Ray Bradbury Studies; this will appear after a period in the record, "IUPUI (Campus). Center for Ray Bradbury Studies." Repeat ad nauseam.
- Number: For things like Congressional sessions
- Dates: If dates appear in the record

Families

- Prefix: Any term associated with a name that in normative use would precede the entire name. Examples: Mrs.
- Family name: The last name, or surname, for a family, typically supplemented with the term "family".
- Dates: If dates appear in the record
- Qualifier: A term or phrase for distinguishing two name forms identical in all other respects but identifying two different entities. The term may be a date, a place, or any other suitable descriptor. Examples: Florists, Bloomington, IN

3. Make sure the Publish checkbox is checked at the top of the form
4. Click **Save**

Creating Subjects

Subjects: this includes more general topics related to the collection. Examples: Natural disasters—United States; Blood banks; Transparency in government; Nursing—Studying and teaching.

Creating new Subjects will be rare. Please refer to Subject and Agent creation decision tree for more information.

If the desired subject does not exist on ArchivesSpace of LCSH, we recommend searching for the subject in another controlled vocabulary. Such controlled vocabularies include, but are not limited to:
- AAT-Art & Architecture Thesaurus
- MESH-Medical Subject Headings
- TGN-Getty Thesaurus of Geographic Names

Please note that there are ambiguous subject headings that may be considered an Agent (e.g. cities, cemeteries, etc.) It may help to browse Agent records as well to prevent duplicate headings.

Please refer to the Adding Subjects from a Controlled Vocabulary section of this documentation for information about how to link to subject headings from a controlled vocabulary.
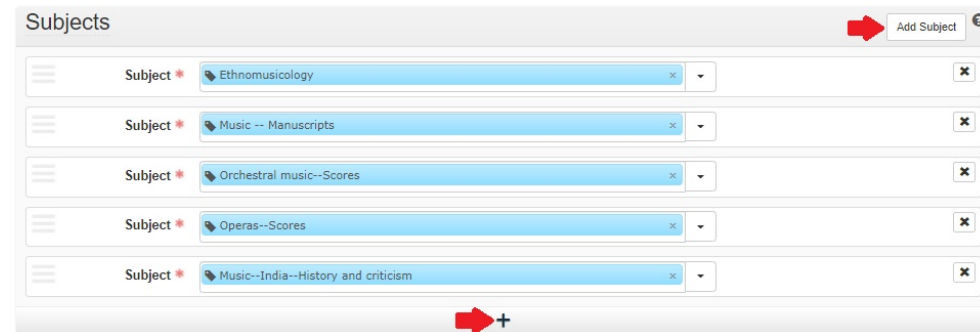
Pre-coordinated subjects do not function as multiple individual Subjects in ArchivesSpace or ArcLight. Instead, a pre-coordinated subject heading made up of multiple subjects acts as one long subject that is likely only connected to one finding aid. For that reason, and in the pursuit of simpler subject headings, pre-coordinated subjects are discouraged.

If the desired subject heading does not exist in ArchivesSpace or any controlled vocabulary, the subject may be too specific. If you still want to add the subject heading, please e-mail DCShelp@indiana.edu for assistance.

Adding Subjects from a Controlled Vocabulary
Return

Please use the following instructions to link a Subject from a controlled vocabulary to a Resource in ArchivesSpace.

1. Navigate to a Resource and scroll down to the Subjects section
2. Click the white Add Subject button in the top right corner of the Subjects Module or the plus button at the bottom of the module.

3. A blank subject field will appear in the Subject module. Click **Create** from the drop down menu at the far right of the blank subject field.
4. Fill in the following fields:
   a. **Authority ID**: The unique identifier from a controlled vocabulary (e.g. URI).
   b. **Source**: The controlled vocabulary. If the controlled vocabulary you would like to use is not in the Subject Source menu in ArchivesSpace, please e-mail DCShelp@indiana.edu and we can add it for you.
   c. **Term**: The subject copy and pasted directly form the controlled vocabulary.
   d. **Type**: Use your best judgment to choose the Subject type.

New Subject [Subject]

Basic Information

Authority ID	
Source *	LCSH-Library of Congress Subject Headings ▼
Scope Note	

* Terms and Subdivisions

Add Term/Subdivision

Term *		✖
Type *	Cultural context ▼	

5. Click the blue **Create and Link to Subject** button
6. When you're done adding Subjects, click the blue **Save Resource** button on the left side of the screen.

Editing Agents and Subjects

There may be occasions when the Agent or Subject you want to create exists in ArchiveSpace, but you aren't happy with how it is described. Instead of creating a near duplicate, please consider editing the existing record instead. However, please be wary with editing existing Agent or Subject records. There may be a very good reason behind the description choices of an Agent or Subject record. Before editing the record, consider reaching out to the user who created or last modified the record in question. This information can be seen immediately below the Basic Information section of the Subject or Agent record.

Edit | Add Event ▾ | Download EAC-CPF | View Published | Merge ▾ | Delete

Lady Gaga [Agent]

Basic Information

Agent Type	Person
Publish	True

Created by brijmcla 2021-02-16 10:38:24 -0500 | Last Modified by brijmcla 2021-02-16 10:38:24 -0500 | URI: /agents/people/38165

Component lists

A **Component** is an umbrella term for archival object in ArchivesSpace. All levels of the Resource tree are components, including Series, Sub-series, File, etc. Components can be identified by an ArchivesSpace generated Ref ID. In EAD terms, components are anything represented by <c0x>.

Adding component lists will be the most time-consuming part of the ASpace transfer, but this data will also be the most useful for our patrons, as it will allow for cross-collection searching at the folder level. Please see the Spreadsheet Importer documentation and Rapid Data Entry documentation for more information about adding container lists. If you want to add components to an existing component list, please refer to the Managing Component List documentation.

Reordering Component Lists

Single Records
To use Reorder Mode, first make sure that you have clicked the blue "edit" button above the finding aid title.

You may want to move a record for a number of reasons. The most common reason is assigning records as children in their series. If you used Rapid Data Entry, you'll have assigned a Top Container to your item. However, the Top Container may house multiple series. In this situation, it will be easiest to manually reorder an item in Reorder Mode.

To move a single record, do the following:
1. With your mouse, select the record you want to move.
2. Click and hold to drag the record over the item adjacent to where you want the record to remain. If you are moving a record to assign it as a child in a series, drag the record over the series record.
3. A pop-up box will appear asking where you would like to add the item. Make your selection.

Multiple Records

If you are using a version of ArchivesSpace that has the "Enable Reorder Mode" button, the ctrl+shift+click doesn't work like it does in other windows programs. Instead do the following to select multiple records:

Multiple records NOT adjacent:
1. In reorder mode, hold down <ctrl> key and click on the two columns of dots at the far left of the first record you want to move. This should highlight your selected title.
2. Hold down the <ctrl> key and click on the two columns of dots at the far left of the second record you want to move. This should highlight your second selected title and provide a numeric designation of the order that the titles will be moved. This function is especially helpful for alphabetizing a component list.

3. Continue until you've selected all the title you want to move then drag them to the parent component.

Multiple records that are adjacent:
1. In reorder mode, hold down <ctrl> key and click on the two columns of dots at the far left of the first record you want to move. This should highlight your selected title.
2. Let go of the <ctrl> key.
3. Hold down the <shift> key and click on the last record in the list you want to move. This will highlight and enumerate all the records between the first and last record you selected. Drag the records to the appropriate location as usual.
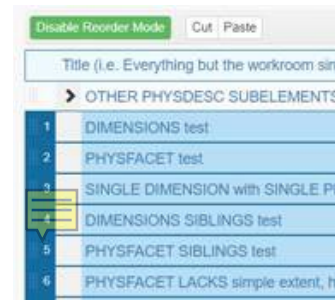
Top Containers

Top Containers represent the physical container that houses one or more collections. We can use Top Containers to assign locations and sizes to collections, enabling us to manage our space and have better physical control over our collections.

Top Containers can be created during bulk data entry, but some may prefer to create Top Containers before creating component lists. This can save time if you are creating many components at once. To create a Top Container outside of data entry (i.e. the spreadsheet importer, RDE), follow these steps:

1. Navigate to a finding aid in ArchivesSpace. This does not need to be the finding aid that will be utilizing the Top Container.
2. Click the blue Edit button at the top left of the Resource form.
3. Scroll down to the Instances module.
4. Click Add Container Instance.

5. Using the dropdown menu at the end of the Top Container field, click Create.

6. If you would like to link a Container Profile, you can browse or create one here. Please see the Container Profiles section of this documentation for more information.

7. Choose a container type. This will usually be Box.
8. Choose an alphanumeric identifier for the Indicator.
9. Click the blue Create and Link to Top Container. At this point, the Top Container is created whether or not you link it to the finding aid.

Please use the following instructions to view and edit existing Top Containers"

1. Select **Manage Top Containers** from the settings menu next to the repository indicator.

2. Search for top containers by resource record, accession record, barcode, keyword, container profile, or location.

3. ArchivesSpace will return a list of Top Containers matching your search. You can click the **View** or **Edit** button at the far right of each Top Container.

To perform bulk operations on these Top Containers, check the desired Top Containers and select a bulk operation from the **Bulk Operations** drop down menu at the top right corner of the screen. Bulk operations include updating container profiles, updating location(s), adding barcodes, or deleting containers.

Container Profiles
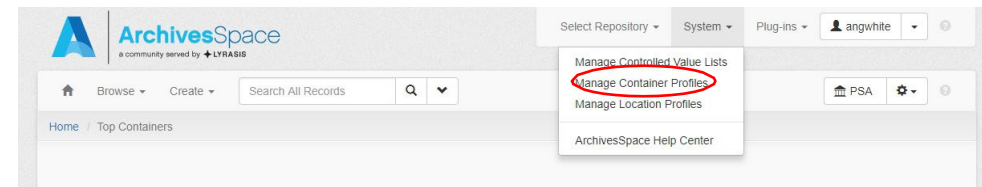
Container Profiles describe Top Containers. A Container Profile is essentially the description of types of containers your repository uses to house collections. Creating Container Profiles assists with accurately calculating the extent of collections.

To add, edit, or delete container profiles, select **Manage Container Profiles** from the System menu at the top of the screen.

Towards the top right of the screen, click **Create Container Profile** to create a new profile or select the edit button to the right of an existing profile to make changes. Current container profiles are listed in the screenshot below.

Container Profiles

Showing **1 - 6** of **6** Results   Sort by: Select ▾

Title		
U-Matic Case [1.5d, 10h, 6.75w inches] extent measured by depth	Created by admin 2016-11-23 13:30:55 -0500 Last Modified by admin 2016-11-23 13:35:19 -0500	View Edit
VHS case [1.25d, 8h, 4.75w inches] extent measured by depth	Created by admin 2016-11-23 13:31:35 -0500 Last Modified by admin 2016-11-23 13:35:42 -0500	View Edit
Letter Document Case [5d, 10.25h, 12.25w inches] extent measured by depth	Created by admin 2016-11-23 13:37:35 -0500 Last Modified by admin 2016-11-23 13:37:35 -0500	View Edit
Legal Document Case [5d, 10.25h, 15.25w inches] extent measured by depth	Created by admin 2016-11-23 13:42:11 -0500 Last Modified by admin 2016-11-23 13:42:11 -0500	View Edit
Audio Cassette Box [12.5d, 3h, 4.5w inches] extent measured by width	Created by admin 2016-11-23 14:27:28 -0500 Last Modified by admin 2016-11-23 14:27:28 -0500	View Edit
Paige 15 [15d, 10h, 12w inches] extent measured by width	Created by admin 2016-11-18 12:47:57 -0500 Last Modified by admin 2018-03-27 15:52:30 -0400	View Edit

Consult with the Gaylord or University Products website for measurements of oversized or boxes we don't use often. Make sure to provide a specific and meaningful title for each new profile.

Container Instances

Instances are sub-records that links the intellectual description to information about the physical or digital instantiations of material. Container Instances and Digital Objects are the only Instances to choose from in ArchivesSpace. At this point, the only Instances we are using are Container Instances.

A Container Instance is the most specific description of the component's location in a collection (e.g. Box 1, Folder 4). For components that do not have item level description, the Container Instance and Top Container are the same. The relationship between Instances, Top Containers, and Components can be a bit confusing. A component has a Container Instance that includes a Top Container. Please refer to the image below for

In the situation where you want to create a container instance outside of data entry, you can create a container instance in ArchivesSpace. To do so, please refer to the following instructions

1. Navigate to an archival object.
2. Click the blue **Edit** button
3. Scroll down to the Instances section of the Resource form and click **Add Container Instance**.
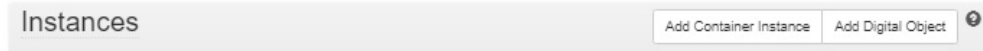

4. Fill in the following fields:
   a. **Type:** This describes the materials in this instance. (e.g. A box of film would be Moving Images.
   b. **Top Container:** The physical container that houses one or more collections. You will need to use the drop down menu to create a Top Container if you have not already done so.
   c. **Child Type:** This describes the container of the child component, if applicable. (e.g. folder, carton)
   d. **Child Indicator:** The alphanumeric indicator assigned to the child type, if applicable.
   e. **Grandchild Type and Indicator:** This follows the same rules as the Child Type and Indicator, but applies to components nested under a Child component.
5. Click the blue **Save Archival Object** button.

Creating Default Values

Setting default values can help save time when creating finding aids in ArchivesSpace. Default settings are not permanent and can be modified at any time. It is highly recommended that you take advantage of default values, especially if you have a lot of tedious data entry ahead of you.

Please use the following steps to create default values:

1. Open the Browse menu and select which record type for which you would like to create default values.
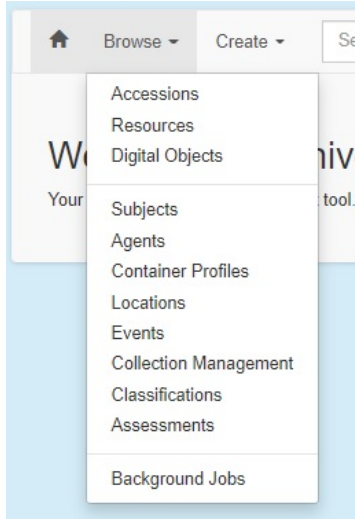
2. Click **Edit Default Values.** If the Record type has various classifications, there will be a drop-down menu for each type. For example, the image below shows that users can edit default values for Resources and Resource Components from the Browse Resources screen.
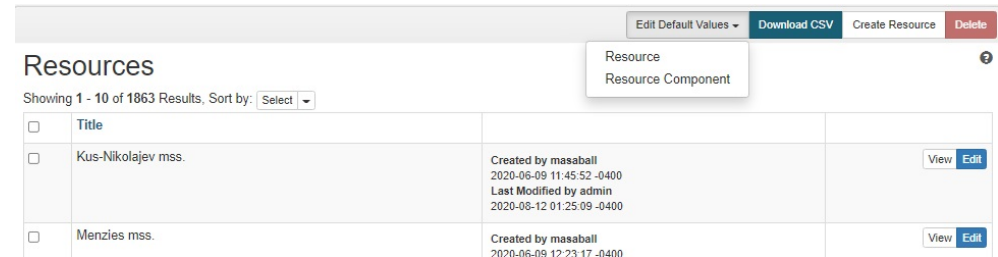
3. Select the desired Record type. You will be redirected to a blank form for the selected record type.

4. Enter any value you wish to be defaulted and then click the blue **Save [Record Type]** button on left side of the screen. Once your Defaults have been saved, you will see a green "Defaults updated" message at

the top of the form.

5. Open the drop-down menu by your username in the top right corner of the screen. Choose either Repository Preferences or User Preferences. Repository preferences effect all records created in a single repository. User preferences effect all records created by a single user. Depending on your permissions, you may only see User Preferences as an option.

Note: At this time, User preferences override Repository preferences in ArchivesSpace.
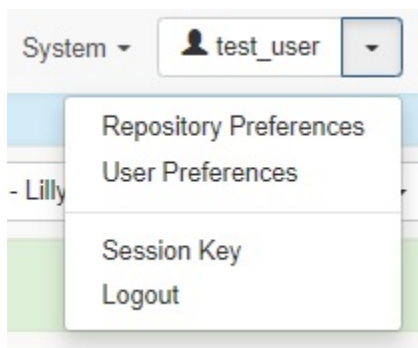
You will be redirected to the Preferences page.

6. Check the **Pre-populate Records?** Checkbox. **No default values will take effect unless this box is checked.** This checkbox essentially allows any created default values to automatically populate in newly created Records.
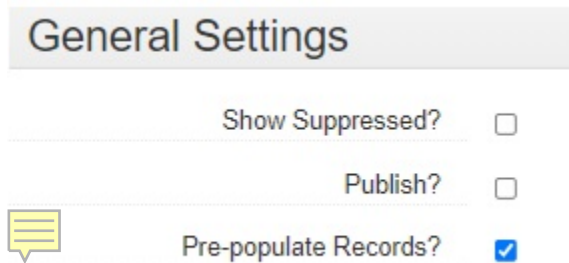
7. Any defaults will now automatically populate fields in newly created Records.

Some considerations:

- Checking the **Pre-populate Records?** checkbox triggers **all** default values. That means that if you set a default value for a Note and a Language in Resources, both fields will be automatically populated whenever you create a new Resource. There is no way to pick and choose which default values to use in one Resource—it is all or nothing.
  The same is true for different Record types. For example, if you have set default values for Agent records and Resource Components, checking the **Pre-populate Records?** checkbox triggers default values in both Record types.

- Checking or unchecking the **Pre-populate Records?** checkbox does not retroactively impact Records. For example, unchecking default values will not erase content in previously saved Records. You can essentially toggle the default feature on and off.

- Currently, User preferences override Repository preferences in ArchivesSpace. That means that if the repository administrator set repository preferences, any user in the same repository could select different preferences.

Unpublishing Finding Aids

Components may need to be hidden from the public view for a variety of reasons. If we were using the ArchivesSpace interface, we could simply uncheck the "Publish?" checkboxes. However, the EAD export we use to display ArchivesSpace finding aids on ArchivesOnline only pays attention to the "Publish?" checkboxes at the collection level. That means the only way that we can make use of the Unpublish function is hiding an entire finding

aid from the public view. If you need to hide specific components, please see the Suppressing Components section of this documentation.

To unpublish a finding aid, please follow these steps:
1. Navigate to a finding aid in ArchivesSpace.
2. Click the Blue Edit button in the top left corner of the Resource form.
3. Uncheck the "Publish?" checkbox and click the blue Save button in the top left corner of the Resource form.

4. At this point, the finding aid will be hidden from the public view on ArchivesOnline **the next day.** If you want the finding aid taken down immediately, please continue to step 5.

Suppressing Components
[Return]

The Suppress function in ArchivesSpace is extremely useful for immediately hiding specific components in a published finding aid. If we were using the ArchivesSpace interface, we could simply uncheck the "Publish?" checkboxes. However, the EAD export we use to display ArchivesSpace finding aids on ArchivesOnline only pays attention to the "Publish?" checkboxes at the collection level. Thankfully, we can take advantage of the Suppress function.

To Suppress a component, please follow these steps:
1. Navigate to a finding aid
2. Select a component at any level (e.g. series, subseries, item, etc.) by clicking on it in the resource tree.
3. Click the Suppress button at the top right corner of the form.

4. There will be a pop-up confirming that you want to suppress the component. Click the **Suppress** button. (Note: Only repository administrators will be able to view suppressed records or use the Suppress function.)

5. Now that the component has been suppressed, you will see messages highlighted in green and blue noting that the archival object has been suppressed and that it can no longer be edited.

Published Media, 1986 - 1990 [Archival Object]

Archival Object **Published Media** suppressed

Archival Object is suppressed and cannot be edited

Test - Paleontology Collection

Index all EADs in this repository

Eads in this Repository	Last Update	Last Index	Actions
VAE0779.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD9218.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD5802.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD5801.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD5804.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD5803.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAB8234.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAXxxxx.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD58001234.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index
VAD5800.xml	*06/22/2021 at 04:22PM*	*06/22/2021 at 04:05AM*	Index
VAD4692.xml	09/18/2020 at 04:04AM	06/21/2021 at 05:00AM	Index

6. Click the Collection name in the resource tree to return to the collection level view. Click the blue **Edit** button and then the blue **Save** button to save the Resource.

7. At this point, the component has been successfully suppressed on ArchivesSpace, and will be hidden from the public view on ArchivesOnline **the next day.** If you want the component taken down immediately, please continue to step 8.

8. Navigate to the [Archives Online Admin Page](#). The effected finding aid should appear bolded in less than 5 minutes, which indicates that the finding aid has been updated in ArchivesSpace and is ready to be indexed.

Note: Sometimes the finding aid will not be bolded, especially if it has been indexed recently. However, the Last Update timestamp will always reflect any changes made in ArchivesSpace. If the timestamp is correct, you can continue with these instructions.

9. Click Index. Within a few minutes, the component will be hidden from the public view.

Note: The same instructions can be followed to unsuppress a component. The only difference is the **Suppress** button will now be a **Unsuppress** button.

Some considerations:
- Only repository administrators in ArchivesSpace can use the Suppress function or view any suppressed records.
- Suppressed records cannot be edited.
- Only components can be suppressed. Other types of records cannot be suppressed (e.g. Agents, Notes, etc.)
- The Suppress function does not impact finding aids in Legacy Archives Online.