



## New/Updated Features for AT Release 2.0

### Assessments Module

The Assessment module allows the user to rate quantitatively and qualitatively the surveyed material's condition, housing, physical arrangement, intellectual access, and research value, and thus rank the material's needs relative to the needs of other surveyed materials. Assessment is a distinct module within the AT, and Assessment records can be linked to Accession, Resource, and Digital Object records, but not to component records or analog instances.

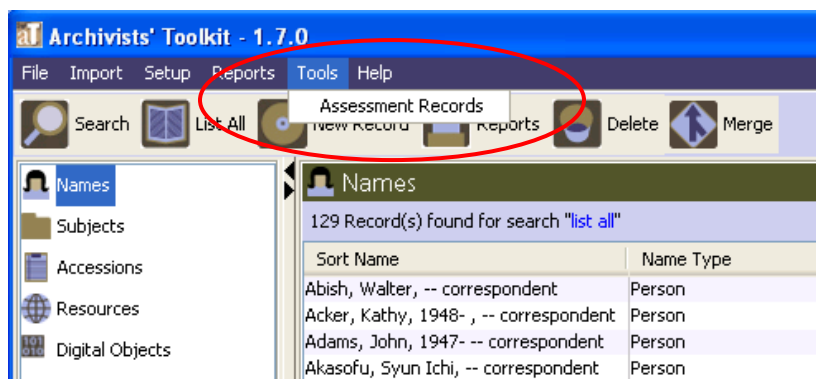
The possible linkages are as follows:

- Assessment to Accessions (one to many)
- Assessment to Resources (one to many)
- Assessment to Digital Objects (one to many)

Assessment can occur at various points in the life cycle of an archival collection and a repository may define "collection-level" in different ways. Surveyed materials may be a single accession, several accessions, a single resource, multiple resources, a single digital object, multiple digital objects, or even a combination of accessions, resources, and/or digital objects.

Although there are many fields in this module, including numerical rating fields, narrative note fields, and flags for special format and conservation issues, none are required. The only requirement for a valid Assessment record is a link to an Accession, Resource or Digital Object record.

**Assessment Records** are located under **Tools** on the main menu.



## Initial Assessment Screen: Browse List

Displayed below, the browse list includes the following functions:

Filter (circled in red below) For a simple search of extant records

- All fields can be searched
- Displays all extant records
- Lists Assessment reports available
- Creates a new Assessment record
- Deletes one or more Assessment records
- Closes Assessment records browse list

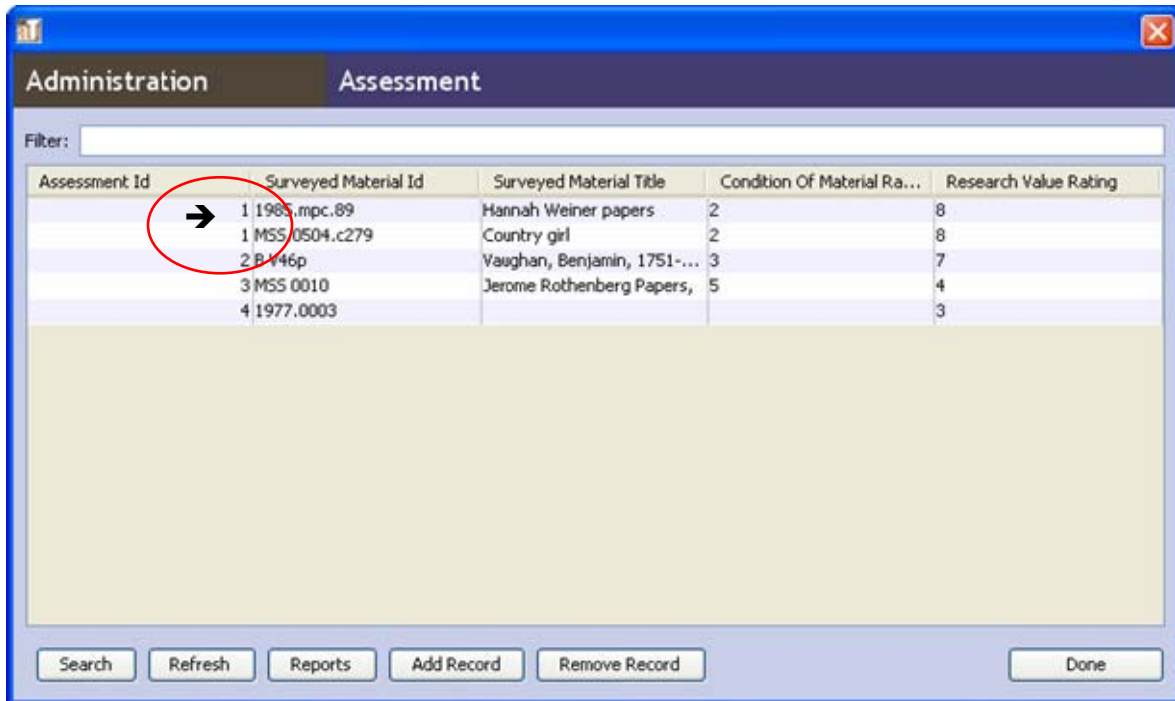
Assessment Id	Surveyed Material Id	Surveyed Material Title	Condition Of Material R...	Research Value Rating
1	M55 0224	Sun & Moon Press Archive,	5	10
4	M55 0223	Dennis Phillips Papers,	1	2
5	M55 0229	Richard Rubenstein Papers,	2	4
6	2006.M5	2006 M5: religious utterances of Margaret B. Sheehan	2	6
11	M55 0225	Hannes Alfven Papers,	3	7
15	2006.M16	World's Fair 1939-40 ephemera	2	9
16	M55 0224	Sun & Moon Press Archive,	3	8
17	id 47	Dr. Seuss Collection,	4	6
20	2006.M5	2006 M5: religious utterances of Margaret B. Sheehan	3	5
21	M55 0231	J. Edward Hoffmeister Papers,	4	7
22	M55 0597	Holly Prado Papers,	5	10

### One Assessment Id may appear multiple times in the browse list

When an Assessment record has more than one linked record (for example to both an Accession record and a Resource record), each linked record is displayed in a separate row in the Assessment browse list. For example in the screenshot above, both the Accession record for the "Hannah Weiner papers" and the Resource record for "Country girl" are linked to one Assessment record (with the same Assessment Id). Therefore, the first two lines in the browse results represent a single Assessment record.

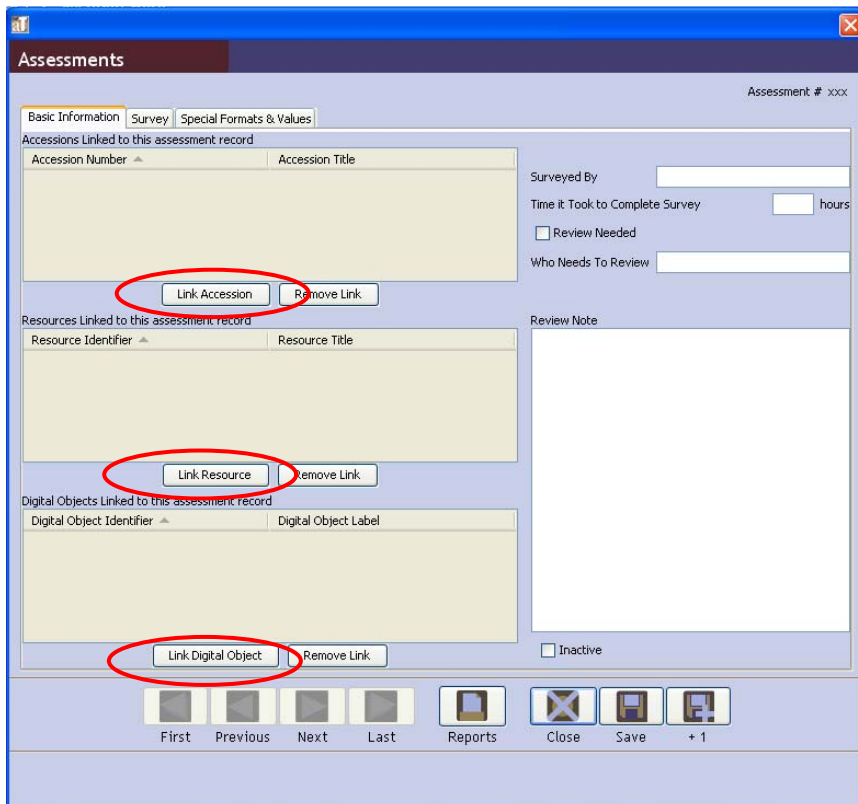
As mentioned above, there can be any number of Accession, Resource or Digital Object records linked to a single Assessment record. It should be noted that even if only one represented link/row is selected, any action performed from the Browse screen will effect the Assessment record as a whole. This is important to be aware of, especially when using the

button. Selecting a single row and clicking **Remove Record** will delete the Assessment record and all links. Removing an individual link, and not the entire Assessment record, should be done from within the Assessment record using the **Remove Link** button.



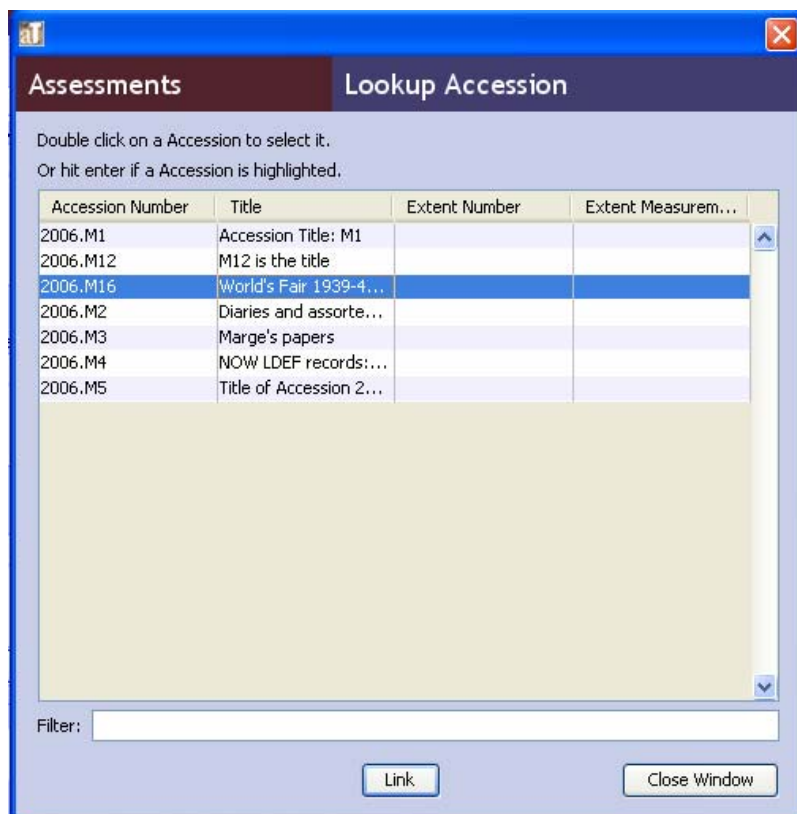
## Creating New Record / Basic Information Tab

Click on the **Add Record** button at the bottom of the screen.

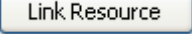


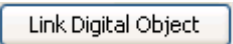
Click on  or  or  to establish a link between the Assessment record and one or more Accession, Resource or Digital Object records.

To link an Accession, click on the  button



- Use the scroll bar to browse through the accession records, or the **Filter** box to narrow down the list.
- Once the desired accession record is located, select it by double-clicking on the record or by clicking once and pressing the  button
- The selected record now appears with Accession Number and Accession Title.

To link a Resource, click on the  button and follow the same steps as those used to link an Accession record.

To link a Digital Object, click on the  button and follow the same steps as those used to link an Accession record.

**The basic information screen** also includes the following fields:

- **Surveyed by:** Name of the person or team who performed the assessment.
- **Time it Took to Complete Survey:** Measured in hour increments.
- **Review Needed (checkbox):** Yes/No fields that indicate whether any special review is required for the collection because of its format, subject matter, or circumstances.
- **Who Needs to Review:** Indicates who needs to perform the review.
- **Review Note:** Explanation of the outcome of any special review.
- **Inactive (checkbox):** Indicates if the Assessment record is no longer considered “active” and thus should not be included in searches or reports.

## Survey Tab

The Survey tab contains fields for rating the assessments on a number of different criteria, recording conservation issues and notes and estimating processing time.

The screenshot shows the 'Assessments' software interface with the 'Survey' tab selected. The interface is divided into several sections:

- Basic Information:** Includes fields for 'Condition Of Material', 'Physical Access', 'Documentation Quality', 'Numerical Rating 1', and 'General note'.
- Special Formats & Values:** Includes fields for 'Quality Of Housing', 'Intellectual Access', 'Interest', 'Research Value' (circled in red), and 'Numerical Rating 2'.
- Special Conservation Issues:** Includes checkboxes for 'Potential Mold Or Mold Damage', 'Recent Pest Damage', 'Deteriorating Film Base', and three 'Special Conservation Issue' fields.
- Other Conservation Issues:** Includes checkboxes for 'Brittle Paper', 'Metal Fasteners', 'Newspaper', 'Tape', 'Thermofax Paper', and three 'Other Conservation Issue' fields.
- Conservation note:** A large text area for notes.
- Estimated processing time (EPT):** Includes fields for 'Hours per foot', 'Multiplied by total extent', 'Equals Total EPT' (circled in red), and 'hours'.

At the bottom of the interface, there are navigation buttons: 'First', 'Previous', 'Next', 'Last', 'Reports', 'Close', 'Save', and '+ 1'.

The two fields circled contain auto-filled (calculated) values.

- **Condition of Material.** A rating from 1 to 5 intended to describe the overall condition of the materials in a collection; items or groups of materials of particular concern will be indicated in the conservation note.
  - 5: *Excellent:* Little damage with no further deterioration expected, based on the high quality of the material.
  - 4: *Very good:* Little damage with some further deterioration possible, due to the mixed quality of the material.
  - 3: *Good:* Expected deterioration with some further deterioration possible.
  - 2: *Fair:* Somewhat worse than expected deterioration with some further deterioration possible.
  - 1: *Poor:* Significant damage/deterioration that makes collection difficult to use.

- **Quality of Housing.** A rating from 1 to 5 intended to describe the overall quality of housing of the materials in a collection; items or groups of materials within a collection may be in better or poorer housing than what the overall rating indicates.

5: *Collection housed completely in acid-free boxes and folders in good condition.* Boxes and folders have reasonable amount of material in them. Boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in excellent condition.

4: *Collection housed partially in acid-free boxes and folders in good condition.* Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in very good condition (expected wear).

3: *Collection housed in non-archival boxes and folders but they are in good condition.* Most boxes and folders have reasonable amount of material in them. Most boxes and folders are correct size and type for the materials they house. For bound volumes, binding is in good condition (somewhat the worse for wear yet intact).

2: *Collection housed in non-archival boxes and folders.* Significant number of boxes and folders might have unreasonable amount of material in them or are not the correct size and type for the materials they house. For bound volumes, binding is in fair condition (boards might be detached).

1: *Collection housed in non-archival boxes, might have items loose on the shelf.* Majority of material is not in folders and/or boxes are overstuffed or understuffed. For bound volumes, binding is in poor condition, lacking boards or otherwise compromising the text block.

- **Physical Access.** A rating from 1 to 5 that applies to a collection's physical arrangement, taking into account the complexity and size of collection. For example, a small, relatively homogenous collection in rough order is generally more physically accessible than a large, heterogeneous collection in rough order, and the ratings will reflect that fact. (Note that arrangement to the item level may not be desirable for many collections; a rating of 4 may be the top rating that is desirable for a collection.)

5: *Full arrangement to item level in series and, as appropriate, subseries.* Single volumes are orderly and indexed (i.e. chronological accounts with a name index).

4: *Arrangement in series to file level.* There is generally good order within the files. Single volumes are orderly (i.e. an account book in alphabetical order or a neat scrapbook in thematic order).

3: *Rough arrangement by date, document type, function, source, or other characteristic;* papers not thoroughly screened, but have been unfolded and flattened; series not fully established; files not fully established; researchers often must work through voluminous extraneous material to locate pertinent items. Single volumes might have

had more than one use, or have items pasted in or otherwise be somewhat disorganized.

2: *Partial or superficial arrangement* and/or non-standard housing and labeling discourage use except with special staff assistance.

1: *Totally unarranged*; many, sometimes most, documents not yet removed from envelopes, unfolded, and flattened. Completely inaccessible to researcher.

- **Intellectual Access.** A rating from 1 to 5.

5: *Researcher has excellent access to collection*: There is a good online finding aid (EAD, HTML, PDF, or other format). There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. The collection may also be described in other online or offline sources that are available to researchers (such as a printed or online guide to collections).

4: *Researcher has good access to collection*: There is a good finding aid, but it is not available online. There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. There is a good finding aid, online or offline, but there is no collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. Given the quality of the finding aid, the finding aid alone provides good access. In both cases, the collection may also be described in other online or offline sources that are available to researchers.

3: *Researcher has fair access to collection*: The finding aid is substandard or there is no finding aid. There is a collection-level MARC record for the collection in the institution's OPAC and/or in a national bibliographic utility such as OCLC. In the absence of a full MARC record, there is another type of online collection-level description. The collection-level description in online or offline sources available to researchers provides sufficient access because it is a small or straightforward collection.

2: *Researcher has poor access to collection*: Collection has no finding aid or a substandard finding aid. The collection has printed catalog cards or another type of offline collection-level description, but no collection-level MARC record in the OPAC or a national bibliographic utility. Collection has no finding aid or a substandard finding aid. The collection has a MARC record in the OPAC or national bibliographic utility, but that does not provide sufficient access because it is a large or complex collection. In either case, the collection may be described in other online or offline sources available to researchers, but because of the complexity of the collection or the inadequacy of the sources, this provides insufficient access.

1: *Researcher has no access to collection*: Internal documentation such as a donor/control file or brief or inaccessible accession record serves as the only description of the collection. While such internal documentation may vary in quantity and quality, by its nature it is inaccessible to researchers.



- **Documentation Quality.** A rating from 1 to 5.
  - 5: Very rich
  - 4: Rich
  - 3: Moderately rich
  - 2: Incidentally valuable
  - 1: Slight
  
- **Interest.** A rating from 1 to 5.
  - 5: Very high
  - 4: High
  - 3: Moderate
  - 2: Slight
  - 1: Negligible
  
- **Research Value (auto-filled).** This value is automatically calculated by adding the value in the **Documentation Quality** field with the value in the **Interest** field.
  
- **Numerical Rating 1 and Numerical Rating 2:** A rating from 1 to 5. These could be used for local criteria a repository wishes to track. For example; recommended processing level (collection-level only through item-level), exhibit value (if exhibits are an important aspect of an institution's mission), institutional value (if a repository wishes to distinguish this from overall research value) or fundability.
  
- **General Note.** Indicates areas of particular concern with regard to the physical condition of the collection.
  
- **Estimated Processing Time (EPT).** The time to arrange and describe the material, including the creation of finding aids and catalog records as appropriate. Estimated processing time does not account for any specialized conservation measures that may be required. EPT has three fields:
  - **Hours per foot.** The number of hours to arrange and describe the material, including the creation of finding aids and catalog records.
  - **Multiplied by total extent.** Linear or cubic footage of all accession(s) / resource(s) being surveyed.
  - **Equals Total EPT hours (auto-filled).** Field value is automatically calculated using hours per foot multiplied by the total linear footage.
  
- **Special Conservation issues (Checkboxes):** Mold, pest damage and deteriorating film base as well as three user-defined special conservation issue fields.
  
- **Other Conservation issues (Checkboxes):** Brittle paper, metal fasteners, newspaper, tape, thermofax paper as well as three user-defined other conservation issue fields.

- **Conservation Note:** Indicates areas of particular concern with regard to the physical condition of the collection.

The screenshot shows the 'Assessments' window for 'Assessment # 1'. The 'Survey' tab is active. The 'Documentation Quality' field is circled in red with a value of 5. Below it, the 'Estimated processing time (EPT)' section is also circled in red, showing 'Hours per foot' at 3, 'Multiplied by total extent' at 12, and 'Equals Total EPT' at 36 hours. The interface includes various checkboxes for 'Special Conservation issues' and 'Other Conservation issues'.

## Special Formats and Values Tab

Available fields include:

- **Special Formats checkboxes.** Includes 15 specific formats (e.g. glass, art originals, botanical specimens, technical drawings, audio, video, textiles etc.), an 'other' option and two user definable fields.
- **Special Formats Note.** Additional or explanatory information about the special formats present. If "Other" box is checked, it should also be described here.
- **Exhibition Value Note.** Indicates whether the collection itself or individual items found in the collection might be especially appropriate for exhibition. For example, this field might note a unique artifact or a letter or photograph of historical significance.
- **Monetary Value.** Appraised or estimated market value of the assessed materials (numerical value).
- **Monetary Value Note.** Indicates who provided the monetary value, date of appraisal, and any other relevant information.

**Assessments** Assessment # 1

Basic Information | Survey | **Special Formats & Values**

Special Formats  
Check all that apply

Architectural Materials     Glass  
 Art Originals                 Photographs  
 Artifacts                          Scrapbooks  
 Audio Materials                Technical Drawings & Schematics  
 Biological Specimens         Textiles  
 Botanical Specimens         Vellum & Parchment  
 Computer Storage Units       Video Materials  
 Film (negative, slide, or motion picture)     Other  
 Special Format 1                Special Format 2

Exhibition Value Note

Special Format Note

Monetary Value

Monetary Value Note

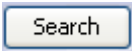
Created: Sep 11, 2009 by arwen | Modified: Sep 25, 2009 by arwen | Record Number: 1

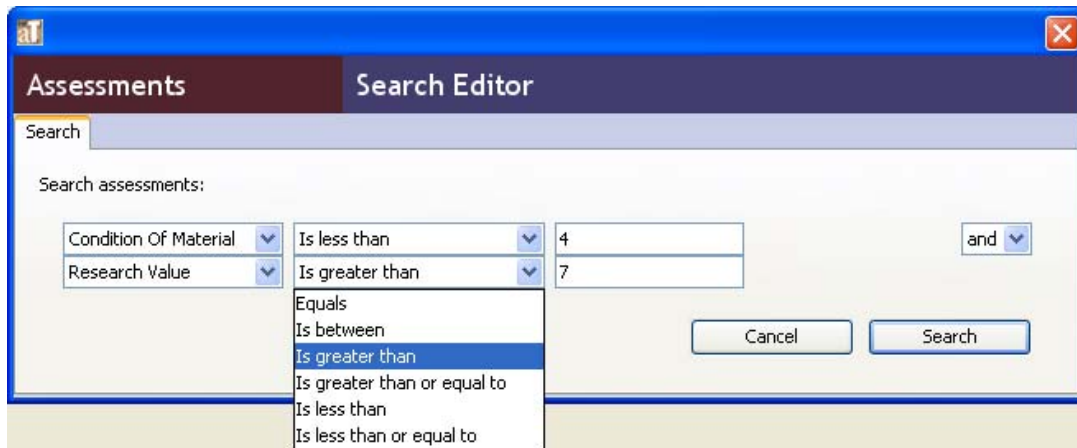
## Searching Assessment Records

**Administration** Assessment

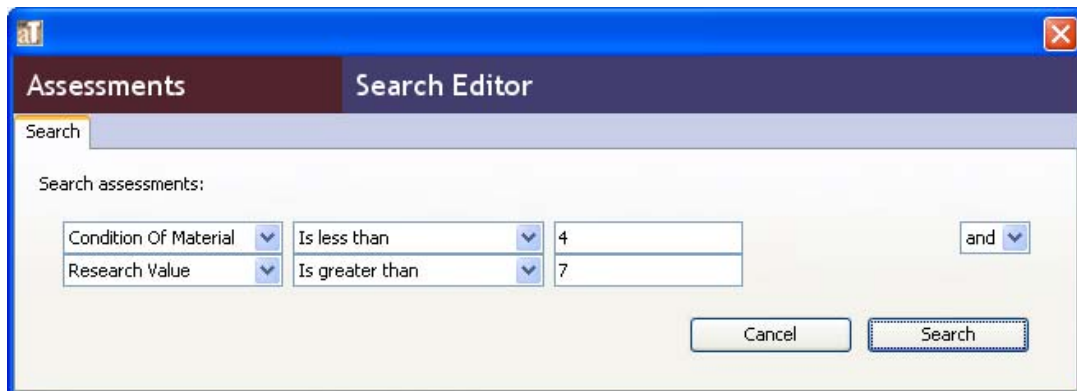
Filter:

Assessment Id	Surveyed Material Id	Surveyed Material Title	Condition Of Material R...	Research Value Rating
1	MSS 0224	Sun & Moon Press Archive,	5	10
4	MSS 0223	Dennis Phillips Papers,	1	2
5	MSS 0229	Richard Rubenstein Papers,	2	4
6	2006.M5	2006 M5: religious utterances of Margaret B. Sheehan	2	6
11	MSS 0225	Hannes Alfven Papers,	3	7
15	2006.M16	World's Fair 1939-40 ephemera	2	9
16	MSS 0224	Sun & Moon Press Archive,	3	8
17	id 47	Dr. Seuss Collection,	4	6
20	2006.M5	2006 M5: religious utterances of Margaret B. Sheehan	3	5
21	MSS 0231	J. Edward Hoffmeister Papers,	4	7
22	MSS 0597	Holly Prado Papers,	5	10

Click on the  button and the search window will be displayed. All fields are searchable.

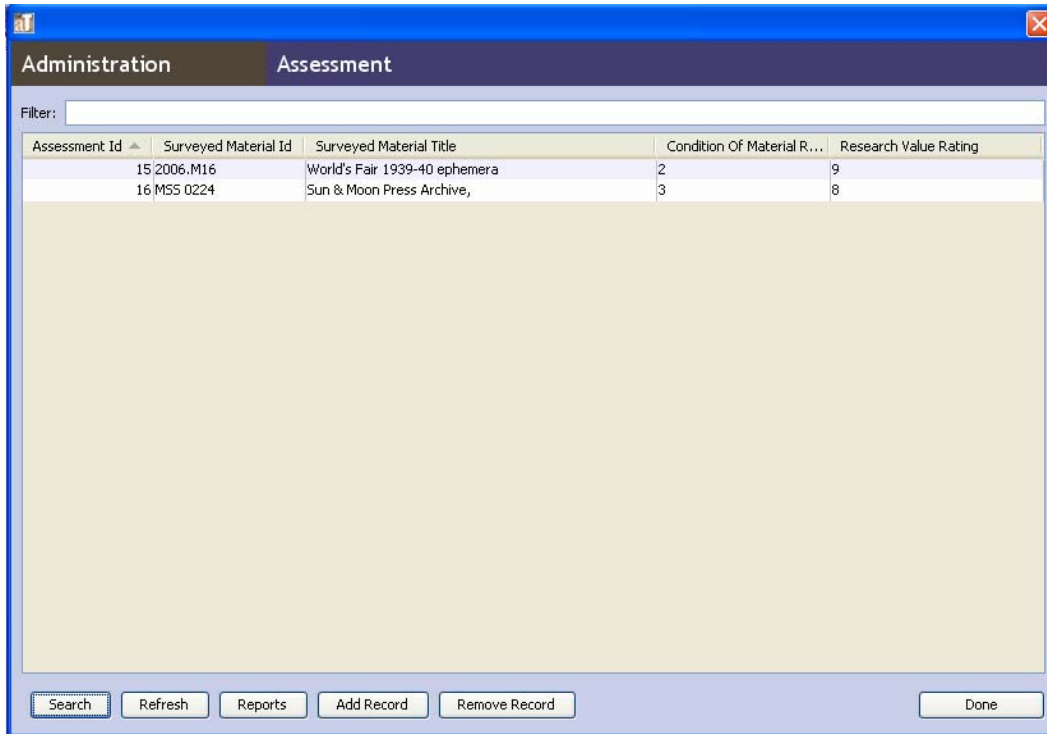


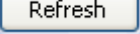
The screenshot shows the 'Assessments Search Editor' window. It features a search bar at the top. Below it, the text 'Search assessments:' is followed by two rows of search criteria. The first row has 'Condition Of Material' selected in a dropdown, 'Is less than' in another dropdown, and the value '4' in a text box. The second row has 'Research Value' selected, 'Is greater than' in a dropdown, and the value '7' in a text box. An 'and' dropdown is positioned to the right of the second row. A dropdown menu is open below the 'Is greater than' dropdown, listing options: 'Equals', 'Is between', 'Is greater than' (highlighted), 'Is greater than or equal to', 'Is less than', and 'Is less than or equal to'. At the bottom right, there are 'Cancel' and 'Search' buttons.



This screenshot shows the same 'Assessments Search Editor' window as above, but with the dropdown menu closed. The search criteria remain: 'Condition Of Material' is less than 4, and 'Research Value' is greater than 7. The 'Search' button at the bottom right is now highlighted with a dashed border, indicating it is the active element.

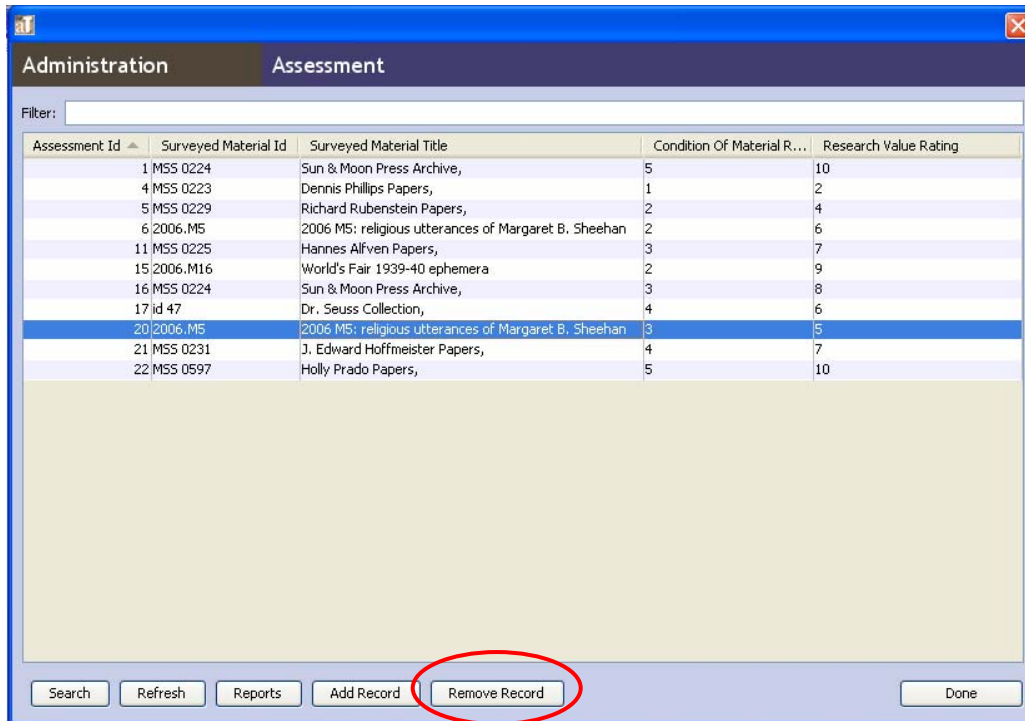
Below are the two records that matched the search criteria specified above, i.e., records with Condition of Material less than '4' and Research Value greater than '7'.

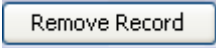


Click on the  button to return to the display of all extant records.

## Deleting Assessment Record(s)

1. Locate the record(s) to be deleted by using the filter box in the main screen or the search tool. Once you locate the record(s) you want to delete, click on the record entry or entries in the list screen.



2. Press the  button.

The Toolkit will ask whether you are certain that you want to delete the Assessment record(s).

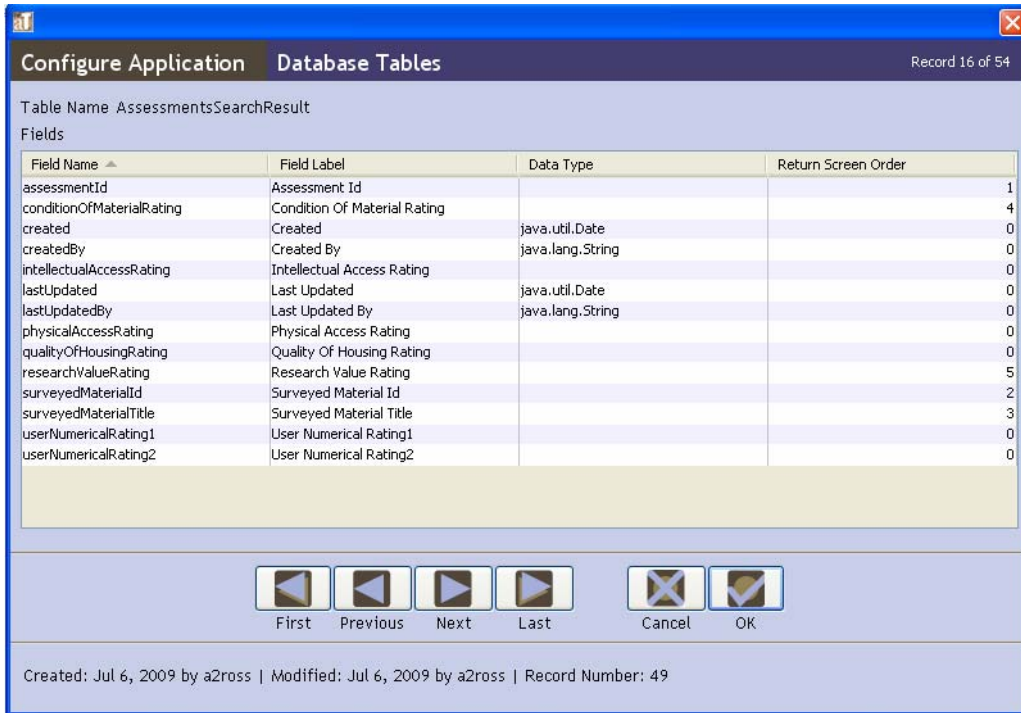
3. Press  to delete the record(s).
4. The record(s) will be deleted.

## Customizing Screen Display, Search, Field Labels, Definitions and Examples

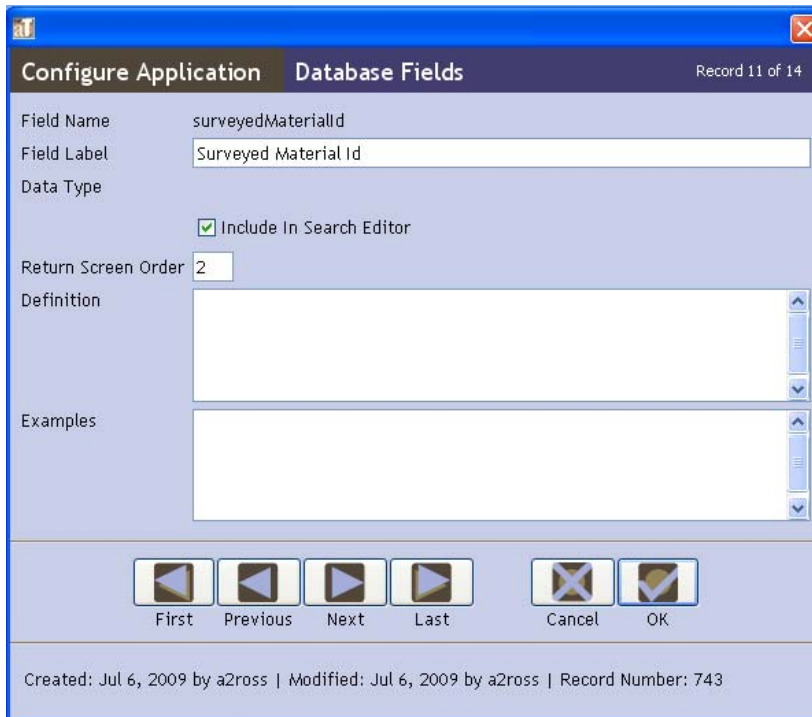
The screen display order may be temporarily modified by dragging and dropping the columns into the preferred order, these changes will be retained during the current AT session. The display can also be reordered or changed (add or remove columns) using the numerical values in the **AssessmentsSearchResult** table in **Configure Application** (located under the **Setup** menu). Changes made to the display format in the AssessmentsSearchResult table will persist after closing and restarting the application. The fields available for searching can also be customized in this table.



1. Double-click on **AssessmentsSearchResult** to open the table for editing.



2. Double-click on the field in the list you wish to modify (in the example below, **surveyedMaterialID** field was selected from table)



3. In the **Database Field** window, you can specify whether or not to **Include in the Search Editor**, the **Return Screen Order** (a value of "0" indicates not to include the field in the return screen display). In addition, modifications can be made to the **Field Label** as well as creating, modifying or removing information from the **Definition** and **Examples** fields.



4. Press the **OK** button to save the field record when you are finished editing the record.



5. Repeat for additional fields in the same table until all desired modifications are complete.



6. Press the  button to save all changes to the table or press the  button to exit window without saving changes.



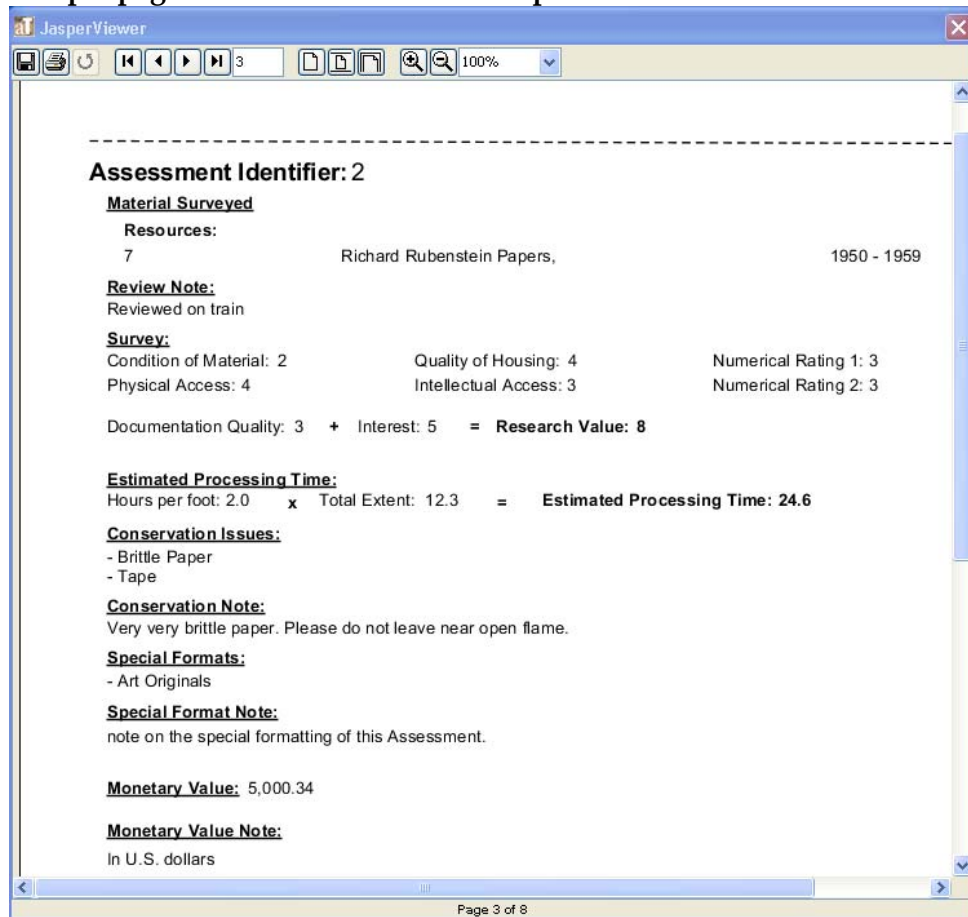
## Assessment Reports

As with other modules, reports are first configured by using the browse list for Assessment records. Users should configure the list to reflect the scope and order of assessment records, as well as the kinds of data, to be included in a report.

The following three reports are available from the drop-down menu:

- **Assessments List** (lists all active surveyed materials). Includes accession number, resource id or digital object title, depending on the linked record type, with all assessment fields.

### Sample page from Assessments List Report



**Assessment Identifier: 2**

**Material Surveyed**

**Resources:**  
7 Richard Rubenstein Papers, 1950 - 1959

**Review Note:**  
Reviewed on train

**Survey:**  
Condition of Material: 2      Quality of Housing: 4      Numerical Rating 1: 3  
Physical Access: 4      Intellectual Access: 3      Numerical Rating 2: 3

Documentation Quality: 3 + Interest: 5 = **Research Value: 8**

**Estimated Processing Time:**  
Hours per foot: 2.0 x Total Extent: 12.3 = **Estimated Processing Time: 24.6**

**Conservation Issues:**  
- Brittle Paper  
- Tape

**Conservation Note:**  
Very very brittle paper. Please do not leave near open flame.

**Special Formats:**  
- Art Originals

**Special Format Note:**  
note on the special formatting of this Assessment.

**Monetary Value:** 5,000.34

**Monetary Value Note:**  
In U.S. dollars

Page 3 of 8

- **Materials and Conservation Issues** (lists all active surveyed materials). Includes accession number, resource id or digital object title, depending on the linked record type, along with Research Value Rating, Conservation Issues, and Conservation Note.



## Sample page from Materials and Conservation Issues Report

**Assessment Identifier: 1** Surveyed By: ALR

Material Surveyed

**Accessions:**

M.0000.005	Title to be determined	01/01/1900
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**Survey:**  
Documentation Quality: 1 + Interest: 1 = **Research Value: 2**

**Conservation Issues:**  
None identified.

---

**Assessment Identifier: 2**

Material Surveyed

**Resources:**

7	Richard Rubenstein Papers,	1950 - 1959
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**Survey:**  
Documentation Quality: 3 + Interest: 5 = **Research Value: 8**

**Conservation Issues:**  
- Brittle Paper  
- Tape

**Conservation Note:**  
Very very brittle paper. Please do not leave near open flame.

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**Assessment Identifier: 3**

Material Surveyed

**Digital Objects:**

id 45456767	Dennis Phillips Papers,	1971 - 1998
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Page 2 of 4

- **Assessments Needing Review** (displays only those active records which have been flagged as needing review). Includes accession number, resource id or digital object title, depending on the linked record type, along with the Research Value Rating, General Note, Special Formats, Special Format Note, Review Needed, Who Needs to Review, and Review Note.

## Sample page from Assessments Needing Review Report

**Assessment Identifier: 16**  
**Material Surveyed**  
**Resources:**  
2 Sun & Moon Press Archive, 1976-2002  
**\*\*Review needed by AH \*\***  
**Survey:**  
Documentation Quality: 4 + Interest: 4 = **Research Value: 8**

---

**Assessment Identifier: 17**  
**Material Surveyed**  
**Digital Objects:**  
id 47 Dr. Seuss Collection, 1919-2003  
**\*\*Review needed by AR \*\***  
**Survey:**  
Documentation Quality: 3 + Interest: 3 = **Research Value: 6**  
**Special Formats:**  
- Biological Specimens  
- Glass  
- Scrapbooks

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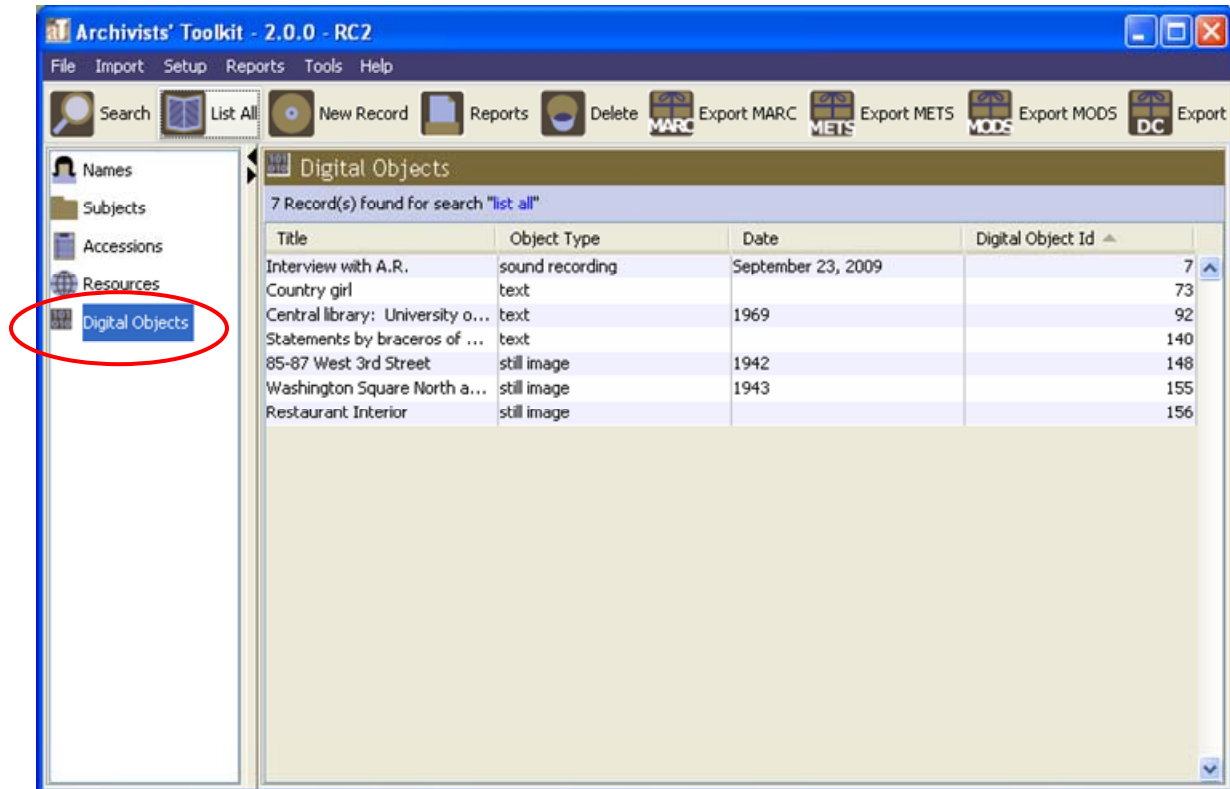
**Assessment Identifier: 5**  
**Material Surveyed**  
**Resources:**  
7 Richard Rubenstein Papers, 1950 - 1959  
**\*\*Review needed by BW \*\***  
**Survey:**  
Documentation Quality: 2 + Interest: 2 = **Research Value: 4**

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## Digital Objects Module

The Digital Object module is now a separate functional area in the AT on par with the primary modules for Names, Subject, Accessions and Resources. This 'promotion' allows for the creation of a Digital Object record independent of a Resource record, as well as batch exporting and searching of Digital Object records.

When the Digital Object module is selected, the browse list will include the following fields by default: Title, Object Type, Date, and the system-generated Digital Object Id.

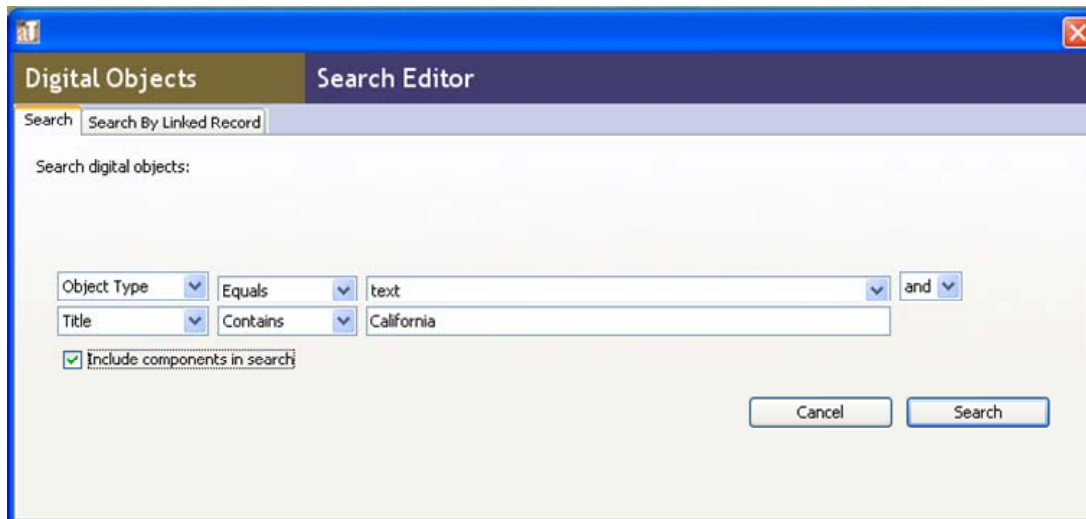


This view can be customized through the Configure Application function in the same manner as browse screens for other modules.

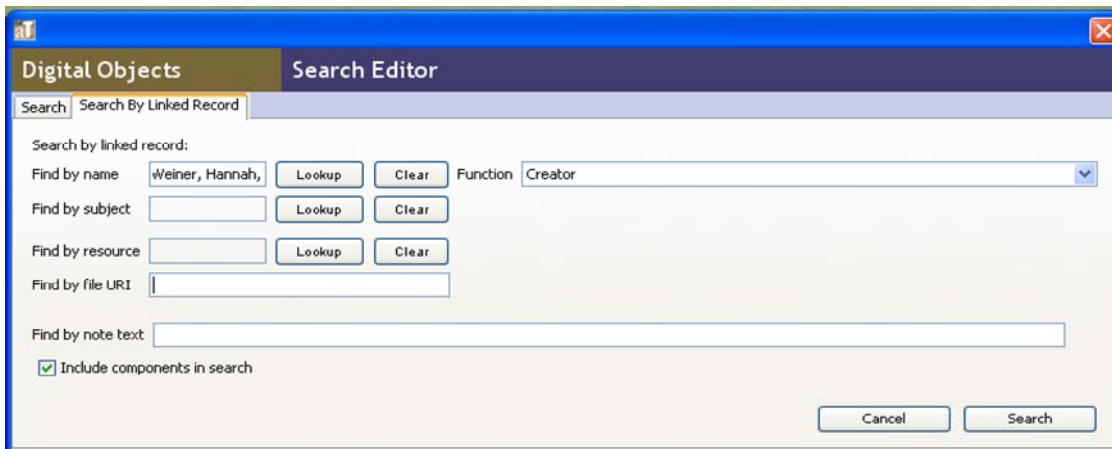
## Searching

Searching within the Digital Object module is very similar to searching within the Resource module.

The first search tab allows searching of specific fields in the top level Digital Object record or both the top and component level records (checking the "Include components in search" option). Fields can be added or removed from the search editor through **Configure Application** on the **Setup** menu.

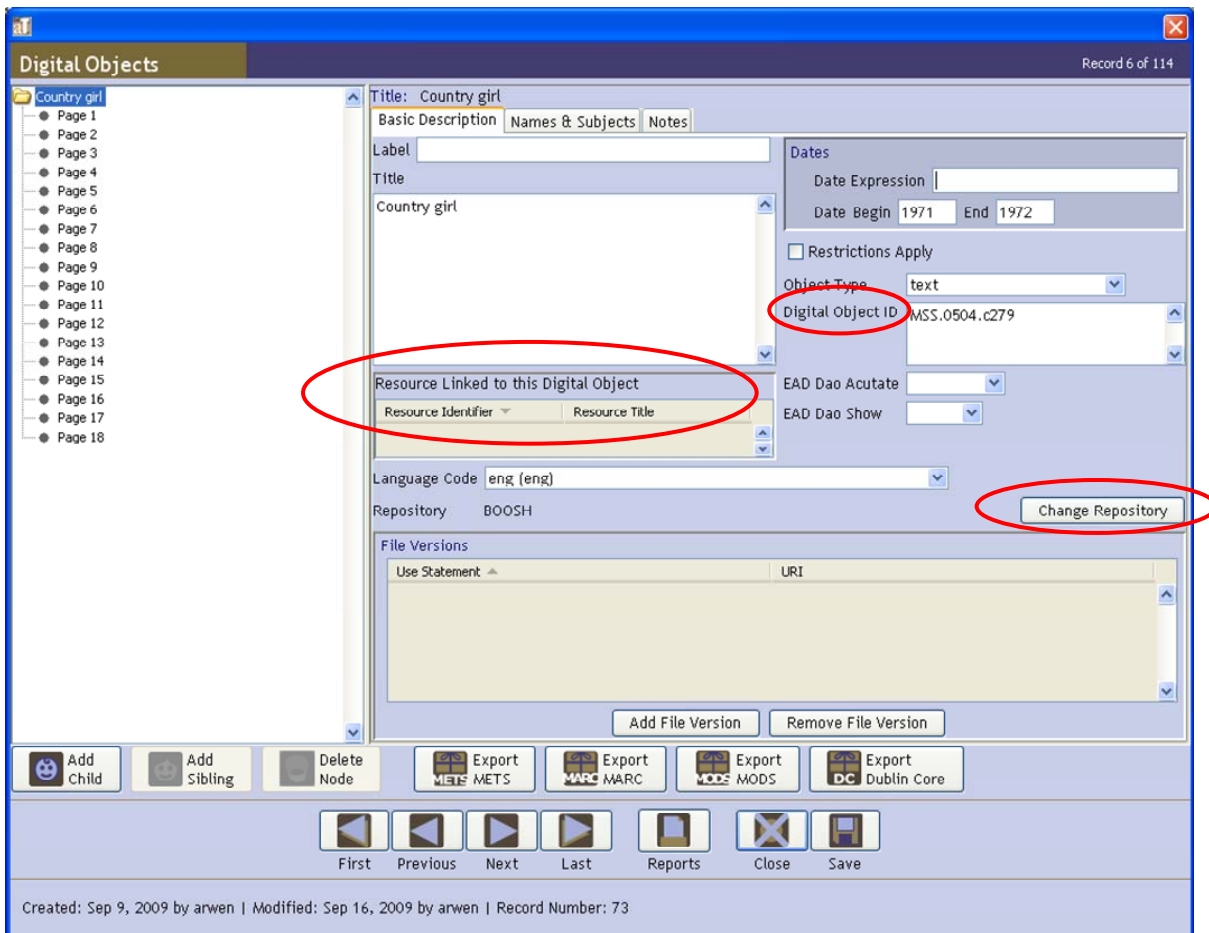


The second search tab allows for searching by linked name, subject or resource record. It also has fields for searching the File Version URI field and note text. There is an "Include components in search" option on this tab as well, so searching can be done on all Digital Object records or just top level records.



## Digital Object Record

There are very few changes in the Digital Object record itself. The points of difference are revised validation rules, renaming of 'METS ID' field to 'Digital Object ID', a pane showing a linked resource, and for level 5 users a Change Repository button. These have been highlighted below.



## Validation

Data required is the Digital Object ID (circled in red) and either the Title or Date field in order to have a valid record.

The Digital Object ID field is analogous to the Resource Identifier and Accession Number fields. Like them, it is required for a valid record and must contain a unique value.

---

Note: When exporting an EAD for a Resource record note the new option for using the Digital Object ID as HREF. This allows you to choose whether to use the Digital Object ID or the File Version URI's within exported the <dao> elements.

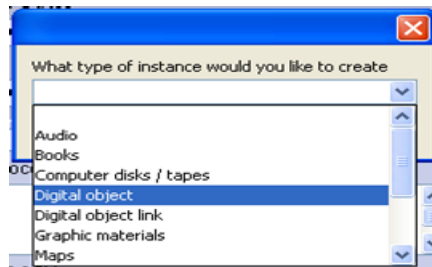
---

- Include DAO's in output?
- Use Digital Object ID as HREF?

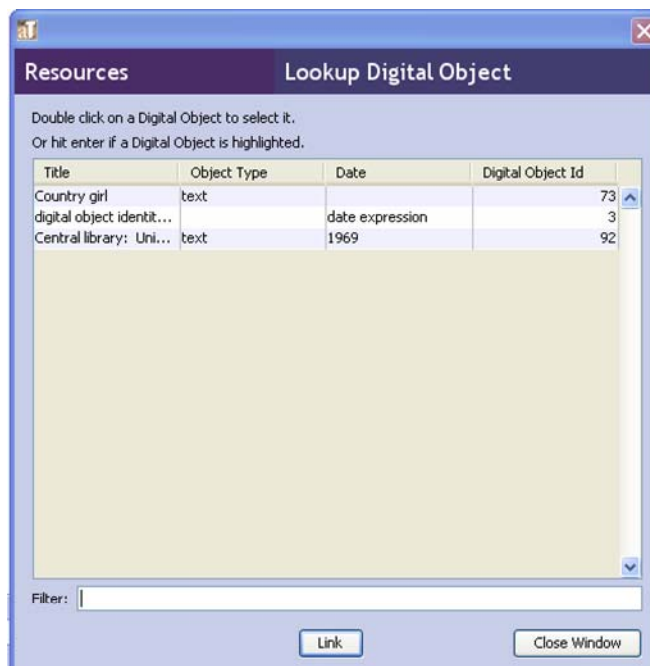
## Linked Resources

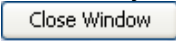
A Digital Object record can be linked to one, and only one, Resource record. The link must be established from within the Resource record and can be done in one of two ways.

From within the Resource or Resource Component record you want to link the Digital Object to, select the  button. The drop-down list contains the options "Digital object" and "Digital object link":




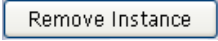
1. If the Digital Object record has already been created, select "Digital object link". This will bring up a list of all of the Digital Objects which are not linked to a Resource record.

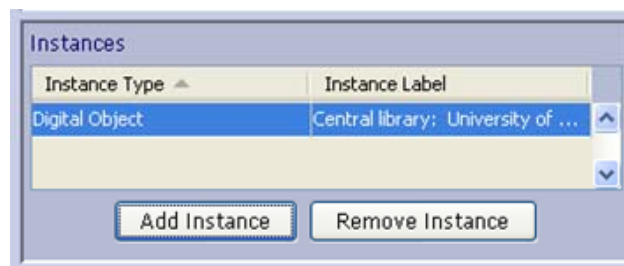


2. Select the Digital Object record you wish to link and click Link. You can select more than one Digital Object record at a time as there is no limit on how many Digital Objects can be linked to a Resource record. When finished click on the  button.

If there is not a Digital Object record already in the database, select the "Digital Object" option from the **Add Instance** drop-down list.


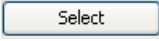
1. This will spawn a Digital Object record using selected data from the Resource record.
2. After entering a Digital Object ID and any other required fields, you can press the  button and return to the Resource record. The newly-created Digital Object will be linked to the Resource record.

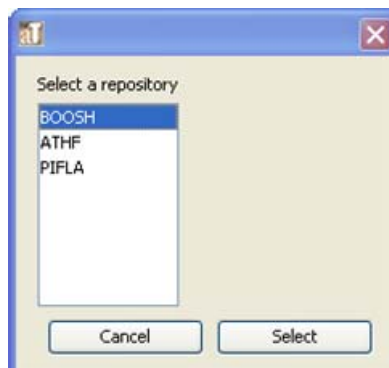
To sever a link between Resource and Digital Object records, select the Digital Object in the Instance pane of the Resource record and press the  button. This will not delete the Digital Object record, only sever the link between the two records.



## Change Repository

The repository associated with a Digital Object record can be changed as it can be done with the repository associated with a Resource record.

1. Press the  button, then from the repository list select the desired repository and press the  button.



This option is only available to level 5 users.

## Digital Object Import

One of the enhancements in 2.0 is a tab delimited Digital Object import (similar to the tab-delimited Accessions import). This allows the import of both top or parent level Digital Object records as well as Digital Object component records. As with the tab-delimited import of Accession records, one Name and one Subject can be included for import, and additionally one File Version.

The field "isComponent" does not map directly into the database but is used to determine whether the row is a Digital Object or a Digital Object component record. Values for this field should be either TRUE (for a component record) or FALSE (for a top level record).

When importing a Digital Object component, the "digitalObjectID" field should contain the Digital Object Identifier for the parent record. If its value does not match a Digital Object Identifier in the database, that component record will not import.

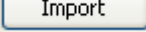
---

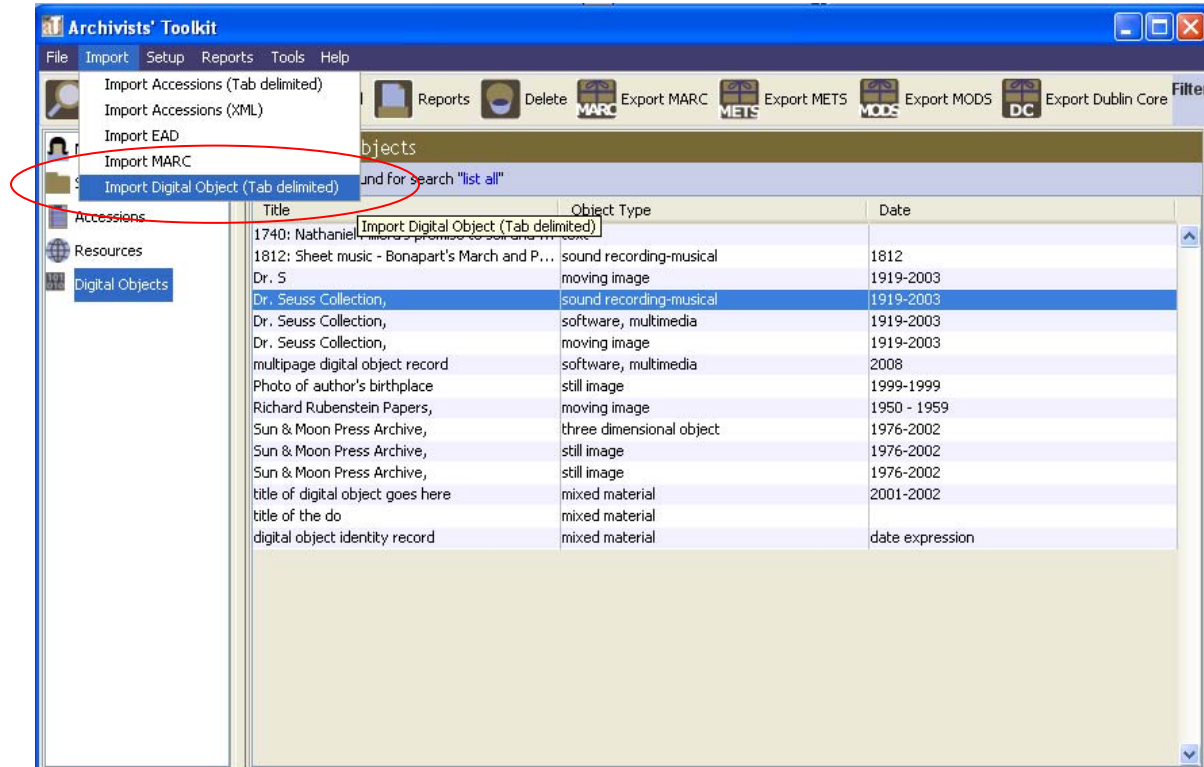
Note: All component records are imported at the same level. They can subsequently be rearranged using the drag and drop mechanism to represent more complex hierarchical structures.

---

A full list of the column headers and the fields they map to is included at the end of this document (Appendix 1).

1. To import, select **Import Digital Object (Tab-delimited)** option from the **Import** menu.

Choose the file you wish to import and press the  button.





## Batch Digital Object Export

Digital Object records can now be exported in batches in the same manner as Resource records. To do this select the records to be exported on the Digital Object module's browse screen and click one of the export buttons at the top of the window (MARC, METS, MODS, Dublin Core). Then choose the location the records should be exported to and click Save.

## Digital Objects Reports

As with other modules, reports are first configured by using the browse list for digital object records. Users should configure the list to reflect the scope and order of digital object records, as well as the kinds of data, to be included in a report.

The following four reports are available from the drop-down menu:

- **Digital Object List.** Displays digital object(s) in list fashion. Report contains title, digital object identifier, object type dates, and creator names.
- **Digital Object Table.** Displays digital object(s) in table format. Report contains title, digital object identifier, object type, dates and identifier of linked resources.
- **Digital Object Record(s).** Displays key fields for selected digital object record(s).

### Sample page from Digital Object Record(s) Report:

Dennis Phillips Papers,

<u>Identifier</u>	<u>Dates</u>
id 45458787	1971 - 1999 , 1971-1998
<u>Object Type</u>	<u>Language</u>
mixed material	English

Associated Resource  
MSS 0223 -- Dennis Phillips Papers,

Restrictions  
Open to researchers without restrictions

Abstract  
Papers of Dennis Phillips, a Los Angeles poet who has also worked as poetry editor for the LOS ANGELES WEEKLY and as book review editor for the literary magazine SULFUR. The accession, covering the years 1971-1992, includes notebooks and typescripts for all of Phillips's literary production up to 1992. Six of his published books are represented in the accession: FRONTIER (1980), THE HERO IS NOTHING (1985), A WORLD (1989), MEANS (1991), ARENA (1991), and 20 QUESTIONS (1992). The collection also includes a small collection of correspondence to Phillips from other contemporary writers and editors. Prominent correspondents include Donald Allen, George Butterick, Clayton Eshleman, Nate Mackey, and David Trinidad, among others. The papers are arranged in two series: 1) WRITINGS and 2) CORRESPONDENCE. The accession processed in 1999 includes personal correspondence dated 1992-1998, and correspondence (1979-1980) relevant to Phillip's editorial position at the LOS ANGELES WEEKLY. Also included are annotated drafts for BOOK OF HOURS, CREDENCE, NEW, SAND, and 20 QUESTIONS; drafts of shorter, uncollected writings; and notebooks (1990-1995). The accession is arranged in three series: 1) CORRESPONDENCE, 2) WRITINGS, and 3) MISCELLANEOUS MATERIALS.

General Physical Description note  
(35 archives boxes, 1 oversize folder)

Access  
Collection is open for research.

Acquisition Information  
Not Available

Preferred Citation  
Dennis Phillips Papers, MSS 0223, Mandeville Special Collections Library, UCSD.

Publication Rights  
Publication rights are held by the creator of the collection.

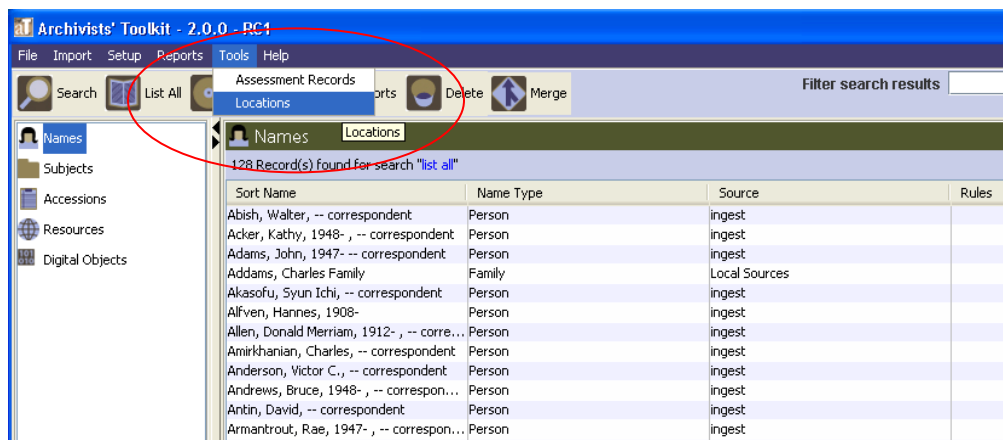
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Digital Object Record(s)  
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- **File Version List.** Displays all the file versions associated with the selected digital objects.



## Locations Module Moved to Tools Menu (from Setup)



The locations function of the Toolkit is for recording shelf location(s) of the materials in an archival resource or accession record. The functionality of the Locations module remains the same as in previous versions of the Toolkit, but the module itself is now accessed through the Tools menu.

## All Reports Revised

In addition to the three new reports for Assessments and the four new reports for the Digital Objects module, all previous reports in the Toolkit have been reformatted. Also, where relevant, reports have been revised to include data from the Digital Object module.

## Improved Stylesheets for PDF and HTML

Stylesheets for PDF and HTML finding aids have been updated.

Revisions include:

1. Branding device is included in the html finding aid
2. Improvements to handling of multiple instances
3. ART-1736 fixed (PDF export creates un-openable file)
4. ART-1876 fixed (cannot open export of pdf finding aid)
5. ART-1833 fixed (PDF export error--problem with single container issues)

## Appendix 1: Tab Delimited Digital Object Import

Import Field/Column Header	Where Stored/AT Target	Data Type	Rules	Value Constraints
<b>DO</b>				
digitalObjectID	metsIdentifier	String	Required	
isComponent	[not stored]	Boolean		TRUE FALSE
componentID				
dateBegin	dateBegin	Integer	Required (or title or date expression)	
dateEnd	dateEnd	Integer	Required (or title or date expression)	
dateExpression	dateExpression	String	Required (or title or date begin/end)	
label	label	String		
languageCode	languageCode	String		
objectType	objectType	String		cartographic mixed material moving image notated music software, multimedia sound recording sound recording-musical sound recording-nonmusical still image text three dimensional object
restrictionsApply	restrictionsApply	Boolean		TRUE FALSE
title	title	String	Required (or date expression or date begin/end)	
<b>File Version</b>				
eadDaoActuate	eadDaoActuate	String		
eadDaoShow	eadDaoShow	String		
uri	uri	String	Required (for creation of a File Version)	
useStatement	useStatement	String	Required (for creation of a File Version)	
<b>Subject &amp; Names</b>				
[subjects as in accessions tab delimited import]	[subjects as in accessions tab delimited import]			
[names as in accessions tab delimited import]	[names as in accessions tab delimited import]			<i>For "NameFunction":</i> Creator Subject
<b>Notes</b>				
abstract	Abstract	String		
biographicalHistorical	Biographical/Historical	String		
conditionsGoverningAccess	Conditions Governing Access	String		
conditionsGoverningUse	Conditions Governing	String		

	Use			
custodialHistory	Custodial History	String		
dimensions	Dimensions			
existenceLocationCopies	Existence and Location of Copies	String		
existenceLocationOriginals	Existence and Location of Originals	String		
generalNote	General Note	String		
genPhysDesc	General Physical Description	String		
languageOfMaterials	Language of materials	String		
legalStatus	Legal Status	String		
materialSpecificDetails	Material Specific Details	String		
physCharacteristics	Physical Characteristics and Technical Requirements	String		
physFacet	Extent	String		
preferredCitation	Preferred Citation	String		
processingInformation	Processing Information	String		
relatedMaterials	Related Archival Materials	String		
scopeContents	Scope and Contents	String		
sourceAcquisition	Source of Acquisition	String		