Introduction to ArchivesSpace Workshop
Learning Objectives & Agenda

Learning Objectives

Upon completing this workshop, you will have been introduced to using ArchivesSpace to:

- Create Accession records.
- Create Resource records.
- Create Digital Object records.
- Create and manage Agent and Subject records, and link them to Accession, Resource, and Digital Object records.
- Record and manage physical locations within a repository.
- Produce description output files in standardized data structures such as EAD and MARCXML.
- Import legacy data

There is other content that we usually provide in a two-day ArchivesSpace Basics workshop but have excluded for time. We are providing the full workbook, including exercises, for those who would like to review these topics outside of the workshop.

This workshop will either not cover, or only cursorily touch on, the following aspects of ArchivesSpace:

- Installing, upgrading and repairing the application.
- Working with the underlying database application.
- The following specific ArchivesSpace functional areas and processes:
    - Event records.
    - Collection Management records.
    - Rights records.
    - Agent contact information / contact logs.
    - Multi-part notes.
    - Merge/Transfer functions for major record types.
    - Assessment records.
- Mapping legacy data.
- Customizing the ArchivesSpace staff or public interface.
- Producing administrative reports.

As noted, if time permits we may touch lightly on some of the topics listed above. You will find more information about these topics, and topics covered in more detail in this workshop, in the ArchivesSpace user manual, available to members.

Schedule at a Glance:

9:00 am	Introductions
9:20 am	Application overview
9:40 am	Getting started: repository and user records
10:00 am	Accession records
10:30 am	BREAK (15 minutes)
10:45 am	Resources records
12:00 pm	LUNCH (1 ¼ hours)
1:15 pm	Container management and locations
2:00 pm	Digital Object records, with an emphasis on File Versions
2:30 pm	Authority records – agents, subjects, and classifications
3:15 pm	BREAK (15 minutes)
3:30 pm	Imports and exports
4:00 pm	Participating in the ArchivesSpace community
4:15 pm	Open discussion and extra practice time