Electronic Records Modules
Electronic Records Committee
Congressional Papers Roundtable
Society of American Archivists

Description of Hybrid Collections using Archivists' Toolkit

Adriane Hanson
University of Georgia
ahanson@uga.edu

Date Published: December 15, 2016

Module#: ERCM007

Created 2016-07
CPR Electronic Records Committee

Overview and Rationale

Most of our modern collections are hybrids, containing papers, digital files, photographs, audiovisual materials, and many other formats. Archivists often house these materials separately to best physically care for these different kind of records. However, the description of each format can be integrated in the finding aid in order to preserve the original relationship between these materials and to help the researchers find everything on the same subject. This type of description gives priority to the intellectual relationships (describing everything related to constituent services in a single series, for example) over formats (having a series for all digital files).

These guidelines show how to use Archivists' Toolkit (AT) to add description of digital files to the finding aid for a hybrid collection. It defines how to use each of AT's fields to describe digital files in a way that preserves the relationships with other types of records and also makes it clear to the researcher what part of the collection is digital.

Procedural Assumptions

These guidelines were developed for hybrid collections where the papers were already processed and described in AT and the description of the digital files is being added afterwards by the digital archivist. However, these guidelines will still apply if an entire series or an entire collection is digital. The archivist would simply need to supply all of the description (scope and content note, abstract, biographical note, etc.) rather than supplementing existing description.

Some steps in these guidelines assume a basic familiarity with Microsoft Excel.

Hardware and Software Requirements

These guidelines are designed for Archivists' Toolkit (http://www.archivistsstoolkit.org/), an open source archival data management system. This tool is no longer being supported by the developers, and will soon be merged into a new product called ArchivesSpace, but is still widely in use by archival repositories.

Workflow Overview

The first part of these guidelines identifies the fields to use for three levels of description:

- Collection Level
- Series and Subseries Level
- Folder Level

The second part of these guidelines describe two options for adding description of digital files to an existing finding aid (resource record) in AT:

- Directly input the information using a rapid data entry screen
- Ingesting description from a spreadsheet

Workflow: Collection Level Description

Add description of the digital files to the following fields in Archivists' Toolkit:

Dates: Update dates to include the dates of the digital files.

Extent: Add the total file size to the Container Summary Field. Example: (1.25 linear feet and 104 megabytes). If an entire collection is digital, also put the file count in the Extent Number Field.

Abstract: Add any important subjects that are only in the digital files to the abstract. If there is a list of document types as part of the abstract and there is a significant amount of digital material, add digital files to that list. If there is a small amount of digital material, the digital files do not need to mentioned in the abstract.

Scope and content note: Add any important subjects that are only present in the digital files to the scope and content note. In the note, indicate when you are describing digital files (example: The digital files include his campaign website and research on Georgia's shipyards). If the subjects of the paper and digital files are the same, do not describe the digital files separately.

Access note: In a separate paragraph from any other access notes, use standardized text to indicate that digital files are present and instruct the researchers on how to request them:

> [List of series] contain digital files. To access these files, please request the folders you would like through the finding aid using your research account. An archivist will be in

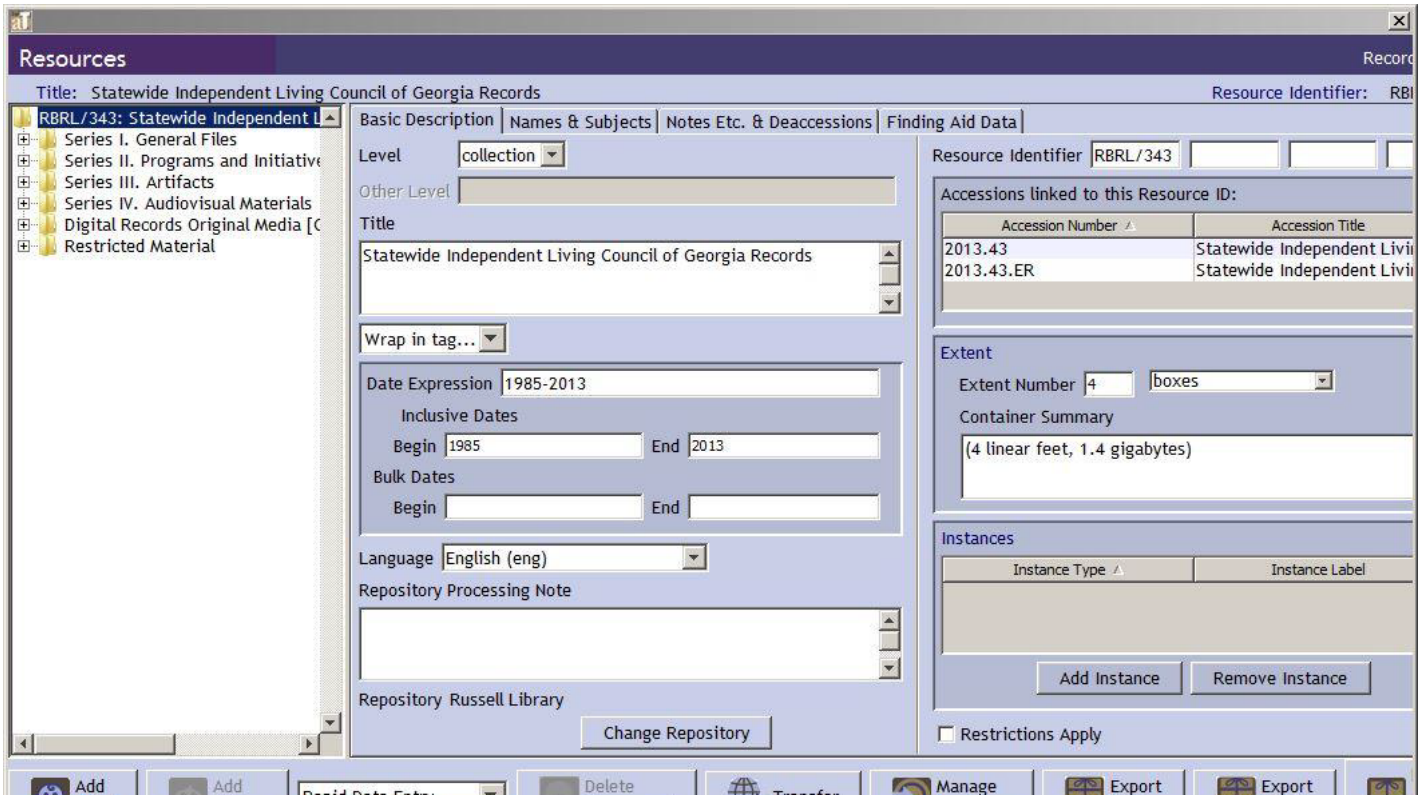
contact with you to explain how to access the files. Please note that not all file formats are currently supported by the library for research use.

Names and subjects: Update to include any important subjects only present in the digital files.

Finding Aid Data: If the papers were processed at a different time or by someone else, put the date in the Revision Date field and the description "Digital files were added to this finding aid by [name]" in the Revision Description field.

Examples: in AT and the finding aid

Collection Level Description - Extent



Descriptive Summary

Title: Statewide Independent Living Council of Georgia Records

Creator: Statewide Independent Living Council of Georgia

Dates: 1985-2013

Extent: 4.0 boxes (4 linear feet, 1.4 gigabytes)

Collection Number: RBRL/343

Collection Level Description - Access Restrictions

Resources | Notes | Record 1 of 11

☐ Internal Only ☐ Multi-part Persistent ID ref1

Type: Access Restrictions

Note Label:

Note Content:

This collection is open for research use.

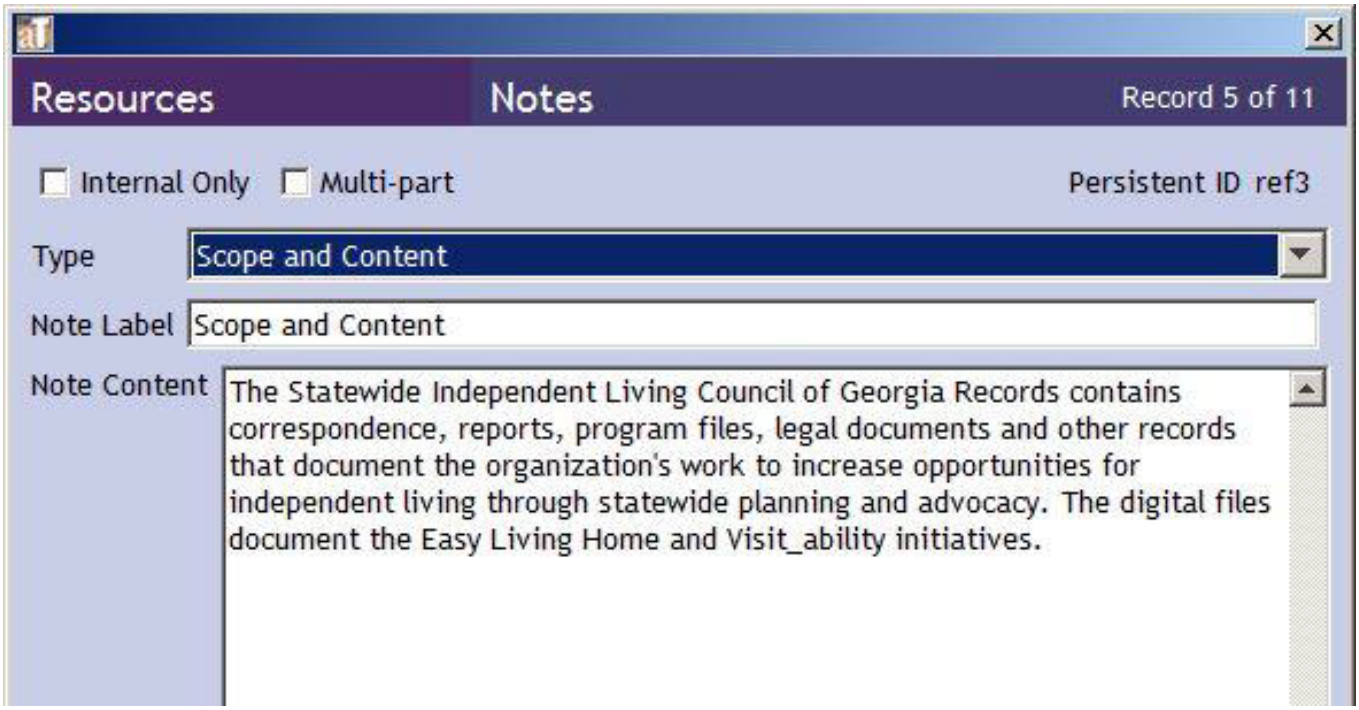
Series II. Programs and Initiatives contains digital files. To access these files, please request the folders you would like through the finding aid using your <extref actuate="onload" href="https://uga.aeon.atlas-sys.com/aeon/" show="new">research account</extref>. An archivist will be in contact with you to explain how to access the files. Please note that not all file formats are currently supported by the library for research use.

Conditions Governing Access note

This collection is open for research use.

Series II. Programs and Initiatives contains digital files. To access these files, please request the folders you would like through the finding aid using your **research account**. An archivist will be in contact with you to explain how to access the files. Please note that not all file formats are currently supported by the library for research use.

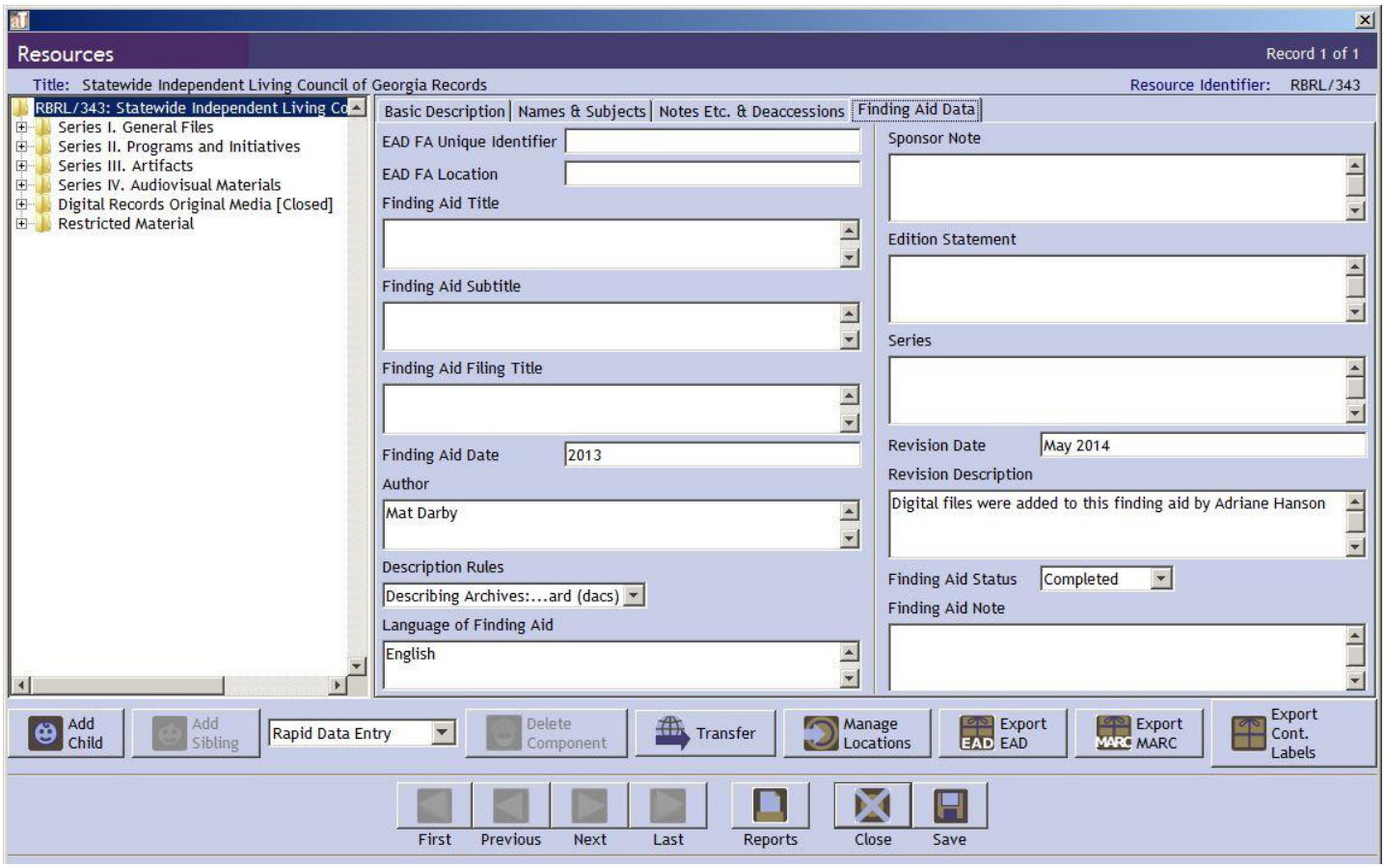
Collection Level Description - Scope and Content Note



Scope and Content

The Statewide Independent Living Council of Georgia Records contains correspondence, reports, program files, legal documents and other records that document the organization's work to increase opportunities for independent living through statewide planning and advocacy. The digital files document the Easy Living Home and Visit_ability initiatives.

Collection Level Description - Finding Aid Author



Finding Aid Publication

Finding aid prepared by Mat Darby, 2013.

Digital files were added to this finding aid by Adriane Hanson, May 2014.

Workflow: Series and Subseries Level Description

Add description of the digital files to the following fields in Archivists' Toolkit. These fields are a subset of the fields used for collection level description. The only difference between how they are used is the wording of the access note. See the examples for Collection Level description (above) to see what these look like in AT and the finding aid.

Dates: Update dates to include the dates of the digital files.

Extent: Add the total file size to the Container Summary Field. Example: (1.25 linear feet and 104 megabytes). If an entire series or subseries is digital, also put the file count in the Extent Number Field.

Scope and content note: Add any important subjects that are only present in the digital files to the scope and content note. In the note, indicate when you are describing digital files (example: The digital files include his campaign website and research on Georgia's shipyards). If the subjects of the paper and digital files are the same, do not describe the digital files separately.

Access note: In a separate paragraph from any other access notes, use standardized text to indicate that digital files are present and instruct the researchers on how to request them:

> [This series/subseries] contain digital files. To access these files, please request the folders you would like through the finding aid using your research account. An archivist will be in contact with you to explain how to access the files. Please note that not all file formats are currently supported by the library for research use.

Workflow: Folder Level Description

Arrangement: If there are also papers in the series or subseries, the description of the digital files typically goes at the end of the folder list for that series or subseries. This allows us to describe intellectually-related content together by having them in the same series, make it easier for a researcher to go directly to the description of the digital content since it is in a predictable place, and reduces the amount of time spent integrating the description. However, if there are papers that are directly related to the digital files, such as being about the same subject or the contents of a disk that was removed from a folder of papers, the description can be integrated even more closely.

For example, in the ACLU of Georgia Records finding aid, papers and digital files related to the same case are described together:

American Civil Liberties Union of Georgia Records Finding Aid

Box	Folder	
R.III.56	2	Guevara v. City of Norcross, 1999-2001 **Scope and Contents note:** Case subject: Racial Justice: English Sign Ordinance **Conditions Governing Access note:** This folder contains restricted work product privileged records and is open for research on January 1, 2027.
Digital		
ER 8		Guevara v. City of Norcross [digital files], 2001 **Scope and Contents note:** Case subject: Racial Justice: English Sign Ordinance
Box	**Folder**	
R.III.92	12	Guilden v. Crooke, 1991-1993

Level of Description: The folder title in the finding aid for digital files represents a group of related subfolders and files. This might be the contents of an entire disk, if files were received on smaller media, or the highest level of the file directory, if the files are from a more complex computing environment such as a shared server. Only include additional levels of the file directory in the finding aid if they significantly aid access and do not generate a list that is so long it will overwhelm the researcher or cause the finding aid to take a long time to load in a web browser.

Instead of a long list of folder titles in the finding aid, convey additional information about these files through scope and content notes for individual folders and by linking spreadsheets to the finding aid that include an item level list of the contents of that folder.

Add description of the digital files to the following fields in Archivists' Toolkit:

Title: Add [digital files] to the end of each folder title to differentiate these from papers.

Instance: Assign a container number and a barcode. This provides a unique ID for citing and tracking these files, is another way for the researcher to see these are different than paper records, and also makes the requests work better with Aeon, our circulation system.

> **Container 1 Type:** Digital
> **Container 1 Indicator:** ER and sequential number (example: ER 1)
> **Barcode:** Collection number, ER, and six digit sequential number (example: RBRL343ER000001)
>
> **Generating Barcodes**
> Use Excel to generate a list of barcodes. For a few barcodes, these can be copied and pasted into AT to assign them to the appropriate containers. With many barcodes, use Excel to convert them into scannable barcodes by adding an asterisk before and after the barcode and then selecting the barcode font.

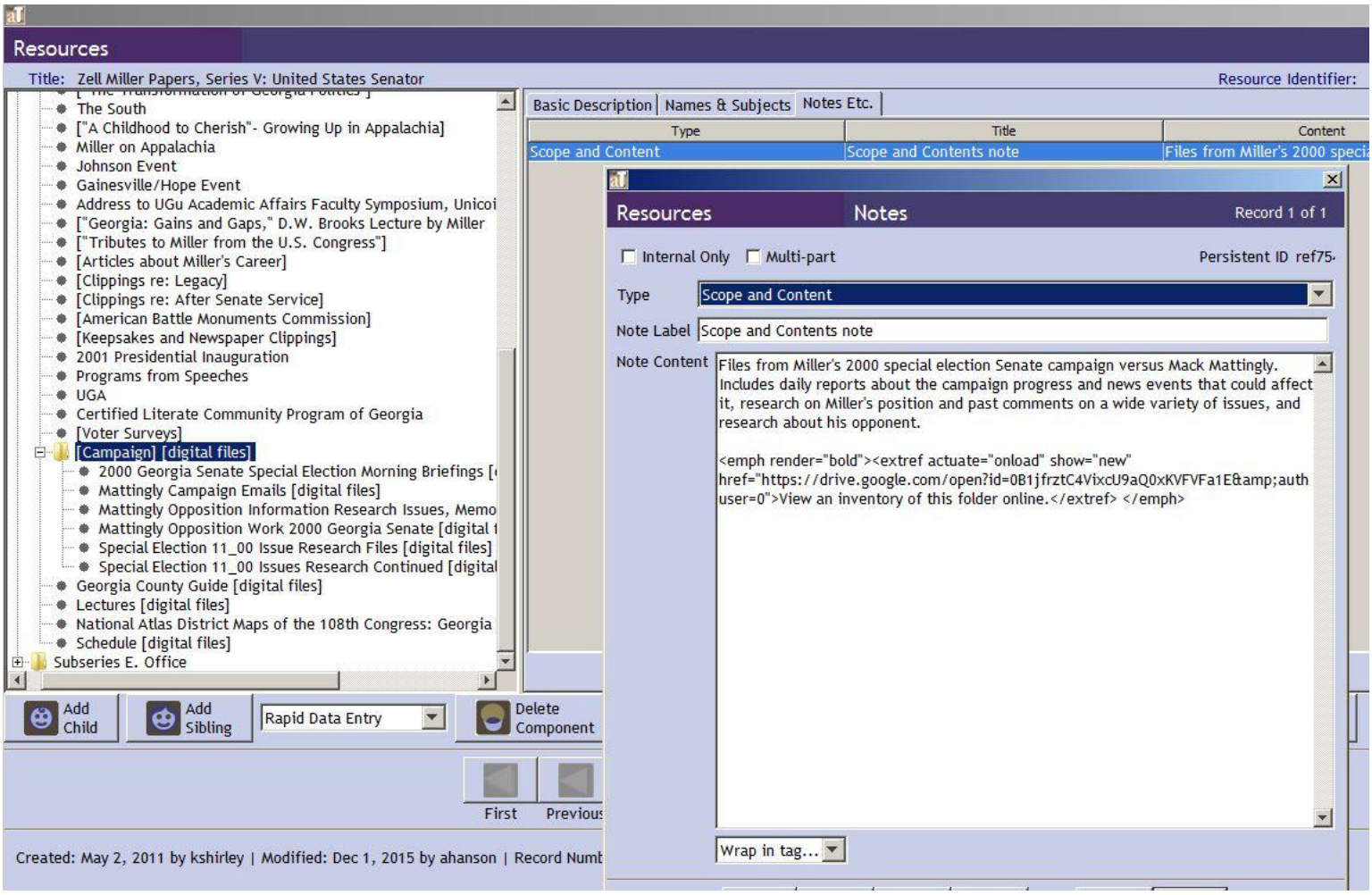
Scope and Content Note: If a folder title is generic (example: Speeches), add a scope and content note to describe the main subjects in that folder.

Scope and Content Note - Inventory: If the majority of the file names within a folder contain subject terms that a researcher might want to search, as opposed to codes or generic names, create an item level inventory and link to the finding aid. Also include a scope and content note for that folder in the finding aid to improve the searchability of the finding aid.

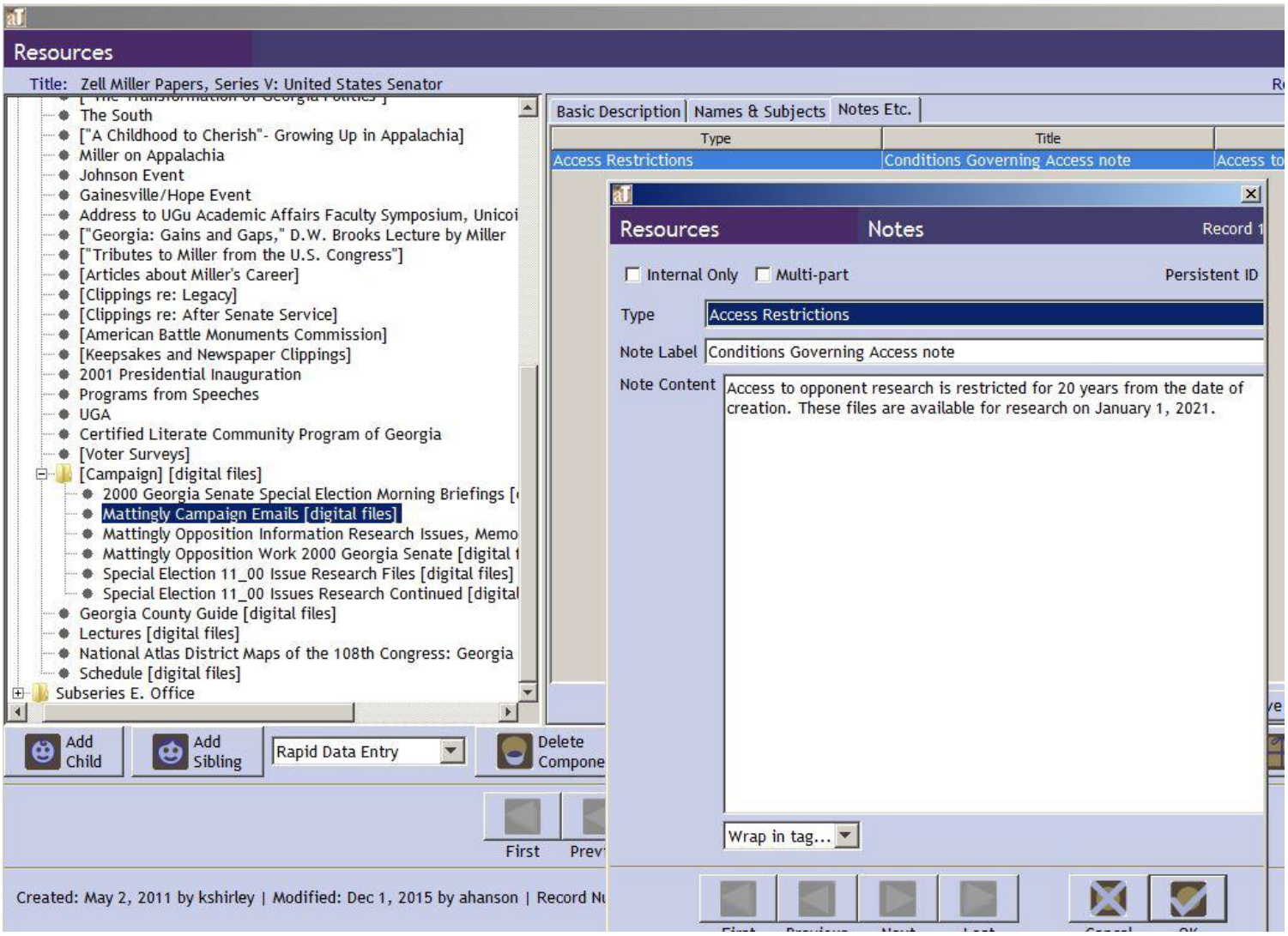
1. Make a directory print of the folder that includes the folder path, file name, and date.
2. Save as a spreadsheet and name the file with its unique ID (the barcode) and the folder title.
3. Remove lists of the contents of restricted folders so the description in the spreadsheet matches what is available in the finding aid.
4. Save in the folder with the access copies.
5. Save a copy in Google Drive and link to finding aid.

Examples: in AT and the finding aid

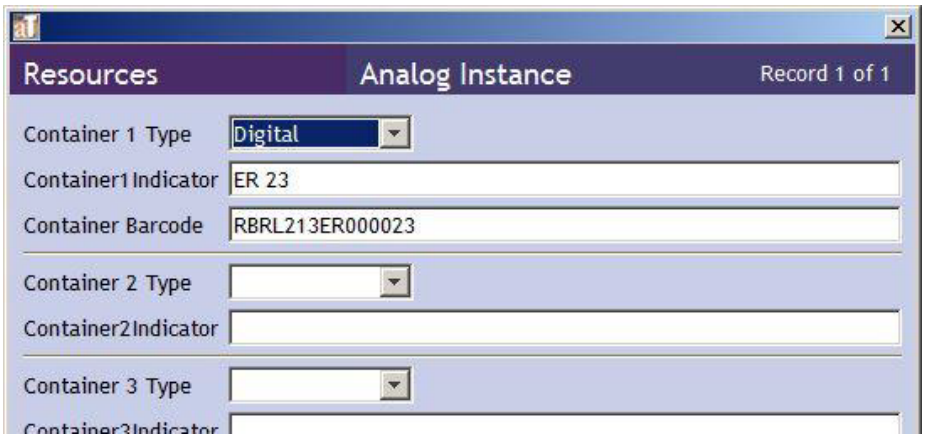
Folder Level Scope and Content Note



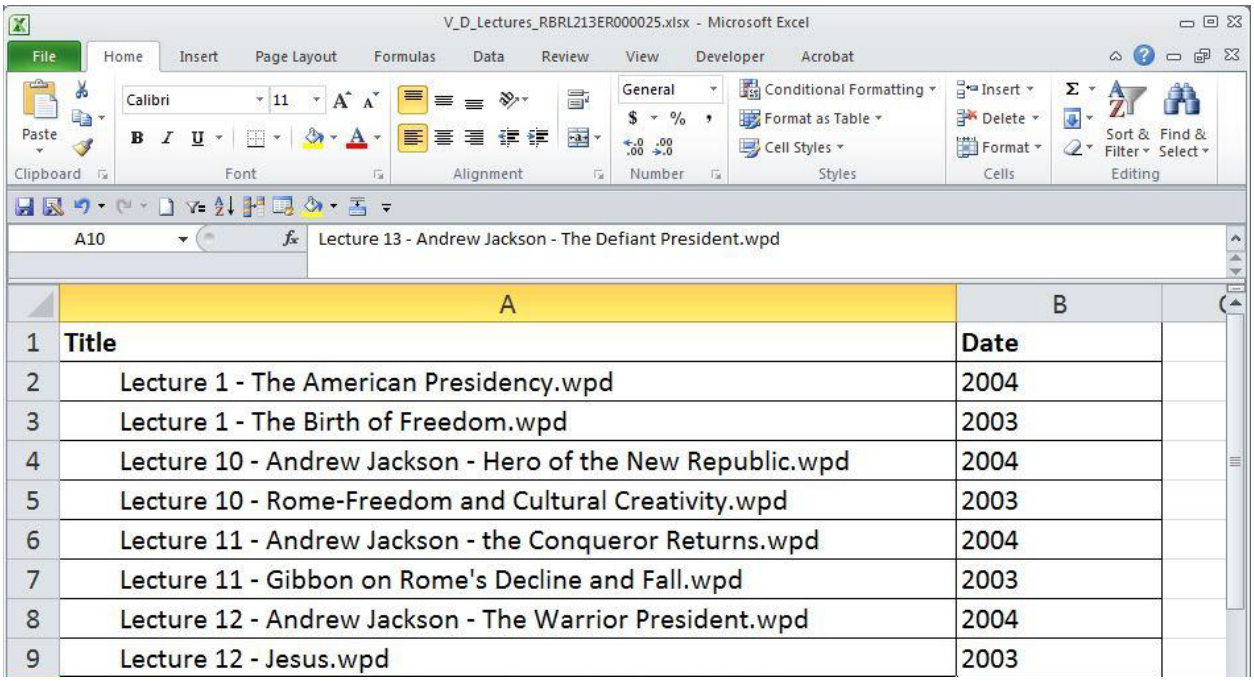
Folder Level Access Note



Folder Level Container Instance



Item Level Inventory to Link to Finding Aid



	A	B
1	**Title**	**Date**
2	Lecture 1 - The American Presidency.wpd	2004
3	Lecture 1 - The Birth of Freedom.wpd	2003
4	Lecture 10 - Andrew Jackson - Hero of the New Republic.wpd	2004
5	Lecture 10 - Rome-Freedom and Cultural Creativity.wpd	2003
6	Lecture 11 - Andrew Jackson - the Conqueror Returns.wpd	2004
7	Lecture 11 - Gibbon on Rome's Decline and Fall.wpd	2003
8	Lecture 12 - Andrew Jackson - The Warrior President.wpd	2004
9	Lecture 12 - Jesus.wpd	2003

Finding aid (Zell Miller Papers)

	Mattingly Opposition Work 2000 Georgia Senate [digital files], 2000
	Conditions Governing Access note: Access to opponent research is restricted for 20 years from the date of creation. These files are available for research on January 1, 2021.
	Special Election 11_00 Issue Research Files [digital files], 2000
	Special Election 11_00 Issues Research Continued [digital files], 2000
Digital	
ER 24	Georgia County Guide [digital files], 2001
	Scope and Contents note: Report and data produced by Center for Agribusiness and Economic Development about Georgia counties.
Digital	
ER 25	Lectures [digital files], 2003-2004
	Scope and Contents note: Text for college lectures about U.S. presidents and about ancient Greece and Rome. **View an inventory of this folder online.**

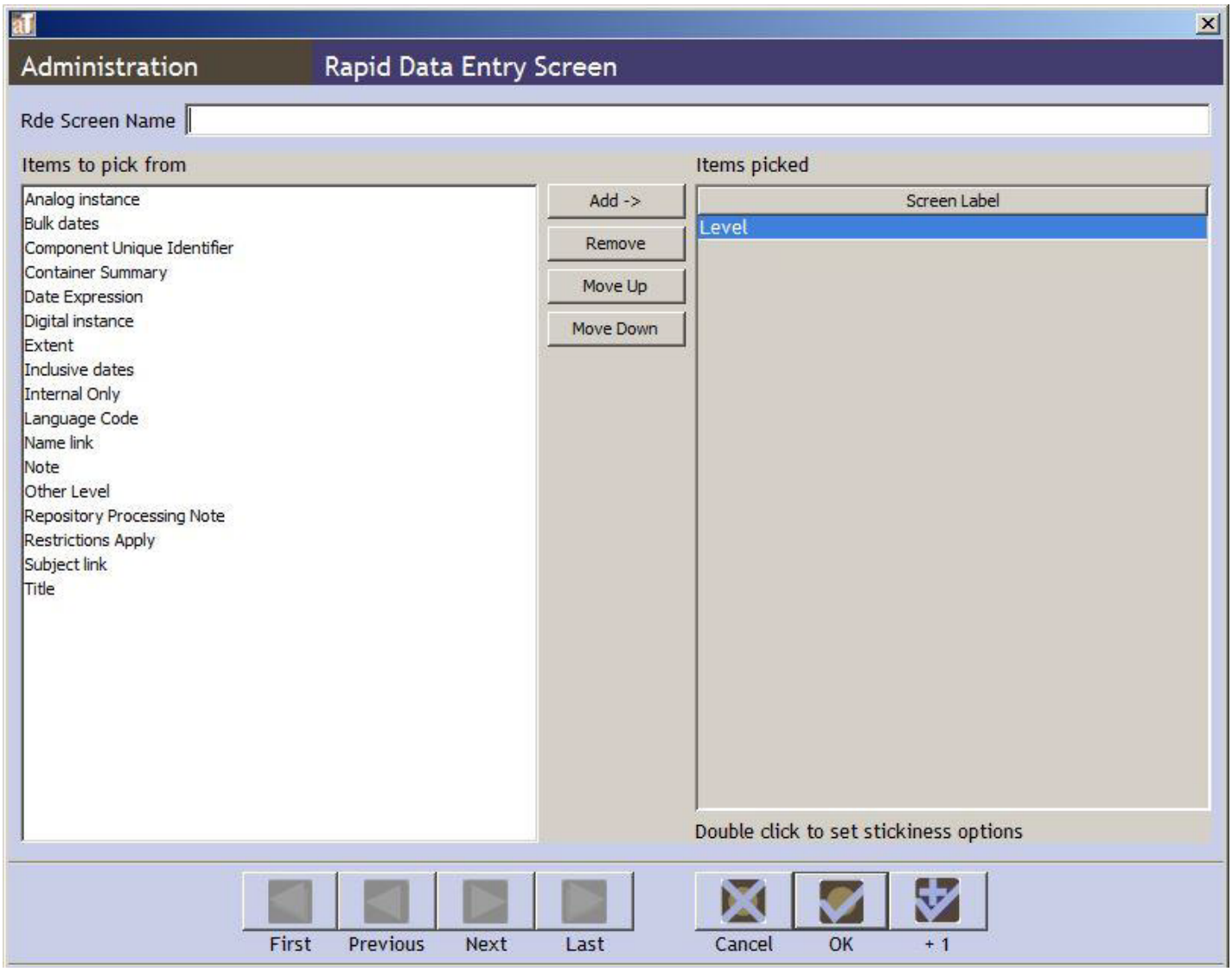
Workflow: AT Rapid Data Entry Screen

To enter data into AT directly, use a Rapid Data Entry (RDE) Screen to streamline the process. This puts all the fields you might need in a single window, so you don't have to remember which fields to use or click on different tabs to find them. It also allows you to make a field "sticky," meaning every time you use the screen it will have the information from the previous folder already filled in so you don't have to retype. Once you set up a RDE screen, it will be available to anyone using AT at your repository.

Making a Rapid Data Entry Screen

To make a new RDE screen, go to Setup - Configure Rapid Data Entry Screens and click "Add Record". You will get the following dialog box:

Dialog Box for Configuring a Rapid Data Entry Screen



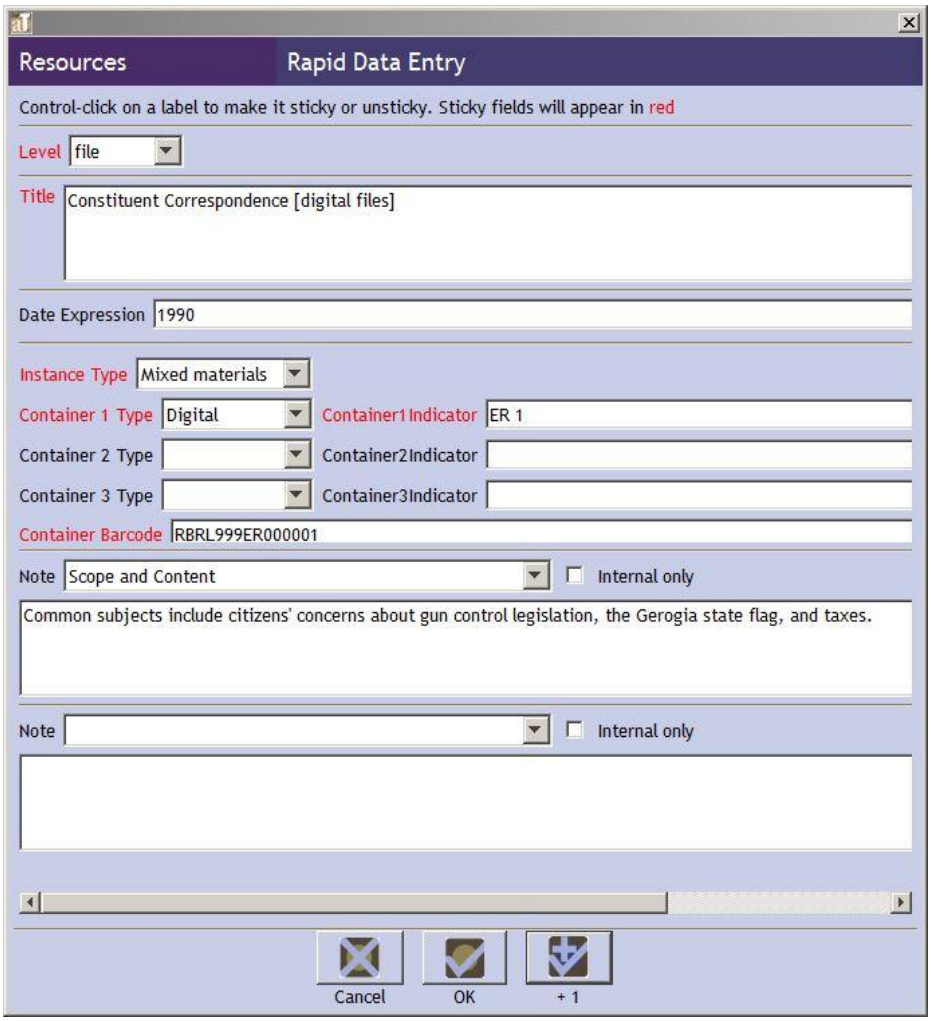
1. Type a name for your screen in the Rde Screen Name box
2. Select items from the menu on the left ("Items to pick from") and click "Add" to make part of your screen. It will appear on the right side of the window under "Items picked."
3. Double click on any item to select if it should be sticky by default. You can also change stickiness every time you are using a screen.

4. Adjust the order of the items in the list with the "move up" and "move down" buttons.
5. Click "ok" to save

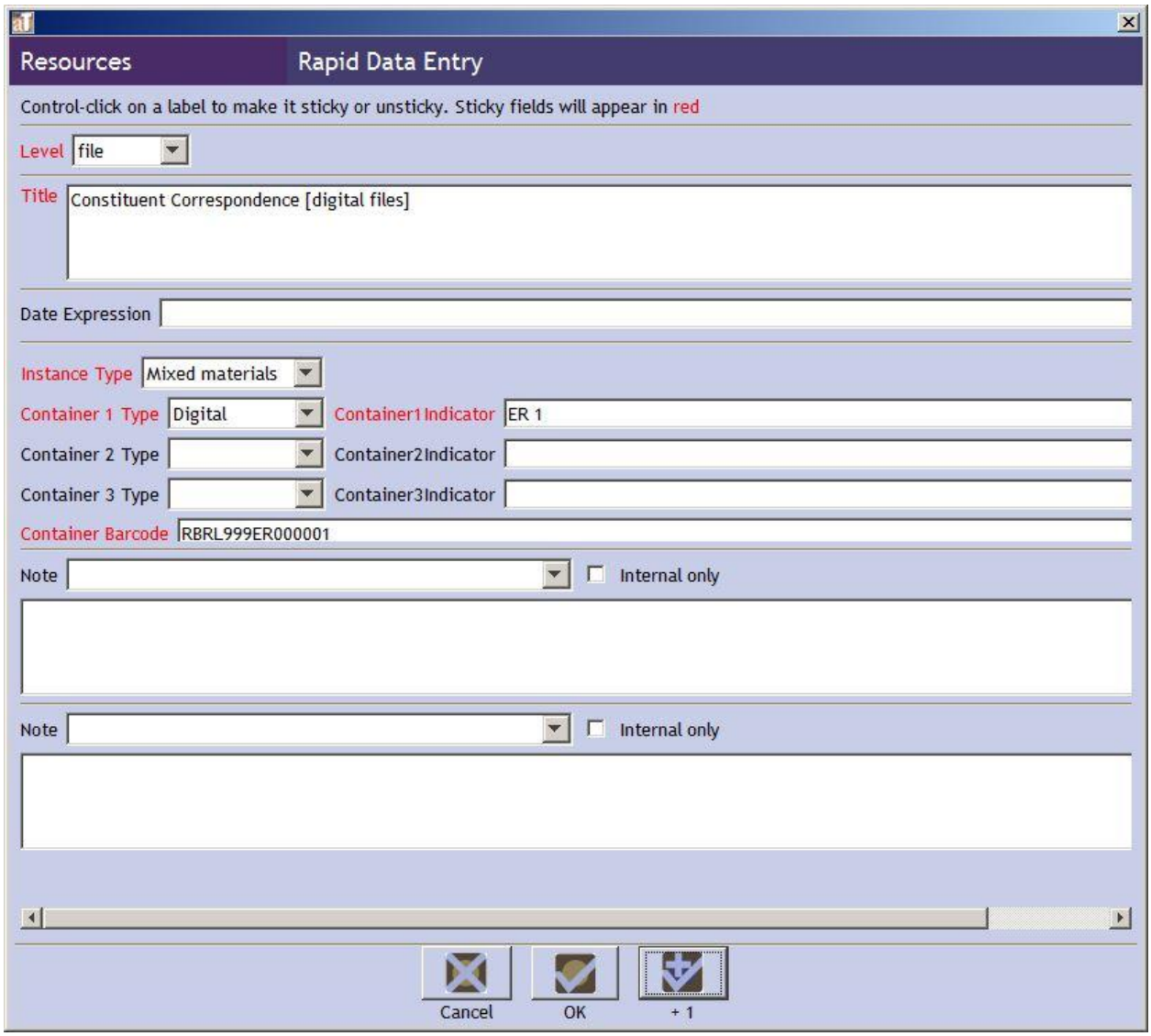
Using a Rapid Data Entry Screen

1. In the resource record, click on the folder or file in the navigation pane on the left that you want these records to be under. For instance, click on the Series folder and it will add the folders as children of that series, after any other children already under that series.
2. Select the screen from the "Rapid Data Entry" menu near the bottom of the window.
3. Fill in the information for the first folder.
4. Click the +1 button to get another screen to enter the information for the next folder. Information in fields with red labels (the sticky fields) will already be in the screen.
5. When you finish with the last one, click ok.
   Note: your work is not saved until you click ok and then click save.

RDE Screen for Digital Files, Filled In



RDE Screen for Digital Files, After Clicking +1 from the Previous Screen



Workflow: Ingest Spreadsheet into AT

When there are a lot of folders to describe, it can be easier to make the inventory in a spreadsheet first and then ingest it into AT and add it to the collection's resource record. Spreadsheets make it faster and more accurate to generate container numbers (using autofill), make it easier to check the data for accuracy (using filters and conditional formatting), and AT does not have spell check.

Spreadsheets can be converted into EAD and ingested into AT using a mail merge template. These instructions are for Microsoft Office 2010. Different versions may work slightly differently.

1. Create a spreadsheet with an inventory of the folders using the following fields:
    a. **Level:** the c0 number it should have in EAD
    b. **Type:** series, subseries, file
    c. **Container:** the ER number
    d. **Title:** [digital files] will be added later
    e. Date
    f. **Description:** this is for scope notes
    g. **Inventory_URL:** this is for the link to a spreadsheet with item level description
    h. Restrictions

2. Add EAD tags to the folder list using a mail merge template.
    a. Open the mail merge template in Word.
    b. If you have used the template before, you will get a message about running a SQL command. Click no and the template will open. The template is trying to connect to the spreadsheet last used for a merge.
    c. In the Mailings tab, click on Start Mail Merge - Normal Word Document.
    d. Click on Select Recipients - Use Existing List and select the spreadsheet.
    e. Click on Finish and Merge - Edit Individual Documents - ok. A new document will be produced. Each page is a single row of your spreadsheet filled into the tags from the template.

3. Clean up the document using a macro.This uses a series of find and replace commands to nest the <c0> tags to create the proper hierarchy and delete empty tags. The macro works for up to level c05. If using c06 or deeper, the macro will need to be modified.
    a. Save the cleanup macro to the mail merge template to always have access to it. On the View tab, go to Macros - view macros. Type the name of the macro and

click Create. Copy the text from the macro into the Visual Basic window that opens and save it.

   b. To run the macro, first click on the top of the document, before the first line of text. Then go to the View tab, click on Macros, and double click on the name of the cleanup macro.
   c. After running the macro, add the closing tags at the very end of the document. For example, if the last tag in the document is </c03>, also add </c02></c01>

4. Copy the inventory into a template to create a very basic EAD record that can be imported into AT. Also add the collection title and ID number so you can find the file in the AT resource record list. Save as an xml file.

5. Import the EAD record into AT. Under the Import menu, select Import EAD and browse to the file. You will get a message that indicates the file is an invalid record because it is missing mandatory fields. Ignore the message and click ok.

6. Merge the inventory EAD with the existing resource record in AT.
   a. Double click on Resources to update the list to include the file you just imported.
   b. Highlight your new file and the existing resource record.
   c. Click the Merge button.
   d. Highlight the existing resource record as the item to merge into. This means the folder list from your new record will be added to the existing resource record. Any other information in your new record, like the collection title, will be deleted. Click "select" and then "yes" and the files will be combined.

7. Open the resource record. The last folder in the record will contain the inventory for the digital files. In the navigation pane on the left, drag each folder to the correct location in the arrangement.

8. Add the barcodes. This has to be done after the file is in AT unless you have the Yale plugin that allows for barcodes to be imported.

   Use Excel to generate a list of barcodes. For a few barcodes, these can be copied and pasted into AT to assign them to the appropriate containers. With many barcodes, use Excel to convert them into scannable barcodes by adding an asterisk before and after the barcode and then selecting the barcode font.

Examples: Ingest Spreadsheet into AT

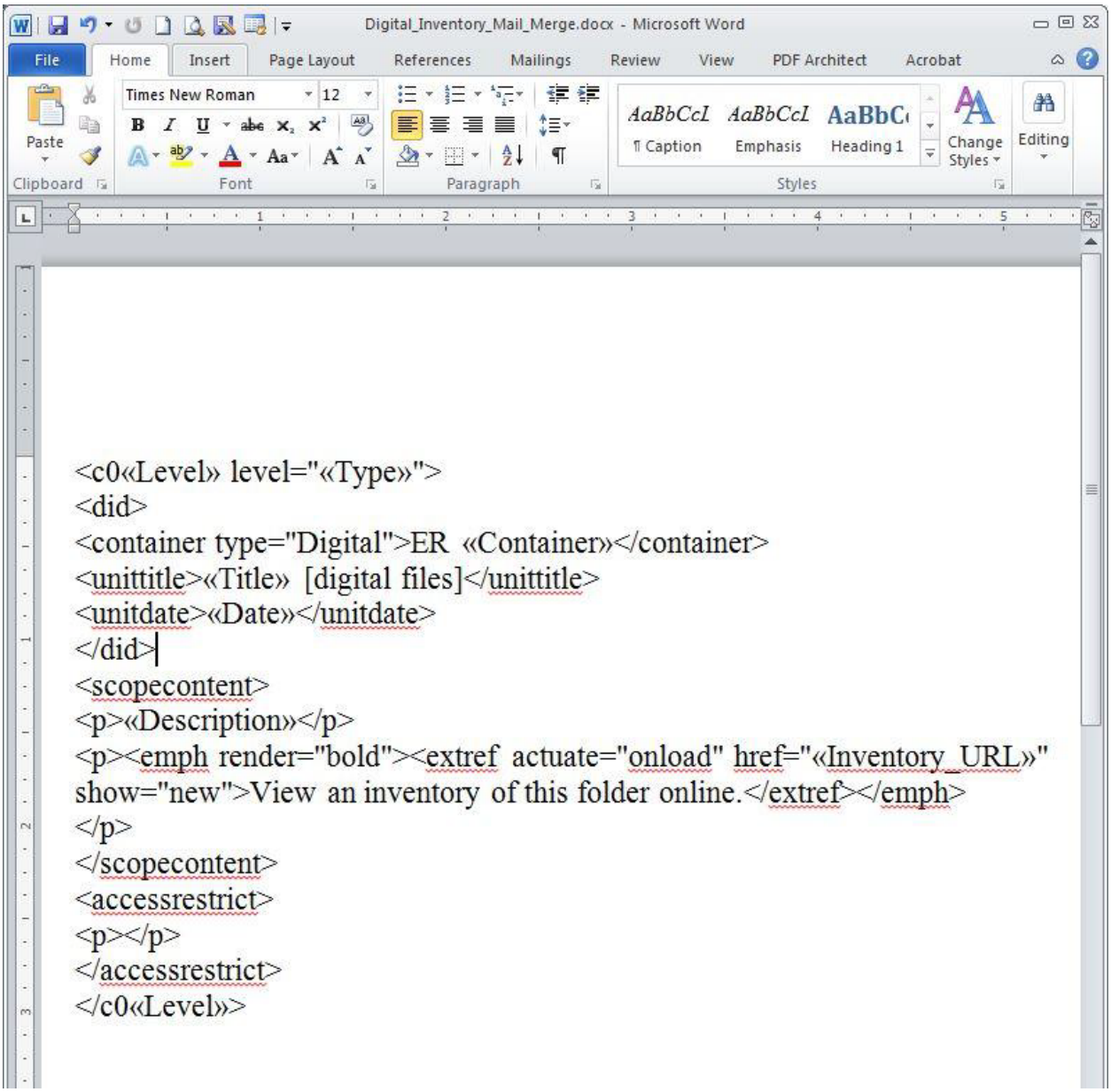
Spreadsheet Ready to Import

Miller Series V.xlsx - Microsoft Excel

Level	Type	Container	Title	Date	Description	Restrictions	Inventory_URL
1	series		Series V. United States Senator				
2	subseries		Subseries D. Political and Personal				
3	file	23	[Campaign]		Files from Miller's 2000 special election Senate campaign versus Mack Mattingly. Includes daily reports about the campaign progress and news events that could affect it, research on Miller's position and past comments on a wide variety of issues, and research about his opponent.		https://drive.google.com/open?id=0B1jfrztC4VixcU9aQ0xKVFVFa1E&authuser=0
4	file	23	2000 Georgia Senate Special Election Morning Briefings	2000			
4	file	23	Mattingly Campaign Emails	2000		Access to opponent research is restricted for 20 years from the date of creation. These files are available for research on January 1, 2021.	
4	file	23	Mattingly Opposition Information Research Issues, Memos, Debate WATCH	2000		Access to opponent research is restricted for 20 years from the date of creation. These files are available for research on January 1, 2021.	
4	file	23	Mattingly Opposition Work 2000 Georgia Senate	2000		Access to opponent research is restricted for 20 years from the date of creation. These files are available for research on January 1, 2021.	

Mail Merge Template

The portions bracketed by «» are where the data from your spreadsheet will go. The column header in the spreadsheet must match the text within the brackets exactly.



Results for one folder after the mail merge

```
<c03 level="file">
<did>
<container type="Digital_Records">ER 23</container>
<unittitle>[Campaign] [digital files]</unittitle>
<unitdate></unitdate>
</did>
<scopecontent>
<p>Files from Miller's 2000 special election Senate campaign versus Mack Mattingly.
Includes daily reports about the campaign progress and news events that could affect it,
research on Miller's position and past comments on a wide variety of issues, and research
about his opponent.</p>
<p><emph render="bold"><extref actuate="onload"
href="https://drive.google.com/open?id=0B1jfrztC4VixcU9aQ0xKVFVFa1E&authuser=
0" show="new">View an inventory of this folder online.</extref></emph>
</p>
</scopecontent>
<accessrestrict>
<p></p>
</accessrestrict>
</c03>
```

Template to make EAD Document

Save the template as a plain text file so that no Microsoft Word hidden formatting is introduced to your document. This may prevent it from imported into AT correctly.

Template for EAD import to AT.txt - Notepad

File Edit Format View Help

```
<?xml version="1.0"?>
<ead>
  <eadheader>
    <eadid></eadid>
    <filedesc>
      <titlestmt>
        <titleproper></titleproper>
      </titlestmt>
    </filedesc>
  </eadheader>
  <archdesc level="collection">
    <did>
      <unittitle>INSERT COLLECTION TITLE HERE</unittitle>
      <unitid>INSERT COLLECTION ID</unitid>
    </did>
    <dsc>
        INSERT INVENTORY HERE
    </dsc>
  </archdesc>
</ead>
```

cleanup macro

```
Sub cleanup()
'
' cleanup Macro
'
'Selection.All
With Selection.Find
.Text = "^b"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "^p"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "^t"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "<container type=""box""></container>"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "<container type=""folder""></container>"
.Replacement.Text = ""
End With
```

```
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "<unitdate></unitdate>"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c01><c02"
.Replacement.Text = "<c02"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c01><c03"
.Replacement.Text = "<c03"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c01><c04"
.Replacement.Text = "<c04"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c01><c05"
.Replacement.Text = "<c05"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c02><c01"
```

```
.Replacement.Text = "</c02></c01><c01"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c03><c01"
.Replacement.Text = "</c03></c02></c01><c01"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c04><c01"
.Replacement.Text = "</c04></c03></c02></c01><c01"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c05></c01"
.Replacement.Text = "</c05></c04></c03></c02></c01><c01"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c02><c03"
.Replacement.Text = "<c03"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c03><c02"
.Replacement.Text = "</c03></c02><c02"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
```

```
With Selection.Find
.Text = "</c03><c04"
.Replacement.Text = "<c04"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c04><c03"
.Replacement.Text = "</c04></c03><c03"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c04><c02"
.Replacement.Text = "</c04></c03></c02><c02"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c04><c05"
.Replacement.Text = "<c05"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c05><c04"
.Replacement.Text = "</c05></c04><c04"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "</c05><c03"
.Replacement.Text = "</c05></c04></c03><c03"
End With
Selection.Find.Execute Replace:=wdReplaceAll
```

```
'Selection.All
With Selection.Find
.Text = "</c05><c02"
.Replacement.Text = "</c05></c04></c03></c02><c02"
End With
Selection.Find.Execute Replace:=wdReplaceAll

'Selection.All
With Selection.Find
.Text = "&"
.Replacement.Text = "&amp;"
End With
Selection.Find.Execute Replace:=wdReplaceAll


'Selection.All
With Selection.Find
.Text = "<scopecontent><p></p></scopecontent>"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll


'Selection.All
With Selection.Find
.Text = "<accessrestrict><p></p></accessrestrict>"
.Replacement.Text = ""
End With
Selection.Find.Execute Replace:=wdReplaceAll


End Sub
```