

How to Process Containers

August 24, 2010

Overview

This procedure will identify how to capture information about processed containers and enter it into Axaem. When records are sent to the Archives or Records Center, they are given control numbers such as box RCL number, user box number, and barcode number. The RCL number is a unique key created by the box inventory application for every box that's entered. Within this application, this is simply known as the "box number." We've taught agencies to call it the RCL number, which stands for Records Center Location, even though it's not the actual shelf location number. This number does not change, even if the box is moved to a new shelf. A barcode label with this number is printed and placed on each box, which provides location control tracking.

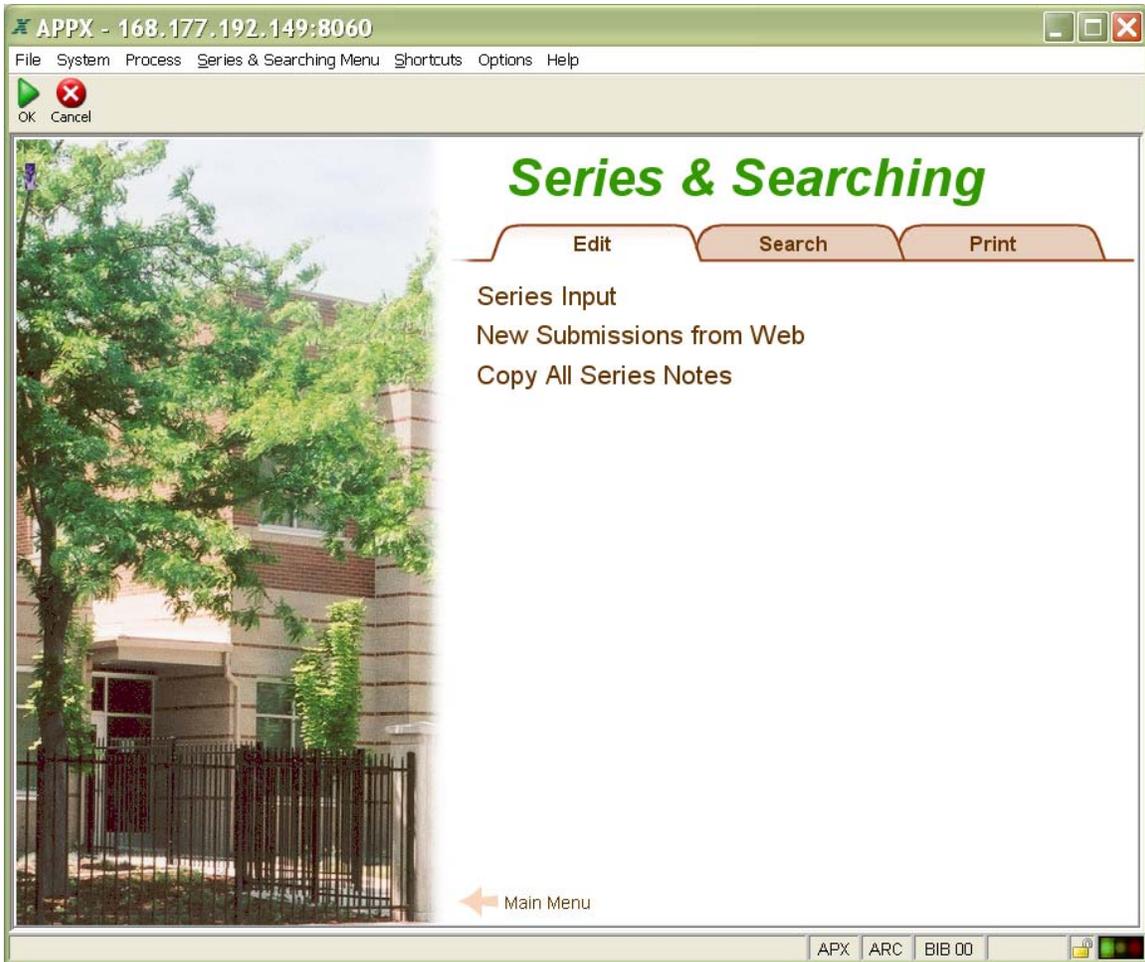
The user box number is determined by the agency that sends the records in. They use this number when requesting boxes or files be pulled and sent back to them, so it's important that this number remains the way the agency set it, especially for ongoing series. But even closed series would still best be linked to transfer paperwork by leaving the user box number intact. The fields that should be updated in box inventory application during processing are the From Date, To Date, and Folder Range.

When creating a finding aid for public use, the records should be displayed in an order that makes sense for the series. This order may or may not reflect the order that records were transferred to us and entered into the box inventory application. It's the processor's job to put the records in their best order and assign new processed container numbers for them. The container may be a box, folder, map-case drawer, microfilm reel, or something else. Once these new container numbers have been established, they need to be recorded into Axaem.

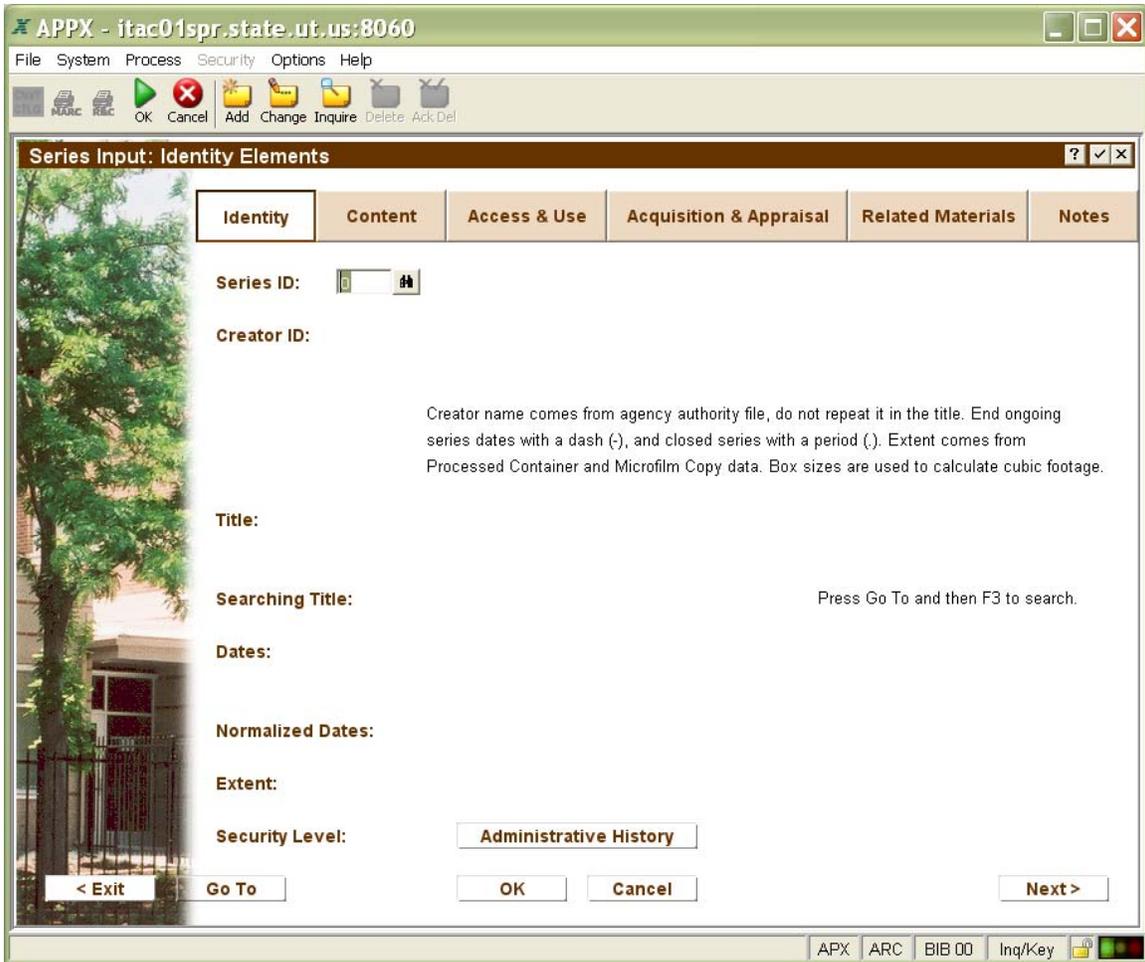
To record processed container information, from the Main Menu click Series & Searching



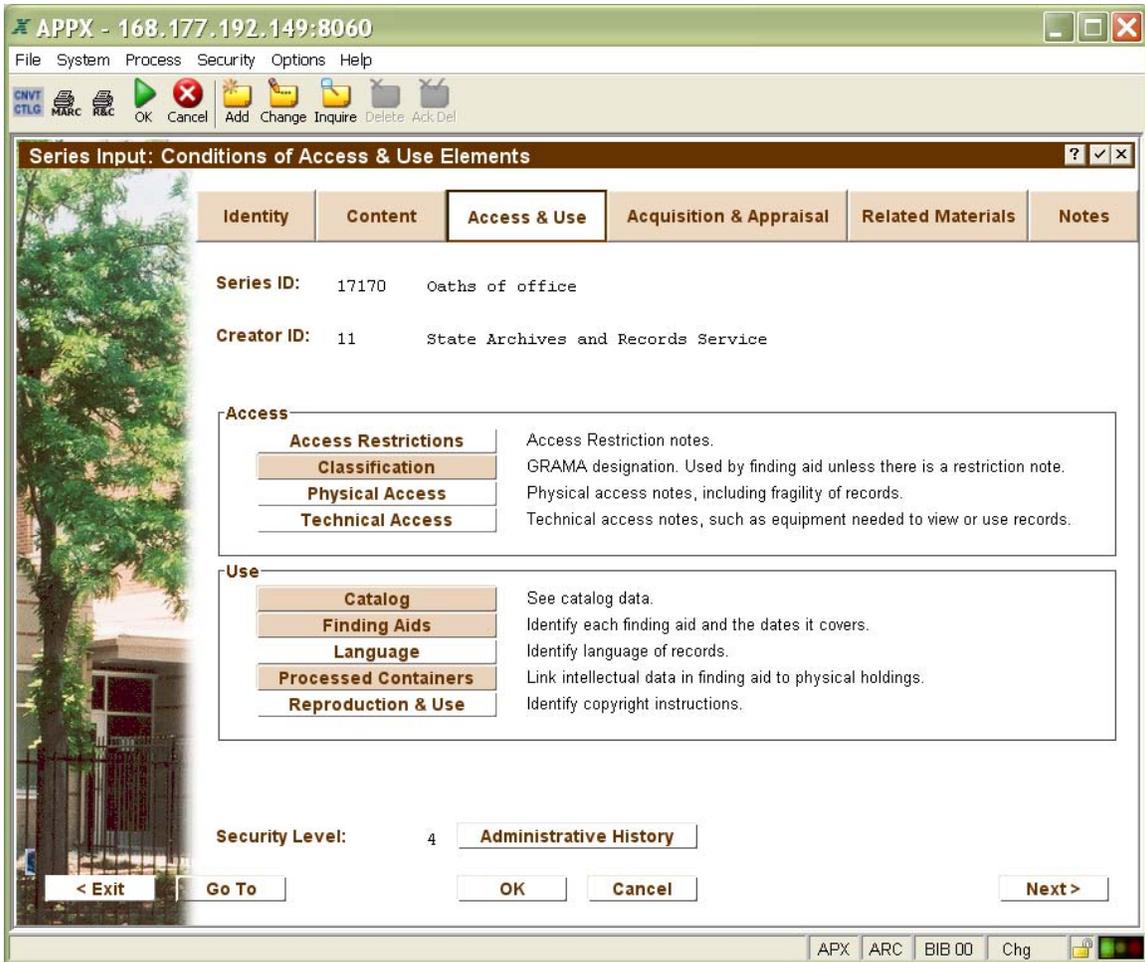
Then click Series Input.



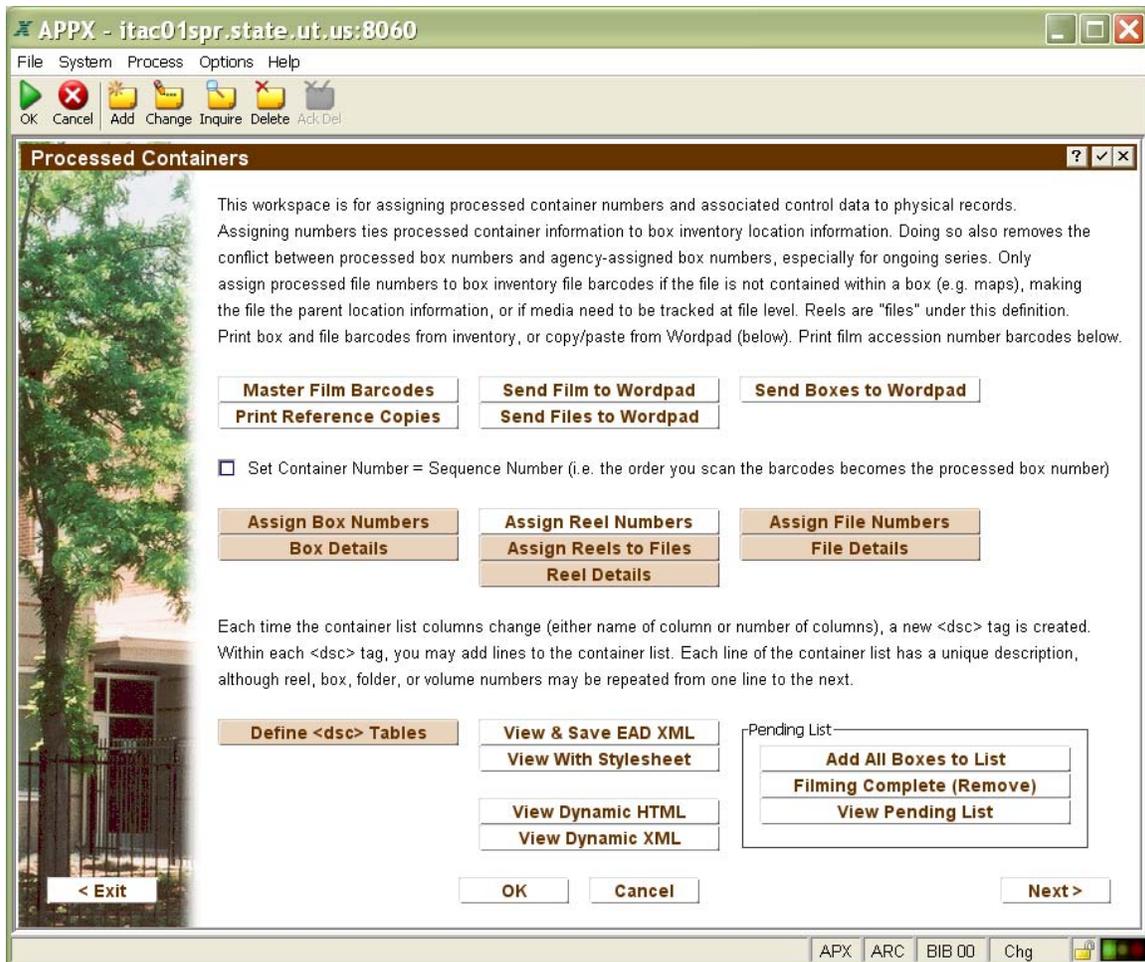
Press F12 or the Change Mode button  provided on the toolbar, type a series number, and click OK.



Then click the Access & Use tab, and choose Processed Containers.



That will present you with this screen:



Essential Steps

The Processed Container screen provides a centralized workspace in which to organize physical materials and transform descriptions into finding aids. Processing should generally be done in the following (summarized) order:

1. Gather all physical holdings, and arrange them in an appropriate order.
2. If the paper format is going to be kept permanently, replace file folders and boxes with archival containers.
3. Keep notes about the condition of records and the contents of boxes as you find them.
4. Assign numbers to the containers. Place permanent labels on the folders and temporary sticky notes on the boxes reflecting these numbers.
5. Send the boxes to Micrographics for filming, complete with a workorder which clearly communicates the series arrangement and the type of index ranges you would like recorded on the master film.

6. When Micrographics hands you back the finished microfilm, assign reel numbers, making sure data is exported/saved to the Reference Copy and Processed Reel files.
7. Make sure all containers, including microfilm reels, have been added to the box inventory application and assigned a location.
8. Input assigned processed container numbers into Axaem based upon the instructions below, tying them to their box inventory application barcode.
9. Input box, file, or reel details into Axaem in the space provided, using the notes you kept about the condition and contents of the box, file, or reel.
10. Update the box inventory application fields as necessary for the From Date, To Date, and Folder Range.
11. Create permanent labels for the boxes, reflecting the new processed container numbers. The box inventory application labels will have to be used until Axaem labels for this purpose have been programmed in.
12. Decide how the container list should be displayed, including column names and changes in column structure.
13. Add a <dsc> table entry for each set of container list lines. A new entry should be added every time the name of the column or number of columns changes.
14. If the container list is going to be long and involved, export the container framework (dsc entry) to Excel and do data entry there. Otherwise, add container list lines directly into Axaem.
15. If using Excel, import the tab delimited file to Axaem.
16. Make sure all series content has been added to Axaem according to DACS standards, including note fields, related records, and other pertinent details. If an agency history has been written, the agency must have the “compiled by” and “compiled when” (under Miscellaneous Date within Agency Input) fields filled in for Axaem to generate a link to the history.
17. Generate the resulting EAD file, with or without the stylesheet.
18. Send finding aid through internal review process.
19. Add a new entry into the Finding Aids field in Axaem, indicating that a series inventory now exists.
20. Re-shelve boxes and reels.
21. Post the new finding aid on the website.

Boxes

To identify boxes, make sure that you know exactly what order you want the boxes to be in. Have them sitting in front of you in that order if necessary. You will be entering the barcode numbers from those boxes in the order that you want the container numbers to be established. The easiest way to do data entry of a barcode number is to print the barcodes and zap them with a barcode gun. But you could also just copy/paste these barcode numbers from a list.

With your barcode labels are in hand, write the processed container number next to the barcode in the order that it should be entered. That's the order in which you will zap each barcode with the barcode gun.

Alternatively, if you just want to copy/paste the barcode numbers, go to the Processed Containers screen in Axaem and click the option to send them to Wordpad. A list of all the boxes will come up. Select the barcode number that you want to start with and copy it to the clipboard. This is the quickest way to view all the boxes.



temp.wri - WordPad

File Edit View Insert Format Help

BARCODE	USER BOX	FROM DATE	TO DATE	SERIES
%00085934	1	1903010100000000	1924123100000000	17170
%00085935	2	1925010100000000	1940123100000000	17170
%00085936	3	1941010100000000	1954123100000000	17170
%00085937	4	1955010100000000	1962123100000000	17170
%00085938	5	1963010100000000	1967123100000000	17170
%00085939	6	1968010100000000	1973123100000000	17170
%00085940	7	1973010100000000	1977123100000000	17170
%00085941	8	1977010100000000	1983123100000000	17170
%00085942	9	1983010100000000	1988123100000000	17170
%00085943	10	1988010100000000	1991123100000000	17170
%00158430	13	1996010100000000	1997123100000000	17170
%00154782	11	1991010100000000	1993123100000000	17170
%00154783	12	1994010100000000	1995123100000000	17170
%00180980	14	1998010100000000	2000123100000000	17170

For Help, press F1

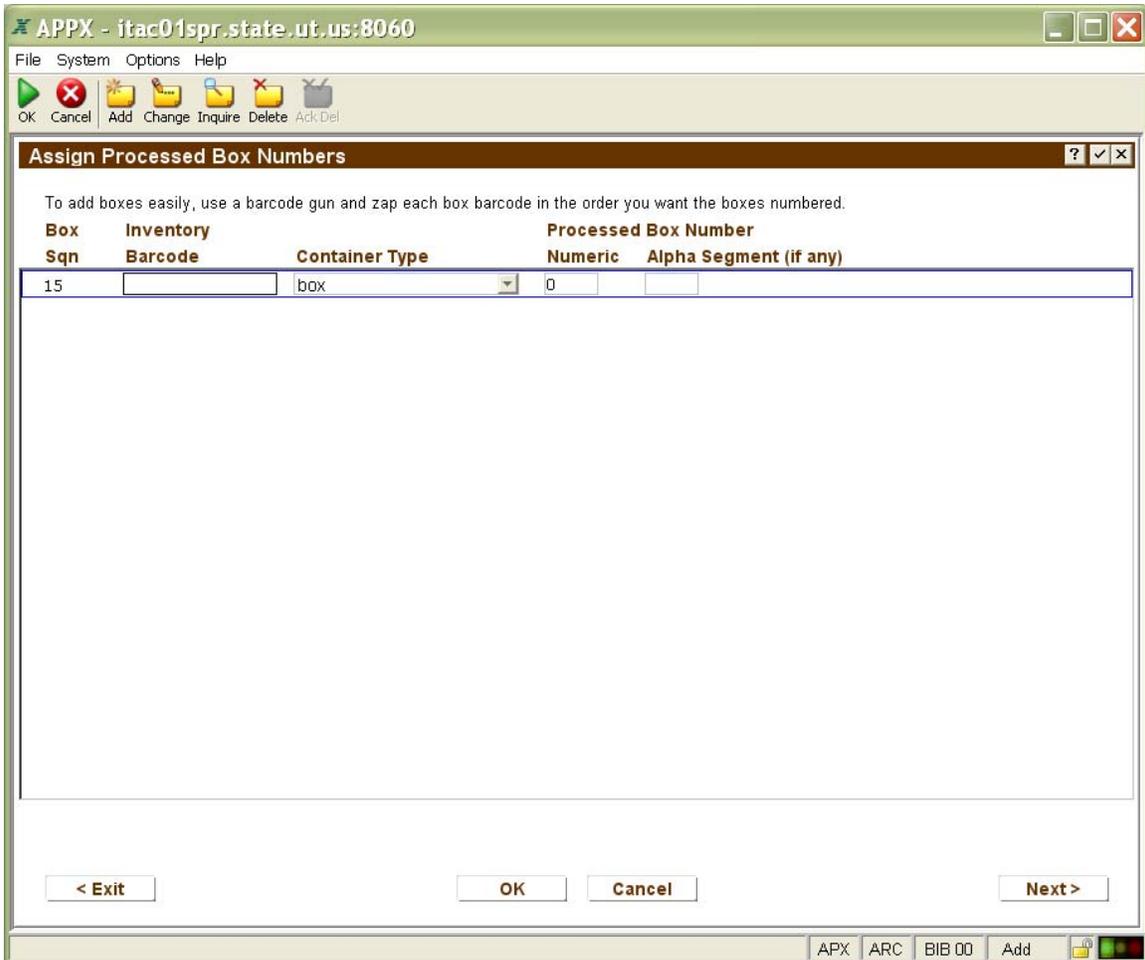
Next, on the Processed Containers window, note the checkbox that says Set Container Number = Sequence Number:

Set Container Number = Sequence Number (i.e. the order you scan the barcodes becomes the processed box number)

If you want the processed container number to automatically be established in the same order that you are entering the barcode, check this box. Then click Assign Box Numbers. If there are no box numbers already there, the system should automatically put you into

Add Mode. If there are box numbers, then you will need to go into Add Mode by

pressing F9 or the Add Mode button  on the toolbar.



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File System Options Help

OK Cancel Add Change Inquire Delete Ack/Del

Assign Processed Box Numbers

To add boxes easily, use a barcode gun and zap each box barcode in the order you want the boxes numbered.

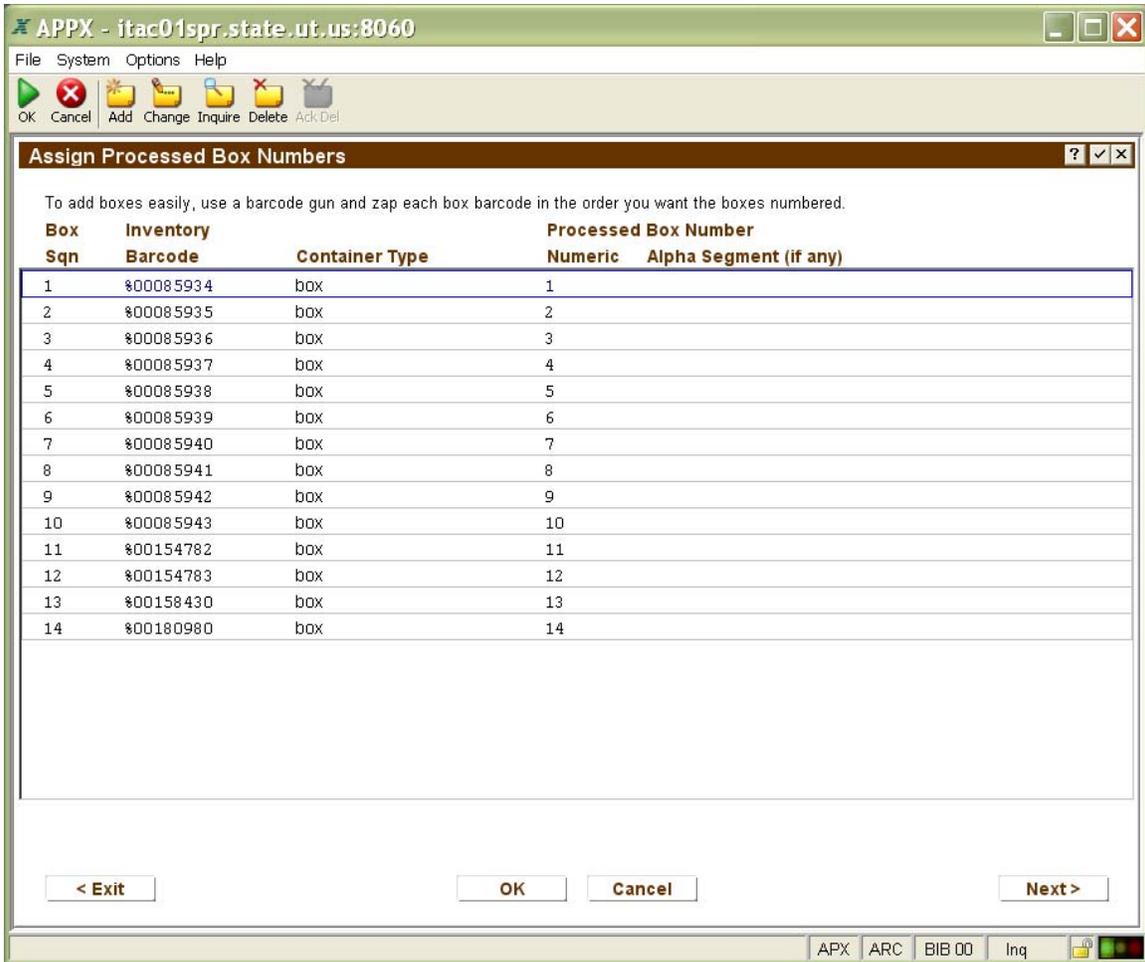
Box Sqn	Inventory Barcode	Container Type	Processed Box Number	
			Numeric	Alpha Segment (if any)
15		box	0	

< Exit OK Cancel Next >

APX ARC BIB 00 Add

If you are using the barcode gun, start zapping the barcodes one by one. If copy/pasting, place your cursor in the barcode field and press Ctrl-P to paste in the data.

You will need to identify the container type from the dropdown list. The default for this screen is “box,” but if you are using some other box-like container type (tracked as a box in the box inventory application but not actually a box), you will need to identify it. The processed container number is the same one that will appear on the finding aid. If this value isn’t actually a number, but a letter or number-letter combination, put the number in the numeric field and the letter in the alpha segment field. If you have a container named Volume A, then the dropdown would say “volume” and the container number wouldn’t have a number but only have the “A” in the alpha field. When you are done, you should have a list like this:



Once you have a processed container tied to a barcode, Axaem can calculate the extent of the series. It will look up the barcode number in the box inventory application, see what type of box is tied to that entry (such as cubic foot box, Hollinger, etc.) and calculate total cubic footage for the series. This will display on the front screen of Series Input as well as the extent field in the finding aid.

After the initial barcodes have been added, Exit to Processed Containers and click Box Details. This shows the same data you just entered, but gives you more room to explain what's in the box.



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File System Process Options Help

OK Cancel Add Change Inquire Delete Ack/Del

Processed Boxes

Series: 17170 Container Type: box Other:

Box Key: 1 Container Number: 1 Alpha Segment (if any):

Inventory Barcode: %00085934 Location: ARC

Preservation & Access Work			
	Needs Doing	Done	
Clean:	<input type="checkbox"/>	<input type="checkbox"/>	
Film:	<input type="checkbox"/>	<input type="checkbox"/>	
Flatten:	<input type="checkbox"/>	<input type="checkbox"/>	
Re-Box:	<input type="checkbox"/>	<input type="checkbox"/>	
Re-Folder:	<input type="checkbox"/>	<input type="checkbox"/>	
Reformat:	<input type="checkbox"/>	<input type="checkbox"/>	
Repair:	<input type="checkbox"/>	<input type="checkbox"/>	
Scan:	<input type="checkbox"/>	<input type="checkbox"/>	

Contains Media Types	
<input type="checkbox"/> Audograph Records	<input type="checkbox"/> Negatives
<input type="checkbox"/> Audio Tapes	<input type="checkbox"/> Photos
<input type="checkbox"/> CDs	<input type="checkbox"/> Slides
<input type="checkbox"/> DVDs	<input type="checkbox"/> Vinyl Records
<input type="checkbox"/> Filmstrips	<input type="checkbox"/> Video Tapes (Beta)
<input type="checkbox"/> Floppy Disks	<input type="checkbox"/> Video Tapes (VHS)
<input type="checkbox"/> Magnetic Tape	<input type="checkbox"/> Zip Disks
<input type="checkbox"/> Microfiche	
<input type="checkbox"/> Microfilm	
<input type="checkbox"/> Movie Film	

Box Processing Notes:

Print Box List

OK Cancel Next >

< Exit

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If the container type chosen is “othertype,” indicate what type of othertype in the field provided. Below the location information, you can record any details about the box that you learned while arranging the records. If something needs preservation attention, or there are media types other than paper, indicate that here. If there are other details you want to make note of, indicate that in the Notes field provided. You can also print a list of all the processed container boxes from this screen, through the button provided. The dates on this report are as recorded in the box inventory application for that box.

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File System Process Options Help

OK Cancel Add Change Inquire Delete Ack-Del

Page 1 of 1 Procoxs Box List With Dates Print? N

Archives

07/07/2008 15:19 40.38 APX Page: 1

Procoxs Box List With Dates

Container	Othertype	Cont Cont		Boxes Barcode	Box Dt From Box Dt To	
		Numb Alpha				
box		1		800085934	1903/01/01	1924/12/31
box		2		800085935	1925/01/01	1940/12/31
box		3		800085936	1941/01/01	1954/12/31
box		4		800085937	1955/01/01	1962/12/31
box		5		800085938	1963/01/01	1967/12/31
box		6		800085939	1968/01/01	1973/12/31
box		7		800085940	1973/01/01	1977/12/31
box		8		800085941	1977/01/01	1983/12/31
box		9		800085942	1983/01/01	1988/12/31
box		10		800085943	1988/01/01	1991/12/31
box		11		800154782	1991/01/01	1993/12/31
box		12		800154783	1994/01/01	1995/12/31
box		13		800158430	1996/01/01	1997/12/31
box		14		800180980	1998/01/01	2000/12/31

Press HELP To View Display Options

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To query the database about which boxes have any of the checkboxes set, go into the Reports menu and click on the tab for reports starting with the letter P-R. The first two options let you find out which boxes in our collection have preservation needs or certain media types.



When you exit back to Processed Containers, you can assign other numbers to other container types.

Microfilm Reels

When assigning container numbers for microfilm, you are really assigning reel numbers. Since there is already a place in Axaem for handling reel numbers, the decision made was not to replace the existing code, but just overlay it with new functionality from Processed Containers. **That means there's an extra step that you have to do when creating reel numbers that you don't have to do with boxes.**

Place all of your boxes of microfilm in front of you, and put them in the order that you want the reel numbers to be.



Print your master film barcodes from the option provided if using the barcode gun, verify the film accession numbers and reel numbers are in the order you want, and write the reel number next to the barcode. If using copy/paste, click the Send Film to Wordpad option. Note that this displays all of the date and index range data that has been entered for the master film. The columns are separated by tabs, so they may not line up evenly.

ACCESSION	FROM DATE	TO DATE	FROM RANGE	TO RANGE	SERIES
128171	1903 000 00	1919 000 00	Doremus A F	Dyer Ada	17170
128172	1919 000 00	1931 000 00	Eaton George A	Bylund E O	17170
128173	1931 000 00	1941 000 00	Cahoon Mrs	Grover Wendell	17170
128187	1941	1951	Hacking Donald	Koehler Ernest	17170
128218	1951	1960	Lamph Loren J	Espinoza B	17170
128219	1960	1967	Faux Merrill	Boyden John S	17170
128220	1967	1971	Bradshaw Sally	Hyde Ronald	17170
128221	1971	1976	Ingram Wesley	Ostler Ronald	17170
128259	1976	1983	Pacheco Reuben	Gygi George L	17170
128260	1983	1987	Hafen Eldon E	Lyman Harold J	17170
128315	1987	1990	MacFarlane J R	Lyon Andrew M	17170
128316	1990 000 00	1991 000 00	Mackay Craig	Zitting David	17170
164002	1992 000 00	1993 000 00	Adams Milton D	Sybrowsky Paul	17170
164150	1993	1995	Tabish Gene A	Hinman Candace	17170
164151	1995	1996	Hoffman Charle	Volpe Keith	17170
164152	1996	1997	Waddoups Micha	Zolman David	17170

On the Processed Containers screen, decide if you want to check the checkbox to make the processed container sequence number the reel number.

Set Container Number = Sequence Number (i.e. the order you scan the barcodes becomes the processed box number)

Assign Box Numbers	Assign Reel Numbers	Assign File Numbers
Box Details	Assign Reels to Files	File Details
	Reel Details	

When you click on the Assign Reel Numbers button, you are looking at a workspace which is temporary in nature, although it will last longer than your current login session. This is where you organize your reel numbers, but it won't save the reel numbers to the Reference Copy file or the Processed Reels file without specific action.

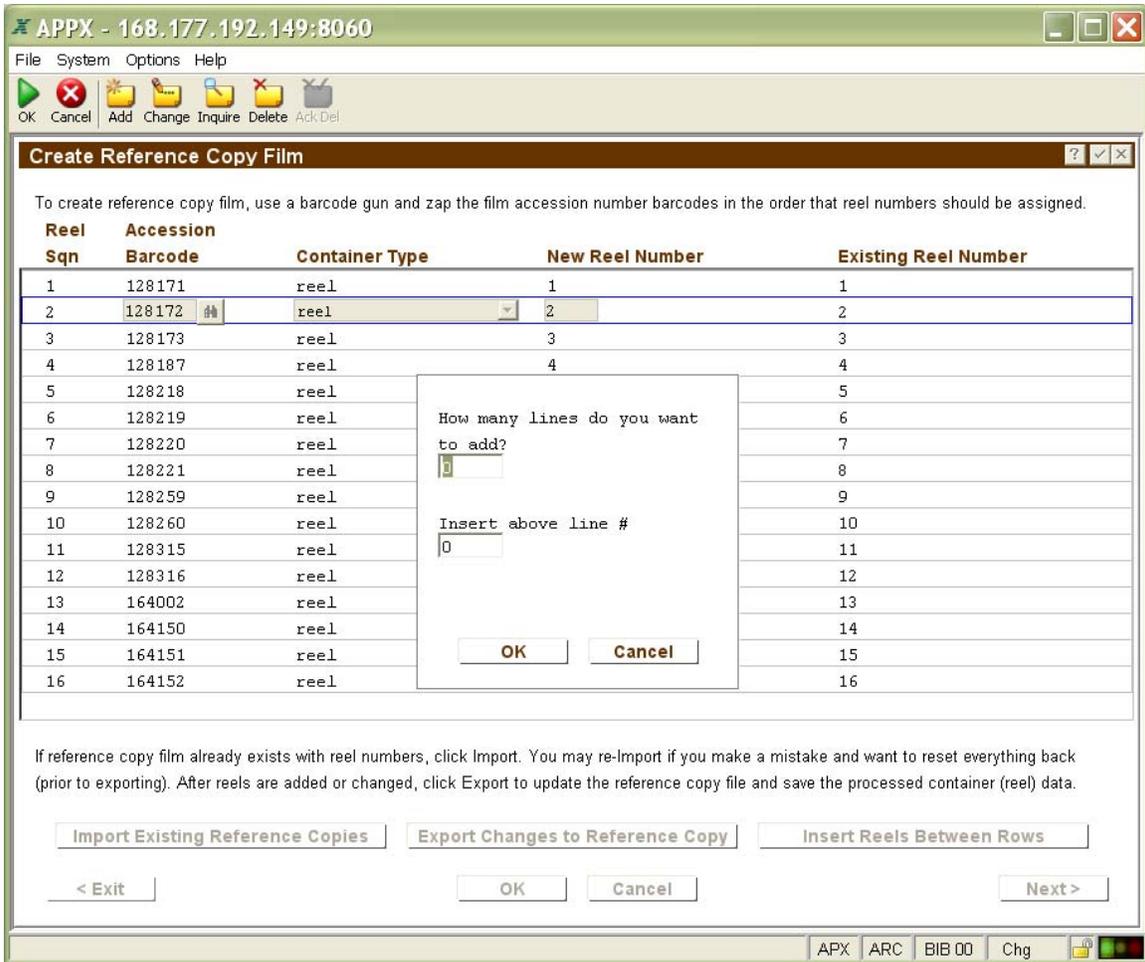
If there are already assigned reel numbers for the series, click the Import Reels option. If this is a new series with no Reference Copy film, start adding the microfilm accession numbers (not the box inventory application file barcodes). **If you are using the barcode gun, first train it to send two Enter commands after it fills in the barcode number.** Follow the barcode gun manufacturer's instructions to make it do this. It will eliminate the need to hit the OK button between each zap to verify lookup values before it goes on to the next record.

Add the data in the order you want the reel numbers to be.

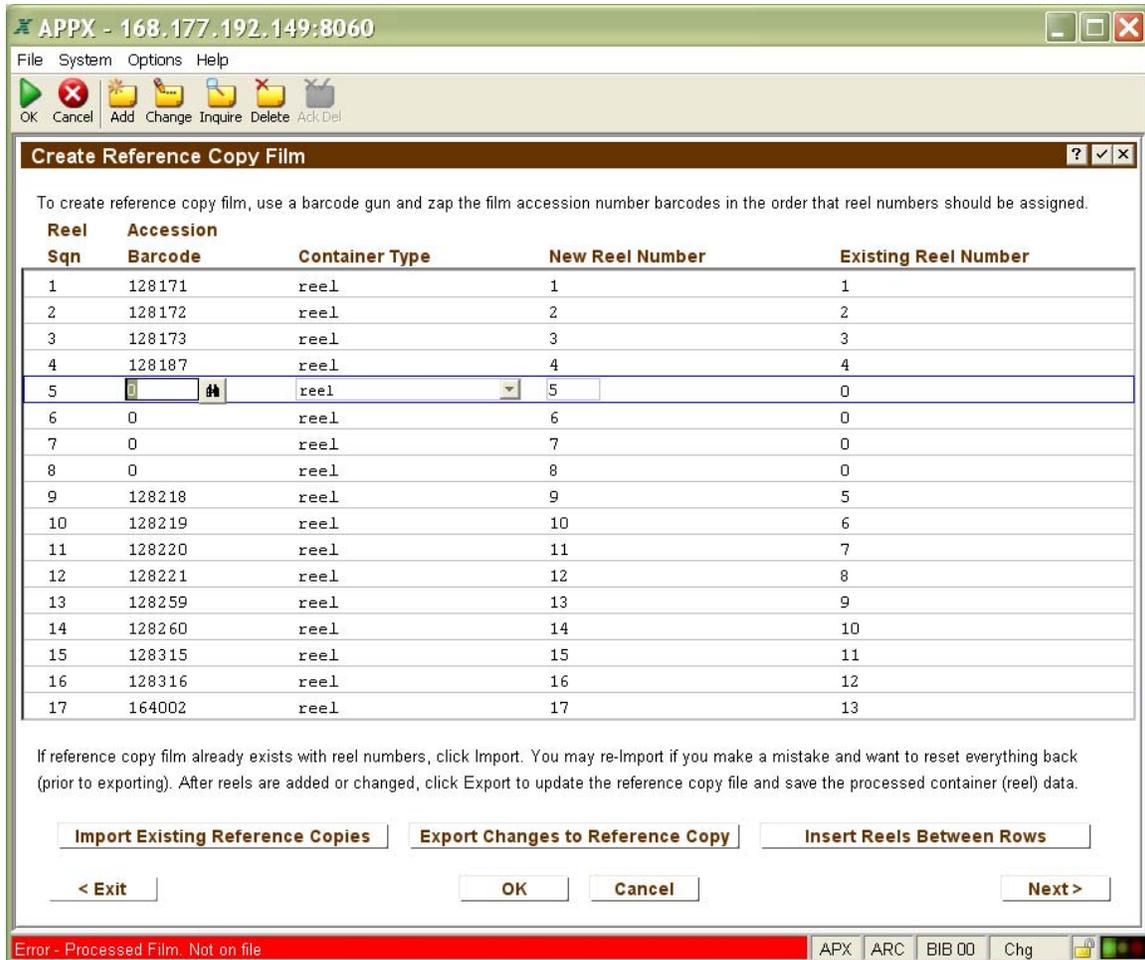
Reel Sqn	Accession Barcode	Container Type	New Reel Number	Existing Reel Number
1		reel	0	

Once you add data to the workspace, it will keep it there until the data is exported. Exporting saves your data to Reference Copy and the new Processed Reel file, then clears out the workspace, so if you need to do further editing, you would have to import the existing reels again. This workspace can also be used to renumber reels if you choose. **If you do not export the data (thereby not create Processed Reels), you will not have certain options available to you within the Container List.**

To insert reels between rows, click on the option provided, and indicate which line number is the insertion point, as well as how many new lines you need.



This will open up new lines for editing and automatically renumber the reels to account for the new lines. Don't worry about the error that says the processed film isn't on file yet. It's trying to lookup accession 0, which doesn't exist. Type the actual accession number, click OK to save the record within the workspace, and the error will go away.



If everything looks the way you want, export your changes. If it doesn't look ok and you want to start over, you can either delete each record from the workspace (for new series that have nothing in Reference Copy or Processed Reels yet) or click Import Existing, which will wipe out what's in the workspace and replace it with what is currently in Reference Copy. If you exported your changes and then realized something was wrong, you will have to re-Import to make changes to the Reference Copy file. Changes made and re-Exported will save the change to Processed Reels, but if the problem is weird enough you may have to go into Assign Reels to Files (i.e. Processed Reels) and delete what's there manually to start over.

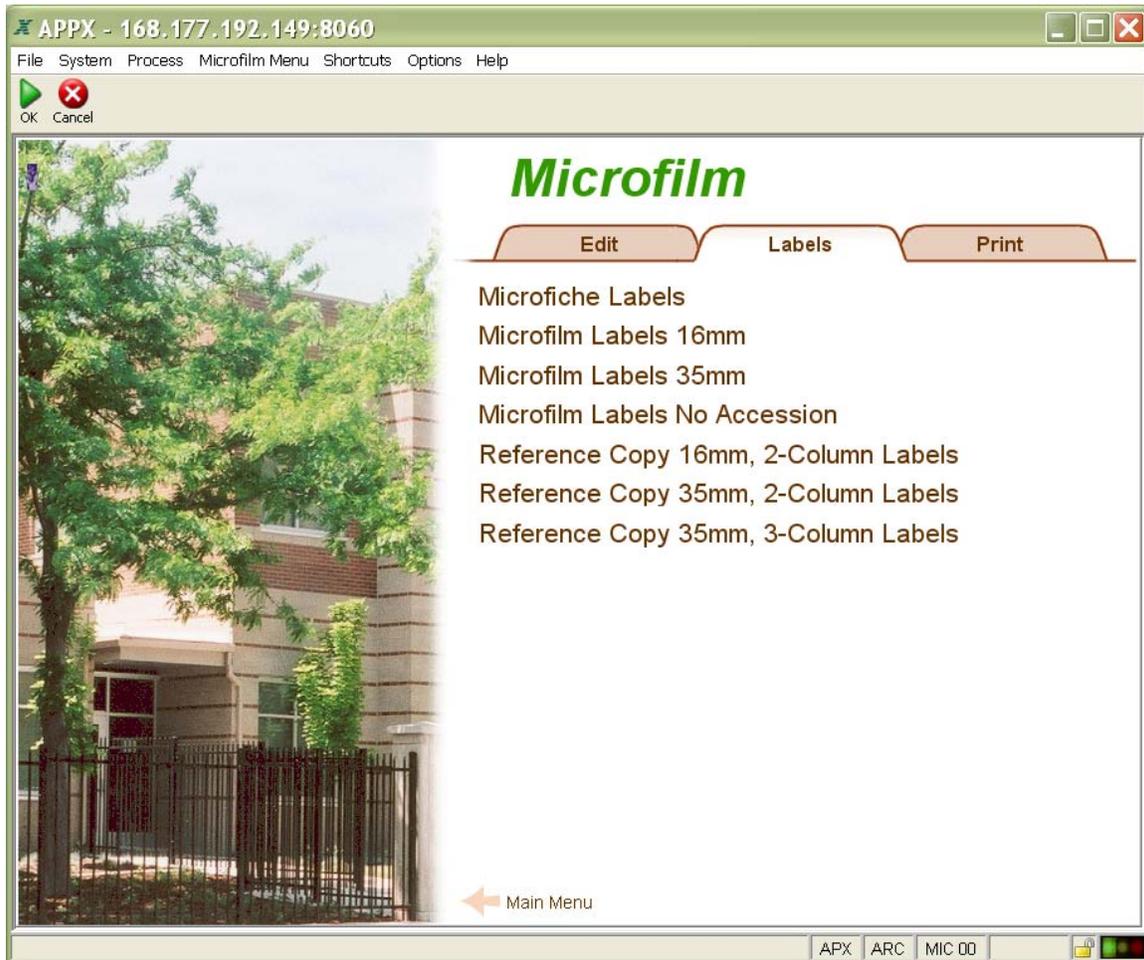
Delete Mode can be accessed by pressing F10 or clicking the Delete Mode button on the

toolbar . When in Delete Mode, you have to press the Acknowledge Delete button (or Ctrl-F10) to make the record go away.

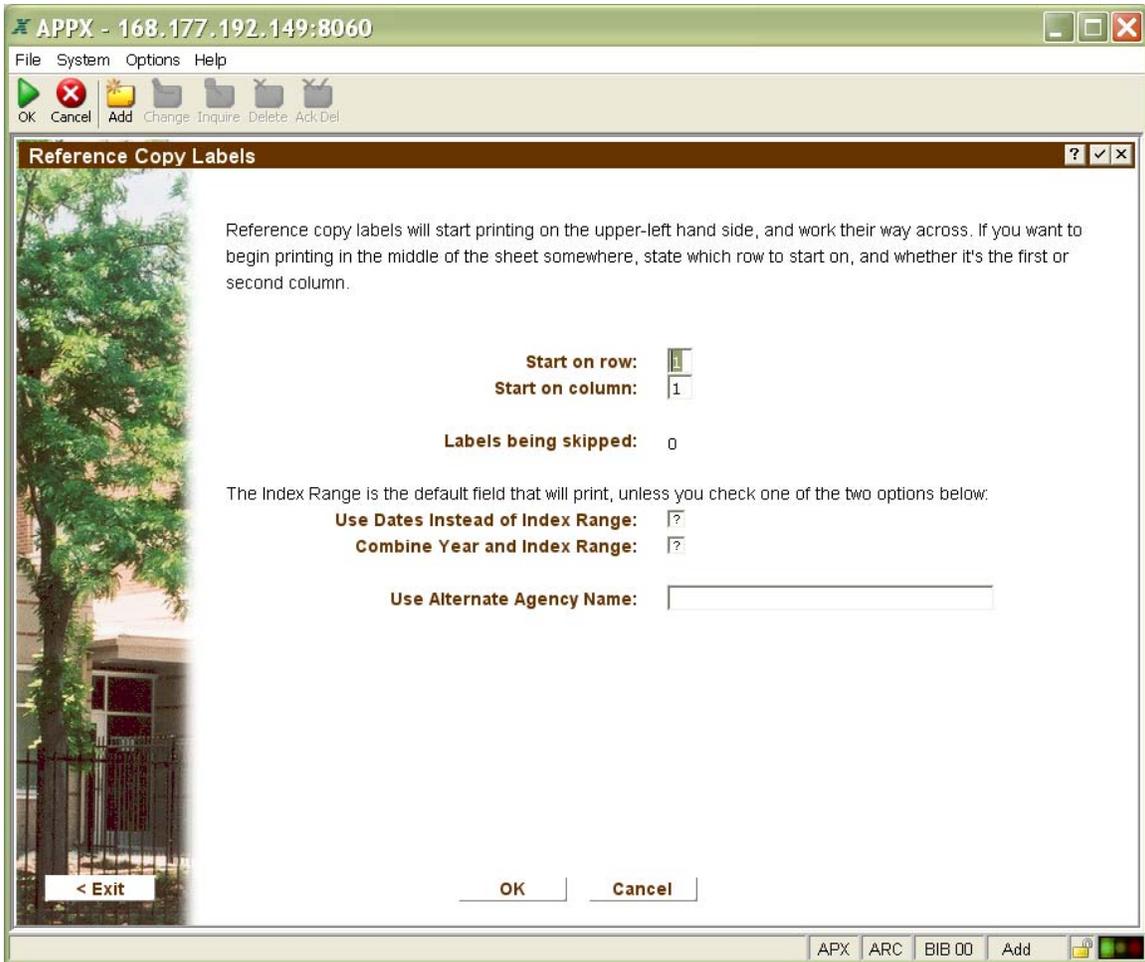
After the data have been exported, click Exit.

Printing Reference Copy Labels

At this point you are ready to print the Reference Copy labels. Go to the Microfilm Menu, then click the Labels tab. Select the 16 or 35 mm 2-column labels.

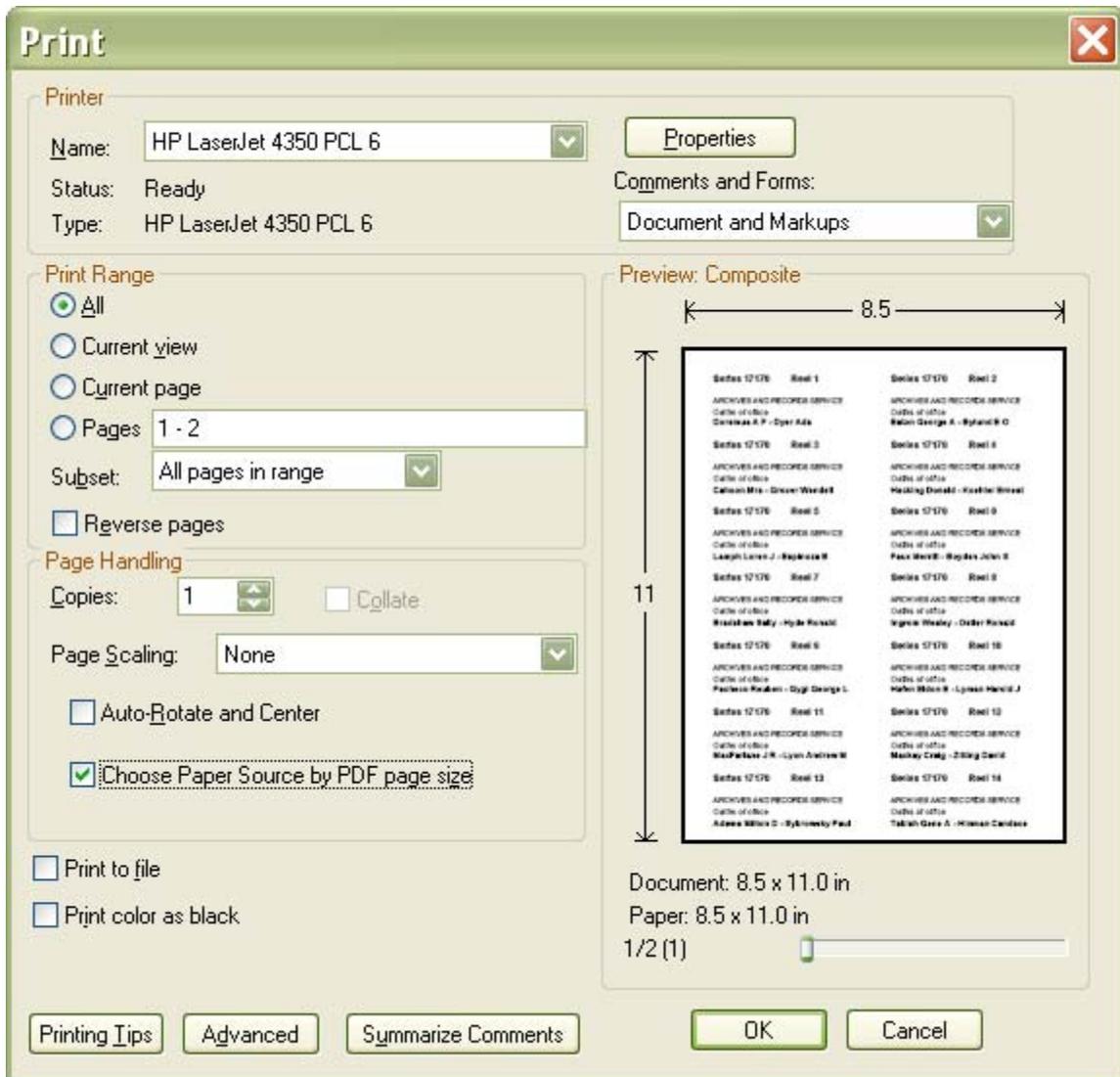


The report screen will ask you questions about the labels. If you are printing using labels that have been partially used, indicate what row and column the labels should start on. (If you are starting on Row 1 Column 2, there is a bug that may jump the record down to Row 2. The other row/column numbers seem to work correctly.) You can choose what type of information gets printed on the label. Check all that apply. The Alternate Agency Name field is for labels that need a different version of an agency's name than what's in the system. This is useful for agency names that could better utilize 32 characters than the standard 30.



Click OK to run the report. Remember that the settings you need to have in Acrobat for printing the .pdf file with the right margins are as follows:

- Page Scaling: none
- Auto-Rotate: no (unchecked)
- Choose Paper Source: yes (checked)



Reference Copy labels are intended to be printed on specific-sized labels. If you use the wrong size, the data won't fit within the margins. These labels do not have Avery numbers printed on them.

After printing the labels and placing them on the microfilm box, log into the box inventory application and add each film as a separate file belonging to the series. Assign a location for the film that reflects where it will be stored, or tie it to a box that already has a location. The film accession number should be the only thing typed in the description field. If desired, you may print a barcode label from the box inventory application and place it on the film box.

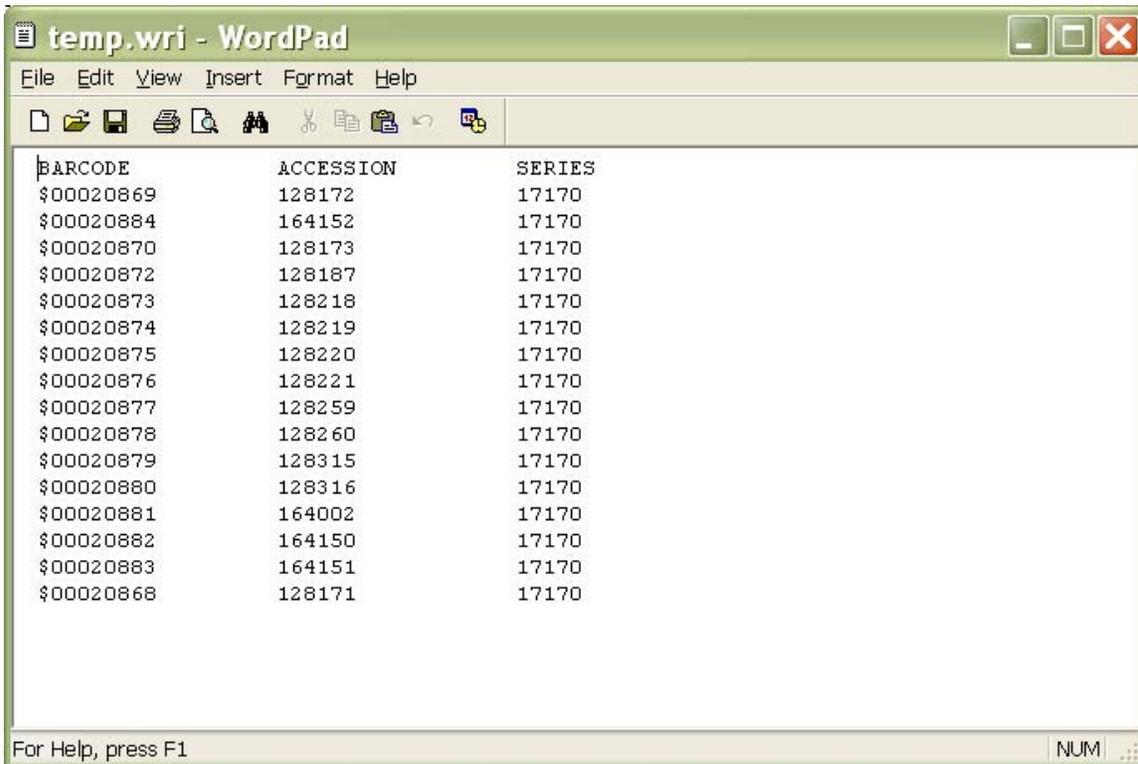
After film has been labeled, return to Series Input and the Processed Containers screen for your series.

Processed Microfilm

Click Assign Reels to Files.



This is where you create the link between the processed container and the the box inventory application barcode, which in the case of microfilm is a file barcode. Use the label printout you created in the earlier step. If you didn't save your label queue, or if you need barcodes of more items than you recently added, recreate the queue by going into The box inventory application and searching Files by series number (just as you would boxes), creating a data stream of the search results, and using that data stream to create labels. Then print your barcodes. Optionally, click the Send Files to Wordpad option to copy/paste.



Make sure you enter the barcodes in exactly the same reel number order as you assigned reel numbers before. The film accession number associated with that reel will display.

Note that you won't be in Add Mode. You should just be in Change Mode and changing the barcode field from blank to its real value.

Reference copy microfilm is tracked in the box inventory application at the file level. This process is to link the file barcode number to the series' reel number. To assign reels to files easily, use a barcode gun and zap each reel's file barcode in previously-established reel number order.

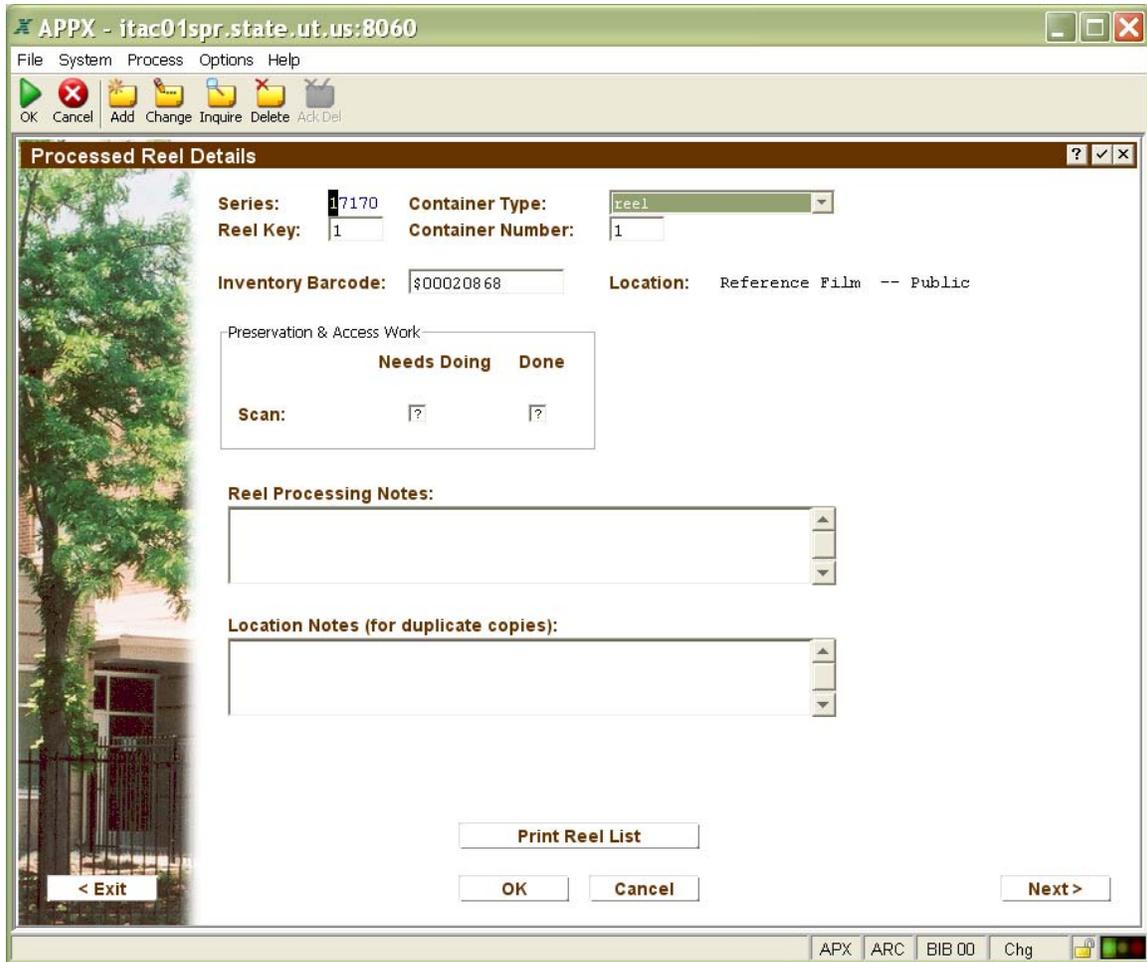
Reel Sqn	File Barcode	Container Type	Reel Number	Accession Number
1	\$00020868	reel	1	128171
2	\$00020869	reel	2	128172
3	\$00020870	reel	3	128173
4	\$00020872	reel	4	128187
5	\$00020873	reel	5	128218
6	\$00020874	reel	6	128219
7	\$00020875	reel	7	128220
8	\$00020876	reel	8	128221
9	\$00020877	reel	9	128259
10	\$00020878	reel	10	128260
11	\$00020879	reel	11	128315
12	\$00020880	reel	12	128316
13	\$00020881	reel	13	164002
14	\$00020882	reel	14	164150
15	\$00020883	reel	15	164151
16	\$00020884	reel	16	164152

< Exit OK Cancel Next >

APX ARC BIB 00 Chg

Once the data has been entered into Assign Reels to Files, you can access other details about these files by clicking on the Reel Details button on the Processed Container screen.

If this film needs to be scanned, indicate so in the field provided. Also, list where Reference Copy film duplicates live (such as loaner copies), and any other notes that might be of interest.



Files

The Assign File Numbers option works the same way assigning box numbers does. The only time you would use this option is if the file is the parent location information, such as for maps. Most series will not have files itemized.

Creating the Container List

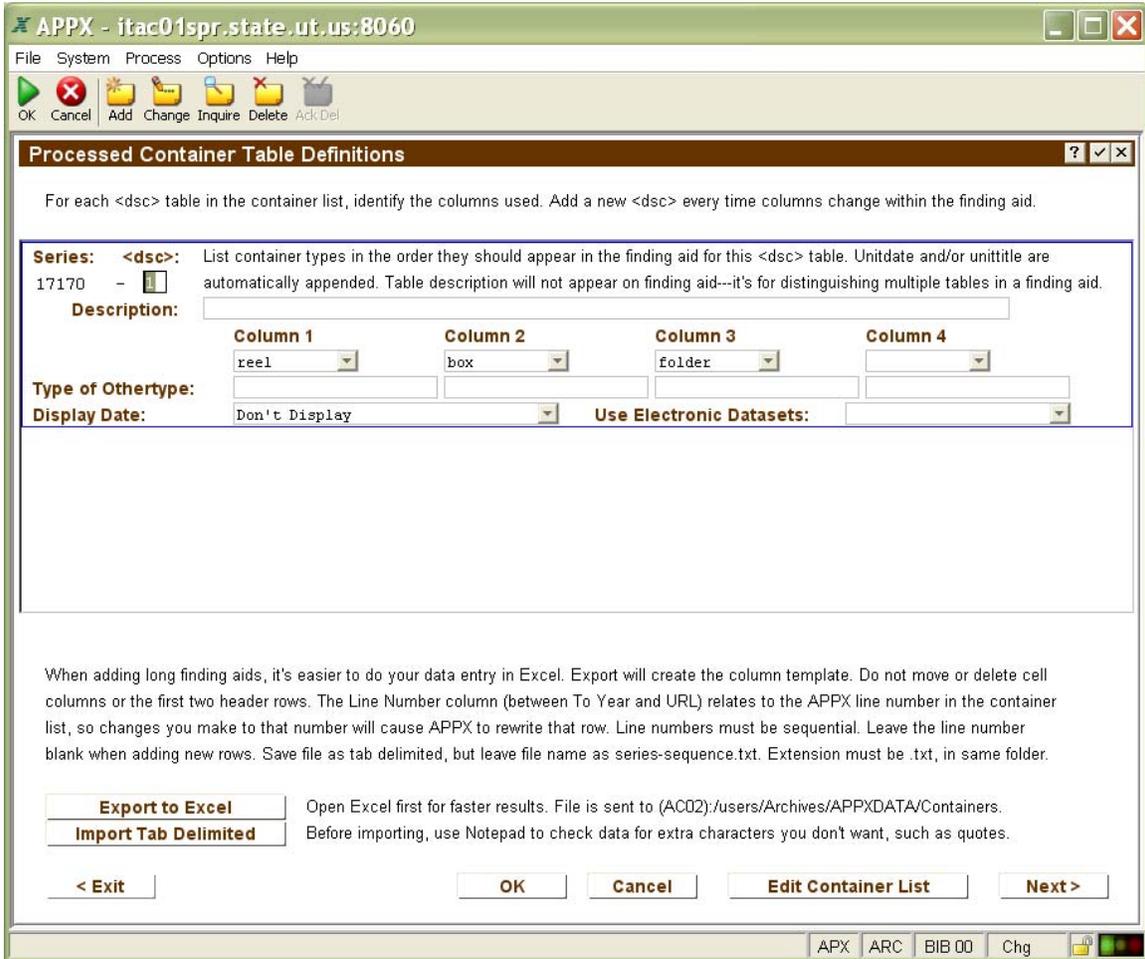
To create the container list, first create the <dsc> table entry, which identifies the column headers you will be using. On the Processed Containers screen, click Define <dsc> Tables.

Define <dsc> Tables

View & Save EAD XML

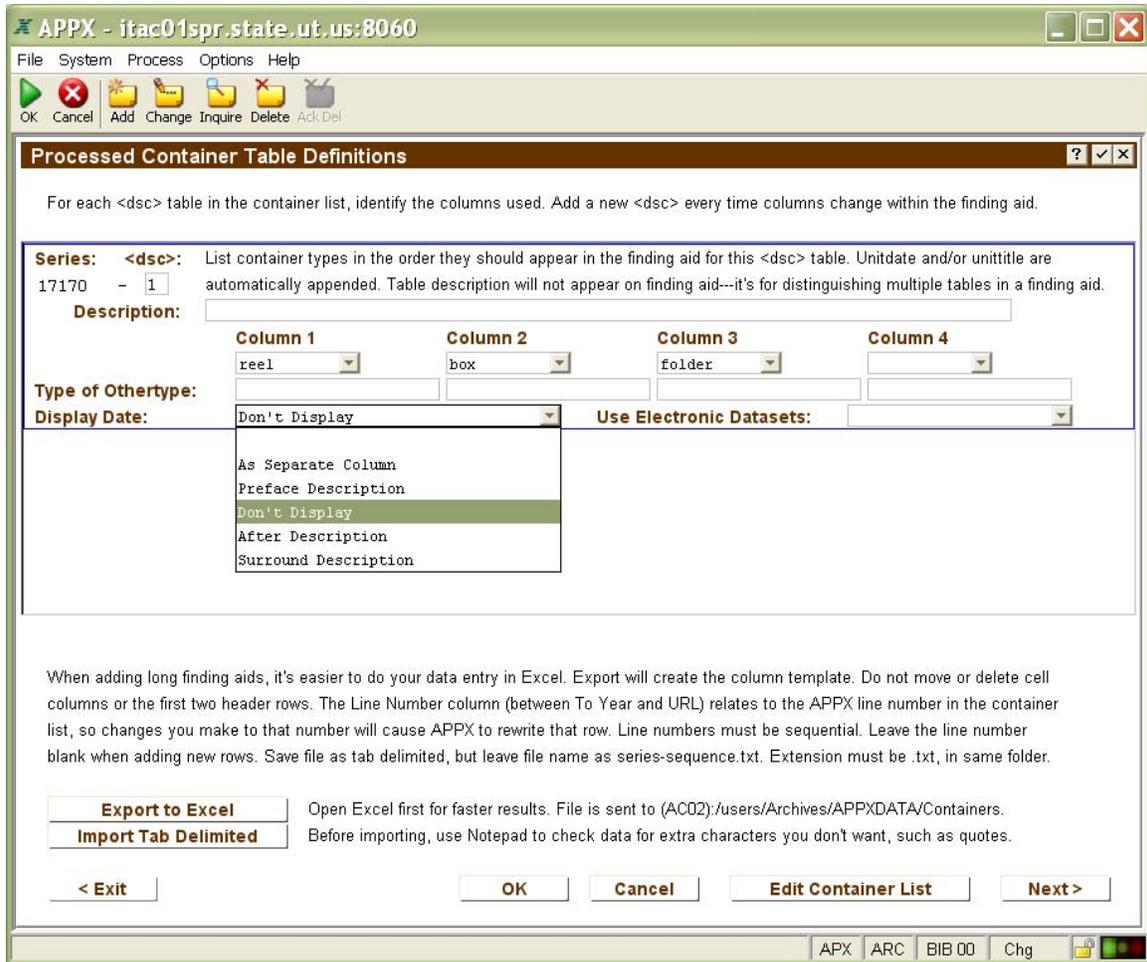
View With Stylesheet

Most series will only have one <dsc> table. Add a table definition prior to adding any container list lines or exporting to Excel.



The description line is optional, and useful only when there are multiple <dsc> tables and you want to distinguish which is which. For each column, use the dropdown list to identify the container type. These container types match the containers that are valid in EAD. If the container type you choose is "othertype," indicate what it is in the Othertype field below. The value placed in the Othertype field must not include any spaces (the EAD won't validate), so if you have a fiche box, call it a Fiche-Box (note the hyphen) instead. On output, these container types will print as all lower-case within the <container> field (necessary for validation), but all upper-case as column headings.

The Display Date field lets the system know how you want dates to behave on output.



You can choose to make dates their own column, in which case they are embedded within a <unitdate> field by themselves. For example:

BOX	FOLDER	DATES	DESCRIPTION
1	3	1904-1908	Speeches
1	4	September 12, 1968 – April 28, 1969	Correspondence

Or you can choose to make the dates preface the container line description. This will still place the dates within a <unitdate> field and normalized according to best practices, but it will be wrapped within the <unittitle> field. The dates and the description will be separated by a semi-colon. For example:

BOX	FOLDER	DESCRIPTION
1	3	1904-1908; speeches
1	4	September 12, 1968 – April 28, 1969; correspondence

Or you could choose to not display the normalized version of the date at all. For older finding aids that have had their container lists imported into the system, the dates are in

both places: the regular date fields plus within the description field. In this case, only the <unittitle> field prints and there is no <unitdate> included. For example:

BOX	FOLDER	DESCRIPTION
1	3	Speeches, 1904-1908
1	4	1968 Correspondence Sept 12 – April 28, 1969

If you do choose to include the <unitdate> field as well, it would look really ugly:

BOX	FOLDER	DESCRIPTION
1	3	1904-1908; Speeches, 1904-1908
1	4	September 12, 1968 – April 28, 1969; 1968 Correspondence Sept 12 – April 28, 1969

Always add the normalized version of the dates in the date fields provided for the container list lines, even if you decide to represent them differently within the description for ease of use. These dates then become searchable.

If you choose to display dates after the description, it will look like this:

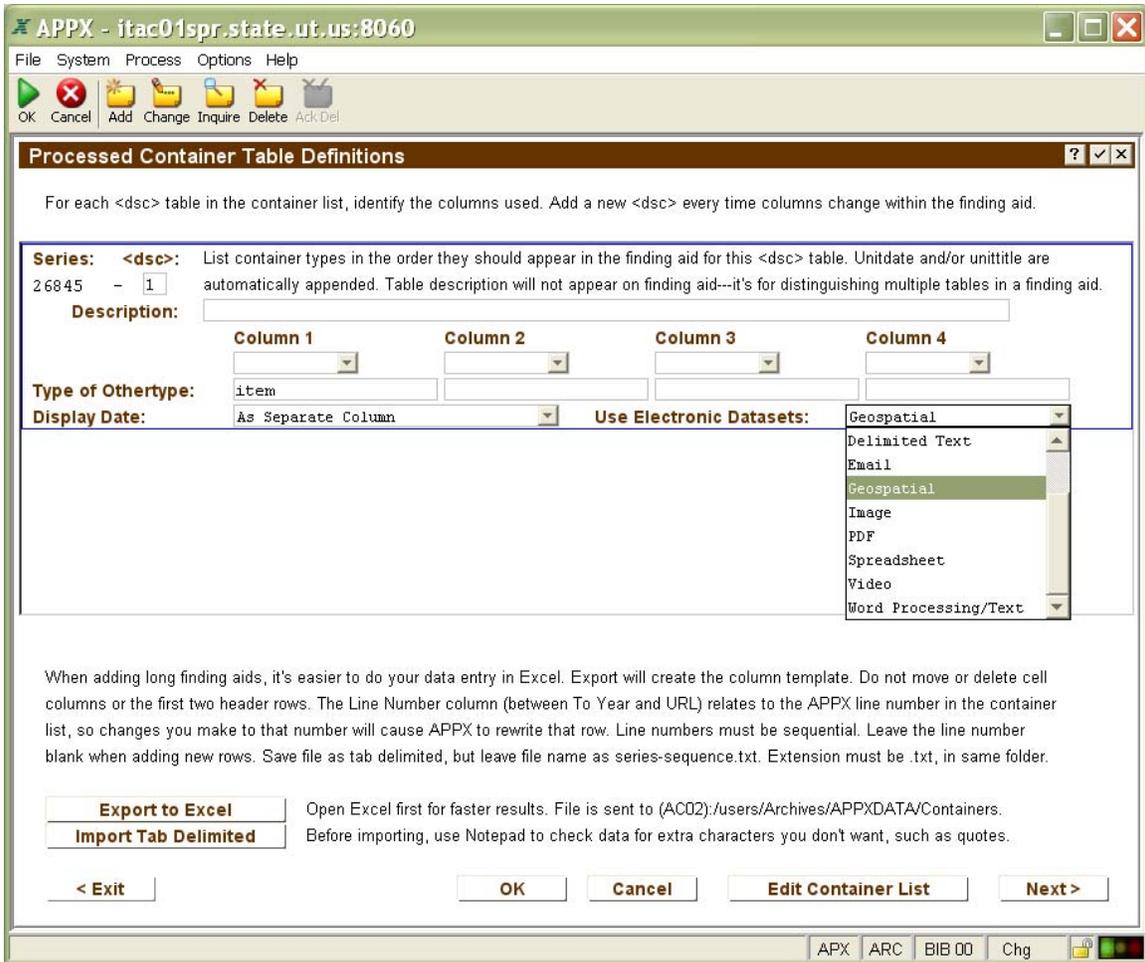
BOX	FOLDER	DESCRIPTION
1	3	speeches; 1904-1908
1	4	correspondence; September 12, 1968 – April 28, 1969

If you choose to wrap the dates around the description, it will look like this:

BOX	FOLDER	DESCRIPTION
1	3	1904 Speeches Jan – Dec 1908
1	4	1968 Correspondence September 12, – April 28, 1969

Electronic Records

If the series contains electronic records, you can pull a list of those records directly into the finding aid without having to re-enter them into Processed Containers. When defining the <dsc> table, simply use the dropdown list to indicate which set of records to draw from. Geospatial records are currently the only type programmed to work with EAD:



Editing the Container List

If the container list is small, it's easiest to just click Edit Container List and add your container lines directly within the system.

APPX - 168.177.192.149:8060

File System Options Help

OK Cancel Add Change Inquire Delete Ack/Del

Container List Lines

Identify each line of the container list:

Series:	17170	<dsc>:	1	Line:	1	Dates:	1903 MM DD - 1904 MM DD	Description:	1903-1904
reel	Num 1	Alpha							
box	Num 1	Alpha							
folder	Num 1	Alpha							
URL:									
Series:	17170	<dsc>:	1	Line:	2	Dates:	1905 MM DD - CCYY MM DD	Description:	1905, A-B
reel	Num 1	Alpha							
box	Num 1	Alpha							
folder	Num 2	Alpha							
URL:									
Series:	17170	<dsc>:	1	Line:	3	Dates:	1905 MM DD - CCYY MM DD	Description:	1905, C-D
reel	Num 1	Alpha							
box	Num 1	Alpha							
folder	Num 3	Alpha							
URL:									

Insert Rows

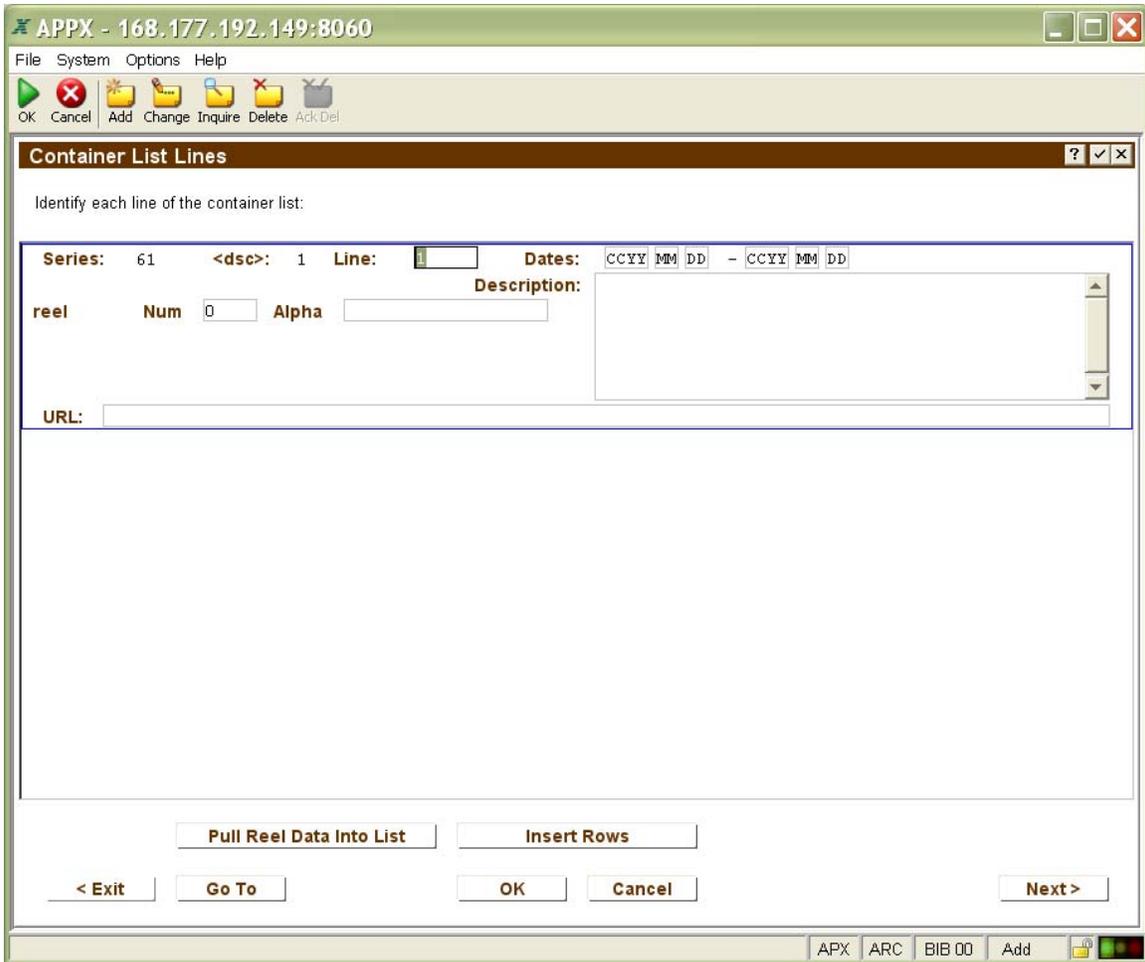
< Exit Go To OK Cancel Next >

APX ARC BIB 00 Chg

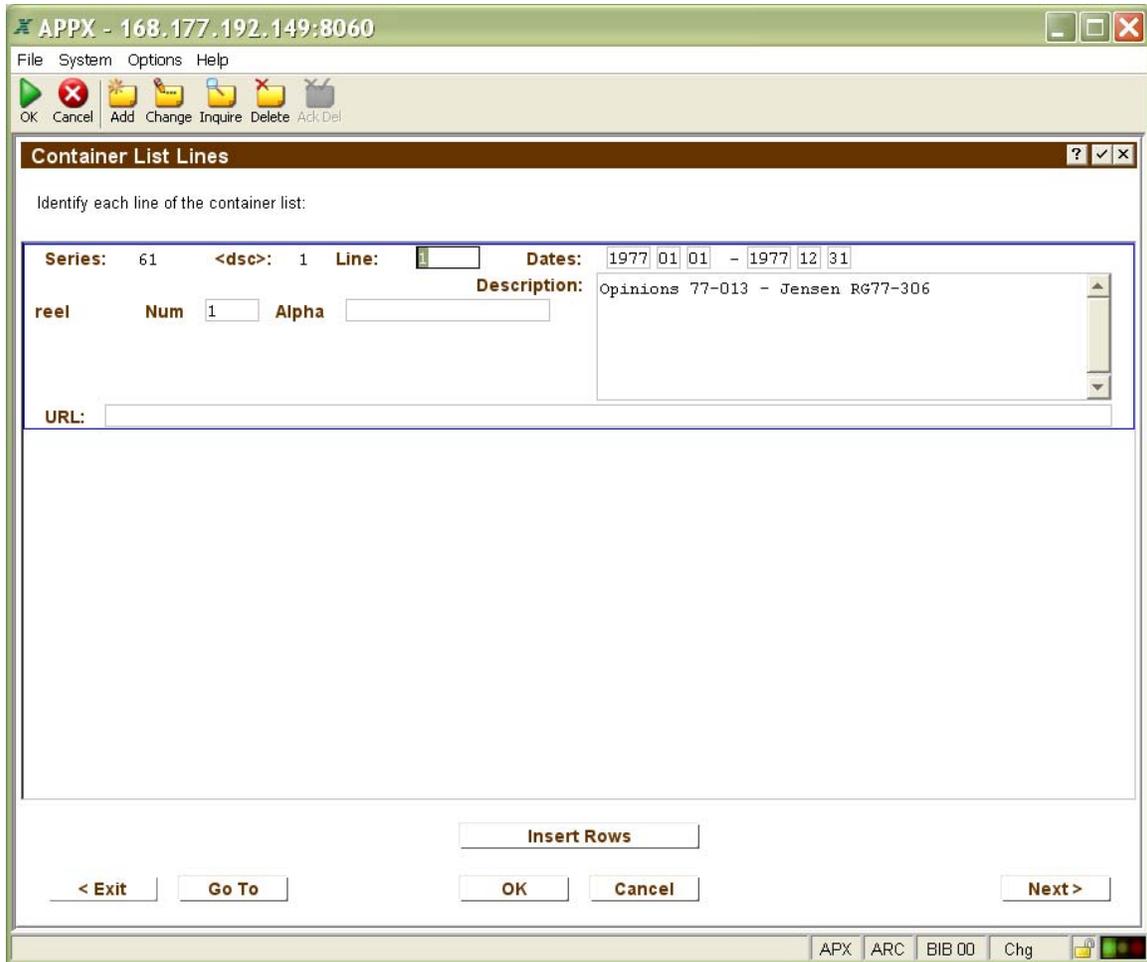
Add each container list line in the order you want them to display. Dates are required if you have them. **If only a single date exists, place it in the first (From Date) field. Do not add days or months without an associated year (the date field won't validate in EAD without the year).** Container numbers should go in the numeric field, and any container letters (e.g. Volume A) should go in the alpha field. The alpha field is lengthy due to existing container lists which have notations such as "beginning splice" right next to the container number. The description should identify the contents of the container. Dates placed in this field will not be normalized on output. The URL is for containers that have materials online. A link to these materials will be generated upon output, wrapping around the container description.

If you want to use data in the description that has already been entered into other parts of the system, such as the microfilm index range, an option will display provided the following is true:

- No container lines have been created yet
- You are in Add Mode
- Reel numbers have been assigned and saved/exported to the Processed Reel file

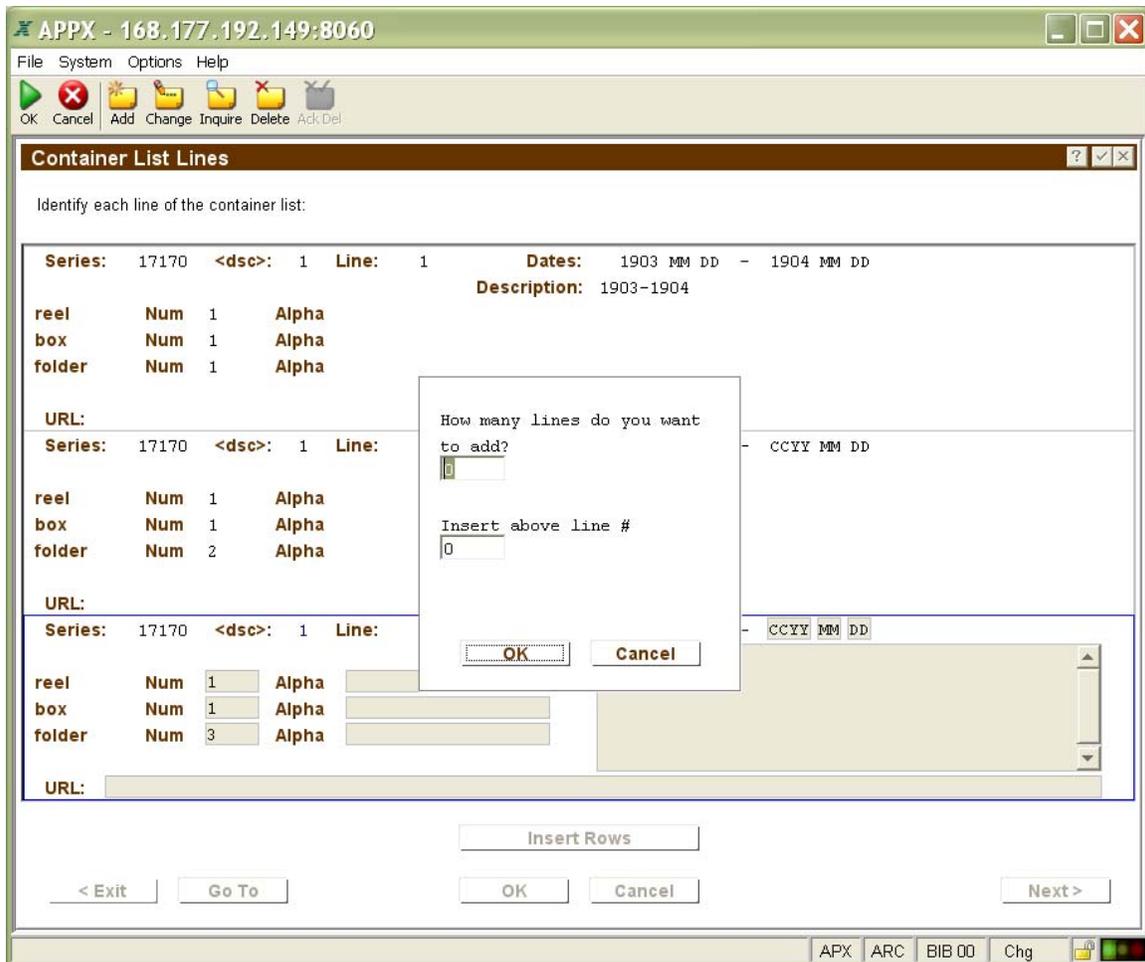


Clicking the Pull Reel Data Into List option populates the dates with the film date values, and the description with the film index range values:



For series that have a lot of microfilm, and the date and index ranges have been correctly entered by Micrographics, this option can save you a lot of time. A similar option could be established to automatically take box range information and populate the description. The disadvantage is for those series that split the description across several container lines. If there isn't a one-to-one relationship between a container and its description, then the description must be entered manually. **This option does not work for microfiche, and if film in the series has been deaccessioned, it will still pull into this list, so watch for that.**

To insert rows into the container list, click on Insert Rows.



Tell it where you want the lines inserted and how many. The container list line numbers will automatically adjust themselves to account for the new rows. If you are adding a lot of new data, however, the easier option may be to use the Excel process.

Exporting Data to Excel

On the screen for establishing the <dsc> tables, there is an option to send the container list data structure to Excel for editing.

Export to Excel
Import Tab Delimited

Open Excel first for faster results. File is sent to (AC02):/users/Archives/APPXDATA/Containers.
Before importing, use Notepad to check data for extra characters you don't want, such as quotes.

Be sure that your <dsc> table columns have been set and saved. Open up Excel first (it's not required but it displays much faster if you do), then click Export to Excel. If you do not yet have any container list lines added, it will just provide you with the header rows. **Do not delete the header rows or columns, or move columns around.**

The screenshot shows a Microsoft Excel spreadsheet titled "17170-1.xls". The spreadsheet has 14 columns and 30 rows. The columns are labeled as follows:

1	2	3	4	5	6	7	8	9	10	11	12	13	14
Column 1	Column 2	Column 3	Column 4	From Day	From Month	From Year	To Day	To Month	To Year	Line #	URL	Description	
reel	box	folder		ex - 01	ex - 01	ex - 2000	ex - 01	ex - 01	ex - 2000				
1	1	1				1903			1904	1		1903-1904	
2	1	1				1905				2		1905, A-B	
3	1	1				1905				3		1905, C-D	
4	1	1				1905				4		1905, E-H	
5	1	1				1905				5		1905, I-L	
6	1	1				1905				6		1905, M-R	
7	1	1				1905				7		1905, S-T	
8	1	1				1905				8		1905, U-Z	
9	1	1				1906			1907	9		1906-1907, A-B	
10	1	1				1906			1907	10		1906-1907, C-E	
11	1	1				1906			1907	11		1906-1907, F-I	
12	1	1				1906			1907	12		1906-1907, J-O	
13	1	1				1906			1907	13		1906-1907, P-S	
14	1	1				1906			1907	14		1906-1907, T-Z	
15	1	1				1908			1909	15		1908-1909, A	
16	1	1				1908			1909	16		1908-1909, B-C	
17	1	1				1908			1909	17		1908-1909, D-G	
18	1	1				1908			1909	18		1908-1909, H-I	
19	1	1				1908			1909	19		1908-1909, J-L	
20	1	1				1908			1909	20		1908-1909, M-O	
21	1	1				1908			1909	21		1908-1909, P-S	
22	1	1				1908			1909	22		1908-1909, T-Z	
23	1	1				1910			1911	23		1910-1911, A-B	
24	1	1				1910			1911	24		1910-1911, C-F	
25	1	1				1910			1911	25		1910-1911, G-I	
26	1	1				1910			1911	26		1910-1911, J-L	
27	1	1				1910			1911	27		1910-1911, M-Q	
28	1	1				1910			1911	28		1910-1911, R-S	
29	1	1				1910			1911	29		1910-1911, T-Z	
30	1	1				1910			1911	30		1910-1911, A-C	

Upon export, the file is automatically saved to the LAN server under the following path: \users\Archives\APPXDATA\Containers. If the container list already has data and you plan on making changes, first store a copy of this file someplace safe, where it won't get overwritten by the next person who does an export. That way, if you make a mistake and wipe out a perfectly good container list, you have something to go back to. Procedurally, as soon as a container list is complete, it would be best to run this export and save the Excel version in a centralized place so that it could be used for importing again if needed. Restoring from backup is not a good option here, because all container list data from every series would have to be restored at the same time, and if someone else had just finished entering a new container list and you restore the whole file from the previous night's backup, the other person would lose their work.

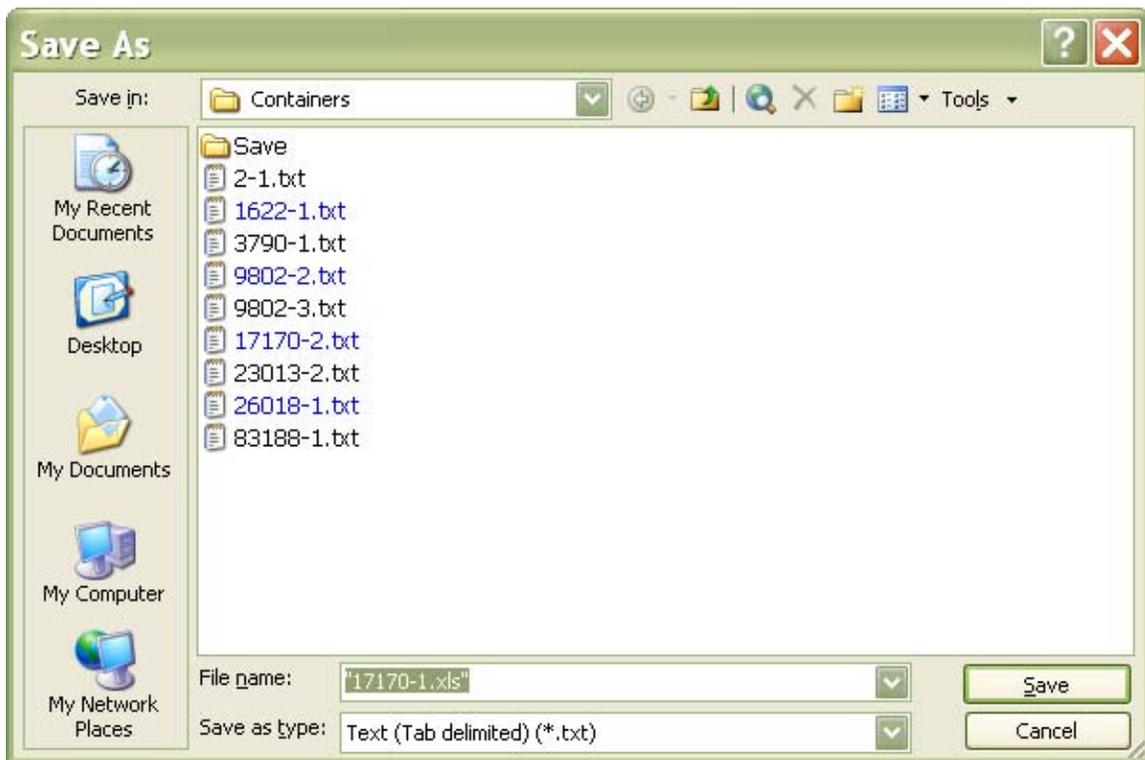
The reason Excel is helpful for data entry is because of its auto-fill features. For a demonstration of how these features can be used when producing finding aids, go to <http://archives.state.ut.us/containerlists/containerlists.html>. To summarize, type a value in a cell, then move your cursor to the bottom right-hand corner of the cell until it changes to a plus sign, then click and drag the cursor to the end of the cells that should contain the same data. If you want Excel to increase numbers or dates sequentially, place one value in the first cell, and another value in the second cell, select both cells, make the cursor a plus sign, then drag until all relevant cells are filled. Whatever interval there is between the values of the first two cells will be carried out for all the rest. For example, if the first cell is 1 and the second cell is 2, the next cells in line will become 3, 4, 5, 6, etc,

respectively. If you are dragging dates, and the dates have a consistent interval of a month or a year apart (or whatever), Excel will fill in all those numbers for you.

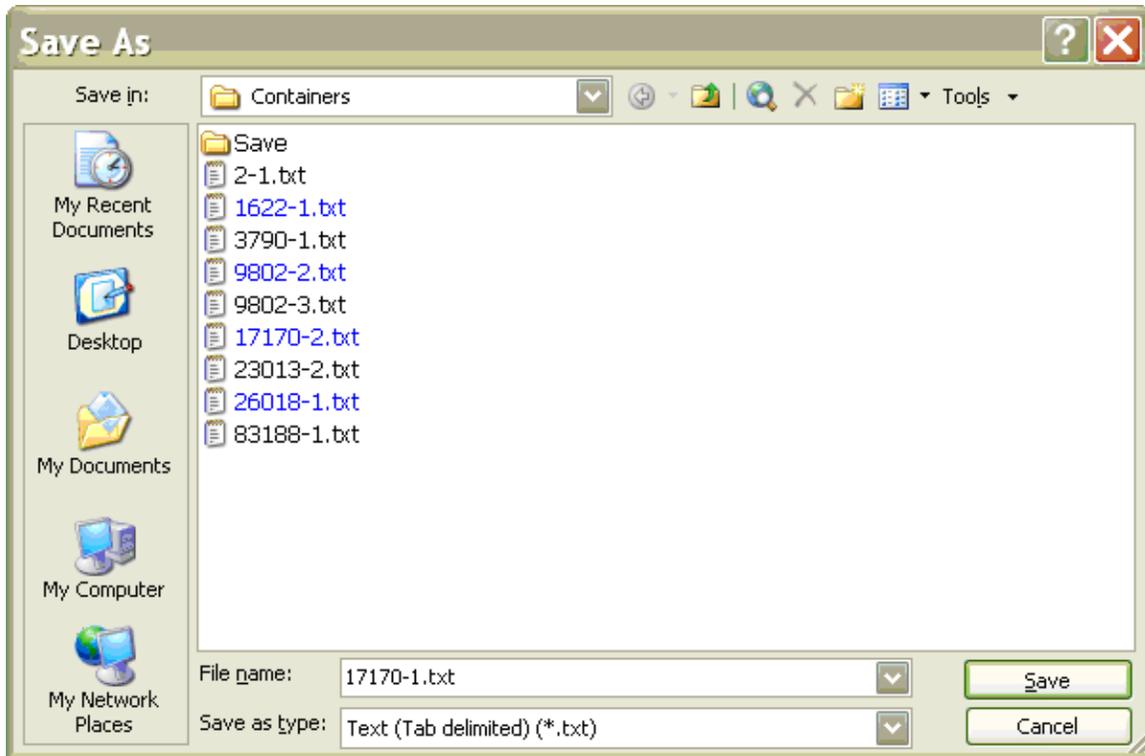
When filling in the cells, note that all the dates must be in numeric format (two-digit days and months, and four-digit years). Place single dates in the From Date field. Do not add days or months without an associated year (the date field won't validate in EAD without the year). The line number corresponds to the container list line number in Axaem. This number tells Axaem which row to overwrite when changes are imported. The line numbers must be sequential. If you are adding new lines at the bottom, leave the line number blank. If you are adding new lines in the middle, renumber the lines so that they are sequential (delete line numbers first, then use auto-fill to repopulate).

When you are finished, save your Excel file as a tab-delimited file. Click File | Save As.

It will bring us this window:

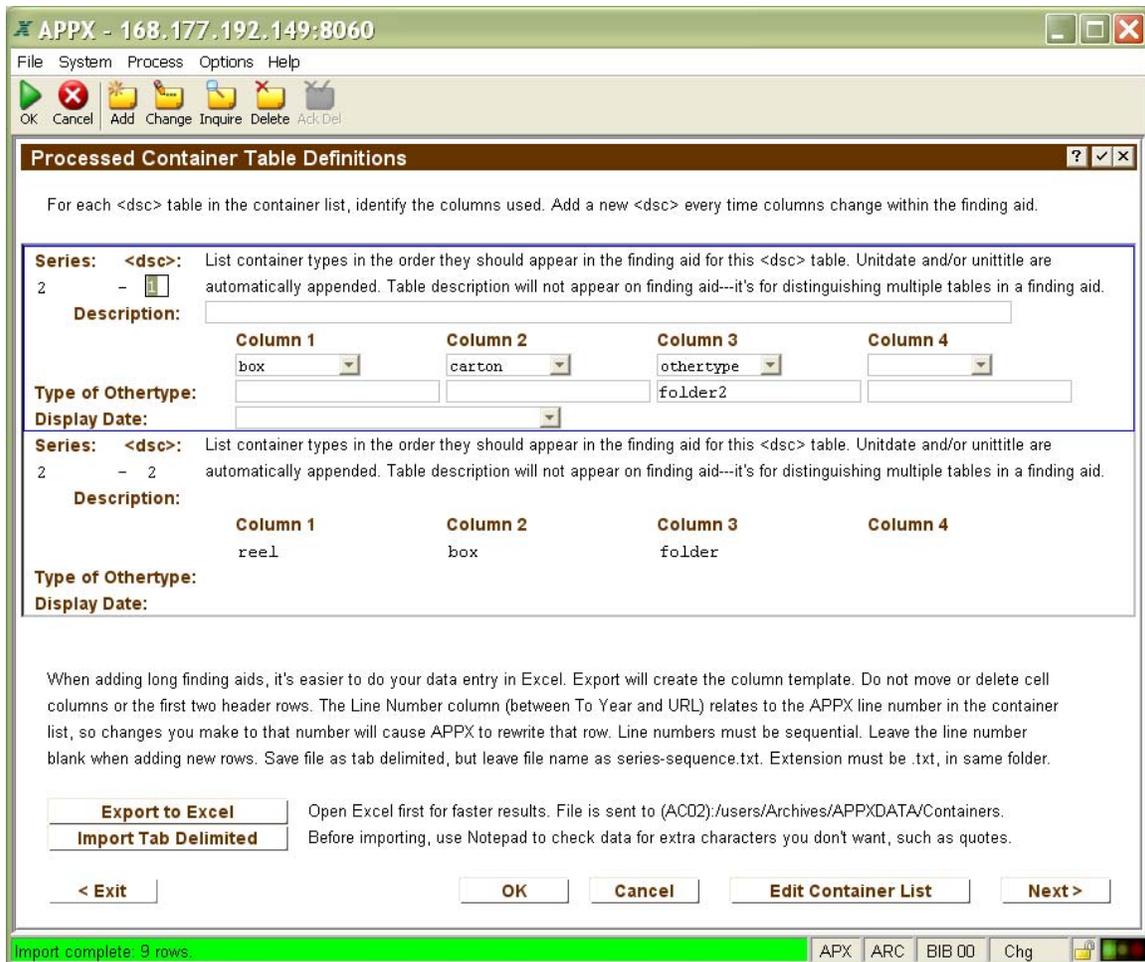


It is automatically named the series number-dsc sequence number.xls. You must save it with the .txt extension, so change the file name to be:



Save it to the same folder where the file was exported such as users\Archives\APPXDATA\Containers (or your desktop, depending on settings). If you don't put it there, Axaem will not be able to import the file.

Now you are ready to import the tab-delimited file. Before you do, however, look at the tab-delimited file in Notepad or NoteTab Light (which won't change your formatting). Excel often puts quotes around fields when it saves something as tab delimited. If you don't want to import the quotes, and you usually won't, do a search and replace to get rid of them. Check for other weird special characters, too, and when everything is clean, save your changes. Then in Axaem, Go to the <dsc> table screen. Select the specific <dsc> table that you are trying to import. Click the Import Tab Delimited button. When the import is complete, there will be a message at the bottom of the screen that will tell you how many rows it was able to import.



After it has imported, click Edit Container List to look at your data.

Viewing EAD Output

After all series data has been entered, including note fields, related records, “processed by,” and other details, you will want to see the finished product. On the Processed Containers screen, click View & Save EAD XML (without stylesheet pointer embedded) or View With Stylesheet (with stylesheet pointer embedded). The system will automatically send the data to the AC02 server under users\Archives\APPXDATA\eadseries and name it with the naming convention established by the best-practices guide, which is the series number prefaced by U-Ar_ and followed by .xml. If you have an XML editor on your PC, this file will automatically be opened for viewing using that software. Otherwise, it will open in a browser. You may also view the data dynamically as it would come live from a browser request (in either HTML or XML).

Since Axaem is automatically creating all of the XML formatting for you, you should know about certain decisions it is making.

Agency Name <titleproper> and <corpname>

The version of the agency name in all places where it appears is the Long Name, which is the same as the Official Name except without the MARC coding (\$b).

Processed By <creation>

Within this field, it will pull up your name as processor only if you have entered it in the Processed By field within Series Input | Notes tab | Analyst & Processor option. The name of the employee must also be recorded in the Initials file for the data lookup to work. The Initials file is not editable by general staff, since it is working with login IDs, but is located on the Security menu | Users tab | Define User Initials for Reports option. Ask the Axaem system administrator to add new employees to this list. Once added, employee names remain even if the employee leaves.

Revision Date <revisiondesc>

If a revision date for the finding aid exists, it will be printed, otherwise the <revisiondesc> field will be filled with placeholder data. Mostly this was because the best-practices software that checks for EAD errors complained when the revision field wasn't there, even if nothing had been revised.

Series Title <unittitle>

DACS requires the agency name to be part of the series title, and since they are two separate fields in the system, they are appended together here.

Series Dates <unitdate>

The series dates are taken from the normalized version of the dates, which is handled through programming when you type dates into the text box. That means that if you record a gap in holdings in the date field, the normalized dates are only going to pick up the beginning and the ending dates. If the series is ongoing, the normalized ending date will be today's date, until all container data has been entered into the system and it can be reprogrammed to calculate actual holding dates. The value between the <unitdate> tags, however will be what's actually typed in the date field, so circa statements, gaps, and ongoing dates will print as is. Dates are coded as "inclusive."

Extent <extent>

The extent statement counts the number of cubic feet or microfilm reels that we have. If other media need to be tracked and counted this way, it has not been programmed into the system, other than geospatial data (in bytes). To make it count properly, the processed container numbers must be linked to the box inventory application barcode, as explained above. For cubic footage to be calculated accurately, the box type that the container is

tied to must have a cubic footage value assigned in the box inventory application. The Cataloged Copy (aka Reference Copy) of microfilm also needs to be added to the system for those to count. It will count microfilm even if reel numbers have not yet been established.

Abstract <abstract>

The abstract tags will print even if there is no abstract data to place inside of them. This is a required field in the best-practices guide.

Physical Location <physloc>

The physical location field is a generic statement that says we have these records onsite, since we mostly do. The fact that most of the boxes are in the permanent records room, with maybe a couple still in the Records Center, and the film is available within the Research Center are details that are difficult to summarize at a series level (automatically), since each item has its own location story. Locations also change without finding aids being updated.

Language of Material <langmaterial>

This field will automatically default to English unless you go to Series Input | Access & Use tab | Language option and select another one. At the moment, only one language can be picked for a series. If the records contain multiple languages, the programming would have to be changed.

Physical Access <phystech>

The Physical Access field (e.g., “original copies are not available to researchers due to fragility”) will only print if you have something in the Physical Access note field. In EAD, it’s mapped to the <phystech> tag, as is Technical Access. In MARC, they are two different fields.

Technical Access <phystech>

The Technical Access field (e.g., “to access these records you need an Audograph player”) will only print if you have something in the Technical Access note field. In EAD, it’s mapped to the <phystech> tag, as is Physical Access. In MARC, they are two different fields.

Location of Originals <originalsloc>

If the originals are with the creating agency or in a regional repository, this field will say where they are, provided the data has been entered into the Series Input | Related Materials tab | Originals option.

Agency History <bioghist>

If an agency history has been written, and you want it linked from the finding aid, there must be a “Compiled By/When” date filled in. This date is entered in Agency Input | Miscellaneous Data. It’s asking for the initials of the person who wrote the agency history and when they did so. In the past, this field has been entered by the processing supervisor after the history has been approved for publication. Make sure the agency history has already been posted on the website before the finding aid is, otherwise it will be a broken link. Agency histories are published in EAD, but the system has not yet been set up to do this automatically. Use an XML editor in the meantime if you need to create new ones.

Scope and Content <scopecontent>

The Scope and Content field is everything that’s in the Catalog Description, and then appended by everything in the Extended Description. At the moment, paragraph markers in Extended Description are not being honored in the EAD output, but they are from the Catalog Description.

Gaps <odd type=“gaps”>

The <odd type=“gaps”> field will only print if there is information in the Gaps in Series note field. It comes with its own header since other people’s stylesheets wouldn’t know what to do with it.

Research Notes <odd type=“researchnote”>

The <odd type=“researchnote”> field will only print if there is information in the Reference note field. It comes with its own header since other people’s stylesheets wouldn’t know what to do with it.

Arrangement <arrangement>

The arrangement field is populated by what is in the series’ current arrangement, unless a prior arrangement exists. Prior arrangement will note the date spans for which the arrangement applies.

Alternate Forms <altformavail>

If another version of the records is available, such as on microfilm or digitized image, the <altformavail> field will say that film exists, and/or provide a link to the digitized records. For the link to digital images to work, the Publish URL field in the Series Input | Related Records tab | Digitization Details process needs to be checked yes.

Access Restrictions <accessrestrict>

This field is primarily for GRAMA classifications and other related restrictions. It is a required field in the best-practices guide. If there is data in the Access Restrictions note field, it will print that. Otherwise, it will just print the classification. The note field can be used to make the information more user-friendly, especially for those series whose classification might change depending on the date of the records (such as birth and death).

Use Restrictions <userrestrict>

This field is primarily to record things like copyright issues. It is a required field in the best-practices guide. It will use the data in the Reproduction and Use note field, unless there isn't any, in which case it will print a static statement: These records are available for reproduction and use.

Preferred Citation <prefercite>

This field is required by the best-practices guide and is a static statement about how to reference record series in bibliographies or footnotes.

Custody History <custodhist>

This field will print the data contained in the Custody History field. The system has not been programmed to include data from the Prior Creator field, but it could.

Acquisition Information <acqinfo>

This field is a static note that just says the records came from a retention schedule. If some other story applies, perhaps a special note field should be created to contain that information, which defaults back to boilerplate if nothing's in there.

Processing Note <processinfo>

This field will print data if it exists in the Processing note field.

Separated Material <separatedmaterial>

This field will print data if it exists in the Separated Material note field.

Finding Aids <otherfindaid>

This field will print if any entries have been made in the Series Input | Access & Use tab | Finding Aids process. At the moment, there is no automatic link to any of the other finding aids it finds, but that could be programmed in.

Related Records <relatedmaterial>

If related records have been added for the series, they will print in this field. If those series have an entry in Finding Aids that says a series inventory exists, a link will automatically be generated to this inventory. The links created send people to an HTML document that uses the same naming scheme that the new EAD process creates. The sentence that Axaem produces is somewhat dependent upon the type of agency that created the related records. If the agency is part of state government, the sentence will be “(series title) from the (agency name), Series (series number), (text from related records).” Otherwise, it will say “(series title) from (agency name), Series (series number), (text from related records).”

Access Points <controlaccess>

Access points are a required field within the best-practices guide. There are two types of access points: the ones using the Library of Congress subject authority list (or other acceptable MARC 6xx field), and the browsing list, which are informal terms dreamed up by archivists in the region (university-centric). Both are contained within the <controlaccess> field. For the browsing lists, you can pick either a broad or a narrow term within the Series Input | Content tab | Browsing Subjects process. If you pick a narrow term, the system will automatically add the associated broader term to the list. Access points within the Series Input | Content tab | Access Point List use our local subject authority file, which is drawn from the Library of Congress. The easiest way to add access points is to use the Access Point Wizard, which will step you through everything.

For regular subject headings, the “source” attribute in the <controlaccess> field will print as “lnaf” (i.e. Library of Congress National Authority File) for any of the following MARC fields: 600, 610, 700, 710. It will print as “lcsh” (i.e. Library of Congress Subject Heading) for any of the following MARC fields: 630, 648, 650, 651, 653. And it will print as “aat” (i.e. Art and Architecture Thesaurus) for 655 MARC field.

Container List <dsc>

As indicated above, there may be more than one Description of Subordinate Components, or <dsc> table. This wrapper provides the table structure for the container list lines, so it’s important that columns reflect what is actually being described.