Editing an Existing Resource Record (Finding Aid)

This guide primarily details making small edits to the finding aid contents list/inventory. For details on editing the rest of the finding aid, see Creating a New Resource Record (Finding Aid). When making substantial changes to the finding aid, contact the Processing Archivist beforehand, it is usually much easier to make major changes to the contents list via excel and importing EAD than it is to use ArchivesSpace. Also, please remember to notify the Processing Archivist when making any changes to the Resource Record/Finding Aid as any corrections you make will not automatically affect the public finding aid or catalog record.

REVISON STATEMENTS

If you are returning to a finding aid to make changes or updates, you should add a note about the revisions.

1. Click on “Add Revision Statement”
2. In the “Revision Date” field enter the date of revisions as “Month Year” (i.e. March 2018)
3. In the “Revision Description” field, enter a short note to indicate what changes were made.

RESOURCE COMPONENTS

Resource records (Finding Aids), in addition to the information located in all the tabs, also contain “Components” (<c01>, <c02>, etc.). Components are displayed at the top of the screen, above the Resource record, and reflect the hierarchy of materials in the collection.

From the top-level record (collection description), you can only add a “child.” A child is a component within the level above (i.e. an item or group of items is a child of a folder, a subsseries is a child of a series, a series is a child of a collection). From any level other than the collection level, you may also add a “sibling” to a component. A sibling is a component at the same level (i.e. one series is a sibling to another series, one box-folder listing is the sibling of another box-folder listing, one subsseries is the sibling of another subsseries within their parent series, etc.).

CREATING A COMPONENT

Adding a Child or Sibling

From the top-level/collection level description, click “Add Child.” Or you may also select “Add Sibling” if working at a parallel level. At the top of the screen above the record, you should now see a bullet indented underneath the collection title (you can drag down the bar splitting the screen to see more of the contents list). When you need to add a child, be sure the “parent” is highlighted in the collection hierarchy at the top. When you need to add a sibling, be sure you have the correct level selected in the collection hierarchy at the top (i.e., if you want add a parallel subsseries within a series, be sure the subsseries is highlighted). Creating and describing components is similar to describing top-level records. You will see the same Basic Information, Dates, Extents, Agent and Subject Links, Notes, and Instances.

• Title: Input the title of the series/subseries/folder
Note that titles function the same as other fields in the resource record, meaning there is no spell check and if you want to link to an external page or italicize or bold text you must encode the text. See the section at the end of this document for instructions

- Component Unique Identifier: Not used by UF
- Level of Description:
  - If you are creating an itemized list of a single folder, this would be “Item”
  - If you are describing a single letter or single folder collection, this would be the “File”
  - If you are creating a series, subseries, or subgroup, etc., select the appropriate level from the list
- Language: Not used by UF (described at the collection level)
- Publish?: Check this unless you want to keep the listing internal
- Restrictions Apply?: Not used by UF (described at the collection level)
- Repository Processing Note: Not used by UF
- Dates: Add dates
- Extent: Not used by UF (may be used in the future for born digital records)
- Agent Links: Not used by UF
- Subjects: Not used by UF
- Notes: Primarily used to include Scope and Content notes for series/subseries
- External Documents: Not used by UF
- Rights Statements: Not used by UF
- Instance:
  - It is necessary to add an instance whenever you wish to input container information such as box and folder numbers.
  - Select “Add Container Instance” *If you need to add a Digital Object, please contact the Processing Archivist.*
  - Type: Use “Text” for textual materials and “Mixed Materials” for everything else
  - Top Container: If adding to an existing container, search for it in the box.
    Otherwise, select the dropdown arrow and select “Create”
    - Container Profile: Not currently used by UF
    - Container Type: Box, Folder, Reel, and Volume are currently recognized (this may expand)
    - Indicator: Box/Folder/Reel/Volume number (i.e. 1)
    - Barcode: Not currently used by UF
    - ILS Holding ID: Not currently used by UF
  - Child Type: Use this if there is another container level used within the top container. For example a folder within a box. In this case, select “Folder” as the child type and then input the folder number as the “Child Indicator”

**MOVING/DELETING RESOURCE COMPONENTS**

Moving a Component(s)

To move a component, either within its current level, or to a new level select “Enable Reorder Mode” while in “Edit” mode. You will now be able to select individual components and move them into, before, or after other components. You can also move large amounts by holding down the ctrl button
while selecting components or grab all components in between your last select component, by holding shift and selecting a component.

Deleting a Component

To delete a component, click on it to select. It should now appear highlighted in blue. Now press the red delete button in the upper right hand corner of the component record.

EXTERNAL LINKS AND EMPHASIZING TEXT

- External links must be added manually. To do this replace the text you would like to link from with this tag: `<extref xlink:type="simple" xlink:href="insert link to website">insert text to link from</extref>` NOTE! Contact the Processing Archivist if you would like to link to a UFDC digital object. There is a separate process for this
- Emphasizing text must also be done manually, to display text as bold or italic wrap the text with `<emph render="bold or italic">insert text</emph>`
- Italicizing a publication title: If italicizing a major work such as a book, instead wrap the title text with `<title render="italic">insert title text</title>`