Introduction to Events

ArchivesSpace uses the “Events” module to associate specific collection management activities with records. The Events module goes beyond the simple fields present in the Collection Management section of a record, allowing tracking of a large variety of processes, automated and manual, that might pertain to Accessions, Resources, Digital Objects, Agents or Subjects. Each event record describes a specific action involving a selected object in your repository AND a specific agent at a specific time. The required fields for any event are Event type, Event Date/Time, Agent and a Record Link. A few examples of Events include:

- Custody Transfer
- Agreement Sent
- Agreement Received
- Appraisal
- Rights Transferred

Other, customized Events may be created if needed by an administrator with appropriate permissions (see Configuration Settings: Controlled Value Lists). Whether or not to include “Events” in the processing workflow is up to each repository. For many institutions, it may make sense to require only a few selected Events to be recorded during processing. Others may choose not to use this function at all.
Step-by-Step Instructions

To add an Event:

1. Open the relevant Accession, Resource, or Digital Object record

2. Click on the “Add Event” button on the upper right hand side of the record:

3. Select an Event Type (e.g. Custody Transfer, Capture, Appraisal, etc.) and click “Add Event.”

4. A new dialogue pane will open where you will record information about the Event. Fill out these fields:
   - **Type**: select the Event Type (e.g. Custody Transfer, Capture, Appraisal, etc.)
   - **Date/Time Specifier**: Normally, leave the default value: “Date Subrecord”
   - **Date/Time Label**: This field refers to what action was taken on that date. Choose the appropriate one. For example, if you are recording an Appraisal, and the date is when the Appraisal was created, choose Created. If you are not sure what to use, “Event” is a neutral choice.
   - **Date/Time Expression**: Write the date or date range when the Event occurred
   - **Date/Time Type**: Choose Single, Bulk, or Inclusive Dates
   - **Agent Links Role & Agent**: Choose the role of the agent who is related to the action. For example, if the Acme University Archives transmitted an Appraisal, the role = transmitter and the Agent = Acme University Archives. If John Smith received an Appraisal, the role = recipient and the Agent = Smith, John. You may add multiple Agents by clicking on the “Add Agent Link” button. To create a new Agent record, see Instructions for Creating Agent Records.
   - **Record Links Role & Record**: This section should be automatically pre-filled, linking the Event Record to the Accession, Digital Object, or Resource record that you were originally editing.
   - **External Document**: If desired, you can add a link here to an external document such as a PDF or web page.

5. Click “Save.”