



**Orbis Cascade Alliance
Archives & Manuscripts
Collections Service**

ArchivesSpace Usage Manual: Digital Objects

Produced by the Archival Collection Management Working Group of the Content Creation & Dissemination Team

Eva Guggemos, Pacific University (chair)
Mark Carlson, University of Washington
Sarah Shipley, Seattle Municipal Archives
Amber d'Ambrosio, Willamette University
Nathan Georgitis, University of Oregon (author of this document)
Jodi Allison-Bunnell, Alliance (ex officio)

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Introduction to Digital Objects

ArchivesSpace supports the creation of Digital Object records and the linking of Resource records and Accession records to Digital Object records in ArchivesSpace or external systems.

Resource records with links to Digital Objects may be exported as EAD files and published to the Archives West database, where links will be displayed according to the ArchivesWest stylesheet. Digital Object records may be exported as MODS or METS files for delivery to other systems. (A METS data export map is not available at present.)

ArchivesSpace does not host digital objects, such as digital image, audio, or video files; it assumes they are managed and made available through another system.

ArchivesSpace does not extract metadata from digital objects, such as digital image, audio, or video files, into digital object records.

See the Alliance's [EAD Best Practices](#) for information on adding links to finding aids. Please note that at this time, ArchivesSpace does not support collection-level linking to digital objects. A collection-level link to one or more OAI sets may be created post-export.

Digital Object records:

- Contain technical and administrative metadata about digital objects
- Can represent the structural relationship between metadata and digital files
- Can be single-level, describing a simple digital item and its derivatives or versions
- Can be multi-level, describing a complex digital object with components

Methods of Creating Digital Objects

Digital Object records may be:

- Created in AS and linked or not linked to Resource or Accession records;
- Created from within Resource and Accession records and linked to records;
- Imported using a .csv file that is properly formatted.

Creating in AS

Digital Object records may be created in AS and linked or not linked to Resource or Accession records.

- In AS select Create>Digital Object
- Create and save Digital Object record
 - See section below for field by field instructions

If linking to Resource or Accession record . . .

- Open Resource or Accession record
- Select appropriate component for the link: collection, series, item
- Select the Instances section
- In Digital Object box, select Browse from menu
- Browse to Digital Object record
- Select Link to Digital Object

- Save Resource or Accession record

Creating and Linking Digital Object Records within Resource Records

Digital Object records may be created from within Resource and Accession records and linked to records. Metadata in Resource and Accession records does not copy to Digital Object records.

- Browse to Resource or Accession record
- Select the appropriate component for the link: collection, series, item
- Select the Instances section
- In Digital Object box, select Create from menu
- Create Digital Object record
- Select Create and Link to Digital Object
- Save Resource Record

Importing Digital Object Records

Digital Object records may be imported using a .csv file that is properly formatted

Digital Object records imported by .csv file are limited to one subject, file version, extent, etc.

Digital Object records are not linked to Resource or Accession records upon import.

See ArchivesSpace [Digital Object CSV Map](#) and [Digital Object CSV Template](#)

<http://archivesspace.org/application/data-import-and-export-maps/>

Digital Object Record Metadata

Use these instructions to create Digital Object records.

Only two fields are required for a Digital Object record, Title and Identifier.

Optional fields should be used as necessary to support repository aims for digital object management.

The tables below include instructions copied from AS tips. In AS click on fields for tips.

Basic Information

Save
Digital Object ?

Basic Information ?

Title *

Identifier *

Publish?

VRA Core Level

Type

Language ✕

Restrictions?

ArchivesSpace Label	Mappings	Guidelines and Examples
Title*	<code><mods:titleInfo> <mods:title>title</mods:title> > </mods:titleInfo></code>	Required. Supply a title for the digital object in keeping with DACS 2.3.4 Title may be same as the title of the component in AS. Title may be same as the title of the digital object in another system. Title is important for ADA assistive technologies.
Identifier*	<code><mods:identifier>digital_object_id</mods:identifier></code>	Required. Supply an identifier for the digital object. For digital objects created by import, AS will supply identifier string.
Publish	Does not export to external record.	Select publish to allow publication of digital object record to AS public interface.
VRA Core Level	Does not export to MODS record.	
Type	<code><mods:typeOfResource>digit</code>	Select a type for the resource.

	al_object_type</mods:typeOfResource>	Type vocabulary is a controlled value list in AS and may be edited. Defaults correspond to MODS <typeOfResource>
Language	<pre><mods:language> <mods:languageTerm type="text" authority="iso639-2b"> languageCode value </mods:languageTerm> <mods:languageTerm type="code" authority="iso639-2b"> languageCode code </mods:languageTerm> </mods:language></pre>	Select language of digital object in keeping with DACS 4.5. If no language content, record 'no linguistic content' in keeping with DACS 4.5.4.
Restrictions	Does not export to external record.	Note restrictions on the use of the digital object.

File Versions

Use this section to add links to content files associated with the digital object.

File Versions
Add File Version ?

Representative
✕

File URI *

Publish?

Use Statement

XLink Actuate Attribute

XLink Show Attribute

File Format Name

File Format Version

File Size (Bytes)

Checksum

Checksum Method

Caption

ArchivesSpace Label	Mappings	Guidelines
Make Representative		Use to identify digital object to highlight in AS public interface in cases where more than one digital object attached to resource, accession, or component
File URI	<mods:identifier type="componentFile" displayLabel="use_statement">file_uri</mods:identifier>	Enter URI or URL for digital object. A URI identifies a digital object on the web and specifies the means of access, e.g. http or https or ftp Enter complete URL to digital object, as displayed and accessible in the external system Ex.) https://oregondigital.org/sets/nw-folklife/oregondigital:df663p593
Publish	Does not export to	Select publish to allow publication of digital object to

	external record.	AS public interface.
Use Statement	<mods:identifier type="componentFile" displayLabel="use_statement">file_uri</mods:identifier>	Enter statement describing intended use of digital object file if known. Ex.) thumbnail (or) video clip
XLink Actuate Attribute		An XLink attribute used for export for indicating when digital object should display (e.g. whether the link occurs automatically or must be requested by user). Used in conjunction with XLink Show attribute. <ul style="list-style-type: none"> ● onload : activates link when doc loads <ul style="list-style-type: none"> ○ used when SHOW="embed" ● onrequest : activates link when user chooses
XLink Show Attribute		An XLink attribute used for export for indicating how the target of a link should be displayed in browser. Used in conjunction with XLink Actuate attribute. <ul style="list-style-type: none"> ● replace : shows in current window ● new : shows in new window ● embed : embeds in current window
File Format Name		The name of the format for the file type. Values in this Controlled Value List may be modified. Examples: <ul style="list-style-type: none"> ● Audio Interchange File Format (aiff) ● Audio/Video Interleaved Format (avi) ● JPEG File Interchange Format (jpeg) ● MPEG-Audio Layer 3 (mp3) ● Portable Document Format (pdf)
File Format Version		The version of the format for the file type. Examples: <ul style="list-style-type: none"> ● 5.0 (for TIFF 5.0)
File Size (Bytes)		The size (in bytes) of the digital file.
Checksum		A digital signature for monitoring the integrity and authenticity of a digital file.
Checksum Method		The algorithm used for generating checksums. Values in this Controlled Value List may be modified. Examples: <ul style="list-style-type: none"> ● MD5 ● CRC-32 ● SHA-1 ● SHA-256

Caption		
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Dates

Identifies and records the date(s) that pertain to the creation, assembly, accumulation, and/or maintenance and use of the materials being described. See DACS 2.4

Use this section to add dates to digital objects records.

You may add more than one date to a digital object record, for example a creation date and a date digitized.

Dates

Add Date ?

Label *

Creation

✕

Expression *

June 13, 1979

Type *

Single

Begin

1979-06-13

e.g. YYYY, YYYY-MM, or YYYY-MM-DD

Certainty

Era

ce

Calendar

Gregorian

+

ArchivesSpace Label	Mappings	Guidelines
Label*		Required field. Describes what type of activity the date signifies. See DACS 2.4 and 2.4.3
Expression		A natural language expression specifying the date or date range of the materials in the accession. Required when a normal date is not recorded. See DACS 2.4
Type*		Indicates the type for normalized date information. <ul style="list-style-type: none"> • Bulk Dates • Inclusive Dates

		<ul style="list-style-type: none"> • Single
Begin		<p>A normalized date (in the form YYYY, YYYY-MM, or YYYY-MM-DD) representing a single date or the first date in a date range. See DACS 2.4.7-2.4.16</p>
End		<p>A normalized date (in the form YYYY, YYYY-MM, or YYYY-MM-DD) representing a single date or the second date in a date range. See DACS 2.4.7-2.4.16</p>
Certainty		<p>The level of confidence for the information given in a date statement. This information is optional and should only be added when qualifying date information as potentially uncertain based upon the description or cataloging rules in use. See EAD attribute "certainty".</p>
Era		<p>Period during which years are numbered and dates reckoned, such as B.C. or C.E. The value "ce" is the default. See EAD attribute "era".</p> <ul style="list-style-type: none"> • ce (default)
Calendar		<p>System of reckoning time, such as the Gregorian calendar or Julian calendar. The value "gregorian" is the default. See EAD attribute "calendar" and DACS 2.4.5.</p> <ul style="list-style-type: none"> • gregorian

Extents

Indicates the extent and the physical nature of the materials being described.

See DACS 2.5.

Fields referring to physical nature of digital objects may not be applicable.

Extents
Add Extent

Portion *

Number *

Type *

Container Summary

Physical Details

Dimensions

ArchivesSpace Label	Mappings	Guidelines
Portion*		<p>Required field.</p> <p>Used to specify whether an extent statement relates to the whole or part of a given described aggregation or object.</p> <p>Any described aggregation or object with an extent statement must have an extent statement with Portion set to "whole".</p> <p>See DACS 2.5.7</p> <ul style="list-style-type: none"> • Whole • Part
Number		<p>A numeric value for indicating the number of units in the extent statement, e.g, 5, 11.5, 245.</p> <p>Used in conjunction with Extent Type to provide a structured extent statement.</p> <p>See DACS 2.5</p>

Type*		<p>Required field. A term indicating the type of unit used to measure the extent of materials described. Values in this Controlled Value List may be modified. See DACS 2.5</p> <ul style="list-style-type: none"> ● Gigabytes ● Megabytes ● Terabytes
Container Summary		<p>A list of container and container types housing the materials described in the component record. Examples:</p> <ul style="list-style-type: none"> ● 1 hard drive ● 12 CDR
Physical Details		<p>Other physical details of the materials described, e.g., analog, b&w, negatives. See DACS 2.5 May not be applicable to Digital Object records.</p>
Dimensions		<p>Dimensions of the materials described. See DACS 2.5 May not be applicable to Digital Object records.</p>

Agent Links

Associates agents as a creator, source, or subject of the materials described to provide information about their context.

Agent Links
Add Agent Link

☰
Role *

Relator

Agents *

ArchivesSpace Label	Mappings	Guidelines
Role*		Required field. Indication of what function (creator, source, or subject) the Agent has in regards to its link to a Digital Object record. <ul style="list-style-type: none"> • Creator • Source • Subject
Relator		An indication of what role the Agent has in regards to its function as indicated in how it is linked (e.g., creator, source, or subject) to a certain description record. For example, a Agent may be linked as a creator to a record, but with the more specific role of "illustrator". See MARC Code List for Relators.
Agents		Browse to or create Agent and link to Digital Object record

Subjects

Use this section to add subjects to digital object records.

The screenshot shows a 'Subjects' interface. At the top right is an 'Add Subject' button. Below it are two identical search input fields. Each field has a hamburger menu icon on the left, the text 'Subjects *' in bold, a search input box with the placeholder 'Type to search available records..', a dropdown arrow, and a close 'X' button on the right. A plus sign is centered below the second search field.

ArchivesSpace Label	Mappings	Guidelines
Subjects*		Required field. Browse to or create a subject and link to Digital Object record

Notes

Use this section to add notes to digital object records.

The screenshot shows a 'Notes' interface. At the top right are 'Add Note' and 'Apply Standard Note Order' buttons. Below is a 'Note Type *' dropdown menu set to 'General Note'. A section titled 'Digital Object Note' contains fields for 'Persistent ID', 'Label', 'Type *' (set to 'General Note'), and a 'Publish?' checkbox. Below this is a 'Content *' section with a large text area and an 'Add Content Item' button. At the bottom are 'Apply Standard Note Order' and 'Add Note' buttons. A note at the bottom of the content area reads: 'Mixed Content Enabled -- Type '<' for elements or highlight text to wrap'.

ArchivesSpace Label	Mappings	Guidelines

Note Type*		Required field.
Persistent ID		
Label		
Type*		Required field.
Publish	Does not export to external record.	Select publish to allow publication of digital object to public interface.
Content*		Required field. Enter text of note.

External Documents

Links to information in other description or management systems, such as donor files, processing plans, etc.

The screenshot shows a web form titled "External Documents". At the top right is a button labeled "Add External Document" with a question mark icon. The form contains three main input areas: "Title *" (with a red asterisk), "Location *" (with a red asterisk), and "Publish?" (with a checkbox). Each input area has a close button (X) in its top right corner. A plus sign (+) is centered at the bottom of the form area.

ArchivesSpace Label	Mappings	Guidelines
Title*		Required field. The title of an external document referenced from the accession record. The document may be of any form or content. A web accessible file, a network accessible file, a file on the same computer as the application, etc.
Location*		The location of the file, ideally a resolvable URI. Examples: <ul style="list-style-type: none">• http://www.archivesspace.org/membership• <code>file:///c:/path/to/the%20file.txt</code>
Publish	Does not export to external record.	Select publish to allow publication of external document to public interface.

Rights Statements

Information about the rights status of the materials described and whether there are specific restrictions or permissions that have been indicated.

The screenshot shows the 'Rights Statements' form. At the top right is a button 'Add Rights Statement'. Below it is a form with the following elements:

- Identifier:** A text field containing '-- auto-generated upon save --' with a close button (X) on the right.
- Active:** A checkbox that is checked.
- Rights Type:** A dropdown menu that is currently empty. Below it is a message: 'Please select a Rights Type'.
- External Documents:** A section with a button 'Add External Document'.

ArchivesSpace Label	Mappings	Guidelines
Identifier		Uniquely identifies the rights statement within the repository domain. Rights Statement identifiers are usually auto-generated by the application.
Active		Indicates whether a rights record is active or inactive.
Rights Type		Required field. The basis for the rights statement being made. Four bases are allowed: intellectual property, license, such as donor agreement, legal statutes such as Fair Use or FERPA, and institutional policy.
External Documents		Use to add external document and complete title, location, and publish fields to publish to AS public interface.

Collection Management

Collection Management

Add Collection Management Fields

Processing Priority	<input type="text"/>	<input type="button" value="x"/>
Rights determined?	<input type="checkbox"/>	
Processing Plan	<input type="text"/>	
Processors	<input type="text"/>	
Processing hrs/unit Estimate	<input type="text"/>	
Processing Total Extent *	<input type="text"/>	
Extent Type *	<input type="text"/>	
Total Processing Hours	<input type="text"/>	
Funding Source	<input type="text"/>	
Processing Status	<input type="text"/>	

User Defined

User Defined

Add User Defined Fields

Boolean 1

Boolean 2

Boolean 3

Integer 1


Integer 2


Integer 3

Real 1

Real 2

Real 3

Date 1 
e.g. YYYY-MM-DD

Date 2 
e.g. YYYY-MM-DD

Linking Digital Object Records

Linking Resources/Accessions to Digital Object Records in AS

Resource and Accession records may be linked to Digital Object records in AS. A resource record may be linked to one or more Digital Object record at any level of arrangement, e.g. collection, series, item.

- Open Resource or Accession record
- Select appropriate component for digital object link: collection, series, item
- Select the Instances section
- In Digital Object box, select Browse from menu
- Browse to Digital Object record
- Select Link to Digital Object
- Save Resource or Accession record

Examples

Example of a Digital Object Record that places a URL in an EAD finding aid.

Basic Information

Title *	<input type="text" value="Female athletes posing"/>
Identifier *	<input type="text" value="OWS_WUA044_VMS_241A"/>
Publish?	<input checked="" type="checkbox"/>
VRA Core Level	<input type="text"/>
Type	<input type="text" value="Still Image"/>
Language	<input type="text"/>
Restrictions?	<input type="checkbox"/>

File Versions

Representative

File URI *	<input type="text" value="http://libmedia.willamette.edu/cview/#!doc:page:aphotos/4542"/>
Publish?	<input checked="" type="checkbox"/>
Use Statement	<input type="text"/>
XLink Actuate Attribute	<input type="text" value="onRequest"/>
XLink Show Attribute	<input type="text" value="new"/>
File Format Name	<input type="text" value="reference"/>

Example of the same Digital Object Record in viewing mode

[Edit](#) [Calculate Extent](#) [Add Event ▼](#) [Publish All](#) [View Published](#) [Export ▼](#) [Merge ▼](#) [Suppress](#) [Delete](#)

Female athletes posing Digital Object

Basic Information

Title	Female athletes posing
Identifier	OWS_WUA044_VMS_241A
Publish?	True
Type	Still Image
Restrictions?	False

Created by [ajdambrosio](#) 2016-05-31 11:26:27 -0700, Last Modified by [ajdambrosio](#) 2017-02-13 09:24:51 -0800

File Versions

> <http://libmedia.willamette.edu/cview/#ldoc:page:aphotos/4542>

Record Links

Record	Early 1920s
--------	-----------------------------

Example of a Digital Object Record in editing mode for documenting information about born digital files in a digital preservation system

Rex Amos 2014 e-mail Digital Object

Basic Information

Title * Rex Amos 2014 e-mail

Identifier * OWS_WUSC_2015_22_Amos_Email

Publish?

VRA Core Level

Type Text

Language

Restrictions?

File Versions Add File Version




Make Representative




File URI * 801b9aba-ffd3-4e47-af50-f5cd75bb3182

Continued on next page

Dates

Add Date

	Label *	Creation	
	Expression *	<input type="text" value="2014"/>	
	Type *	Single	
	Begin	<input type="text" value="2014"/> 	
		e.g. YYYY, YYYY-MM, or YYYY-MM-DD	
	Certainty	<input type="text"/>	
	Era	ce	
	Calendar	Gregorian	

	Label *	Event	
	Expression *	<input type="text" value="Ingested 2016 July 20"/>	
	Type *	Single	
	Begin	<input type="text" value="2016-07-20"/> 	
		e.g. YYYY, YYYY-MM, or YYYY-MM-DD	
	Certainty	<input type="text"/>	
	Era	ce	
	Calendar	Gregorian	



Example of the same Digital Object Record in viewing mode

Basic Information

Title	Rex Amos 2014 e-mail
Identifier	OWS_WUSC_2015_22_Amos_Email
Publish?	False
Type	Text
Restrictions?	False

Created by **ajdambrosio** 2016-12-02 15:46:59 -0800, Last Modified by **ajdambrosio** 2016-12-02 15:46:59 -0800

File Versions

➤ 801b9aba-ffd3-4e47-af50-f5cd75bb3182


Dates

➤ Creation 2014

➤ Event Ingested 2016 July 20

Record Links

Record

 [Rex Amos papers - Addition to \[Flashdrive\]](#)

Events

Type	Outcome	Agent Links	Record Links		
Ingestion	Pass	Implementer: Amber Executing Program: Artefactual Systems Inc. Archivematica 1.5.0 (ArchivesDirect)	Source: Rex Amos 2014 e-mail	Created by ajdambrosio 2017-02-13 09:37:07 -0800 Last Modified by ajdambrosio 2017-02-13 09:37:07 -0800	View Edit