Archivists’ Toolkit
(The AT)
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CINE.GT 1803: Access to Moving Image Collections
New York University
December 12, 2012
What is AT?

• Open source software for managing and describing archival materials

• Designed for archivists and based in archival practice

• Focuses on descriptive metadata with some technical/administrative metadata capabilities
Main Goals

• Support archival processing and production of access instruments
• Promote standardization/reuse of data
• Promote efficiency
• Lower training costs
Application modules

Major Record Types
- Accessions
- Resources
- Digital Objects

Linked/Sub-Records
- Names
- Subjects
- Locations
- Deaccessions
- Assessments
Supported Standards

• Resources: DACS, EAD, MARCXML

• Digital Objects: METS, MODS, MARCXML, Dublin Core

• AT exports records in all of these formats and imports most of them
Limitations

• Does not place a strict workflow requirement on users
• Does not manage rights information other than whether rights were transferred
• Is not a DAM/repository system
<table>
<thead>
<tr>
<th>Basic Information</th>
<th>Accession Notes</th>
<th>User defined fields</th>
<th>Names &amp; Subjects</th>
<th>Acknowledgements, Restrictions &amp; Processing Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accession Number</td>
<td>2009</td>
<td>A</td>
<td>156</td>
<td></td>
</tr>
<tr>
<td>Accession Date</td>
<td>6/20/2009</td>
<td></td>
<td></td>
<td></td>
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**Resources Linked to this accession**

<table>
<thead>
<tr>
<th>Resource Identifier</th>
<th>Resource Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>RU.840</td>
<td>Office of Public Affairs, Yale University</td>
</tr>
</tbody>
</table>

**Date Expression**

- **Date**
  - Begin: 1966
  - End: 2008

**Bulk Dates**

- **Begin**
- **End**

**Deaccessions**

- **Deaccession Date**
- **Extent**
- **Extent Measurement**

**Locations**

- **Location**
- **Note**

**General Accession Note**

- **Repository**: MSSA

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Created: Jan 26, 2010 by atuser | Modified: Jan 26, 2010 by atuser | Record Number: 6730
Title: Office of Public Affairs, Yale University, motion pictures

Accessions linked to this Resource ID:
- Accession Number: 1979.A.009
- Accession Title: Motion picture film
  - Accession Title: Motion picture films, ca...

Extent
- Extent Number: 214.4 linear feet
- Container Summary: (1,052 boxes)

Basic Description
- Level: collection
- Date Expression: 1966-2008
  - Inclusive Dates: Begin 1966 End 2008

Names & Subjects
- Title: Office of Public Affairs, Yale University, motion pictures

Notes Etc. & Deaccessions
- Repository Processing Note

Finding Aid Data
- Accession Numbers
- Accession Titles

Internal Only?
- Yes

Resource Identifier: RU 840

Add Instance
- Add Instance
- Remove Instance

Instances
- Instance Type
- Instance Label

Restrictions Apply
- Yes

Created: Jan 22, 2010 by atuser | Modified: Apr 12, 2010 by cconnoll | Record Number: 945
The materials consist of video recordings, notes, statements, motion picture film, stock film, sound tracks, and magnetic tapes used in Office of Public Affairs (formerly Public Information) productions documenting Yale. Many of the video recordings in Accession 2009-A-156 are commercially produced by entities external to Yale.
<table>
<thead>
<tr>
<th>Title: Office of Public Affairs, Yale University, Motion Pictures</th>
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<tbody>
<tr>
<td><strong>Basic Description</strong></td>
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<td>EAD FA Unique Identifier: mssa.ru.0840</td>
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<td>Finding Aid Subtitle:</td>
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<td>Finding Aid Filming Title: Office of Public Affairs, Yale University, Motion Pictures</td>
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<td>Finding Aid Date: June 2006</td>
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<td>Author: compiled by Staff of Manuscripts and Archives</td>
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</table>

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