# 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

Credit: Lisa Spiro, http://archivalsoftware.pbworks.com/w/page/13600237
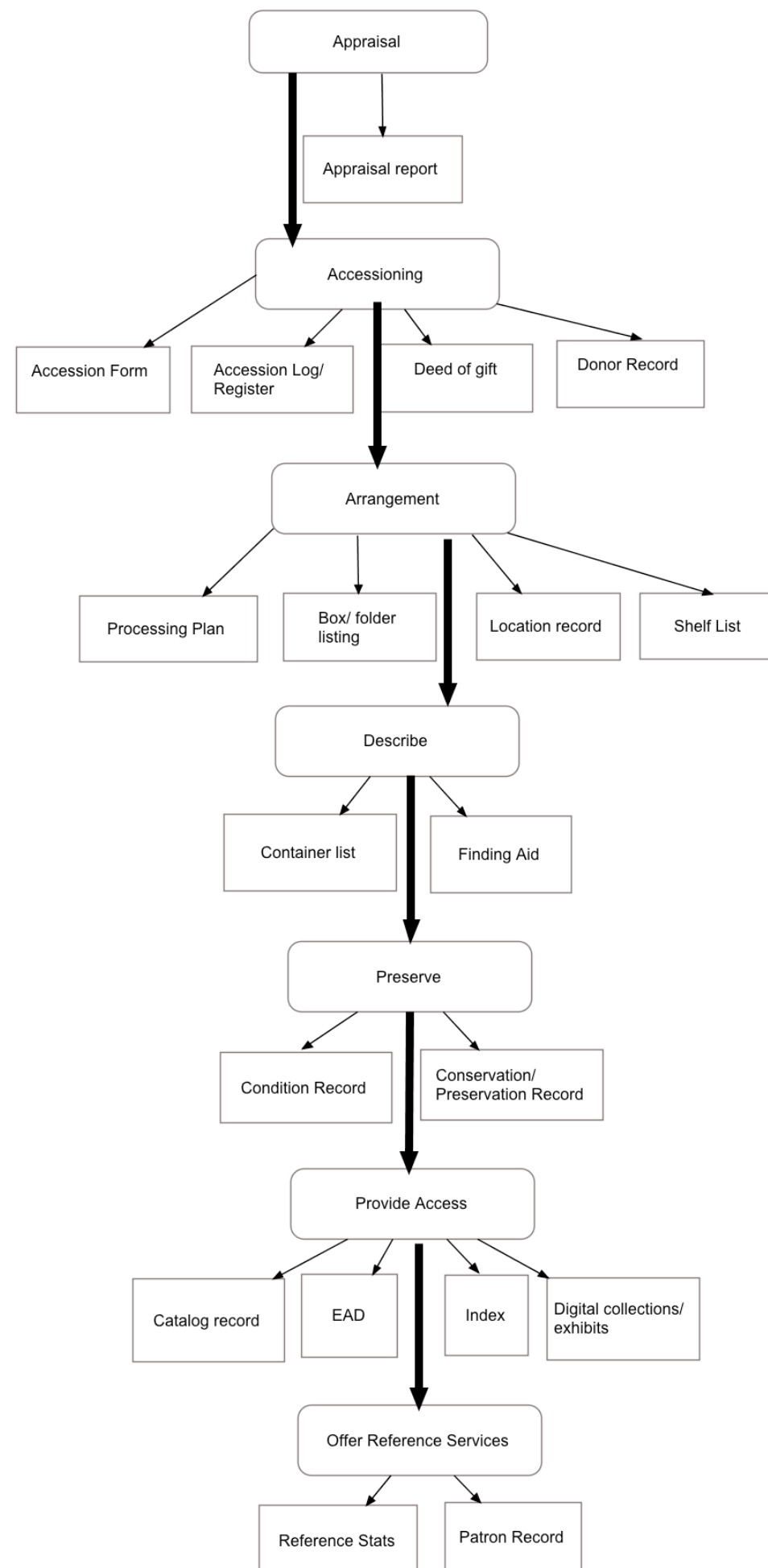
Main Goals

- 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

Title: Videorecordings documenting Yale University, 1966-2008 Accession #: 2009.A.156

Basic Information | Accession Notes | User defined fields | Names & Subjects | Acknowledgements, Restrictions & Processing Tasks

Accession Number `2009` `A` `156` `        `

Accession Date `6/20/2009`

Resources Linked to this accession

Resource Identifier ▲	Resource Title
RU.840	Office of Public Affairs, Yale Univer...

[Link Resource] [Remove Link]

Resource Type `Records ▼`

Title

`Videorecordings documenting Yale University, 1966-2008`

Extent

Extent Number `27` `linear feet ▼`

Container Summary

Repository MSSA   [Change Repository]

Date Expression `1966-2008`

Date

 Begin `1966` End `2008`

Bulk Dates

 Begin `        ` End `        `

Deaccessions

Deaccession Date	Extent	Extent Measurement

[Add Deaccession] [Remove Deaccession]

Locations

Location	Note

[Add Location] [Remove Location]

General Accession Note

[First] [Previous] [Next] [Last] [Reports] [Close] [Save]

Created: Jan 26, 2010 by atuser | Modified: Jan 26, 2010 by atuser | Record Number: 6730

Title: Office of Public Affairs, Yale University, motion pictures

Resource Identifier: RU.840

RU.840: Office of Public Affairs, Yale Univer
  ⊞ Films produced by the Office of Public Af
  ⊟ University Public Information motion pict
      ● Boswell work print (900')
      ● Walpole (1000')
    ⊞ Giamatti Inauguration/Graduation
      ● Yale: The 275th Year, answer print (1
      ● Campaign For Yale, answer print (120
      ● Winter Scene on Elm Street (200')
      ● Front of Peabody Museum (225')
      ● Architectural Details (310')
      ● May 1st Protesters on Green, work pri
      ● Coed, Graduation (300')
      ● Students Playing Frisbee on Old Camp
      ● New Haven Green Vending Truck & Pr
      ● Football Game (Cornell) in Yale Bowl (
      ● Graduation Crowd in Beinecke Plaza (
      ● Branford Courtyard, Entrance to Piers
      ● Autumn Friday/Saturday (400')
      ● Autumn Friday/Saturday, work print (
    ⊞ Mellon Center Construction Site (200')
      ● Organization and Man (650' each)
      ● Yale: One Perspective, An Admission
      ● Admissions (700')
  ⊟ Videorecordings documenting Yale Univer
      ● 3415: 100th Anniversary Harvard vs.

Basic Description | Names & Subjects | Notes Etc. & Deaccessions | Finding Aid Data | Internal Only?

Level   [collection ▾]

Other Level   [   ]

Title

[Office of Public Affairs, Yale University, motion pictures]

[Wrap in tag... ▾]

Date Expression   [1966-2008]

  Inclusive Dates

  Begin [1966]   End [2008]

  Bulk Dates

  Begin [   ]   End [   ]

Language [English (eng)   ▾]

Repository Processing Note

[   ]

Repository MSSA

[Change Repository]

Resource Identifier [RU] [840] [   ] [   ]

Accessions linked to this Resource ID:

Accession Number ▲	Accession Title
1979.A.009	Motion picture film
1980.A.001a	Motion picture films, ca...

Extent

  Extent Number [214.4] [linear feet   ▾]
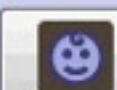
  Container Summary

  [(1,052 boxes)]

Instances

Instance Type ▲	Instance Label

[Add Instance]   [Remove Instance]

☑ Restrictions Apply

[Add Child] [Add Sibling] [Rapid Data E... ▾] [Delete Component] [Transfer] [Manage Locations] [Export EAD] [Export MARC] [Export Cont. Labels]
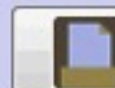
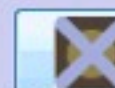First Previous Next Last Reports Close Save

Title: Office of Public Affairs, Yale University, motion pictures　　　　　Resource Identifier:　RU.840

RU.840: Office of Public Affairs, Yale Univer
Films produced by the Office of Public Af
University Public Information motion pict
Videorecordings documenting Yale Univer

Basic Description	Names & Subjects	Notes Etc. & Deaccessions	Finding Aid Data	Internal Only?

Notes etc.

Type	Title	Content
Abstract	Summary:	The materials consist of video record...
General note	General note	Forms part of Yale Record Group 48-B...
Existence and Location of Copies	Alternative Formats	Copies of the final films produced for...
Conditions Governing Access	Information about Access	The materials are open for research....
Copyright and Use	Ownership & Copyright	Copyright for materials authored or o...
Cite As	Cite As	Office of Public Affairs, Yale Universi...
Arrangement	Arrangement	The materials are arranged by access...
Description of the Papers	Description of the Collection	The materials consist of video record...

☐ Internal Only　☐ Multi-part　　　　　　　　　　　　Persistent ID ref9

Type　　　Description of the Papers　　　　　　　　　　　　　▼

Note Label Description of the Collection

Note Content 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.

Wrap in tag...　▼

First　Previous　Next　Last　　　Cancel　OK

Add Child　　Add Sibl

Created: Jan 22, 2010 by atuser | Modified: Apr 12, 2010 by atuser | Record Number: 13392

Created: Jan 22, 2010 by atuser | Modified: Apr 12, 2010 by cconnoll | Record Number: 945

Title: Office of Public Affairs, Yale University, motion pictures

Resource Identifier: RU.840

RU.840: Office of Public Affairs, Yale Univer
- Films produced by the Office of Public Af
- University Public Information motion pict
  - Boswell work print (900')
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  - Winter Scene on Elm Street (200')
  - Front of Peabody Museum (225')
  - Architectural Details (310')
  - May 1st Protesters on Green, work pri
  - Coed, Graduation (300')
  - Students Playing Frisbee on Old Camp
  - New Haven Green Vending Truck & Pr
  - Football Game (Cornell) in Yale Bowl (
  - Graduation Crowd in Beinecke Plaza (
  - Branford Courtyard, Entrance to Piers
  - Autumn Friday/Saturday (400')
  - Autumn Friday/Saturday, work print (
  - Mellon Center Construction Site (200')
  - Organization and Man (650' each)
  - Yale: One Perspective, An Admission
  - Admissions (700')
- Videorecordings documenting Yale Univer
  - 3415: 100th Anniversary Harvard vs.

Basic Description | **Names & Subjects** | **Notes Etc. & Deaccessions** | **Finding Aid Data** | **Internal Only?**

EAD FA Unique Identifier   mssa.ru.0840

EAD FA Location   http://hdl.handle.net/10079/fa/r

Finding Aid Title

Guide to the Office of Public Affairs, Yale University, Motion Pictures

Finding Aid Subtitle

Finding Aid Filing Title

Office of Public Affairs, Yale University, Motion Pictures

Finding Aid Date   June 2006

Author

compiled by Staff of Manuscripts and Archives

Description Rules

Describing Archives:...ard (dacs)

Language of Finding Aid

Finding aid written in <language langcode="eng" scriptcode="Latn">English</language>

Sponsor Note

Edition Statement

Series

Revision Date   June 2009

Revision Description

Finding Aid Status   edited-full-draft

Finding Aid Note

This encoded finding aid is compliant with the Yale EAD Best Practice Guidelines, Version 1.0.
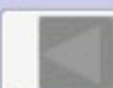
Add Child | Add Sibling | Rapid Data E... | Delete Component | Transfer | Manage Locations | Export EAD | Export MARC | Export Cont. Labels
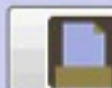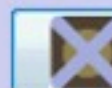
First | Previous | Next | Last | Reports | Close | Save

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    - 3415: 100th Anniversary Harvard vs.

Basic Description | Names & Subjects | Notes Etc.

Level: item ▼   Persistent ID: ref266

Component Unique Identifier: [ ]

Other Level: [ ]

Title:
3415: 100th Anniversary Harvard vs. Yale Football Game

Extent

Extent Number: 1   videotape (U-matic) ▼

Container Summary: [ ]

Wrap in tag... ▼

Date Expression: 1983 Dec 5

Date
Date Begin: [ ]   Date End: [ ]

Bulk Dates
Bulk Date Begin: [ ]   Bulk Date End: [ ]

Instances

Instance Type ▲	Instance Label
Moving Images	Box 957

Language Code: [ ] ▼

Repository Processing Note: [ ]

Add Instance   Remove Instance

☐ Internal Only   ☐ Restrictions Apply

Add Child | Add Sibling | Rapid Data E... ▼ | Delete Component | Transfer | Manage Locations | Export EAD | Export MARC | Export Cont. Labels
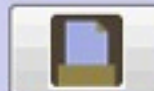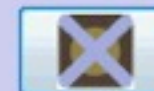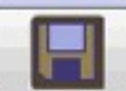
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