

CSV Import in AtoM

referenceCode	legacyId	parentId	qubitParentIdentifier	accessionTitle	levelOfDescription	extentAndMedium	repository	archivalHistory	acquisition	scopeAndContent
ON00120-007	71473			Irving Steinberg Sudbury Slide Collection	Collection	18 photographs: col, mounted on slides	City of Greater Sudbury Archives	Earl Levi received the slides	ACC2009-007, Charles Levi	Colour slides depicting various sights in and around Sudbury in the late 1950s and early 1960s.
ON00120-007-1	71477	71473		Sudbury High School	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a high school taken from the schoolyard.
ON00120-007-2	71478	71473		Woolworth Building Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of an office building with "Woolworths" "Crown Life", and "Confederation Life" signs.
ON00120-007-3	71479	71473		2. Durham St. Looking North, Sudbury, Ontario - R.B.L. P.O. Box 394, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and two children jay-walking. A "Hotel Coulson" sign is also visible.
ON00120-007-4	71480	71473		6. Uigar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Fi	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and buildings.
ON00120-007-5	71481	71473		11. Residential District Overlooking Lake Ramsey with Gen. Hosp. at right Sudbury.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of houses, trees, Lake Ramsey, and the Sudbury General Hospital taken from a distance.
ON00120-007-6	71482	71473		17. A Pouring Molten Slag at Sudbury, Ontario - Robert Brown Ltd.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of six rows of molten slag taken at night.
ON00120-007-7	71483	71473		20. St. Elizabeth School of Nursing Sudbury Ont. - Nickletone Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a building taken from the rear.
ON00120-007-8	71484	71473		23. Prince Charles School, 1 of 64 Elementary Schools in Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a school taken from a street. A child is also in the photograph.
ON00120-007-9	71485	71473		26 Sudbury Public Library	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Public Library taken from MacKenzie Street. A "Red Ensign" flag is visible.
ON00120-007-10	71486	71473		27. Federal Building, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a downtown Federal Government building taken from across the street. Car signs are visible.
ON00120-007-11	71487	71473		28. Hockey Arena Sudbury	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Community Area, sign advertising "Bingo Wednesday August 2nd".
ON00120-007-12	71488	71473		38. Four Schools, Public Library and Part of St. Joseph Hospital, Sudbury - Photo Copyri	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is picture of buildings including the Sudbury Public Library and four schools taken from behind.
ON00120-007-13	71489	71473		42 Bell Park Sudbury, Ont. - Nickletone Processing Sudbury Photo Service Sudbury, Ont	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a crowd in Bell Park with some people sitting on the grass and others in the background.
ON00120-007-14	71490	71473		43. Looking north toward downtown Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture taken from an elevated area of trees, buildings, and a railway.
ON00120-007-15	71491	71473		60. View of Sudbury, Ont from one of Many Rock Hills. - Nickletone Processing Sudbury Item	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture taken from an elevated area of trees and buildings.
ON00120-007-16	71492	71473		62. Durham St. Looking South, Sudbury, Ontario. - Nickletone Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of Durham Street, cars, people, a "Rexall" sign and the "Royal Bank of Canada" sign.
ON00120-007-17	71493	71473		74. The Pelletizing Plant of the Lowphos Iron Mine at Sudbury, Ont. - Nickletone Proces	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the inside of a factory, machinery, and a worker.
ON00120-007-18	71494	71473		75. The Kalamazoo Vegetable Parchment Co. Paper Mill at Espanola, Near Sudbury, Ont	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a factory complex and mill stream.
ON00120-007-1 a1	71473			Sudbury High School	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a high school taken from the schoolyard.
ON00120-007-2 a2	71473			Woolworth Building Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of an office building with "Woolworths" "Crown Life", and "Confederation Life" signs.
ON00120-007-3 a3	71473			2. Durham St. Looking North, Sudbury, Ontario - R.B.L. P.O. Box 394, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and two children jay-walking. A "Hotel Coulson" sign is also visible.
ON00120-007-4 a4	71473			6. Uigar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Fi	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and buildings.
ON00120-007-5 a1	71473			11. Residential District Overlooking Lake Ramsey with Gen. Hosp. at right Sudbury.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of houses, trees, Lake Ramsey, and the Sudbury General Hospital taken from a distance.
ON00120-007-6 a2	71473			17. A Pouring Molten Slag at Sudbury, Ontario - Robert Brown Ltd.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of six rows of molten slag taken at night.
ON00120-007-7 a3	71473			20. St. Elizabeth School of Nursing Sudbury Ont. - Nickletone Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a building taken from the rear.
ON00120-007-8 a4	71473			23. Prince Charles School, 1 of 64 Elementary Schools in Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a school taken from a street. A child is also in the photograph.
ON00120-007-9 a3	71473			26 Sudbury Public Library	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Public Library taken from MacKenzie Street. A "Red Ensign" flag is visible.

Understanding how to prep a CSV file
for importing descriptions into AtoM



CSV Import Documentation



[Home](#) [Downloads](#) [Documentation](#) [Community](#) [News](#) [Wiki](#) [Demo](#)

Version 2.5 is our latest release.

CSV import

Most often understood as an acronym for "comma-separated values" (though sometimes called "character-separated values" because the separator character does not have to be a comma), CSV is a file format that stores tabular data in plain-text form, information with common properties that can be expressed as a sequence of fields sharing a common header can be stored in plain-text using the CSV format, making it application agnostic and highly transportable.

A CSV file consists of a number of records (rows), that have identical fields, separated by commas (or in some cases, another separator). Often a header column (i.e. the cell values in first or top row of a CSV file) is included, naming each column and indicating what kind of data the column contains. Data is then entered using a separator or delimiter (such as a comma) to indicate a separation of fields (or cells), and a line break or carriage return to indicate rows (i.e. different records). Most spreadsheet applications (such as OpenOffice Calc or MS Excel) can open CSV files and express them as a spreadsheet. See [Wikipedia](#) for more information on CSV.

In **AtoM**, the CSV import function allows user to import data from a spreadsheet, or another database (so long as the export from the database is made to conform with the AtoM CSV template format). Artefactual has created a number of *CSV templates* that can be used to import various different *entity* types. AtoM expects the column headers used in the templates and imports that do not conform to this pattern will fail or cause unexpected results.

CSV imports performed via the [user interface](#) in AtoM are executed as *jobs* and performed asynchronously in the background to avoid timeouts in the web browser. Jobs in AtoM are handled by [Gearman](#), and the status of AtoM jobs can be seen in the [user interface](#) via the **Manage > Jobs** page. For more information, see: [Manage jobs and Asynchronous jobs and worker management](#).

To import CSV files, a user must be logged in as an **administrator**. For more information on user groups and permissions, see:

- [User roles](#)
- [Manage user accounts and user groups](#)
- [Edit permissions](#)

In addition to importing new records, AtoM can also attempt to identify matches on existing records and either update them in place, or delete the matches before importing the new records as replacements. This functionality will be described in greater detail below, along with other import options.

Jump to:

- [Before you import](#)
- [Map legacy IDs to express hierarchical data](#)
- [Prepare archival descriptions for CSV import](#)

Version 2.5

[\[Table of contents\]](#)

CONTENTS



CSV import

- [Before you import](#)
 - [Determining import complexity](#)
 - [CSV Column mapping](#)
 - [Verify character encoding and line endings](#)
 - [Character encoding \(UTF-8\)](#)
 - [Line endings](#)
 - [Data transformation](#)
 - [Estimating import duration](#)
 - [Testing your import](#)
- [Legacy ID mapping: dealing with hierarchical data in a CSV](#)
- [Prepare archival descriptions for CSV import](#)
 - [Hierarchical relationships](#)
 - [LegacyID and parentID](#)
 - [qubitParentSlug](#)
 - [Creator-related import columns \(actors and events\)](#)
 - [On Authority records, archival descriptions, and CSV imports](#)
 - [Attempting to match to existing authority records on import](#)
 - [Digital object-related import columns](#)
 - [Physical object-related import columns](#)
 - [Standards related fields](#)
 - [Other data entry notes](#)
- [Import new archival descriptions via CSV](#)
- [Update existing descriptions via CSV import](#)
 - [Matching criteria for archival descriptions](#)
 - [Update matches in place](#)
 - [Delete matches and replace with imported records](#)
 - [Importing updates via the user interface](#)
- [Prepare events for CSV import](#)

<https://www.accesstomemory.org/docs/latest/user-manual/import-export/csv-import/>

CSV templates on AtoM wiki

[Home](#)[Downloads](#)[Documentation](#)[Community](#)[Wiki](#)[Demo](#)

CSV templates

[< Resources](#)[Main Page](#) > [Resources](#) > Resources/CSV templates

On this page you'll find copies of the CSV templates we provide for use when importing data into AtoM. As the CSV files change over versions, we will add sections, so that you can be sure you are using the right template for your AtoM installation.

Tip

Did you know you can also find all the CSV import templates inside AtoM? They are located in

`lib/task/import/example`.

For more information on CSV import, see the CSV section of our [User manual](#). [↗](#) Links directly to each major release's CSV import documentation are included in the relevant sections below.

See also

- [CSV transformation](#)

Page organization

This page has been divided first by type - archival description, or other CSV import type (as the archival description CSV templates are the most commonly used, and also the ones most subject to further development and versioning), and then in each section, by release. If the template has not changed for a version, it will **not** be added to the newest release section - you can simply download the link in the previous version.

ACCOUNT

- [Dan](#)
- [Talk](#)
- [Preferences](#)
- [Watchlist](#)
- [Contributions](#)
- [Log out](#)

PAGE

- [Discussion](#)
- [Edit](#)
- [History](#)
- [Delete](#)
- [Move](#)
- [Protect](#)
- [Unwatch](#)

SEARCH



https://wiki.accesstomemory.org/Resources/CSV_templates

CSV templates in AtoM

[Why GitHub?](#)[Enterprise](#)[Explore](#)[Marketplace](#)[Pricing](#)[Sign in](#)[Sign up](#)[artefactual / atom](#)[Watch](#) 40[★ Star](#) 109[Fork](#) 65[Code](#)[Issues](#) 5[Pull requests](#) 0[Projects](#) 0[Security](#)[Insights](#)Branch: qa/2.6.x [atom / lib / task / import / example /](#)[Create new file](#) [Find file](#) [History](#)

sbreker Auth subject place access points, refs #12647

Latest commit be71a15 on Dec 3, 2018

--

authority_records	Auth subject place access points, refs #12647	7 months ago
isad	CSV import improvements, refs #10853	2 years ago
rad	Remove RAD ID CSV import example col., refs #12483	8 months ago
transformation	CSV export roundtripping fixes, refs #8122	4 years ago
example_accessions.csv	Clean up example accessions CSV, refs #9753	3 years ago
example_deaccessions.csv	Deaccessions CLI import enhancement, Refs #12020	last year
example_events.csv	Added culture column to example event import CSV file.	7 years ago
example_repositories.csv	Add repository CSV fields, refs #10853	2 years ago

© 2019 GitHub, Inc. [Terms](#) [Privacy](#) [Security](#) [Status](#) [Help](#)



[Contact GitHub](#) [Pricing](#) [API](#) [Training](#) [Blog](#) [About](#)

Stored in: lib/task/import/example/

Archival descriptions: overview

- 2 main templates: ISAD(G) and RAD
- Column headers are the same in each – there are just more in RAD.
 - You could combine columns from the 2 CSVs and it would import successfully – it just may not display all data on a single template!
- Column header names are generic, based on database names

Header names are generally written in camelCase:

- `scopeAndContent`
 - Scope and content (ISAD 3.3.1)
 - Scope and content (RAD 1.7D)
- `physicalCharacteristics`
 - Physical characteristics and technical requirements (ISAD 3.4.4)
 - Physical condition note (RAD 1.8B9a)

	A	B	C	D	E	F	G	H	I	J	K	L
1	legacyId	parentId	qubitParentSlug	identifier	accessionNumber	title	levelOfDescription	extentAndMedium	repository	archivalHistory	acquisition	scopeAndContent
2	1			F1		Example fonds Fonds		Example fonds Extent and medium (ISAD 3.1.5)	Example Repository	Example fonds Archival history (ISAD 3.2.3)	Immediate source of acquisition or transfer (ISAD 3.2.4)	Example fonds Scope and content (ISAD 3.3.1)
3	2	1		IT-1		Example Item Item		Example item Extent and medium	Example Repository	Example item Archival history	Example item Immediate source of acquisition or transfer	Example item Scope and content

Crosswalking with CSV files

	I	J	K	L
1	repository	archivalHistory	acquisition	scopeAndContent
2	Example Repository	Example fonds Archival history (ISAD 3.2.3)	Immediate source of acquisition or transfer (ISAD 3.2.4)	Example fonds Scope and content
3	Example Repository	Example item Archival history	Example item Immediate source of acquisition or transfer	Example item Scope and content
4				

In the example CSV files from v2.2 on, we have included the relevant content standard name and number in the sample data field. This means you can import the CSV template to produce a sort of “crosswalk” or key, showing you how fields in AtoM map to the column headers, and to other standards templates (such as DACS, MODS, DC).

https://wiki.accesstomemory.org/Resources/CSV_templates

Crosswalking with CSV files


Example Repository

Holdings Quick search

Fonds F1 - Example fonds

Item IT-1 - Example item (draft)

Fonds F1 - Example fonds



Identity area

Reference code F1

Title Example fonds

Date(s)

- 2016 (Accumulation)
- January 1, 2015 - December 31, 2016 (Creation)

Level of description Fonds

Extent and medium Example fonds Extent and medium (ISAD 3.1.5)

Context area

Name of creator Creator (ISAD 3.2.1)

Biographical history: Example fonds Creator history (ISAD 3.2.2). Note that this will be added to the related authority record for Creator (ISAD 3.2.1).

Repository Example Repository

Archival history Example fonds Archival history (ISAD 3.2.3)

Immediate source of acquisition or transfer Immediate source of acquisition or transfer (ISAD 3.2.4)

Content and structure area

Scope and content Example fonds Scope and content (ISAD 3.3.1)

Appraisal, destruction and scheduling Example fonds Appraisal, destruction and scheduling (ISAD 3.3.2)

Accruals Example fonds Accruals (ISAD 3.3.3)

System of arrangement Example fonds System of arrangement (ISAD 3.3.4)

Conditions of access and use area

Clipboard

	I	J	K	L
1	repository	archivalHistory	acquisition	scopeAndContent
2	Example Repository	Example fonds Archival history (ISAD 3.2.3)	Immediate source of acquisition or transfer (ISAD 3.2.4)	Example fonds Scope and content
3	Example Repository	Example item Archival history	Example item Immediate source of acquisition or transfer	Example item Scope and content
4				

Import

[XML](#)

[CSV](#)

Export

[Dublin Core 1.1 XML](#)

[EAD 2002 XML](#)

Finding aid

[Generate](#)

[Upload](#)

Related subjects

Subject access point 1

Subject access point 2

Related people and organizations

Accumulator (ISAD 3.2.1)

(Accumulator)

Creator (ISAD 3.2.1)

(Creator)

Name access point 1

(Subject)

Name access point 2

(Subject)

Related places

Genre access point 1

Genre access point 2

Place access point 2

Physical storage

Shelf: Example Shelf -

Example Shelf Location

Crosswalking with CSV files

You can preview data in another standard without having to edit, by adding a semi-colon and the standard's abbreviation to the end of its URL:

Standard template	Add to URL
ISAD(G)	;isad
RAD	;rad
DACS	;dacs
Dublin Core	;dc
MODS	;mods

The screenshot shows the Atom Demo web interface. The browser address bar displays the URL `10.10.10.10/example-fonds;mods`, with the `;mods` part highlighted by a red box. The page title is "Fonds F1 - Example fonds". The main content area shows a tree view of the fonds structure, including "[Fonds] F1 - Example fonds" and "(draft) Item IT-1 - Example Item". Below the tree view, the "Elements area" displays metadata for the fonds, including Identifier (F1), Title (Example fonds), Date(s) (2016 (Accumulation), Accumulator (ISAD 3.2.1), January 1, 2015 - December 31, 2016 (Creation)), Creator (Creator (ISAD 3.2.1)), Language (English, French), Internet media type (image/jpeg), Subjects (Subject access point 1, Subject access point 2), Places (Place access point 1, Place access point 2), Names (Name access point 1, Name access point 2), Access condition (Example fonds Conditions governing access (ISAD, 3.4.1)), URL (https://www.artefactual.com/wp-content/uploads/2016/04/cat.jpg), Physical location (Example Repository), and Description (Example fonds Scope and content (ISAD 3.3.1)). The "Digital object metadata" section shows the URL (https://www.artefactual.com/wp-content/uploads/2016/04/cat.jpg), Media type (image), Mime type (image/jpeg), File size (233.6 KB), and Upload date (July 10, 2019 1:22 PM). On the right side, there is a sidebar with various tools and options, including "Clipboard", "Explore", "Import", "Export", "Finding aid", "Tasks", and "Related subjects".

Character encoding and line endings

AtoM expects CSV files to use:

- UTF-8 character encoding
- Unix/linux style end of line characters

Failure to use these can lead to import errors, such as strange characters, or thousands of blank descriptions being created!

UTF-8 (short for Unicode Transformation Format – 8-bit) is a standard for encoding characters (such as letters, numbers, punctuation, and special characters) in digital formats. UTF-8 is backwards compatible with ASCII, the standard that predated it, and has become the de facto encoding standard used on the web and in email.

“In computing, a newline, also known as a **line ending**, end of line (EOL), or line break, is a special character or sequence of characters signifying the end of a line of text. The actual codes representing a newline vary across operating systems, which can be a problem when exchanging text files between systems with different newline representations” (Wikipedia). These character are not typically made visible in the document to users.

Here are some of the differences:

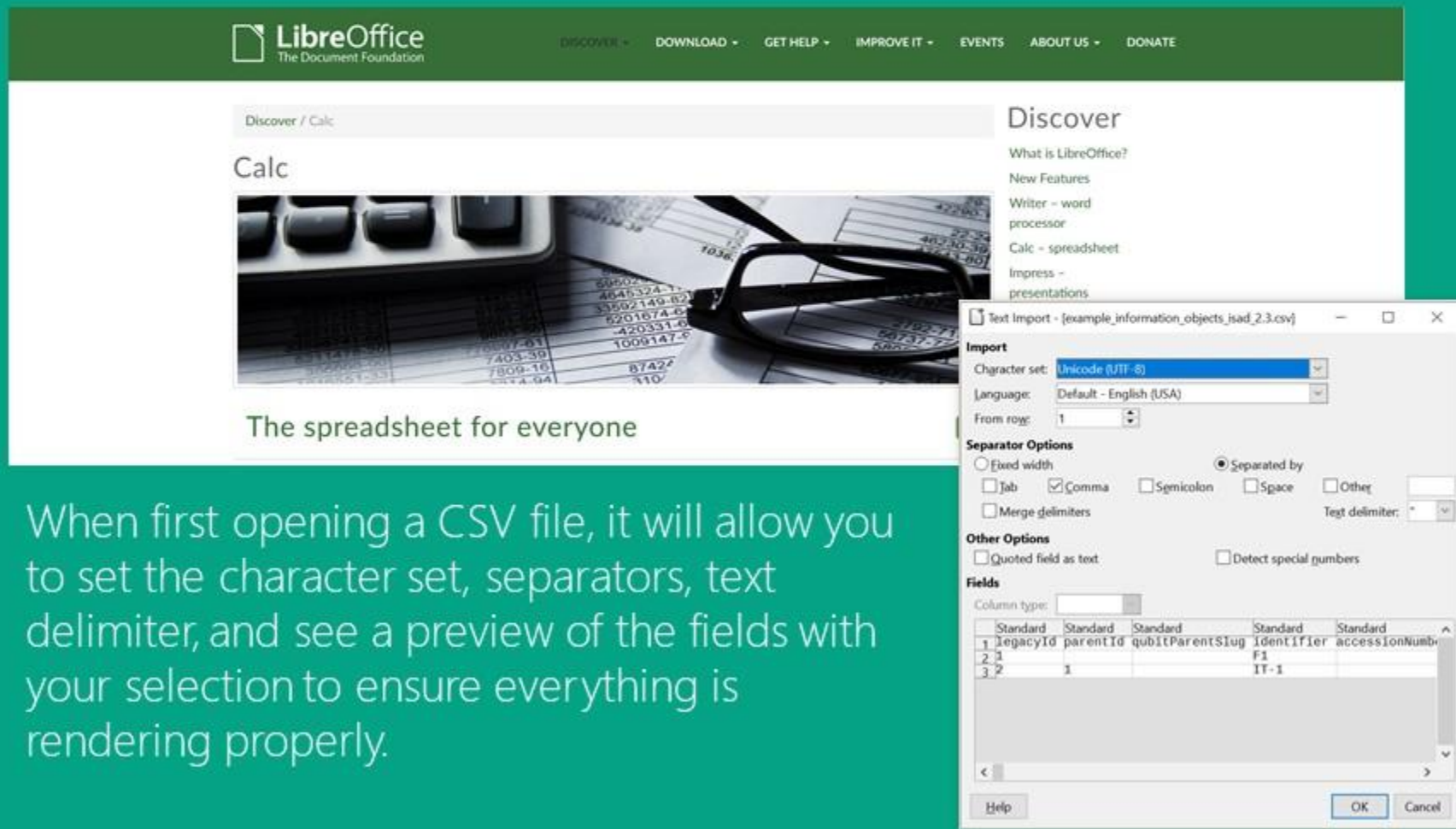
- Unix / Linux / FreeBSD / OS X use LF (line feed, `\n`, 0x0A)
- Macs prior to OS X use CR (carriage return, `\r`, 0x0D)
- Windows / DOS use CR+LF (carriage return followed by line feed, `\r\n`, 0x0D0A)

Character encoding and line endings

We strongly recommend **against** using MS Excel as your local spreadsheet application when preparing AtoM CSV data!

Microsoft likes to use its own custom character encoding (Windows-1252), and makes it very difficult to change the default encoding to UTF-8. Similarly, Excel tends to use different line endings, which can cause import issues.

LibreOffice Calc is an open source spreadsheet application that makes a good alternative for AtoM CSV preparation.



The screenshot shows the LibreOffice website with the 'Discover' section for Calc. Below the website is a preview of the LibreOffice Calc application window. The application window shows a spreadsheet with data and a 'Text Import' dialog box. The dialog box is for importing a CSV file named 'example_information_objects_isad_2.3.csv'. It shows the 'Import' tab with the following settings:

- Character set: Unicode (UTF-8)
- Language: Default - English (USA)
- From row: 1
- Separator Options: ☒ Separated by, ☒ Comma, ☐ Semicolon, ☐ Space, ☐ Other
- Other Options: ☐ Quoted field as text, ☐ Detect special numbers
- Fields: A table showing the first three rows of the CSV file.

Column type:	Standard	Standard	Standard	Standard	Standard
1	LegacyId	parentId	qubitParentSlug	Identifier	accessionNumber
2	1			F1	
3	2	1		IT-1	

The dialog box also has 'Help', 'OK', and 'Cancel' buttons at the bottom.

Hierarchical data: legacyId and parentId

- Can be used to manage hierarchies within a file
- **legacyId** values can be arbitrary – alphanumeric values. Should be unique within the CSV file
- **parentId** values should use the legacyId value of the target parent record. For example:
 - If a collection has a legacyId of 001
 - AND the next row is a series that should be a child of the collection
 - THEN the parentId value of the series should be 001
- If a record is a top-level description (such as a fonds or collection, etc), then leave the parentId column blank

	A	B	C	D	E	
1	legacyId	parentId	qubitParentSlug	identifier	title	
2	1			F1	Example Fonds	→ Will create a new top-level record, "Example Fonds"
3	2	1		F1-S1	Example Series	→ Will create a new record, "Example Series" as a child of "Example Fonds"
4	3	2		F1-S1-IT1	Example Item	→ Will create a new record, "Example Item" as as child of "Example Series"

Hierarchical data: legacyId and parentId

IMPORTANT: Child records **MUST** appear **AFTER** (i.e. below) their parent records in the CSV row order, otherwise the import will fail! Child and sibling order doesn't matter, so long as the parent row is **ABOVE**

1	legacyId	parentId	qubitParentIdentifier	title	levelOfDescription
2	001		EXCOLL	Example Collection	Collection
3	002	001	S1	Correspondence series	Series
4	003	002	FL1	File one (in correspondence series)	File
5	004	003	IT1a	Item one (in File one)	Item
6	005	003	IT2a	Item two (in File one)	Item
7	006	002	FL2	File two (in correspondence series)	File
8	007	006	IT1b	Item one (in File two)	Item
9	008	001	S2	Photograph series	Series
10	009	008	SB1	Color photographs subseries (in Photographs series)	Subseries
11	010	009	FL1b	File one (in Color photographs subseries)	File
12	011	009	FL2b	File two (in Color photographs subseries)	File
13	012	009	FL3b	File three (in Color photographs subseries)	File
14	013	012	IT1c	Item one (in File three of Color photographs subseries)	Item
15	014	010	IT1d	Item one (in File one of Color photographs subseries)	Item
16	015	010	IT2d	Item two (in File one of Color photographs subseries)	Item

Hierarchical data: qubitParentSlug

- Can be used to link imported descriptions to existing descriptions in AtoM as children
- `qubitParentSlug` values should be the slug (or permalink – the unique part of the URL after the slash) of the target parent description in AtoM

	A	B	C	D	E	
1	legacyId	parentId	qubitParentSlug	identifier	title	
2			example-fonds	S2	Example series two	→ Will create a new record, "Example series two" as a child of http://myarchive.com/index.php/example-fonds
3			example-series-one	F1	Example file one	→ Will create a new record, "Example file one" as a child of http://myarchive.com/index.php/example-series-one
4			example-series-one	F2	Example file two	→ Will create a new record, "Example file two" as a child of http://myarchive.com/index.php/example-series-one

- **WARNING:** do not use `parentId` and `qubitParentSlug` in the same row!
 - If both are present, AtoM will default to using the `qubitParentSlug`
- Can still use a mix of `parentId` and `qubitParentSlug` throughout the CSV – just not in the same row
- All descriptions should still have a `legacyId` value added

Linking to Accession records on import

If you want to link incoming descriptions to an existing accession record, you can add a new column to the description CSV, with the header: `accessionNumber`

	A	B	C	D	E	F	G
1	legacyId	parentId	qubitParentIdentifier		accessionNumber	title	levelOfDescription
2	001A			F1	2012-03-04/001	Example fonds	Fonds
3	002A	001A		IT-1		Example Item	Item

NOTE: if the accession number does not exist, AtoM will create a blank stub accession with that number! Make sure you add the correct Accession number :)

Dates and creators (events and actors)

- Display date
- Start date
- End date

Date(s) *

Type	Date	Start	End	
Creation ▼	[ca. 1980] - 199-?	1980-01-01	1999-12-31	×
Add new				

Display date (what the public user sees)
Can use typography to represent approximation or uncertainty

startDate
Internal ISO-8601 formatted date fields for searching
Use: YYYY, YYYY-MM, or YYYY-MM-DD format

endDate

Description edit templates have 3 date fields. The Display date is what the end user will see - it is free text. The start and end dates must follow ISO 8601 (YYYY-MM-DD, etc) formatting. These fields are used to support AtoM's date range search.

Dates and creators (events and actors)

During CSV import, Creators and Dates are paired

Use the `|` pipe character to add multiple creators/dates.

You can use a literal **NULL** value in your CSV file to keep the spacing correct for dates without actors or vice versa:

eventDates	eventTypes	eventStartDates	eventEndDates	eventActors	eventActorHistories
January 1, 2015 - December 31, 2016 2016	Creation Accumulation	2015-01-01 2016-00-00	2016-12-31 2016-00-00	Creator (ISAD 3.2.1) Accumulator (ISAD 3.2.1)	Example fonds Creator history (ISAD 3.2.2). History of Accumulator
January 2015 - December 2016	Creation	2015-01-01	2016-12-31	NULL	NULL

eventTypes: Sets the type of event. Different options based on default template used in AtoM:

- **ISAD**: Creation, Accumulation
- **RAD**: Creation, Accumulation, Contribution, Collection, Broadcasting, Manufacturing, Custody, Publication, Reproduction, Distribution
- **DC**: Creation, Contribution, Publication
- **DACS**: Creation, Publication Broadcasting, Record-keeping activity
- **MODS**: all

Dates and creators (events and actors)

`eventActors` and `eventActorHistories` are related to Authority records. AtoM will first try to find an existing matching authority record, and will link to it if found. If not, AtoM will create a new stub authority record. Matching criteria:

#	Import type	Match on name	Match on repository	Match on history	Outcome
1	Any	Yes	Yes (or blank)	Yes (or blank)	Linked (no updates)
2A	New or delete/replace	Yes	Yes	No	New actor created
2B	Update	Yes	Yes (or blank)	No	Linked AND existing history updated
3	Any	Yes	No	Yes (or blank)	Linked (no updates)
4	Any	Yes	No	No	New actor created
5	Any	No	Yes (or blank)	Yes (or blank)	New actor created

Dates and creators (events and actors)

Remember if you pipe values to include more than 1 creator per row, you still need to pipe across all event fields! Use **NULL** as a placeholder where needed.

eventActors	eventActorHistories	eventTypes	eventDates	eventStartDates	eventEndDates	eventDescriptions	eventPlaces
Example Creator Example Accumulator	Example Creator History NULL	Creation Accumulation	2001-Present January 1, 1983 - December 31, 1984	2001 1983-01-01	NULL 1984-12-31	Example Event description NULL	NULL Vancouver
ACTOR 1		ACTOR 2					
Name: Example Creator History: Example Creator History Type: Creation Dates: 2001 - Present startDate: 2001 endDate: Description: Example Event description Place:		Name: Example Accumulator History: Type: Accumulation Dates: January 1, 1983 - December 31, 1984 startDate: 1983-01-01 endDate: 1984-12-31 Description: Place: Vancouver		NOTE: eventDescriptions and eventPlaces relate only to the RAD CSV import template. There are no equivalent fields supported in ISAD(G)			

IMPORTANT: AtoM includes creator inheritance! Meaning if you have added a creator at the top level, you do **NOT** need to add them in the CSV at lower levels again – in fact this can cause performance and display issues later! Instead, simply add the dates and use the **NULL** placeholder for the **eventActor** and **eventActorHistories** fields:

eventDates	eventTypes	eventStartDates	eventEndDates	eventActors	eventActorHistories
January 1, 2015 - December 31, 2016 2016	Creation Accumulation	2015-01-01 2016-00-00	2016-12-31 2016-00-00	Creator (ISAD 3.2.1) Accumulator (ISAD 3.2.1)	Example fonds Creator history (ISAD 3.2.2). History of Accumulator
January 2015 - December 2016	Creation	2015-01-01	2016-12-31	NULL	NULL

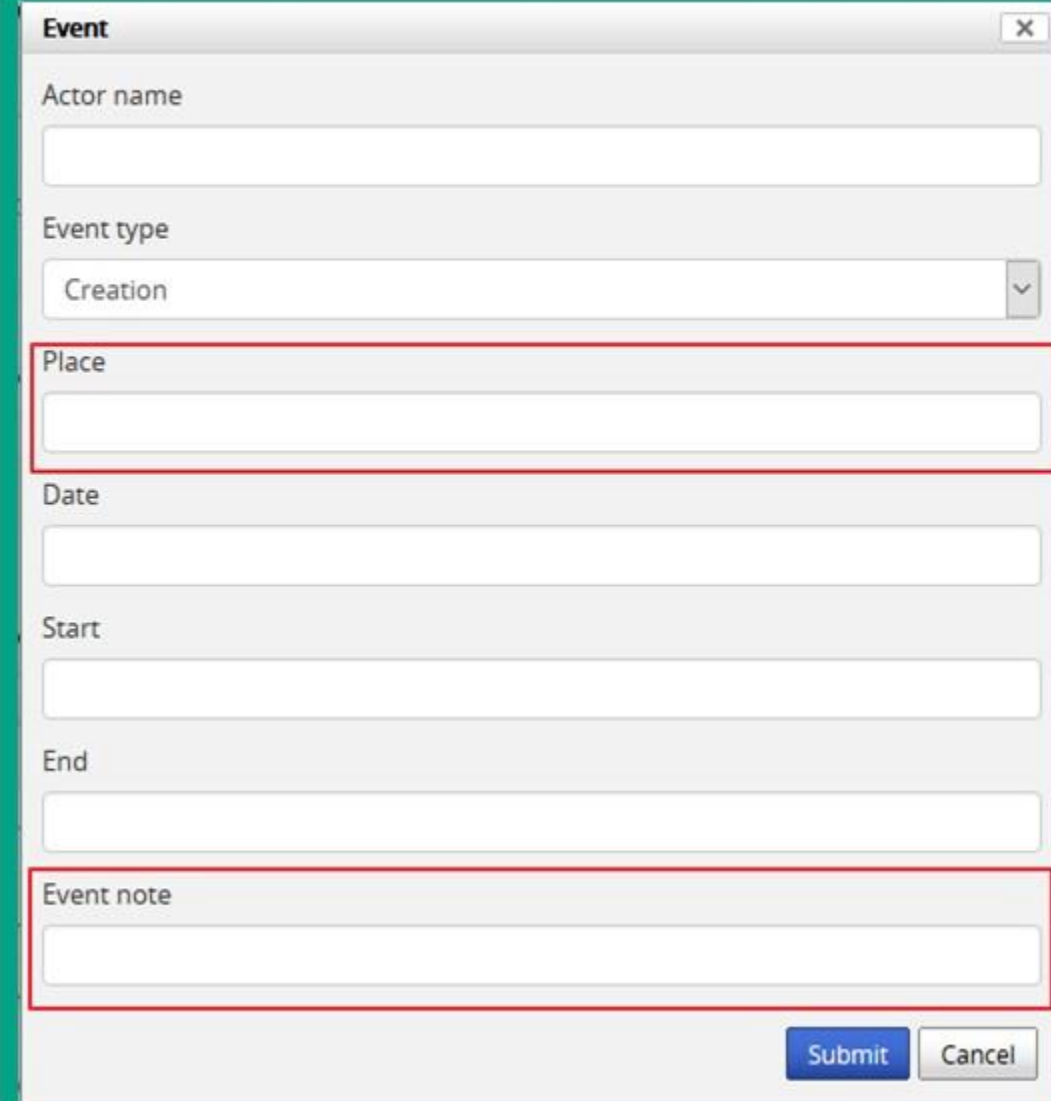
Dates and creators (events and actors)

`eventPlaces` and `eventDescriptions`:

These fields are visible only in the RAD and MODS templates in AtoM.

You *could* add these columns to an ISAD CSV template and it would import without errors, but they will **not** show in the ISAD template user interface!

These values also need to be piped to match up with the correct event when importing multiple events per row.



The screenshot shows a web form titled "Event" with a close button (X) in the top right corner. The form contains several input fields: "Actor name" (a text box), "Event type" (a dropdown menu with "Creation" selected), "Place" (a text box, highlighted with a red border), "Date" (a text box), "Start" (a text box), "End" (a text box), and "Event note" (a text box, highlighted with a red border). At the bottom right of the form are two buttons: "Submit" (in blue) and "Cancel" (in grey).

Digital object columns in the description CSV

You can import digital objects at the same time you create new descriptions.

Note that AtoM has a 1:1 relationship between a digital object and an information object (i.e. archival description) – you can only attach one object per description.

For local objects on the same server – use the `digitalObjectPath` column (you can add it to the CSV if it is not in the template)

AU	AV	AW	AX
publicationStatus	digitalObjectPath	digitalObjectURI	physicalObjectName
Published	/path/to/my/local/exampleDigitalObject.pdf		Example Shelf
Published		http://www.example.com/example-external-image.jpg	

Digital object columns in the description CSV

You can also import remote digital objects available on the web, using the `digitalObjectURI` column. AtoM will create local derivatives, but will only store the path to the master, rather than retaining a local copy.

Requirements for a remote digital object import to succeed:

- Must be publicly available on the web (no logins, firewalls, VPN requirements, etc.)
- Must be an HTTP or HTTPS link (FTP links will not work)
- URI must end in the file extension (e.g. `.jpg` etc. Can't link to a landing page such as a YouTube video this way – AtoM needs to be able to fetch the actual object!)

AU	AV	AW	AX
publicationStatus	digitalObjectPath	digitalObjectURI	physicalObjectName
Published	/path/to/my/local/exampleDigitalObject.pdf		Example Shelf
Published		http://www.example.com/example-external-image.jpg	

Physical storage columns

Similarly to creators, you can link to or create new physical storage containers and locations in a description CSV import

- For the import to succeed, all 3 fields must be populated for each row:
`physicalObjectName`, `physicalObjectLocation`, and `physicalObjectType`
- Can pipe values in a row to add multiple locations
- AtoM will first attempt to match based on all 3 rows – if no match is found, a new container and location will be created on import
- `physicalObjectType` is linked to the Physical Object Type taxonomy in AtoM

<code>physicalObjectName</code>	<code>physicalObjectLocation</code>	<code>physicalObjectType</code>
Example Shelf	Example Shelf Location	Shelf

Culture, language and script fields

- **culture**: determines the source language of the description in AtoM. We recommend populating for all rows. Expects ISO 639-1 two-letter language code values (e.g. **en**, **fr**, **es**, etc.) Must have the culture added to Admin > Settings > i18n languages for proper display!
 - See a list of AtoM supported langs and codes here: bit.ly/AtoM-langs
- **language** (of material) and **languageOfDescription** both also expect ISO 639-1 two-letter language code values. Can accept piped values for multiple languages, e.g. **en|fr|es**
- **script** (of material) and **scriptOfDescription** expect four-letter ISO 15924 script code values – e.g. **Latn**, **Cyrl**, etc. Can also pipe to enter multiple values per row. Note that these codes are capitalized while language and culture ones are not!

Other controlled value fields (linked to taxonomies)

- `levelOfDescription`: can enter new terms and will be created on import (e.g. sub-sub-subseries, etc.)
- `subjectAccessPoints`, `placeAccessPoints`, `genreAccessPoints`: can enter new terms or link to existing ones. Can pipe these fields for multiple terms
- `descriptionStatus`: expects Draft, Revised, or Final
 - New terms **may** import correctly, but better to add them to the taxonomy first
- `levelOfDetail`: expects Full, Partial, or Minimal
 - New terms **may** import correctly, but better to add them to the taxonomy first

Other fields of note

- Alternative identifiers and their display labels can be imported using the `alternativeIdentifiers` and `alternativeIdentifierLabels` columns. Use pipe separators to add multiple values. There should be a 1:1 relationship between the number of identifier values in the `alternativeIdentifiers` column and corresponding labels in the `alternativeIdentifierLabels` column.

alternativeIdentifiers	alternativeIdentifierLabels
ALT-ID1 ALT-ID2	Alternate identifier label 1 Alternative identifier label 2
ALT-ID3 ALT-ID4	Alternate identifier label 3 Alternative identifier label 4

nameAccessPoints
Name access point 1 Name access point 2
Smith, John Doe, Jane

publicationStatus
Published
Draft

- The `nameAccessPoints` field links to authority records, much like the `eventActors` for creators. First it will look for an exact match on name, and then it will create a new stub authority record if none is found. Be sure to check for typos, and use consistent naming conventions with your authorities!
- The `publicationStatus` column sets the public visibility of your descriptions on import. Expects values Draft or Public. If left blank, the default publication status (in Admin > Settings > Global) will be used. Note that you can't have a published description as a child of a Draft description – this can cause display issues in AtoM!

Questions?

referenceCode	legacyId	parentId	qubitParentIdentifier	accessionTitle	levelOfDescription	extentAndMedium	repository	archivalHistory	acquisition	scopeAndContent
ON00120-007	71473			Irving Steinberg Sudbury Slide Collection	Collection	18 photographs: col, mounted on slides	City of Greater Sudbury Archives	Earl Levi received the slides	ACC2009-007, Charles Levi	Colour slides depicting various sights in and around Sudbury in the late 1950s and early 1960s.
ON00120-007-1	71477	71473		Sudbury High School	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a high school taken from the schoolyard.
ON00120-007-2	71478	71473		Woolworth Building Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of an office building with "Woolworths" "Crown Life", and "Confederation Life"
ON00120-007-3	71479	71473		2. Durham St. Looking North, Sudbury, Ontario - R.B.L. P.O. Box 394, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and two children jay-walking. A "Hotel Coulson" sign is cle
ON00120-007-4	71480	71473		6. Usigar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Fi	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and buildings.
ON00120-007-5	71481	71473		11. Residential District Overlooking Lake Ramsey with Gen. Hosp. at right Sudbury.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of houses, trees, Lake Ramsey, and the Sudbury General Hospital taken from a
ON00120-007-6	71482	71473		17. A Pouring Molten Slag at Sudbury, Ontario - Robert Brown Ltd.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of six rows of molten slag taken at night.
ON00120-007-7	71483	71473		20. St. Elizabeth School of Nursing Sudbury Ont. - Nickleton Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a building taken from the rear.
ON00120-007-8	71484	71473		23. Prince Charles School, 1 of 64 Elementary Schools in Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a school taken from a street. A child is also in the photograph.
ON00120-007-9	71485	71473		26 Sudbury Public Library	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Public Library taken from MacKenzie Street. A "Red Ensign" flag
ON00120-007-1	71486	71473		27. Federal Building, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a downtown Federal Government building taken from across the street. Ca
ON00120-007-1	71487	71473		28. Hockey Arena Sudbury	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Community Area, sign advertising "Bingo Wednesday August 2"
ON00120-007-1	71488	71473		38. Four Schools, Public Library and Part of St. Joseph Hospital, Sudbury - Photo Copyri	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is picture of buildings including the Sudbury Public Library and four schools taken from be
ON00120-007-1	71489	71473		42 Bell Park Sudbury, Ont. - Nickleton Processing Sudbury Photo Service Sudbury, Ont	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a crowd in Bell Park with some people sitting on the grass and others in the
ON00120-007-1	71490	71473		43. Looking north toward downtown Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture taken from an elevated area of trees, buildings, and a railroad.
ON00120-007-1	71491	71473		60. View of Sudbury, Ont from one of Many Rock Hills. - Nickleton Processing Sudbury Item	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture taken from an elevated area of trees and buildings.
ON00120-007-1	71492	71473		62. Durham St. Looking South, Sudbury, Ontario. - Nickleton Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of Durham Street, cars, people, a "Rexall" sign and the "Royal Bank of Canada" v
ON00120-007-1	71493	71473		74. The Pelletizing Plant of the Lowphos Iron Mine at Sudbury, Ont. - Nickleton Proces	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the inside of a factory, machinery, and a worker.
ON00120-007-1	71494	71473		75. The Kalamazoo Vegetable Parchment Co. Paper Mill at Espanola, Near Sudbury, Ont	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a factory complex and mill stream.
ON00120-007-1 a1	71473			Sudbury High School	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a high school taken from the schoolyard.
ON00120-007-2 a2	71473			Woolworth Building Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of an office building with "Woolworths" "Crown Life", and "Confederation Life"
ON00120-007-3 a3	71473			2. Durham St. Looking North, Sudbury, Ontario - R.B.L. P.O. Box 394, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and two children jay-walking. A "Hotel Coulson" sign is cle
ON00120-007-4 a4	71473			6. Usigar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Fi	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and buildings.
ON00120-007-5 a1	71473			11. Residential District Overlooking Lake Ramsey with Gen. Hosp. at right Sudbury.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of houses, trees, Lake Ramsey, and the Sudbury General Hospital taken from a
ON00120-007-6 a2	71473			17. A Pouring Molten Slag at Sudbury, Ontario - Robert Brown Ltd.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of six rows of molten slag taken at night.
ON00120-007-7 a3	71473			20. St. Elizabeth School of Nursing Sudbury Ont. - Nickleton Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a building taken from the rear.
ON00120-007-8 a4	71473			23. Prince Charles School, 1 of 64 Elementary Schools in Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a school taken from a street. A child is also in the photograph.
ON00120-007-9 a3	71473			26 Sudbury Public Library	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Public Library taken from MacKenzie Street. A "Red Ensign" flag
ON00120-007-1 d4	71473			27. Federal Building, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a downtown Federal Government building taken from across the street. Ca
ON00120-007-1 d5	71473			28. Hockey Arena Sudbury	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the Sudbury Community Area, sign advertising "Bingo Wednesday August 2"
ON00120-007-1 d6	71473			38. Four Schools, Public Library and Part of St. Joseph Hospital, Sudbury - Photo Copyri	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is picture of buildings including the Sudbury Public Library and four schools taken from be
ON00120-007-1 f3	71473			42 Bell Park Sudbury, Ont. - Nickleton Processing Sudbury Photo Service Sudbury, Ont	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a crowd in Bell Park with some people sitting on the grass and others in the
ON00120-007-1 f4	71473			43. Looking north toward downtown Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture taken from an elevated area of trees, buildings, and a railroad.
ON00120-007-1 f5	71473			60. View of Sudbury, Ont from one of Many Rock Hills. - Nickleton Processing Sudbury Item	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture taken from an elevated area of trees and buildings.
ON00120-007-1 f6	71473			62. Durham St. Looking South, Sudbury, Ontario. - Nickleton Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of Durham Street, cars, people, a "Rexall" sign and the "Royal Bank of Canada" v
ON00120-007-1 g5	71473			74. The Pelletizing Plant of the Lowphos Iron Mine at Sudbury, Ont. - Nickleton Proces	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of the inside of a factory, machinery, and a worker.
ON00120-007-1 g6	71473			75. The Kalamazoo Vegetable Parchment Co. Paper Mill at Espanola, Near Sudbury, Ont	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a factory complex and mill stream.
ON00120-007-1 h5	71473			Sudbury High School	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a high school taken from the schoolyard.
ON00120-007-2 h6	71473			Woolworth Building Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of an office building with "Woolworths" "Crown Life", and "Confederation Life"
ON00120-007-3 h6	71473			2. Durham St. Looking North, Sudbury, Ontario - R.B.L. P.O. Box 394, Sudbury, Ontario	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and two children jay-walking. A "Hotel Coulson" sign is cle
ON00120-007-4 h7	71473			6. Usigar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Fi	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a city street, cars, and buildings.
ON00120-007-5 h8	71473			11. Residential District Overlooking Lake Ramsey with Gen. Hosp. at right Sudbury.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of houses, trees, Lake Ramsey, and the Sudbury General Hospital taken from a
ON00120-007-6 h9	71473			17. A Pouring Molten Slag at Sudbury, Ontario - Robert Brown Ltd.	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of six rows of molten slag taken at night.
ON00120-007-7 h7	71473			20. St. Elizabeth School of Nursing Sudbury Ont. - Nickleton Processing Sudbury Photo	Item	1 photograph: col, mounted on slide	City of Greater Sudbury Archives			Item is a picture of a building taken from the rear.

info@artefactual.com