

Archivists' Toolkit Evaluation Matrix

ARCHIVISTS TOOLKIT	Recording Repository Information	Tracking Sources & Donors	Authority Control for Names & Subjects	Describing Archival Resources	Managing Location Information	Ingest Legacy EAD 2002	Information input	Report Generation	Export Print Finding Aid
National Urban League Records							This collection was only one box so all of the (very brief) information could be put in the Accession form and not linked to a Resource page.	There is a wide variety of reports that AT can produce for Accessions. You can also do cumulative reports	
Womens Suffrage Assoc. of NYS							In entering in the date of accession, which was listed as 1955, it wouldn't take it, and repeatedly changed it to 1954 11-30. Very annoying when one has legacy data and not an exact date to work from!		
New Finding Aid Creation									
									Could be stronger. It is so simple in Archon, and if they made it a bit clearer/better in AT it would be much appreciated.
L.S. Alexander Gumby Collection									
Pavel N. Shatilov Papers					Fine, since this was the last collection input; I was getting much more adept and fast at working in AT.				

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George Sokolsky Papers			Must use the drop-down to provide the source of the s.h.			n/a			
Alvin & Heidi Toffler Papers				Good; ability to add a wide variety of descriptive content easily. gives you quick and easy flexibility to build a finding aid as you work on, lock, stock and barrel. No skipping back and forth between container list and descriptive pages. As it should be, it blends into one cohesive whole nicely.	Fine, but since this was one of the earlier collections I put in (as well as very large), I didn't have the location database linking issue straightened out yet.	n/a	Good, although I tried the rapid entry page, and gave up. It seemed more trouble than it was worth, quite frankly.		
Greenberg Publishers Records							This is a bit of a challenge as it has a great deal of catalogued correspondence, and also it has lettered and numbered boxes.		

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Serge I. Chermayeff Architectural Records and Papers		n/a							
B. G. Goodhue Architectural Drawings and Papers		n/a							
Mark Lyons Peisch Papers...		n/a				This ingestion failed. What is interesting is that this and the Abe collection both came from the same template for a grant project, which is curious.			
Warren & Westmore Architectural Photographs and Records		n/a							
Abe Collection		n/a				This ingestion failed. Like most of AT, it gives you a vague message and asks if you'd like to report the 'bug'.			
Donald Keene Letters Collection...		n/a							
Stein and Day Records		n/a				This ingestion failed.			
William S. Vickrey Papers		n/a				This ingestion failed as well.			
R.J. Kitz Papers		n/a				Loaded easily.			