

Access to Memory (AtoM) workshop

23-24 October 2019, Wits Digitisation Centre • Presenter: Gabriele Mohale

@tom

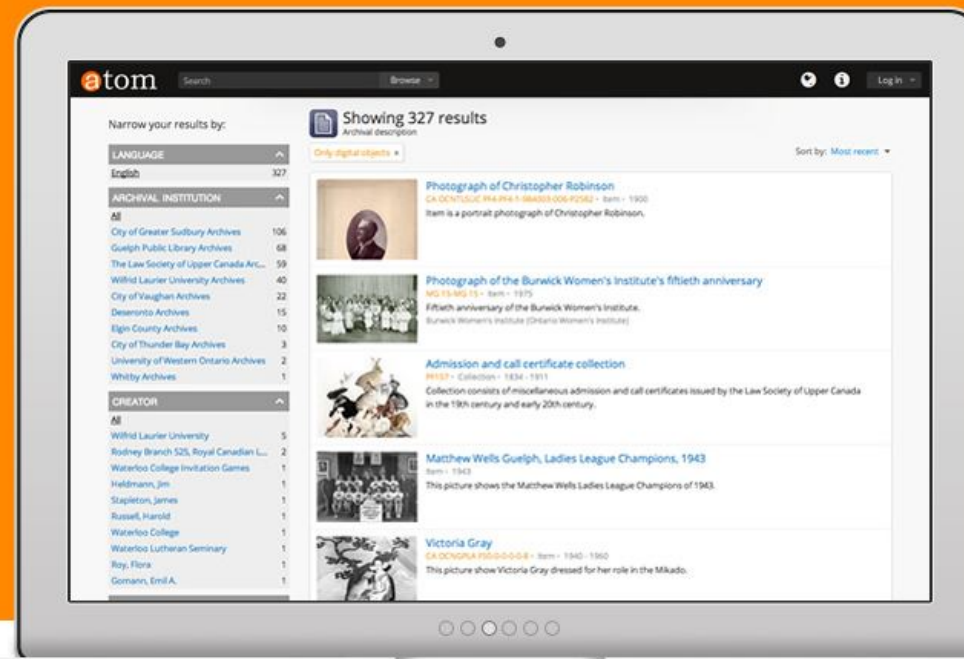
Home Downloads Documentation Community News Wiki Demo

Providing access to
memory since 2007

AtoM stands for Access to Memory. It is a web-based, open source application for standards-based archival description and access in a multilingual, multi-repository environment.



Download
AtoM 2.5.2



Day 1 Overview

House keeping:

- Cell phones and Wifi
- Laptops and IT support
- Bathroom in DigiCentre
- Tea break & Lunch
- PP presentation will be on Library

NRF website

[https://www.wits.ac.za/library/wits-nrf-](https://www.wits.ac.za/library/wits-nrf-projects/workshops/)

[projects/workshops/](https://www.wits.ac.za/library/wits-nrf-projects/workshops/)

- Ask questions please

Access to Memory (AtoM), Refresher training

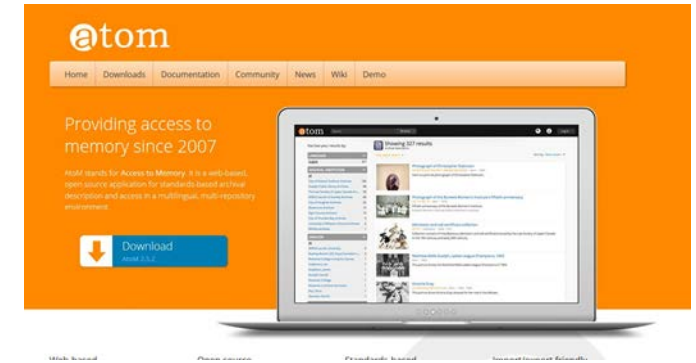
23-24 October 2019, 9.00-16.00 • Digitisation Centre, William Cullen Library
• Trainer: Gabriele Mohale

The workshop will focus on colleagues from institutions who have recently started using AtoM and needed to consolidate their knowledge about the application, or are wishing to introduce AtoM in the near future. Elements of the workshop will include basics of archival description using ISAD(G) standards; an introduction and refresher of basic functionalities on AtoM; and archival fields on AtoM. The workshop will also have a practical component, where participants have to enter the description of a full inventory, followed by discussion and summary. Each participant will receive a Training Manual.

DAY ONE WEDNESDAY, 23 OCTOBER 2019 – 9.00-16.00

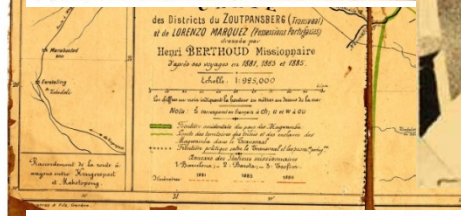
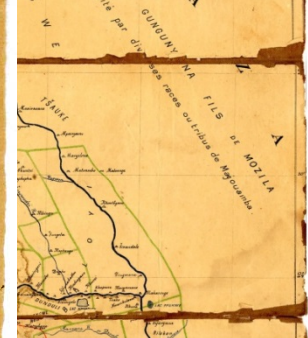
<u>9.00-13.00</u> 9.00-10.30	<u>Theory of archival description and Introduction to AtoM</u> - Basics of archival description, 2 principles - Introduction to the General International Standard Archival Description ISAD(G)
<u>10.30-11.00</u>	TEA BREAK
<u>11.00-13.00</u>	- Introduction to AtoM - Fields and Functions in AtoM
<u>13.00-14.00</u>	LUNCH
<u>14.00-16.00</u> 14.00-15.00	<u>Archival description in AtoM</u> - Creating Archival Descriptions in AtoM - Creating Authority Records in AtoM
15.00-16.00	- Allocation of Task: Creating an inventory in AtoM

Workshop Thoughts



- This is not a technical workshop
- Looking at the role of collection description
- Deciding on a system to create a sustainable repository
- Appreciating the importance of working to standards
- Keeping an open mind for informed decisions
- Building skills in a growing digital environment
- Open possibilities of networking across each others' holdings
- LET'S BEGIN!

Lake of Resm of
 Jalap of Rhubarb
 six or eight grains
 of calomel and
 of Quinine each
 four grains. Mix &
 D. Livingstone
 The whole may be
 given at once if the
 patient is difficult
 to be moved. If not
 10 - 15 or 20 grs. or
 one two or three pills.

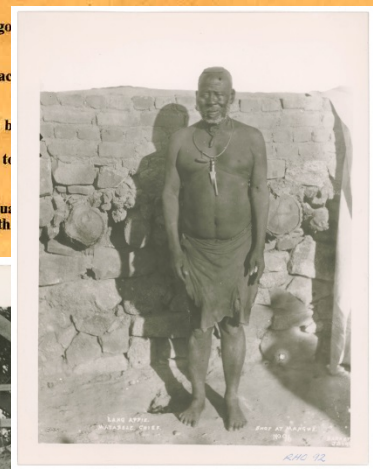


Freedom Charter

People of South Africa, declare for all our country and the world to know:

to all who live in it, black and white, and that no go

of their birthright to land, liberty and peace
 perous or free until all our people live in h
 on the will of all the people, can secure to
 uth Africa, black and white together—equi
 to strive together, sparing neither strength



tot system and contract
 ND OF CULTURE




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 cattle, and forced
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 the people;
 crimes against the
 vengeance;
 to all on an equal
 of the people;
 of race, colour or

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2006-2009

- first HP websites • uploading +/- 700 finding aids



UNIVERSITY OF THE WITWATERSRAND
JOHANNESBURG

WITS

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HISTORICAL PAPERS RESEARCH ARCHIVE

established in 1966

SEARCH

[SEARCH ACROSS ALL COLLECTIONS](#)

BROWSE COLLECTIONS


[Collections Database](#)
[Digitised Collections](#)

[GO](#)

FINDING AIDS

[Historical Papers Collections](#)
[Anglican Church Collections](#)
[Historical Papers Photos](#)
[Poster inventory](#)
[Guide to digital Audio-Visual](#)

TRUTH & RECONCILIATION COMMISSION (TRC) PROJECT




[More on the project](#)
[The TRC Traces of Truth Website](#)

You are here: [Home](#)

Welcome!

HISTORICAL PAPERS: A PLATFORM FOR RESEARCH AND COMMUNITY ENGAGEMENT



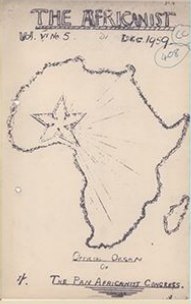
The Historical Papers research archive, situated in the William Cullen Library, was established in 1966. We are a friendly, vastly used, valued and popular service as well as unique and accessible hub for human rights research serving civil society, scholars and researchers.

Historical Papers is one of the largest and most comprehensive independent archives in Southern Africa. We house over 3400 collections of historical, political and cultural importance, encompassing the mid 17th Century to the Present.

Our primary aim is to serve the broader community as well as the university and to transform archives into accessible centres for research. Included are the records of many human rights NGOs, trade unions, labour federations, political parties, women's organisations, churches and church bodies, and the papers of human rights activists. We are also home to a huge volume of political trials, photographs, press clippings, oral interviews, and material collected by several research institutions and individual researchers.


We continue building up our web-based delivery of digitized resources on this platform as well as 'AtolM', an acronym for *Access to Memory*, which is an archival description application that is based on International Council of Archives (ICA) standards. [More](#)

NEWS



Pan Africanist Congress (PAC), records
2016-02-22
These records include documents, photographs and publications relating to the formation of the PAC and the trial of Robert Sobukwe and other leaders of the PAC in 1960....

1 2 3 4 5 6 Go



WHERE GENERATIONS MEET
• More on the project
• The Family History Library Website

Collection Index: **MANDELA, Nelson, Papers, Trial papers, 1962-1964**

Collection Name: **Nelson Mandela Papers, 1962-1964**

[Return to Search](#)

[PRINT INVENTORY](#)

A2519 Nelson MANDELA Papers, 1962-1964

Copyright 2006, Historical Papers Research Archive, The Library, University of the Witwatersrand, Johannesburg, South Africa

Digital edition, Copyright 2014, Historical Papers Research Archive, The Library, University of the Witwatersrand, Johannesburg, South Africa

These papers were deposited by the Legal Resources Centre and cover the trials 'State vs Nelson Mandela' in the Pretoria Regional Court 1962, and 'The State vs Nelson Mandela and Others' (Rivonia Trial) in the Supreme Court (Transvaal Provincial Division) in 1963/1964.

Reference is made to collections AK2513 'State vs Nelson Mandela' and AD1844 'Rivonia Trial'.

A STATE VS NELSON MANDELA, 1962
(Pretoria Regional Court)

After Mandela was captured near Howick on 5th August 1962 he went on trial for inciting persons to strike illegally (during the 1961 stay-at-home) and that of leaving the country without a valid passport. He conducted his own defence. The trial was held in the Old Synagogue High Court, Pretoria, from 15 October - 7 November 1962. Mandela was sentenced to 5 years' imprisonment for inciting workers to strike and for leaving South Africa without a valid travel document.

A1 [Application by Nelson Mandela challenging the right of the court to try him. Ms. 22p](#)

A2 [Nelson Mandela's preparatory notes Ms. 8p](#)

A3 [Application by Nelson Mandela for the remand of the trial Ms. 6p \(incomplete\)](#)

A4 [Nelson Mandela's Defence Statement Ts. signed. 21p](#)

B THE STATE VS NELSON MANDELA AND OTHERS (RIVONIA TRIAL), 1963/1964
(Supreme Court [Transvaal Provincial Division])

The Rivonia Trial took place from the 30 October 1963 to the 12 June 1964 in the Transvaal Provincial Division of the Supreme Court. Ten leaders of the African National Congress were tried for 221 acts of sabotage designed to overthrow the apartheid system.

B1 [Indictment Ts. 9p](#)

B2 [First Statement for his lawyers by Nelson Mandela for the purpose of preparing his defence Ts. 4p](#)

B3 [Nelson Mandela's statement from the dock with his handwritten corrections. The last page of the document contains the original signatures of some of the other accused in the Rivonia trial, being, Nelson Mandela, Walter Sisulu, Dennis Goldberg, Govan Mbeki, Ahmed Kathrada, Raymond Mhlaba, Elias Motsoaledi and Andrew Mlangeni. Original provided by George Bizos. Ts. signed 61p](#)

2013-2015

- start of ICA AtoM • retrospective EAD XML encoding of finding aids • AtoM training workshop
- Set up AtoM site, uploading and consolidation

The screenshot displays the Historical Papers Research Archive website. The top navigation bar includes the 'atom' logo, a search bar, and a 'Log in' button. The main header reads 'Historical Papers Research Archive, University of the Witwatersrand, South Africa'. Below this, there's a section for 'Holdings' with a search bar and a list of holdings including 'Now and Then', Newsletter, and 'The Star' Political Cartoons. A large image of a library interior is also visible.

Two detailed record views are shown in the foreground:

Subseries B5 - Final clause of statement from the dock
Nelson Mandela Papers > The State vs Nelson Mandela and 9 Others > Final clause of statement from the dock

Identity area
Reference code: ZA HPRA A2519-B-05
Title: Final clause of statement from the dock
Date(s): 1963-1964 (Creation)
Level of description: Subseries
Extent and medium: manuscript|Extent1 page

Context area
Name of creator: Legal Resources Centre (LRC) (1980-)

Primary contact
HPRA
Historical Papers Research Archive, University of the Witwatersrand, South Africa
Gabriele Mohale (Mrs.) PRIMAR
Archivist
Street address: 1 Jan Smuts Avenue
Locality: Johannesburg
Region: Gauteng
Country name: South Africa
Postal code: 2001
+27 11 717-1940
gabriele.mohale@wits.ac.za
http://www.historicalpapers.wits.ac.za

Item A5 - Army in Soweto
Institute for Advanced Social Research > Taking sides - conflict in South Africa > Army in Soweto

Identity area
Reference code: ZA HPRA AG2014 A A5
Title: Army in Soweto
Date(s): July 1985 (Creation)
Level of description: Item
Extent and medium: 1 photographs

Context area
Name of creator: Institute for Advanced Social Research (IASR)
Repository: Historical Papers Research Archive, University of the Witwatersrand, South Africa

Content and structure area
Scope and content: Army presence, Soweto

Conditions of access and use area
Conditions governing reproduction: Copyright Paul Weinberg / Afriaps
Physical characteristics and technical requirements: Laminated on card board. Available in digital format.

Digital object metadata

Principle of Respect des Fonds

Proposes to group collections of archival records according to the entity by which they were created or from which they were received.

- Principle of Provenance

Referring to the individual, family, or organization that created or received the items in a collection - and not to separate, distribute or destroy the records in that collection.

- Principle of Original Order

Group of records should be maintained in the same order as they were placed by the record's creator. Otherwise create logical order and relationships, respecting their context.

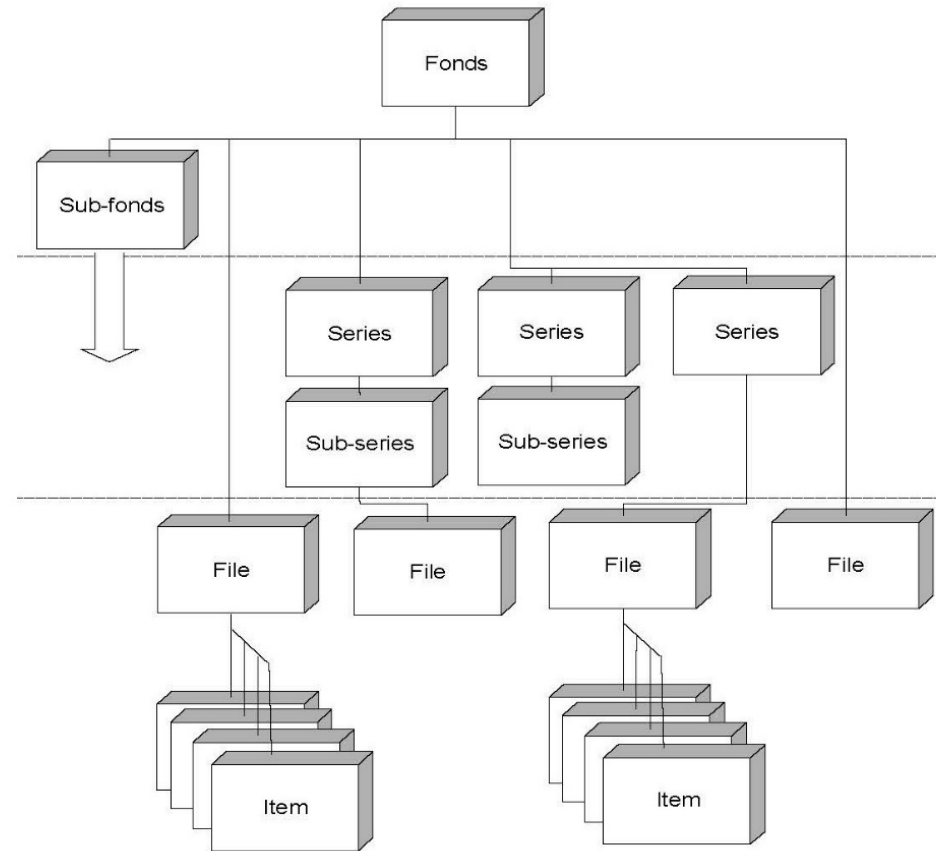
Appraisal = Arrangement & Description

- Processing of archival materials involves Arrangement & Description
- Arrangement is the engagement with the records and the relationships between the entities
- Description is the expression of the knowledge gained through arrangement, in a format that can be shared, understood and searched by users
- The end result is an archival finding aid, which enables users to discover and use the description of an archival collection
- For users to be able to discover a finding aid descriptive rules must be applied
- The levels of description reflect the levels of arrangement

ISAD(G)

Model of the levels of arrangement

Model of the levels of arrangement of a fonds



ICA standards for description

- **ISAD(G)** - International Standard Archival Description (General)

Provides guidance for the preparation of archival descriptions, with the purpose is to identify and explain the context and content of archival materials to promote accessibility.

- **ISAAR(CPF)** - International Standard Archival Authority Record

Provides guidance for the creation of authority record information about the creators of archival materials, being Corporate bodies, Persons and Families

ISDIAH - International Standard for Describing Institutions with Archival Holdings

Provides guidance on the description of holders of archives.

Glossary of Terms ISAD (G) & ISAR (CPF)



ICA

INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES

INTERNATIONAL COUNCIL ON ARCHIVES
CONSEIL INTERNATIONAL DES ARCHIVES



ISAAR (CPF)

**International Standard Archival Authority Record
For Corporate Bodies, Persons and Families**

Second Edition

*Adopted by the Committee on Descriptive Standards
Canberra, Australia, 27-30 October 2003*

STANDARDS

ISAD(G):
General International Standard Archival
Description

Second Edition

Adopted by the Committee on Descriptive Standards
Stockholm, Sweden, 19-22 September 1999

Historical Papers & AtoM

Collection Index: **MANDELA, Nelson, Papers, Trial papers, 1962-1964**
Collection Name: **Nelson Mandela Papers, 1962-1964**
[Return to Search](#)

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atom HPRA

Historical Papers Research Archive - Wits

HISTORICAL PAPERS RESEARCH ARCHIVE
established in 1960

Search our collection

Holdings:

Fonds: A2519 - Nelson Mandela Papers
► Series A - State vs Nelson Mandela, Pre...
► Series B - The State vs Nelson Mandela ...

Fonds A2519 - Nelson Mandela Papers

Application by Nelson Mandela challenging the right of the court to try him

Identity area

Reference code: ZA HPRA A2519
Title: Nelson Mandela Papers
Date(s): 1962 - 1964 (Creation)
Level of description: Fonds
Extent and medium: 1 box

Context area

Name of creator: Legal Resources Centre (LRC)
(1960-)
Administrative history: The Legal Resources Centre (LRC) was established during the Apartheid era as a non-profit organisation. It became a champion in supporting the rights of those who were oppressed by an unjust legal system and oppressive government.
After the establishment ...
Repository: Historical Papers Research Archive, University of the Witwatersrand, South Africa
Immediate source of acquisition or transfer: These papers were deposited by the Legal Resources Centre (LRC).

Content and structure area

Scope and content: The papers contain preparatory notes by Nelson Mandela, together

Clipboard
 Add
Explore
 Reports
 Browse as list
 Browse digital objects
Export
 Dublin Core 1.1 XML
 EAD 2002 XML
Finding aid
 Download

Related people and organizations
Legal Resources Centre (LRC) (Creator)

Who is AtoM?



- **Access to Memory (AtoM)** is an open source, multi lingual, multi-institutional web-based application for access and description of archival holdings.
- Creation of a digital repository for access, but **NOT** for digital preservation
- It is based on International Council on Archives (ICA) standards:

ISAD(G) – International Standard Archival Description (General)

ISAAR(CPF) – International Standard Archival Authority Record
(Corporate bodies, Persons and Families)

ISDIAH – International Standard for Describing Institutions with Archival Holdings

ISDF – International Standard for Describing functions (companion)

<https://atom.nelsonmandela.org/index.php/nelson-mandela-centre-of-memory-south-africa>

<http://atom.drisa.co.za/>

Working with the Training manual



AtoM 2.0 Authenticated User Training Workshop

The screenshot shows the AtoM Training Workshop web interface. At the top, there is a dark header bar with the 'atom' logo on the left, a search bar, a 'Browse' dropdown menu, and social media icons (Twitter, Facebook) and a 'Log in' button on the right. Below the header, the page is titled 'AtoM Training Workshop'. On the left side, there is a 'Browse by' section with a list of categories: Archival descriptions, People and organizations, Archival institutions, Subjects, Places, Digital objects, and Functions. Below this is a 'Popular this week' section with a list of collections and their visit counts: Burlington Historical Society (9 visits), Wilfrid Laurier University Archives (9 visits), City of Greater Sudbury Archives (7 visits), Abramov, Ayala Zacks (7 visits), Flora Roy fonds (7 visits), Women's College Hospital (5 visits), Art Society of Kitchener & Waterloo: historical material, 1931-1945 (U135 F5) (5 visits), APT Environment collection (4 visits), Women's College Hospital, Department of Anaesthesia fonds (3 visits), and Canadian University Service Overseas: correspondence, 1962 (2 visits). On the right side, there is a main content area titled 'Welcome to the AtoM Training Workshop'. It contains two paragraphs of text. The first paragraph describes the workshop's purpose and mentions that records are provided by ARCHEION. The second paragraph mentions a training booklet. Below the paragraphs, there is a note about where to find help: 'If you need HELP, look at the top right-hand corner of the screen and find the "i" icon. Click on the "i" and a drop-down menu gives you a HELP option. Alternatively, you can ask your workshop Instructor for help.'

atom Search Browse Log in

AtoM Training Workshop

Welcome to the AtoM Training Workshop

Hosted at the University of Witwatersrand, October 21-23, 2013, the **AtoM Training Workshop** is designed to provide participants with hands-on experience using **AtoM** open-source software for online archival description and digital collections access. The records included in this training instance of AtoM have been generously provided by **ARCHEION**, the provincial portal to archival repositories and resources in Ontario, Canada.

A **training booklet** has been created for this workshop and will guide you and your partner through a number of key activities: creating and editing archival records, authority records and institutional records; creating and editing taxonomies; managing user accounts and performing administrative tasks within the database interface.

If you need **HELP**, look at the top right-hand corner of the screen and find the "i" icon. Click on the "i" and a drop-down menu gives you a **HELP** option. Alternatively, you can ask your workshop Instructor for help.

Browse by

- Archival descriptions
- People and organizations
- Archival institutions
- Subjects
- Places
- Digital objects
- Functions

Popular this week

- Burlington Historical Society **9 visits**
- Wilfrid Laurier University Archives **9 visits**
- City of Greater Sudbury Archives **7 visits**
- Abramov, Ayala Zacks **7 visits**
- Flora Roy fonds **7 visits**
- Women's College Hospital **5 visits**
- Art Society of Kitchener & Waterloo : historical material, 1931-1945 (U135 F5) **5 visits**
- APT Environment collection **4 visits**
- Women's College Hospital, Department of Anaesthesia fonds **3 visits**
- Canadian University Service Overseas : correspondence, 1962 **2 visits**

AtoM documentation

User manual

User guide to creating, editing, accessing, importing, exporting, and translating content in AtoM; includes administering the system via the [user interface](#).

OVERVIEW

This section provides an overview of the technical architecture and requirements.

- [What is AtoM?](#)
- [Technical requirements](#)
- [Entity types](#)
- [Descriptive standards](#)

GETTING STARTED

This section describes how to start using AtoM once it has been installed. It provides a quick orientation to the home page, how to log in and log out, the various user roles in the system, the main page types a user will encounter, and how to switch languages.

- [Home page](#)
- [Log in](#)

Administrator manual

Instructions for installing, upgrading, importing and more; includes administering the system via the command-line interface.

INSTALLATION

- [Intended audience](#)
- [Technical Requirements](#)
- [Linux](#)
- [Windows](#)
- [Mac OS X](#)
- [Advanced configuration using Ansible](#)
- [Upgrading](#)
- [PHP execution limits](#)
- [Asynchronous jobs and worker management](#)

MAINTENANCE

- [Command line tools](#)
- [Import and export from the command-line](#)
- [Clear cache](#)
- [Web analytics](#)
- [Logging](#)
- [Monitoring](#)
- [Populate search index](#)

Version 2.5

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 - [Getting started](#)
 - [Add/edit content](#)
 - [Access content](#)
 - [Translate](#)
 - [Reports/printing](#)
 - [Import/export](#)
 - [Administer](#)
 - [Data entry / templates](#)
 - [Glossary](#)
- [Administrator manual](#)
 - [Installation](#)
 - [Maintenance](#)
 - [Customization](#)
 - [Security](#)
- [Developer's manual](#)
 - [Environments](#)
 - [API](#)

SEARCH

Open the [general index](#) or type your search in the search box.

A3440	Ernest Cole, Photographic collection and Papers, Years
	Historical Papers Research Archive, University of the Witwatersrand, Johannesburg, South Africa, 2019
	6 boxes with +/- 14,000 negatives and their contact sheets
	INTRODUCTION
	The collection contains the photographic work of the South African photographer Ernest Cole, some of which culminated in the iconic book "House of bondage", published in 1967. Also included are his notes, correspondence and research material.

	BIBLIOGRAPHIC NOTES
	Ernest Cole (1940-1990) was born as Ernest Levi Tsoloane Kole, in Eersterust, Pretoria. "House of bondage", Ernest Cole (photographs) and Thomas Flaherty (text), New York : Random House, 1967

	COLLECTION
--	------------

A	PERSONAL PAPERS
	Correspondence, newspaper articles, notes

B	SOUTH AFRICAN PHOTOGRAPHIC WORK, 1960s
---	--

B1	Portfolio folder
	The selected folder contains photographs which were published in "House of bondage" with negatives and contact sheets, each of which originate from one of the folders in B2.1-19. The images which have been selected for the Portfolio folder are marked on the contact sheet and the negative sheet.
B1.1	Negative sheets, numbered 1-x
	Containing negatives numbered 1-xx
B1.2	Contact sheets, numbered 1-xx
B1.3	Documents and news clips, 1f

B2	Photographic folders, listed
	The photographs in these folders have been sorted in the various folders by Ernest Cole
B2.1	Mines, numbered 66/1
B2.1.1	Negatives, numbered 1-x
B2.1.2	Contact sheets, numbered 1-xx
B2.1.3	Documents and news clips, 1f
B2.2	"Whites" only, numbered 66/2
B2.2.1	Negatives, numbered 1-x
B2.2.2	Contact sheets, numbered 1-xx
B2.2.3	Documents and news clips, 1f
B2.3	Police & Passes, numbered 66/3
B2.3.1	Negatives, numbered 1-x
B2.3.2	Contact sheets, numbered 1-xx

B2.3.3	Documents and news clips, 1f
B2.4	Blackspot, numbered 66/4
B2.4.1	Negatives, numbered 1-x
B2.4.2	Contact sheets, numbered 1-xx
B2.4.3	Documents and news clips, 1f
B2.5	Train congest, numbered 66/5
B2.5.1	Negatives, numbered 1-x
B2.5.2	Contact sheets, numbered 1-xx
B2.5.3	Documents and news clips, 1f
B2.6	Cheap servant, numbered 66/6
B2.6.1	Negatives, numbered 1-x
B2.6.2	Contact sheets, numbered 1-xx
B2.6.3	Documents and news clips, 1f
B2.7	Poverty (artificial), numbered 66/7
B2.7.1	Negatives, numbered 1-x
B2.7.2	Contact sheets, numbered 1-xx
B2.7.3	Documents and news clips, 1f
B2.8	Education for servitude, numbered 66/8
B2.8.1	Negatives, numbered 1-x
B2.8.2	Contact sheets, numbered 1-xx
B2.8.3	Documents and news clips, 1f
B2.9	Heirs of poverty, numbered 66/9
B2.9.1	Negatives, numbered 1-x
B2.9.2	Contact sheets, numbered 1-xx
B2.9.3	Documents and news clips, 1f
B3	Unidentified photographic folder, not listed
B3.1	ZCC, numbered x
B3.1.1	Negatives, numbered 1-x
B3.1.2	Contact sheets, numbered 1-xx
B3.1.3	Documents and news clips, 1f
C	U.S. PHOTOGRAPHIC WORK
	The photographs in this section have been created by Ernest Cole during his stay in the U.S.

Day 2 Overview

House keeping:

- Cell phones and Wifi
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NRF website

<https://www.wits.ac.za/library/wits-nrf-projects/workshops/>

- Ask questions please

DAY TWO THURSDAY, 24 OCTOBER 2019 – 9.00-16.00

9.00-13.00 Hands-on Workshop: Creating an inventory in AtoM

9.00-10.30 - Creating an inventory in AtoM – participants working individually, using the Training Manual

10.30-11.00 **TEA BREAK**

11.00-13.00 - Uploading digital objects: Text PDFs
- Uploading digital objects: Image Jpg's (photographs)
- Creating Subject access points

13.00-14.00 **LUNCH**

14.00-16.00 Discussion and Summary

14.00-15.00 - Participants present their work
15.00-16.00 - Discussion and wrapping up