



Basic Training Resources (Included with server hosting package)

- ArchivesSpace Video Training Library: <https://training.atlas-sys.com/>
- ArchivesSpace Documentation: <https://prometheus.atlas-sys.com/display/aspacespace/ArchivesSpace+Home>
- Tech support; question/answer needs: <https://support.atlas-sys.com/>

Implementation Package Resources (\$2000)

- Customized to organization's needs
- Identify goals and priorities
- Create project plan of steps for each goal/priority
- Use Asana (online project management system) to track progress
- Consultation meetings

Customized training (varies depending on training needs and preferences)

- Can choose to include the Implementation Package above
- Complete training assessment with Atlas Systems
 - Identify training content and modules
 - Identify which staff will be trained on which modules
 - Identify training preferences
 - Online training
 - Onsite training
 - Mix of online and onsite
 - Recommended for sites who prefer onsite training, but need administrative staff to be trained on certain modules (i.e. user permissions management, authority control) – the administrative training should take place online before the onsite staff training
- Identify if the training will be customized
 - Do you want staff to learn all ArchivesSpace records and fields, and decide what to do from there? Or do you want staff to learn specifically how you will use ArchivesSpace?
 - If not customized, then standard steps and examples will be used
 - If customized (recommended for sites that have completed a migration project with Atlas Systems):
 - The site will provide data examples (finding aids, subject records, agent records) for training content
 - Atlas will work closely with the site to make sure that staff are trained according to the site's local practice of ArchivesSpace
- Training takeaways will include:
 - Training manual
 - Job aid checklists that staff can modify to local practices

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