



# Artefactual Systems

## AtoM (Access to Memory)

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2020



## is a Company

- Privately held, for profit company incorporated in Canada in 2000
- Based in Canada, with 30 employees in 5 countries and 5 time zones
  - UK, Spain, Canada, United States, El Salvador
- Multi disciplinary team
  - Archivists, Librarians, Software Developers, Systems Administrators
- Organisational home to two open source software projects:
  - Archivemata and AtoM (Access to Memory)



## **Mission Statement**

Artefactual's mission is to provide the heritage community with vital expertise and technology in the domains of digital preservation and online access.

We develop free and open-source software and promote open standards as the best means of enabling archives, libraries and museums to preserve and provide access to society's cultural assets.

# Artefactual Products and Services

**Professional Services**

**On Premise Support and Maintenance Agreements**

**Hosting Services**

**Systems Integration**

**Community Development**

# Artefactual Products and Services

## Hosting Services

- Cloud based digital preservation as a service offerings
- Service Level Agreements and Warranty
- Support in UK/European/North American business hours
- Direct from Artefactual and in collaboration with partners

## Systems Integration

- Support for enterprise level integrations
- Long term engagements
- Working with partners
- Service Level Agreements and Warranty
- Support in UK/European/North American business hours

# Artefactual Products and Services

## Community Development

- Archivemata Camps (London July 2019 LSE, Geneva October 2019 CERN)
- Engagements with organisations doing their own development work

[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 2.6.0



Web-based

Access your AtoM installation from

Open source

All AtoM code is released under a GNU

Standards-based

AtoM was originally built with support

Import/export friendly

Your data will never be locked into

# Atom installations





# What is AtoM?

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.

Web-based 

Open source 

Standards-based 

Multilingual 

Multi-repository 

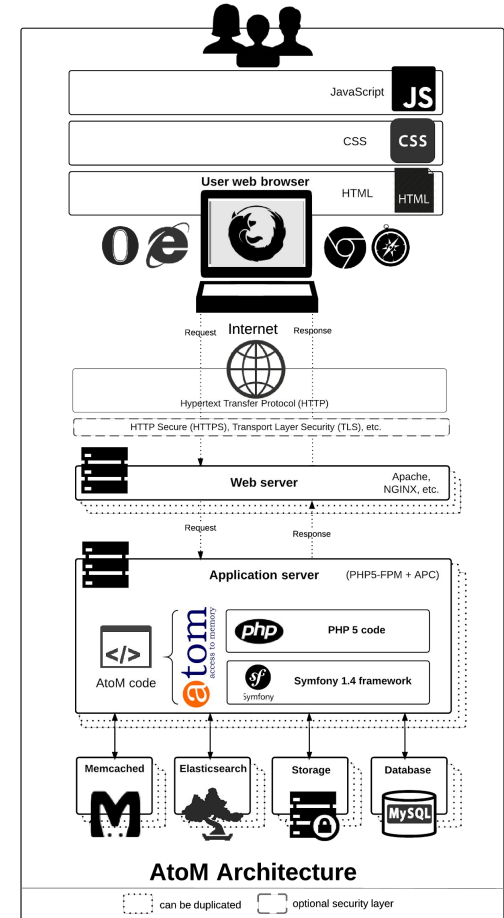
# Web-based: Platform independent

## Browser-based user interface:

- Anyone with access to a browser (e.g. Chrome, Firefox, Safari, IE, etc.) has access to all the features and functionality of the AtoM application

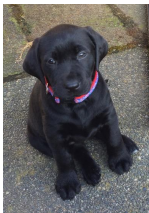
## Platform independent:

- The application runs on a web server that can be installed and run on many platforms



# Open source software

AtoM is built with open source tools (NGINX, MySQL, Symfony, Elasticsearch, Weblate) rather than proprietary, or closed source tools. The underlying software code of AtoM is free to use, free to modify, free to share.



artefactual / atom

Watch 38 Star 97 Fork 61

Code Issues 1 Pull requests 6 Projects 0 Insights

Open-source, web application for archival description and public access. <http://www.accesstomemory.org>

2,780 commits 94 branches 48 releases 21 contributors View license

Branch: stable/2.4.x New pull request Create new file Upload files Find file Clone or download

This branch is 73 commits ahead, 185 commits behind qa/2.5.x. Pull request Compare

sbreker Bump version to 2.4.1, refs #12512 Latest commit 1138ae4 on Oct 16, 2018

.tx	Update tx config for 2.4.x	3 years ago
apps/qubit	Bump version to 2.4.1, refs #12512	3 months ago
cache	Stop using .gitignore under certain directories.	6 years ago
config	Add status id to term foreign key to schema.	2 years ago
css	Merge IO browse and adv. search pages, refs #9141	3 years ago
data	Update GDPR privacy defaults, refs #12180	3 months ago
docker	Docker: allow zero dates, refs #12358	5 months ago
images	Add full width treeview, refs #6375	4 years ago

Version 2.6 is our latest release.

- Documentation for all versions of AtoM, from 2.0 to *latest*
- Wiki with community resources, release notes, issue tracker, CSV templates, development resources, and lots more
- Public User Forum for troubleshooting and community building
- YouTube video tutorials and webinar recordings
- SlideShare prese

## Version 2.6

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#### AtoM documentation

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# Standards-based description

## User-friendly content standard edit templates

atom Demo Browse Search City of Greater Sudbury

Fonds 016 - Kantokoski (Koski), Koivula & Korpela Family

Other languages available

Holdings Quick search

- Fonds 016 - Kantokoski (Kos...)
- Sous-fonds 1 - Ann Eva Chi...
- Series 1 - Kantokoski (Koski)...
- Series 2 - Koivula Family
- Series 3 - Korpela Family
- Series 4 - Notes

Matti & Anna Kantokoski - 006352

Results 1 to 10 of 34 [Show all]

Clipboard

- Add
- Explore
- Reports
- Inventory
- Browse as list
- Browse digital objects
- Import
- XML
- CSV
- Export
- Dublin Core 1.1 XML
- EAD 2002 XML
- Finding aid
- Delete
- Download

Related people and organizations

Kantokoski (Koski), Koivula & Korpela Family (Creator)

Related places

Canada » Ontario » Sudbury, Greater

Identity area

Reference code ON00120 016

Title Kantokoski (Koski), Koivula & Korpela Family

Date(s) [ca. 1906] - 2011 (Creation)

Level of description Fonds

Extent and medium 0.130 m of textual records  
1 3 1/2-inch floppy disc  
27 photographs : b&w & col. copy print; 25 x 20 cm or smaller  
2 photographs : sepia copy print; 17 x 22 cm  
1 drawing : ceramic

Context area

Name of creator Kantokoski (Koski), Koivula & Korpela Family (1924 - present (in Canada))

Biographical history The Kantokoski (Koski), Koivula, and Korpela families originated from Finland, but many members immigrated to Sudbury and other parts of Canada and the United States. These families inter-married over the years and have many shared descendants who settled in Sudbury.

Repository City of Greater Sudbury Archives

Immediate source of acquisition or transfer ACC2011-016, Leslie K. Hardy

DACS

ISAD(G)

atom Demo Browse Search City of Greater Sudbury

Fonds 016 - Kantokoski (Koski), Koivula & Korpela Family

Other languages available

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- Series 4 - Notes

Ida Marie Koivula - Victor Lehti

Results 1 to 10 of 34 [Show all]

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Related people and organizations

Kantokoski (Koski), Koivula & Korpela Family (Creator)

Related places

Canada » Ontario » Sudbury, Greater

Identity elements

Reference code ON00120 016

Name and location of repository City of Greater Sudbury Archives

Level of description Fonds

Title Kantokoski (Koski), Koivula & Korpela Family

Date(s) [ca. 1906] - 2011 (Creation)

Extent 0.130 m of textual records  
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Name of creator Kantokoski (Koski), Koivula & Korpela Family (1924 - present (in Canada))

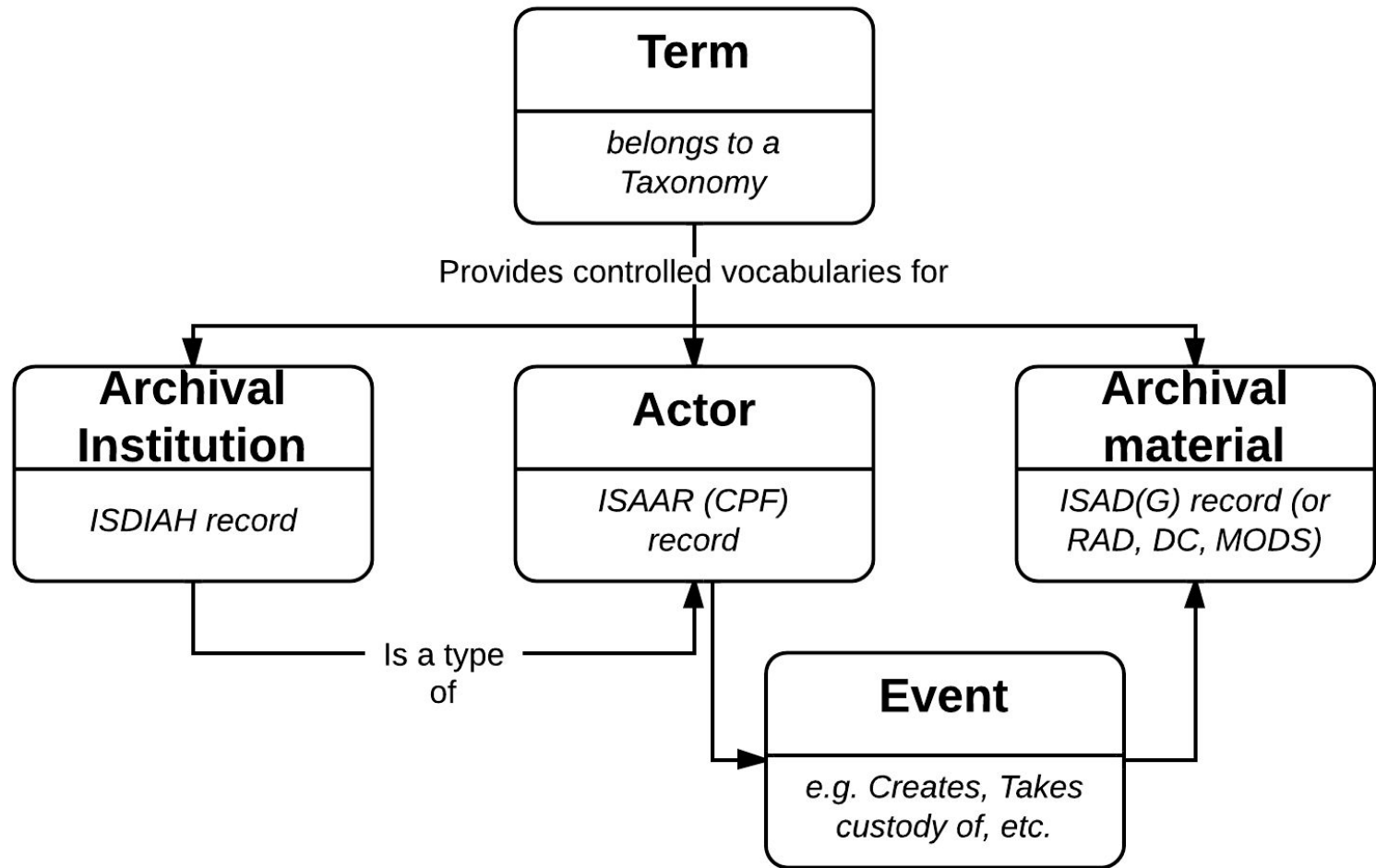
Biographical history The Kantokoski (Koski), Koivula, and Korpela families originated from Finland, but many members immigrated to Sudbury and other parts of Canada and the United States. These families inter-married over the years and have many shared descendants who settled in Sudbury.

Content and structure elements

Scope and content This fonds consists of photographs and various textual material.

Conditions of access and use elements

Templates: ISAD(G), DACS, RAD, DC, MODS, ISAAR-CPF, ISDIAH, ISDF





# Tips & tricks

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# User inactivity logout time limit

Did you know? By default, AtoM will automatically log you out of the application after 30 minutes of inactivity. This is a security measure in case you accidentally leave a logged in browser session open.

However, it also means that if you spend too long working on a single record without pausing to save, your data will be lost! When you try to save, AtoM will direct you to the login page.

**Be sure to save your work periodically to prevent this from happening!**



# User inactivity logout time limit

This setting can be adjusted by a system administrator in a configuration file found at: config/factories.yml

See:

<https://www.accesstomemory.org/docs/latest/admin-manual/customization/config-files/#config-factories-yml>

Look for the following:

```
user:
```

```
  class: myUser
```

```
  param:
```

```
    timeout: 1800 # Session timeout in seconds
```

# User inactivity logout time limit

**WARNING:** Some users have reported that increased values still seem to logout sooner than expected.

For example, a value of 80 minutes (timeout: 4800) has been reported to actually keep a user logged in between 55-70 minutes.

This is likely caused by a bug in Symfony (the PHP framework AtoM uses) that we have not been able to address.

We don't recommend setting this value much higher than 80 minutes anyway, as it could have unexpected results. Please make it a habit to save regularly!

# User inactivity logout time limit

**BONUS TIP:** Many browsers have free extensions or add-ons that can automatically save web form data (like AtoM's edit templates) as you work, and recover it if it is lost.

Search the web store for your preferred browser to find options.

**NOTE:** We have NOT tested the use of these ourselves, and cannot recommend a specific extension. If you find one you like, why not share with the community in the [AtoM User Forum](#)?

# Creator and repository inheritance

There's no need to add creators or repositories at lower levels – AtoM will inherit these automatically. In fact, there can be negative consequences to do doing so!

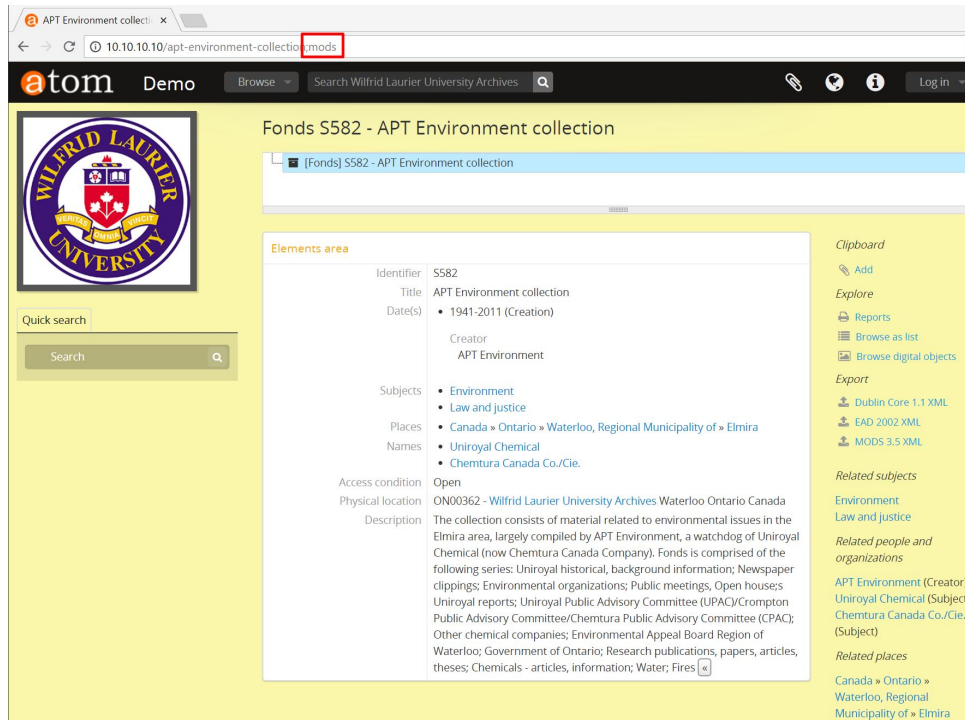
- Creator's authority record becomes crowded with links to related descriptions, making it less useful as an entry point for users
- When custom permissions are applied to users or groups, this adds more checks that must be performed before each page load, which can slow performance

<b>Identity area</b>	
Reference code	ON00120 007-4
Title	6. Lisgar St. Looking North Sudbury, Ontario - Robert Brown Ltd - Duplicate Benjamin Film Labs.
Date(s)	• [between 1955 and 1965] (Creation)
Level of description	Item
Extent and medium	1 photograph: col, mounted on slide
<b>Context area</b>	
Name of creator	Steinberg, Israel "Irving" (1919 - 2011)
Repository	City of Greater Sudbury Archives
<b>Content and structure area</b>	
Scope and content	Item is a picture of a city street, cars, and buildings.
<b>Allied materials area</b>	
Existence and location of copies	Item has been digitized. Prints of image may be requested. Email <a href="mailto:archives@greatersudbury.ca">archives@greatersudbury.ca</a> for more information.
<b>Notes area</b>	
Note	Gordon Brown, Robert Brown's son used to take professional photographs of Sudbury and sell them at Robert Brown Jewelers. Image used with permission of Robert Brown Jewelers.
<b>Access points</b>	
Place access points	• <a href="#">Canada</a> » <a href="#">Ontario</a> » <a href="#">Sudbury, Greater</a>

# Preview data in another template

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 a web browser window displaying the APT Environment collection page. The URL bar shows `10.10.10.10/apr-environment-collection/mods`, with `/mods` highlighted in red. The page header includes the 'atom Demo' logo and a search bar. The main content area displays the collection title 'Fonds S582 - APT Environment collection' and a list of elements. The 'Elements area' section shows the following details:

- Identifier: S582
- Title: APT Environment collection
- Date(s): 1941-2011 (Creation)
- Creator: APT Environment
- Subjects: Environment, Law and justice
- Places: Canada » Ontario » Waterloo, Regional Municipality of » Elmira
- Names: Uniroyal Chemical, Chemtura Canada Co./Cie.
- Access condition: Open
- Physical location: ON00362 - Wilfrid Laurier University Archives Waterloo Ontario Canada
- Description: The collection consists of material related to environmental issues in the Elmira area, largely compiled by APT Environment, a watchdog of Uniroyal Chemical (now Chemtura Canada Company). Fonds is comprised of the following series: Uniroyal historical, background information; Newspaper clippings; Environmental organizations; Public meetings, Open houses; Uniroyal reports; Uniroyal Public Advisory Committee (LIPAC)/Crompton Public Advisory Committee/Chemtura Public Advisory Committee (CPAC); Other chemical companies; Environmental Appeal Board Region of Waterloo; Government of Ontario; Research publications, papers, articles, theses; Chemicals - articles, information; Water; Fires

On the right side, there are options for 'Clipboard', 'Add', 'Explore', 'Reports', 'Browse as list', 'Browse digital objects', 'Export', 'Dublin Core 1.1 XML', 'EAD 2002 XML', 'MODS 3.5 XML', 'Related subjects', 'Environment', 'Law and justice', 'Related people and organizations', 'APT Environment (Creator)', 'Uniroyal Chemical (Subject)', 'Chemtura Canada Co./Cie. (Subject)', and 'Related places', 'Canada » Ontario » Waterloo, Regional Municipality of » Elmira'.

# ASCIIbetical not Alphabetical sort

AtoM's sort is not what is called a “natural sort” – in fact, doing a perfect alphabetic sort in a multilingual international application can be quite difficult!

Currently, AtoM's sorting is what is sometimes called ASCIIbetical – that is, it sorts based on the ASCII table. This means that: capitalization, punctuation, accents, and other special characters all affect the sort order.

	-0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-A	-B	-C	-D	-E	-F
0-		0001	0002	0003	00C9	02D8	02D9	0007	02CA	0009	02DD	02DE	02DF	000D	000E	000F
1-	0010	0011	0012	0013	0014	0015	0016	0017	0018	0019	001A	001B	001C	001D	001E	001F
2-		!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/
3-	0	1	2	3	4	5	6	7	8	9	:	;	<	=	>	?
4-	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O
5-	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^	_
6-	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n	o
7-	p	q	r	s	t	u	v	w	x	y	z	{		}	~	
8-	€		‚	ƒ	„	…	†	‡	^	%e	Š	<	Œ		Ž	
9-		‘	’	“	”	•	—	—	~	™	š	>	œ		ž	ÿ
A-		ı	€	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	—
B-	°	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	¿
C-	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	Î	Ï
D-	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	Þ	ß
E-	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	î	ï
F-	ð	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	þ	ÿ

# ASCIIbetical not Alphabetical sort

	-0	-1	-2	-3	-4	-5	-6	-7	-8	-9	-A	-B	-C	-D	-E	-F
0-					-	·	°	˘	◊	◌	◌	◌	◌	◌	◌	◌
1-		0001	0002	0003	00C9	00D8	00D9	0007	02DA	0009	00D0	◌	◌	◌	000E	000F
2-	0010	0011	0012	0013	0014	0015	0016	0017	0018	0019	001A	001B	001C	001D	001E	001F
3-	0030	!	"	#	\$	%	&	'	(	)	*	+	,	-	.	/
4-	0040	@	A	B	C	D	E	F	G	H	I	J	K	L	M	N
5-	0050	P	Q	R	S	T	U	V	W	X	Y	Z	[	\	]	^
6-	0060	`	a	b	c	d	e	f	g	h	i	j	k	l	m	n
7-	0070	p	q	r	s	t	u	v	w	x	y	z	{		}	~
8-	20AC	€		f	”	…	†	‡	2021	◌	2030	◌	œ		Ž	
9-		‘	”	”	•	-	—	~	™	§	>	æ		ÿ	ÿ̈	
A-	00A0	ı	€	£	¤	¥	¦	§	¨	©	ª	«	¬	-	®	
B-	00B0	±	²	³	´	µ	¶	·	¸	¹	º	»	¼	½	¾	
C-	00C0	À	Á	Â	Ã	Ä	Å	Æ	Ç	È	É	Ê	Ë	Ì	Í	
D-	00D0	Ð	Ñ	Ò	Ó	Ô	Õ	Ö	×	Ø	Ù	Ú	Û	Ü	Ý	
E-	00E0	à	á	â	ã	ä	å	æ	ç	è	é	ê	ë	ì	í	
F-	00F0	ö	ñ	ò	ó	ô	õ	ö	÷	ø	ù	ú	û	ü	ý	

## "Bitter Paradise: The Sell-Out of East Timor" fonds

Fonds · 1985 - 1997

The fonds consists primarily of video recordings of interviews, meet United Kingdom, the United States, East Timor and Indonesia. It con: Briere, Elaine

## 1st Coniston Wolf Cub Pack

ON00120 027 · Fonds · October, 1948 - January, 1954

This fonds consists of one scrapbook created by the 1st Coniston Wolf photograph of the first 1st Coniston Wolf Cub Pack and individual ph 1st Coniston Wolf Cub Pack

## A. Richard King fonds

CA YCNYA YUK-12 · Fonds · Copied 2007 (originally created 1963-1964)

The fonds consists of copy prints of photographs taken by Chooouta and their school life in and around Carcross, Yukon. Subjects include King, A. Richard, 1919-2005

## A.H. Howard fonds

CA ON00012 SC115 · Fonds · 1880-1914

Fonds consists of drawings, watercolours and designs of A. H. How sketchbooks in which Howard drew Ontario landscapes and towns, 1 Howard, A. H., fl. 1889-1904

## APT Environment collection

CA ON00362 5582 · Fonds · 1941-2011

The collection consists of material related to environmental issues ir Uniroyal Chemical (now Chemtura Canada Company). Fonds is comp APT Environment

## Aaron Moulton fonds

CA YCNYA YUK-617 · Fonds · 1897 - 1898

The fonds consists of copies of four hand-written (and transcribed) l he spent in the Yukon's Klondike from 1897-1898. Also included is a Moulton, Aaron

Double quotes will appear before letters

Numbers appear after punctuation but before letters

Spaces will affect sort order as well

Capital letters appear before lower case letters

# ASCIIbetical not Alphabetical sort

Some other examples:

- `Za` would appear before `aardvark` (capitalization matters)
- Numbers without leading zeroes would sort: 1, 10, 100, 11, 2, etc
- Leading spaces will affect sort order
- Accented characters will sort later than non-accented ones - and a capitalized accented character will sort differently than one that is not
  - `'test'` will appear before `"test"` (different special characters will sort in a different order)

Using leading zeroes where applicable can help! (e.g. 001, 002, 003)





Live demo

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# Resources

AtoM homepage, documentation, demo: <https://www.accesstomemory.org>

User forum: <https://groups.google.com/forum/#!forum/ica-atom-users>

AtoM Slideshare: <https://www.slideshare.net/accesstomemory>

