



Open-source, standards-based description and access system

For detailed functional and technical information, see **AtoM online access system Information sheet 2019**, available on the Artefactual Systems website.

AtoM is a web-based access system designed to:

- ★ Provide templates for standards-based description and cataloguing
- ★ Manage accessions, authority records physical storage locations and taxonomies
- ★ Make analogue and digital cultural heritage holdings available and discoverable online
- ★ Provide robust browse and search capabilities for professionals and the general public
- ★ Handle multilingual content, including languages in non-Latin scripts

Use AtoM if your organization needs to:

- ★ Access easy-to-use, web-based edit templates that conform to a wide variety of international and national standards
- ★ Make your cultural assets available to a world-wide audience via a visually appealing and intuitive interface
- ★ Ensure that content can be easily migrated or exported using widely-accepted metadata exchange formats, with no vendor lock-in or proprietary restrictions

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. All user interactions with the system (add, view, search, edit, and delete actions) take place through a web browser, so you can access your AtoM installation from anywhere you have an internet connection.

Accession and describe your content

AtoM allows you to create and manage accession records and related or independent archival descriptions in accordance with national and international standards, whether you are a large repository with diverse holdings, or a small institution with limited resources.

Standards-compliance is built into the core of AtoM, and easy-to-use, web-based edit templates allow you to create accession records and descriptions that conform to your preferred standard. You can then generate and download item and file lists, physical storage location and box label reports, and finding aids (existing finding aids can also be uploaded).

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AtoM is free and open-source software:

- ★ You can download and use it for free. All of the software is free and open-source - there is no proprietary, expensive “enterprise” or enhanced version
- ★ The development process is highly transparent and all technical and end-user documentation is freely available online
- ★ The AtoM public user forum is a great place to ask questions and connect with other users

But excellent commercial support and hosting options are also available:

- ★ Annual maintenance agreements and hosting services are described on the Artefactual Systems website
- ★ Maintenance and hosting services include full installation, helpdesk-style technical support, upgrades, patches and monitoring
- ★ Hosting services include secure, monitored geo-redundant storage



Make your content available

Users can browse descriptions, institutions (in multi-repository instances), authority records, digital objects, and much more. AtoM’s powerful search support allows users to locate and manage content from anywhere in the AtoM header bar, or through one of the many dedicated search boxes for specific entities or record types. AtoM offers robust rights management, which allows administrators to control what can be seen and downloaded.

AtoM is **multilingual**, with the capacity to provide the user interface and content in multiple languages.

With AtoM you can describe and manage all your holdings, regardless of medium or format. For digital holdings, many organizations integrate AtoM with Archivematica, the digital preservation platform developed by Artefactual Systems, or other preservation workflows, and preservation storage systems such as DSpace, ArchivesSpace, Islandora, Dataverse, contentDM and Samvera. Information about Archivematica can be found on the Artefactual Systems website.

Follow community standards

AtoM implements the International Council on Archives (ICA) standards for archival description (**ISAD(G)**), authority records (**ISAAR-CPF**), institutions with archival holdings (**ISDIAH**), and functions (**ISDF**), as well as national standards Rules for Archival Description (**RAD**, Canada) and Describing Archives: A Content Standard (**DACS**, USA). It also uses widely accepted standards for metadata, including **PREMIS**, **METS** and **Dublin Core**. Content can be imported and exported via XML (**EAD**, **EAC-CPF**, **SKOS**) and **CSV** formats.

Using open-source software and recognized standards means avoiding building data silos that require intensive maintenance or difficult data migrations down the road!

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