ARCHON V.3.21 COLLECTION MANAGER TUTORIAL

Description Content for Personal and/or Family Collections

MAINE MARITIME MUSEUM August 2012

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Figure 1. Type in URL: archon.mainemaritimemuseum.org

Figure 2. Type your name in LOGIN name and PASSWORD and click the LOG IN button.



Figure 3. Once you are logged in, you then Select ADMIN



Figure 4. You are now in the ARCHON MODULE page. At the top left, click to drop down menu list

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	Archon M	lodule		
	4 New	ki Save	S Delete	@ Cancel
	Browse	General		
				Welcome to the Archon Administrative Interface!

Figure 5. To the left you will see all the ARCHON features. Select <u>COLLECTIONS</u>

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Archon Administration	Archon Module
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Creators Digital Library	Browse General
Digital Library Subjects	Welcome to the Archon Administrative Interface!

Figure 6.	Now select	COLLECTION	MANAGER

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Book Manager	
Classification Manager	Browse General
Collection Content Manager	Welcome to the Archon Administrative Interface!
Collection Manager	
Extent Units Manger	
Level/Container Manager	
Location Manager	

Figure 7. Select NEW

Collection	Manager	- Add New ?				
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Browse	General	Description?	Location(s)?	Acquisition(s)?	Restrictions?	Other Info?

Figure 8. This will take you to the **General** description page. Place your pointer in the **Title** field to type in the collection title. Click **DONE**.

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? Enable	Web Output	⊙ Yes ○ No			
?	Repository	(Select One)		•	
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?	Sort Title	Robert B. Applebee Co	ollection		
?	Normal date	· ·			
o	ductor Data				

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Figure 9. You will fill the following fields in the Description page:

- 1. Title field (i.e. Robert B. Apple Collection)
- 2. Select **YES** for "Enable Web Output"
- 3. Select "Maine Maritime Museum Archon Repository"
- 4. Type the MS number (i.e. MS-7) for "Collection Identifier"
- 5. The **Sort Title** will automatically be filled with the title of the collection at this point. If the collection is titled: Capt. James Rodick Papers, please change the Sort Title to: Rodick, Capt. James, Papers. This relates to all personal papers. Collections of vessel papers with titles such as: The Ship J. A. Thomas Records will be retitled: J. A. Thompson (Ship) Records.
- 6. Type in the collection *"Inclusive dates"* in the **Normal date** field (i.e. 1820-1871)
- 7. After the Normal date field is filled, the "Inclusive Date" will show the same date range automatically
- 8. Under **Predominant Date** type in the *"Bulk date"* range.
- 9. Select "Personal Papers" for Material type.

10. Type in the number of boxes for **Extent** and select "Boxes" in the drop down menu.

Tie Robert B. Applebeen Collection 1 Evable Web Doctort B Yes D No 2 Reportiony Mare Martime Museum Archen Reportions 3 Casesthation Caleschien Identifier MS-7 4 Sort Title Robert B. Applebeen Collection 5 Normal date 1820 - 1875 6 Inclusive Date 1820 - 1875 7 Predominant Date 1820 - 1875 8 Material Type Personal Papers 9 Coeff 100 Bases 100 Proding And Autor Casest(s) Date	4 New	Li Sava	2 Delete	Cancel	Public V	iew Ada	Collec	tion Conter		Export EAD		2
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7 Creator(x) Done	?	Finding.	Aid Author									
7 Primary Creator (Select One) -	7		Creator(x)	Done					1		.1	
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Figure 10. When you select the symbol, a small window opens. In the <u>Name</u> field, type in the creator's name. In the <u>Date</u> field, place birth and death date of creator *(i.e. 1885-1979)*. In the <u>Creator type</u> field, select *"Personal name"*. For <u>Creator</u> <u>source</u>, select *"Local Authority File."* For <u>Repository</u>, select *"Maine Maritime Museum Archon Repository"*. In the <u>Biographical/Histortical Note</u>, place biographical notes on the creator here. *(NOTE: Family Collections have more than one creator so you will repeat this process for each name.)* If the creator is an institution, you will place the historical notes in there. Click **DONE** and then **SAVE**. This will close out the small window and return you to the **GENERAL** page.

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ollection Manager - Ro	?	Name	Robert B. Applebee	. 8				
d New Li Sava Li Da	?	Owten	1885-1975					
	?	Creator Type	Personal Name 🗵					
,	?	Creator Source	Local Authority File					
Enable Web Out	?	Repository	Naine Maritime Museum Archon Repository					
Reposit Classificat								
Collection Identi			Robert Bruce Appletere (h. 1885 el. 1978). Robert B. Appletere B.					
Sert T	?	Biographical/Historical Note	Brunewick, Canada. He was the son of Autoon Applebee and Saruh Elizabeth Louges. Robot Applebee immigrated to the United States with his parents, settings in Marie in 100 at the					
P Normal d			age of 15. He served in Workt War I and spent most of He working He with the U.S. Customs Service. Before his retrement back to					
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Material Tr			Save Cance					

Figure 11. Once you fill out all the necessary fields in the **GENERAL** page, go to the top left and click on **SAVE**. Then select the **DESCRIPTION** tab to move onto the next page.

+ New	Save	i Delete	Cancel	Public Vi	Edit	Collectio	on Content	Export EAD	
Browse	General	Description	n' Loca	ation(s)?	Acquisition	(s)?	Restrictions?	Other Info?	Related Material(s)

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Figure 12. You are now in the **DESCRIPTION** Page. To fill in the fields, you must place your pointer in each field box and click to begin typing. Once finished, select **DONE** and move to the next field.

1. Abstract: Type the collections *"Abstract"* (brief description of collection).

2. Scope: Type in the collections "Scope and Content" notes in this field.

3. Arrangement: Describe the collection arrangement briefly (i.e., "Organized into five series. I. Crew list and related documents, II. Clearance certificates, III. Cargo and freight. IV. Enrollments and registers, V. Other maritime documents.")

4. Do not fill in Alt Extent Stmt.

5. Biographical/Historical Notes: Type in <u>only</u> Historical notes here if the collection has any unless the Historical Notes have been inputted under the creator of the collection (i.e., Bath Custom House Records as the primary creator will have it's historical notes inputted the "Creator's" Field in the "GENERAL" page. (See page 6 of this tutorial).

6. Biographical/Author note:. Leave this blank.

7. Subject: In the **Subject** field, place your pointer in the box and "Click to edit". This will expand the field box. To add a subject, click on the + sign for "Quick add." A new window

Collecti	on Manager	- Robert	B. Apple	bee Collec	tion 7				
4 New	Save 1	Delete	@ Cance	Public	liew E	dit Collec	tion Content	Export EAD	
Browse	General	Descript	ion? Lu	ocation(s) ⁷	Acquisi	tion(s)?	Restrictions?	Other Info?	Re
?		Abstract	1						
?		Scope	2						
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?	Biographical/N	Historical Author	6						
?		Subjects	Z lick to	edit					
?	La	inguages	8lick to	edit					

Figure 13. Subjects. When you select the + sign to the right of the Subject field, this opens a small window for you to type in your subject heading.

A. Type in the *subject term* in the **Subject field.** This could be a person's name or family name, a place, a business or a topical term.

B. Select a **Subject type** using the drop down menu (*i.e. personal name, geographic, corporate, topical term, etc.*)

C. Select "Local Authority File" for Subject source.

When you are done inputting the subject information, select SAVE. This will take you back to the

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2	D	(Select One) •			
1	C Subject Source	(Select One)	-		
al/Histor				Save	Cancel

Figure 14. When you are done adding all the subject headings and return to the **DESCRIPTION** page, make sure to click on **DONE** underneath the <u>Subjects</u> field when you have added all the subject headings. Make sure you select "English" for <u>Languages</u>. Go to the top of the **DESCRIPTION(S)** page and hit the **SAVE** button before selecting the **LOCATION(S)** tab.



Figure 15. You will fill out only the:

- 1. Location
- 2. Content and
- 3. Extent fields.

Place your pointer in the **Location** field and click in the box to select "Research Library" in the drop down menu. Click **DONE** before moving to the **<u>Content</u>** field box. Type in the manuscript number (*i.e. MS-7*). In the **<u>Extent</u>** field, type in the number of boxes and then select *Boxes* in the drop down menu at the right of the **<u>Extent</u>** field. When finished make sure to **SAVE** before selecting the **ACQUISITION(S)** tab.

ollection	n Manage	r - Robert	B. Applebe	e Collection	•				
4 New	Li Save	a Delete	@ Cancel	Public View	Edit Colle	ction Content	Export EAD		٩
Browse	General	Descript	ion? Loca	tion(s) [†] Act	uisition(s)?	Restrictions	Other Info [†]	Related Material(s) [†]	Finding Aid Info?
Location			_	? Content	7	Range	7 Section	7 Shelf ?	Extent
Chick to ex	R.,								0 (Select One) •
	Selec	ct	Pla	ce Man	uscrip	t			<i>Place number o</i>
		Library	//	number	1				i lace number c

drop down menu to the right **Figure 16.** In the **Source** field Box, type in the "*Acquisition*" information [*i.e. Received* from Robert B Applebee of Searsport, ME in April 1966 (Acc. 66.0674), March 1966 (Acc. 66.1461-1462) and July 1966 (66.1621) and August (Acc. 87066) and September 1987 (Acc. 87.077)]. In the **Method** field, type in the "*Provenance*" of the collection. Select DONE when you are finished inputting the information for Provenance.

Make sure you select the **SAVE** button at the top left before selecting the **RESTRICTION(S) tab.**

Collec	tion Manager - Robert	B. Applebee Collection ?
4 Ne	w 🙀 Save 🙀 Delete	Cancel Public View Edit Collective Content Export EAD
Brown	se General Descript	tion? Location(s)? Acquisition(s)? Restrictions? Other Info? Related Material(s)? Finding A
?	Initial Date Acquired	
Ð	Source	1966 (Acc. 66.1461-1462) and July 1966 (66.1621)
?	Method	Mr. Robert B. Applebee and his relationship with the Maine Maritime Museum are not documented other than anecdotal stories. He spent time at the museum offering his knowledge in Maritime History. A respected maritime historian, Mr. Applebee authored a number of books on Maine maritime history. He was the Historian at the Penolsoot Marine Museum for many years and his wife, after his death in §279, donated his extensive collection of Maritime records of similar, but much broader content on Custom Services. His donation to the Maine Maritime Museum is a small example of the much larger collection and the Penolsoot Marine Museum and his connections with the U. S. Customs Service may explain how he came upon these documents. Mr. Applebee's donations came in three separate accessions between 1965 and 1966.
7	Appraisal Info	
?	Accruals/Additions	

Figure 17. Select the <u>Access/General</u> field and type in our *"Restrictions"* for the collection. (i.e. *"There are no restrictions on the study and use of these materials."*) Select **DONE** when finished.

Collection Manager - Robert B. Applebee Collection, 1820-1871 (ID: 6) '								
& New Save Sole	a Cancel Public View Edit Collection Content Export EAD							
Browse General Desc	ription? Location(s)? Acquisition(s)? Related Material(s)							
Access/General	There are no restrictions on the use of these materials for study or research.							
C Access/Genera								

Figure 18. Select the **Use/Rights** field and type in our "Copyright Restrictions" for the collection. (*i.e.* "The material described herein is the physical property of the Maine Maritime Museum Library. Literary rights, including copyright, belong to the authors or the various items, or to their legal representatives, or to Maine Maritime Museum. For further information, consult the library staff.") Select **DONE** and then **SAVE** before selecting the "OTHER INFO" tab



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Figure 19. The only time we will use the **OTHER INFO** page is if the collection has an Index of vessels and/or people's name. (*i.e., Index of vessel names available in Repository. Ask librarian for assistance.*) Select **DONE**, then **SAVE** before selecting the **Related Materials** tab.

ARC	CHON		
Collection	n Manager - Robert	B. Applebee Collection ⁷	
+ New	🖬 Save 🔒 Delete	Cancel Public View Edit Collection Content Export EAD	
Browse	General Descript	tion? Location(s)? Acquisition(s)? Restrictions? Other Info? Related Material(s)? Finding Aid Info	fo'
?	Other Note	ar index of vessel names available in Repository. Ask librarian for assistance.	
		body p Done	4

Figure 20. You will fill out only two fields in the **RELATED MATERIAL(S)** Page.

A. In the **<u>Related Mat's</u>** (Materials) field box, type in any information about other collections that may be related to this collection (*i.e. MS-26 Bath Customs House Records*). Click **DONE.**

B. Fill in the **Preferred Cit** (Citation) field. (*i.e. Collection name, Manuscript number, Research Library, Maine Maritime Museum, Bath, Maine such as "Robert B. Applebee Collection, MS-7, Research Library, Maine Maritime Museum, Bath, Maine."*) Click **DONE**, then **SAVE** before selecting the **FINDING AID INFO** page

New Browse	General Descript	Cancel Pub	Lic View Edit Collec	tion Content	Export EAD		9
	General Descript						~
2		ion? Location(s) ⁷ Acquisition(s) ⁷	Restrictions?	Other Info?	Related Material(s) ⁷	Finding Aid In
.e.,	Related Mat's	MS-26 Bath Cust	am House Records				
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2	Preferred Cit.	Source	😫 🚺 🛧 🛷 🗍 🔀 🎕			-	

Figure 21. In the FINDING AIDS page, you will fill out three fields:

A. <u>Rules Used</u>. In this field, you will select "Rules for Archival Description" in the drop down menu.

B. <u>**Processing Info.**</u> In this box, you will type in the processing notes for the collection.

C. <u>Publication date.</u> This is the date the collection description was written. Because we only use month and year, always use the 1st day of the month (i.e., 02/01/2012 or 12/01/2012)

D. <u>Written In</u>. Select English as the language in the drop down menu.

In this field, place the processing notes for the collection. When all done, select the **SAVE** button at the top of page.

Collection Manager - Robert B. Applebee Collection, 1820-1871 (ID: 6) 7									
4 New H Save H Delete			Cancel Public View Edit Collection Content Export EAD				٩		
Browse	General	Description?	Location(s)	Acquisition(s)?	Restrictions ¹	Other Info?	Related Material(s) ⁺	Finding Aid Ind	
2	A. Pu	ites Used	ies for Archival O	escription	-				
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THIS COMPLETES THE ARCHON COLLECTIONS MANAGER (DESCRIPTION CONTENT) TUTORIAL