Description Content for Personal and/or Family Collections

MAINE MARITIME MUSEUM
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Figure 1. Type in URL: archon.mainemaritimemuseum.org

![Figure 1](image1)

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

![Figure 2](image2)

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

![Figure 3](image3)
**Figure 4.** You are now in the ARCHON MODULE page. At the top left, click to drop down menu list

![ARCHON Module](image)

**Figure 5.** To the left you will see all the ARCHON features. Select **COLLECTIONS**

![ARCHON Module with Collections](image)

**Figure 6.** Now select **COLLECTION MANAGER**

![ARCHON Module with Collection Manager](image)
Figure 7. Select **NEW**

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**.
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.
10. Type in the number of boxes for Extent and select “Boxes” in the drop down menu.
Figure 10. When you select the symbol, a small window opens. In the **Name** field, type in the creator’s name. In the **Date** field, place birth and death date of creator (i.e. 1885-1979). In the **Creator type** field, select “Personal name”. For **Creator source**, select “Local Authority File.” For **Repository**, select “Maine Maritime Museum Archon Repository”. In the **Biographical/Historical Note**, 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.

![Figure 10](image)

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.

![Figure 11](image)
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 only 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
**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

**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 **Subjects** field when you have added all the subject headings. Make sure you select “English” for **Languages**.

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 **Content** field box. Type in the manuscript number (*i.e.* MS-7). In the **Extent** field, type in the number of boxes and then select **Boxes** in the drop down menu at the right of the **Extent** field. When finished make sure to **SAVE** before selecting the **ACQUISITION(S)** tab.
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.
Figure 17. Select the **Access/General** 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.

![Figure 17](image)

There are no restrictions on the use of these materials for study or research.

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.

![Figure 18](image)

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

A. In the **Related Mat’s** (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.
Figure 21. In the FINDING AIDS page, you will fill out three fields:

A. **Rules Used.** In this field, you will select “Rules for Archival Description” in the drop down menu.

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

C. **Publication date.** 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. **Written In.** 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.

**THIS COMPLETES THE ARCHON COLLECTIONS MANAGER (DESCRIPTION CONTENT) TUTORIAL**