

ARCHON V.3.21

COLLECTION MANAGER TUTORIAL

Description Content for Personal and/or Family Collections

MAINE MARITIME MUSEUM

August 2012

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

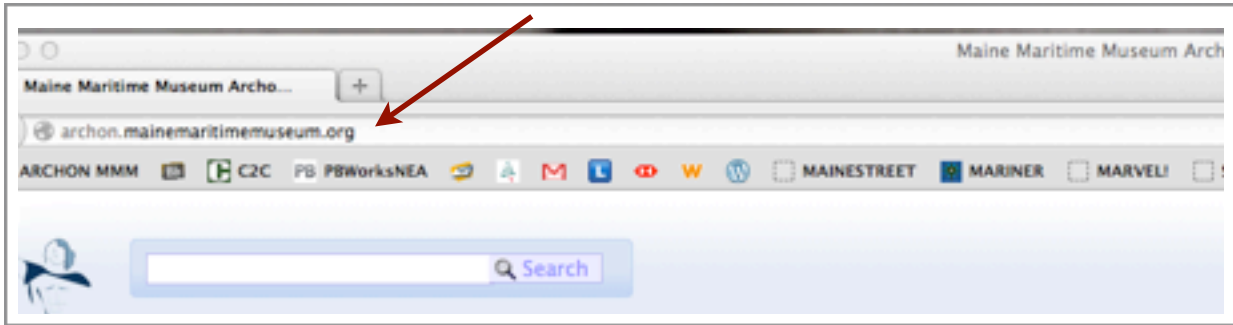


Figure 2. Type your name in **LOGIN** name and **PASSWORD** and click the **LOG IN** button.

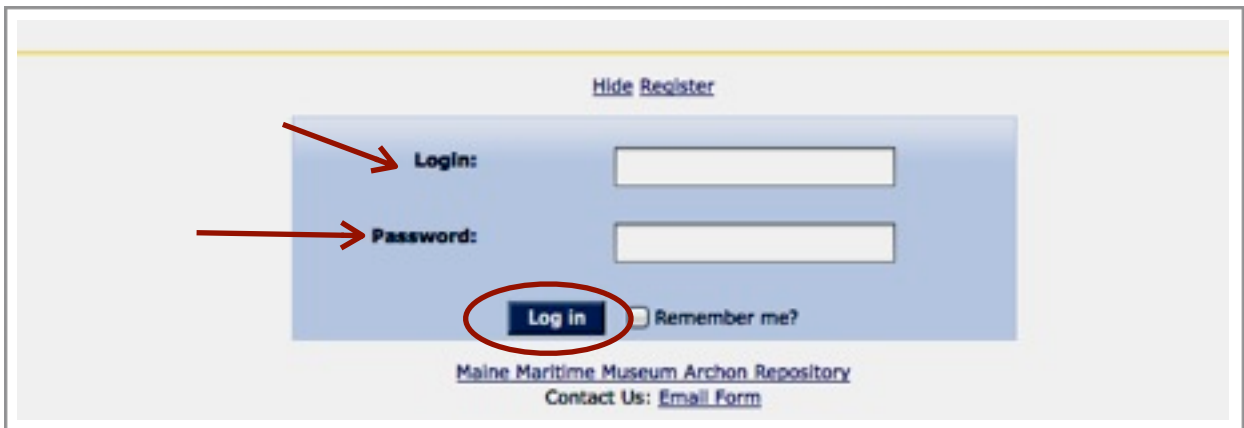


Figure 3. Once you are logged in, you then Select **ADMIN**

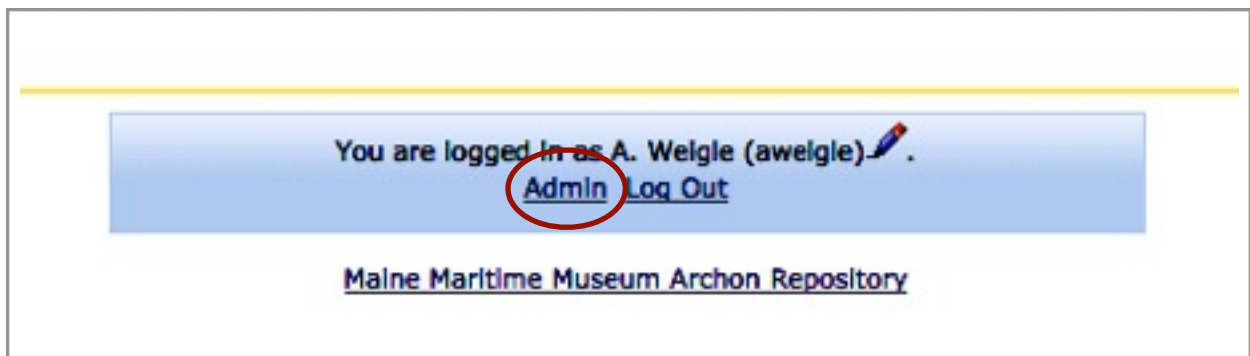


Figure 4. You are now in the ARCHON MODULE page. At the top left, click to drop down menu list

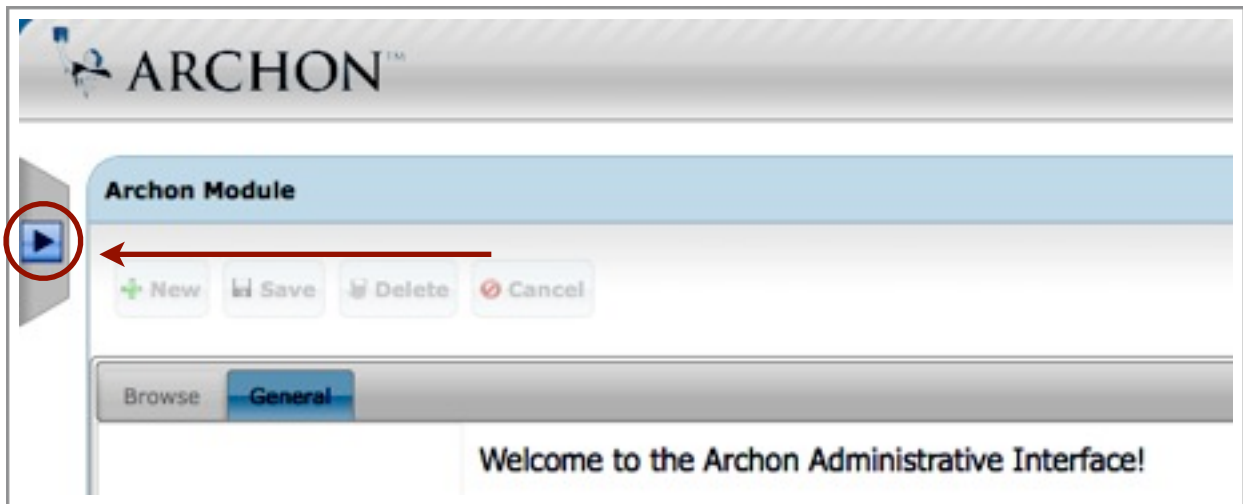


Figure 5. To the left you will see all the ARCHON features. Select **COLLECTIONS**

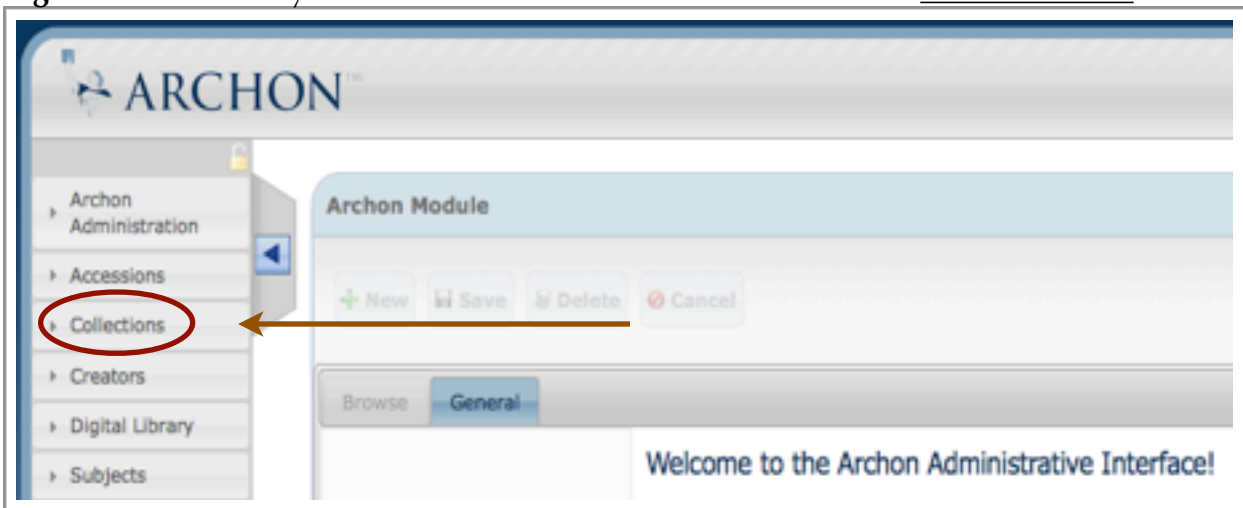


Figure 6. Now select **COLLECTION MANAGER**

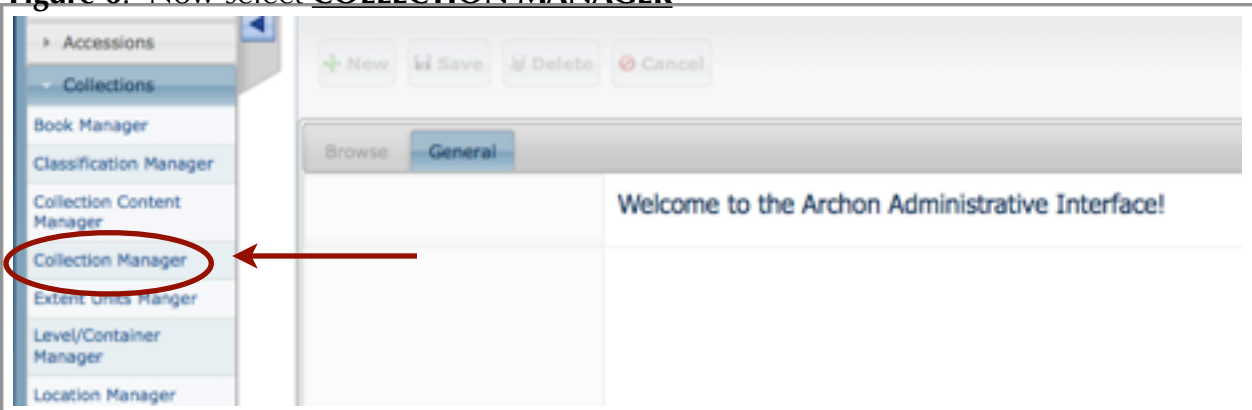


Figure 7. Select NEW

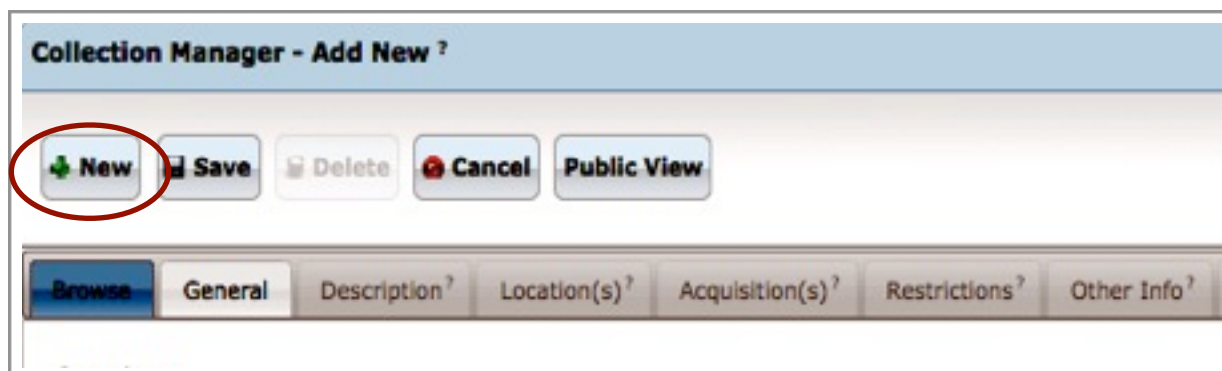


Figure 8. This will take you to the **General** description page. Place your pointer in the **Title** field to type in the collection title. Click **DONE**.

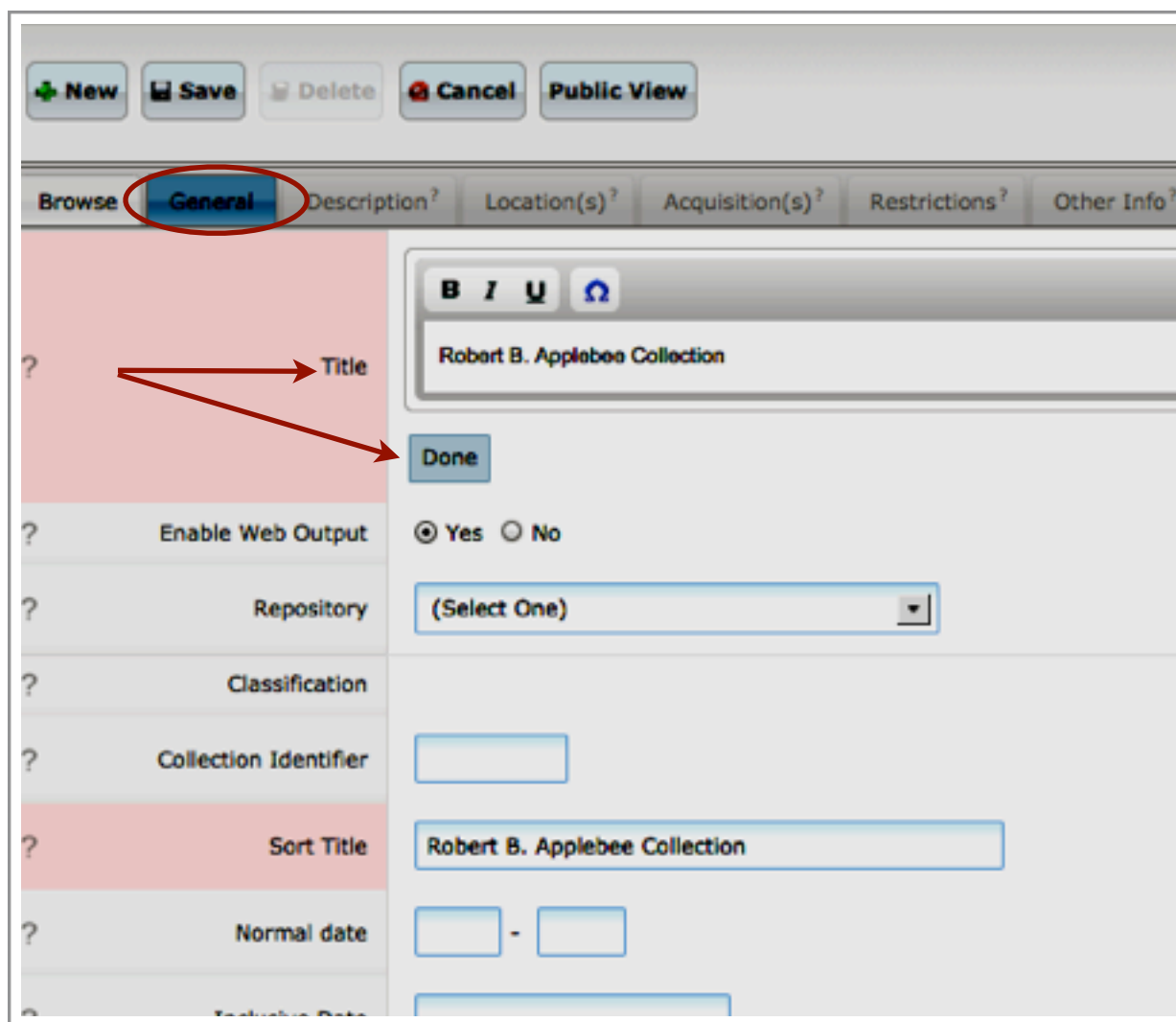


Figure 9. You will fill the following fields in the Description page:

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.
9. Select “*Personal Papers*” for **Material type**.
10. Type in the number of boxes for **Extent** and select “Boxes” in the drop down menu.

The screenshot shows the 'Collection Manager' interface for the 'Robert B. Applebee Collection, 1820-1871 (ID: 6)'. The 'General' tab is selected, and the following fields are visible with red numbers indicating where to enter information:

- 1. Title: Robert B. Applebee Collection
- 2. Enable Web Output: Yes (selected)
- 3. Repository: Maine Maritime Museum Archon Repository
- 4. Collection Identifier: MS-7
- 5. Sort Title: Robert B. Applebee Collection
- 6. Normal date: 1820 - 1871
- 7. Inclusive Date: 1820-1871
- 8. Predominant Date: 1822-1837
- 9. Material Type: Personal Papers
- 10. Extent: 1.00 Boxes
- 11. Creator(s): (Field is empty and circled in red)

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.

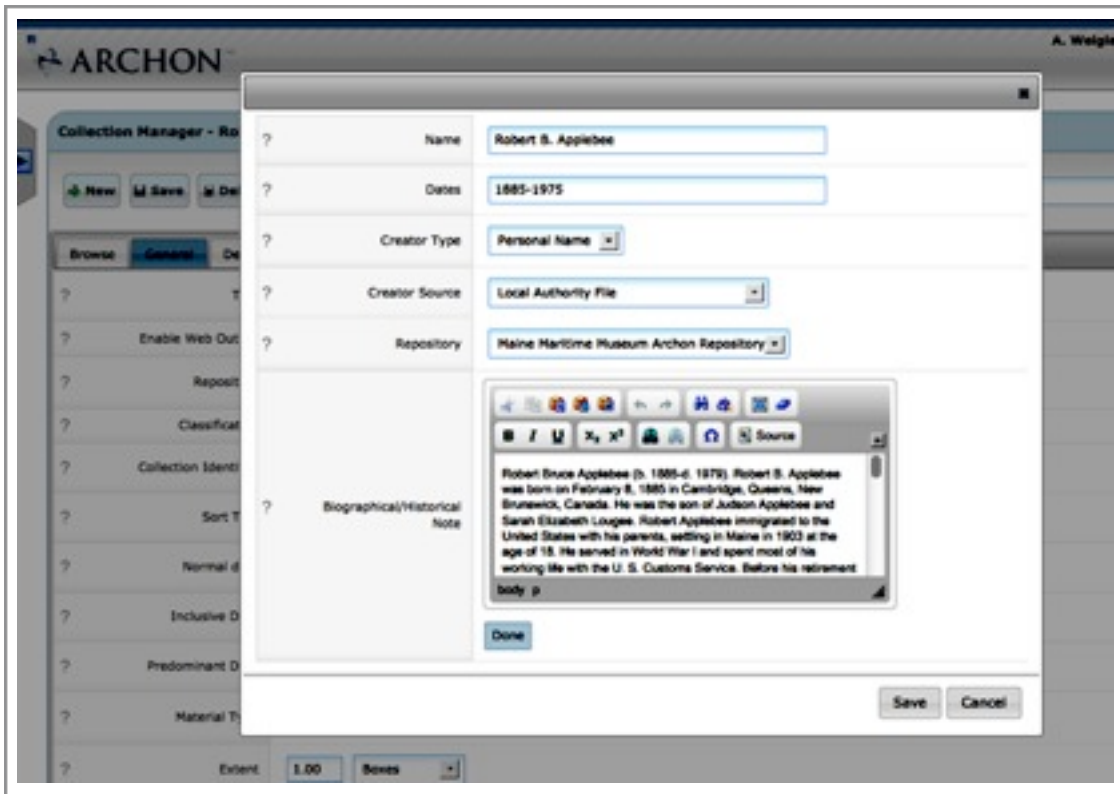


Figure 11. Once you fill out all the necessary fields in the **GENERAL** page, go to the top left and click on **SAVE**. Then select the **DESCRIPTION** tab to move onto the next page.



Figure 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

The screenshot shows the ARCHON Collection Manager interface for the Robert B. Applebee Collection. The 'Description' tab is selected, and the following fields are visible:

Field Name	Field Number
Abstract	1
Scope	2
Arrangement	3
Alt Extent Stmt	4
Biographical/Historical Note	5
Biographical/Historical Author	6
Subjects	7 Click to edit...
Languages	8 Click 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

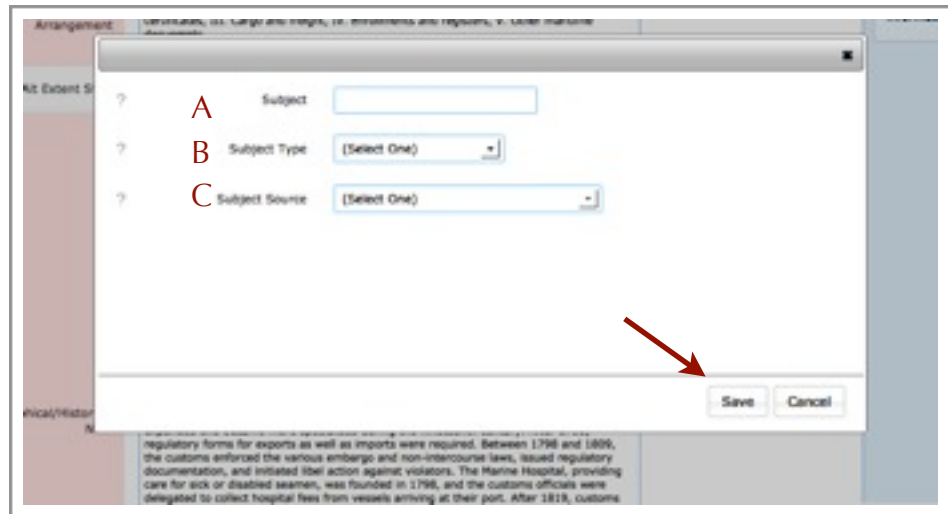


Figure 14. When you are done adding all the subject headings and return to the **DESCRIPTION** page, make sure to click on **DONE** underneath the **Subjects** field when you have added all the subject headings. Make sure you select “English” for **Languages**. Go to the top of the **DESCRIPTION(S)**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

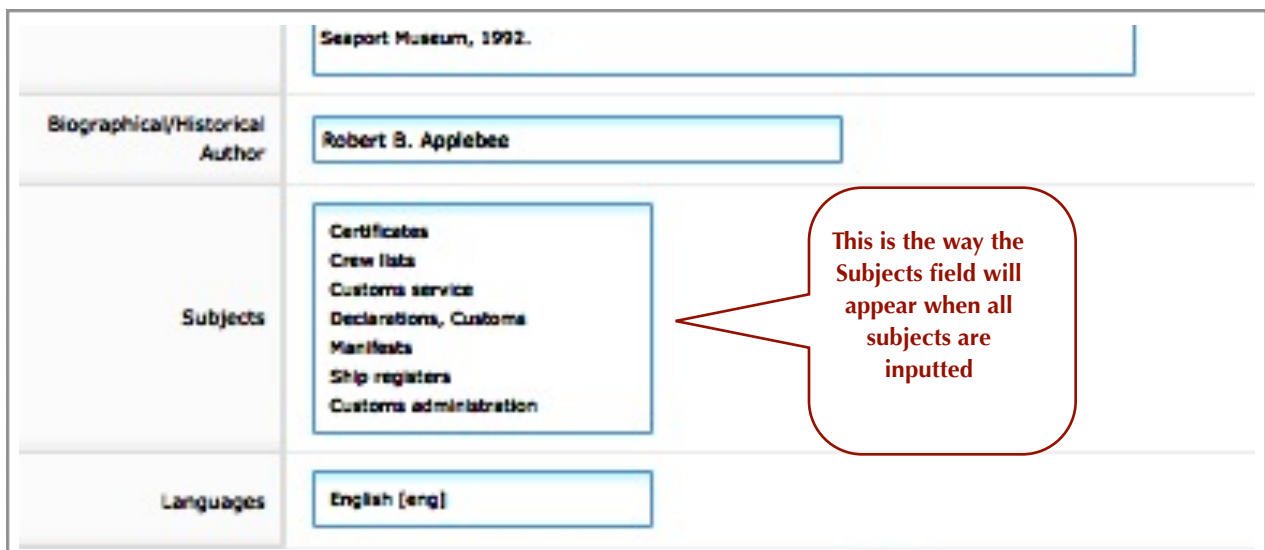
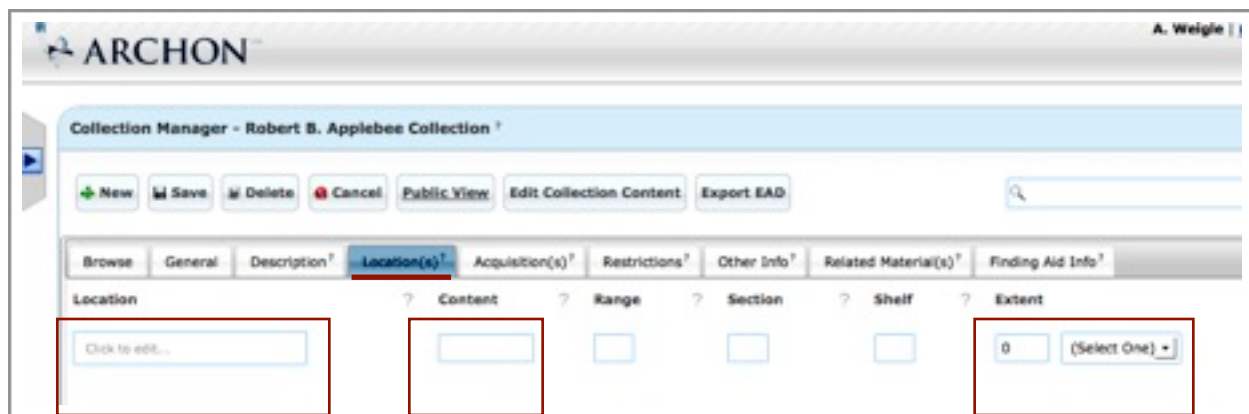


Figure 15. You will fill out only the:

- 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.



Select
“Research Library”

Place Manuscript
number here

Place number of
boxes

•
Select “Boxes” in
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.

The screenshot shows the ARCHON Collection Manager interface for the Robert B. Applebee Collection. The 'Save' button is circled in red, and the 'Acquisition(s)' tab is highlighted with a red arrow. The 'Source' field contains the text '1966 (Acc. 66.1461-1462) and July 1966 (66.1621)'. The 'Method' field contains a detailed text box describing the provenance of the collection.

ARCHON™

Collection Manager - Robert B. Applebee Collection ?

New Save Delete Cancel Public View Edit Collection Content Export EAD

Browse General Description? Location(s)? Acquisition(s)? Restrictions? Other Info? Related Material(s)? Finding Aid I

? Initial Date Acquired [] / [] / []

? 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 Penobscot Marine Museum for many years and his wife, after his death in 1979, 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 Penobscot 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.

? Appraisal Info []

? Accruals/Additions []

? Custodial History []

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.

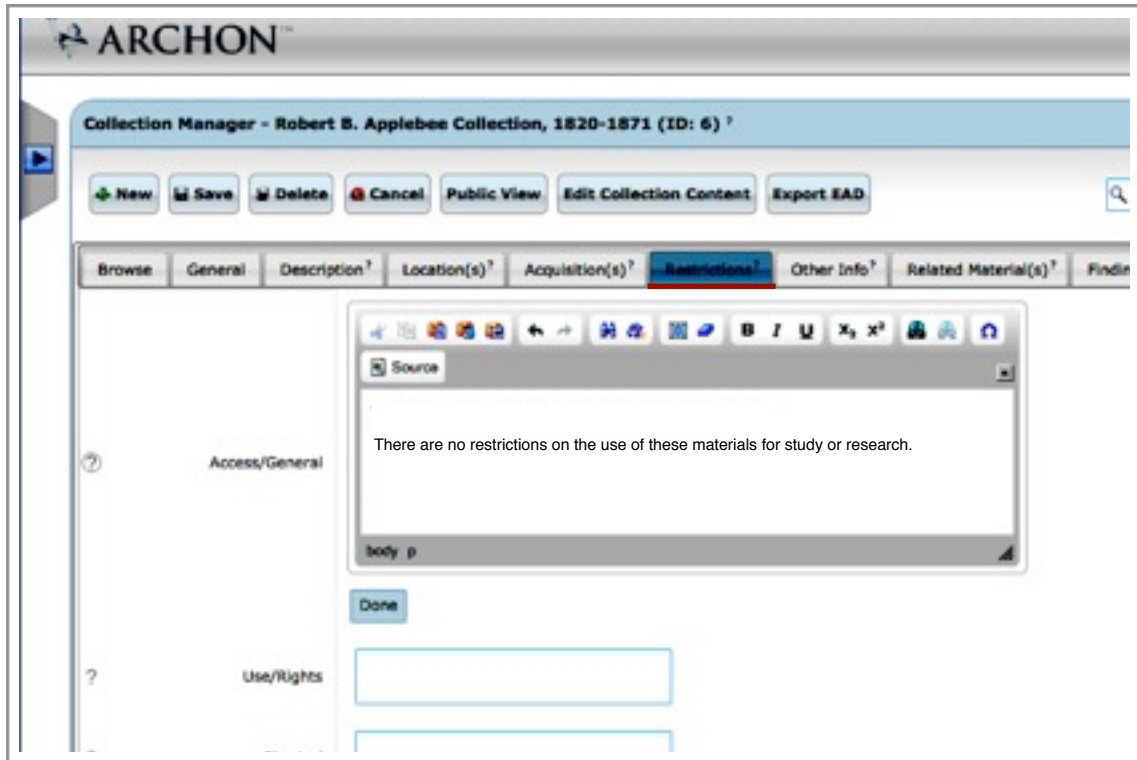


Figure 18. Select the **Use/Rights** field and type in our “Copyright Restrictions” for the collection. (i.e. “The material described herein is the physical property of the Maine Maritime Museum Library. Literary rights, including copyright, belong to the authors or the various items, or to their legal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

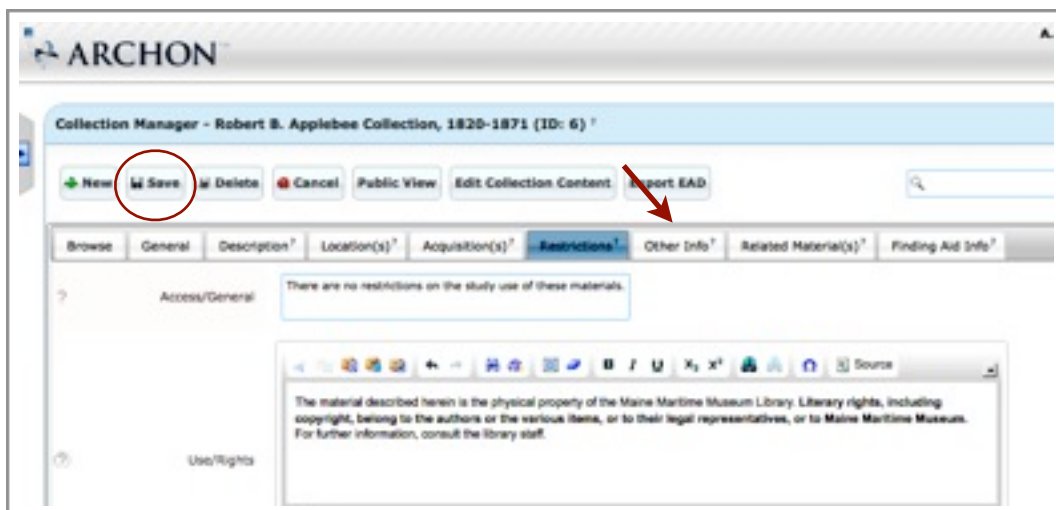


Figure 19. The only time we will use the **OTHER INFO** page is if the collection has an Index of vessels and/or people's name. (*i.e., Index of vessel names available in Repository. Ask librarian for assistance.*) Select **DONE**, then **SAVE** before selecting the **Related Materials** tab.

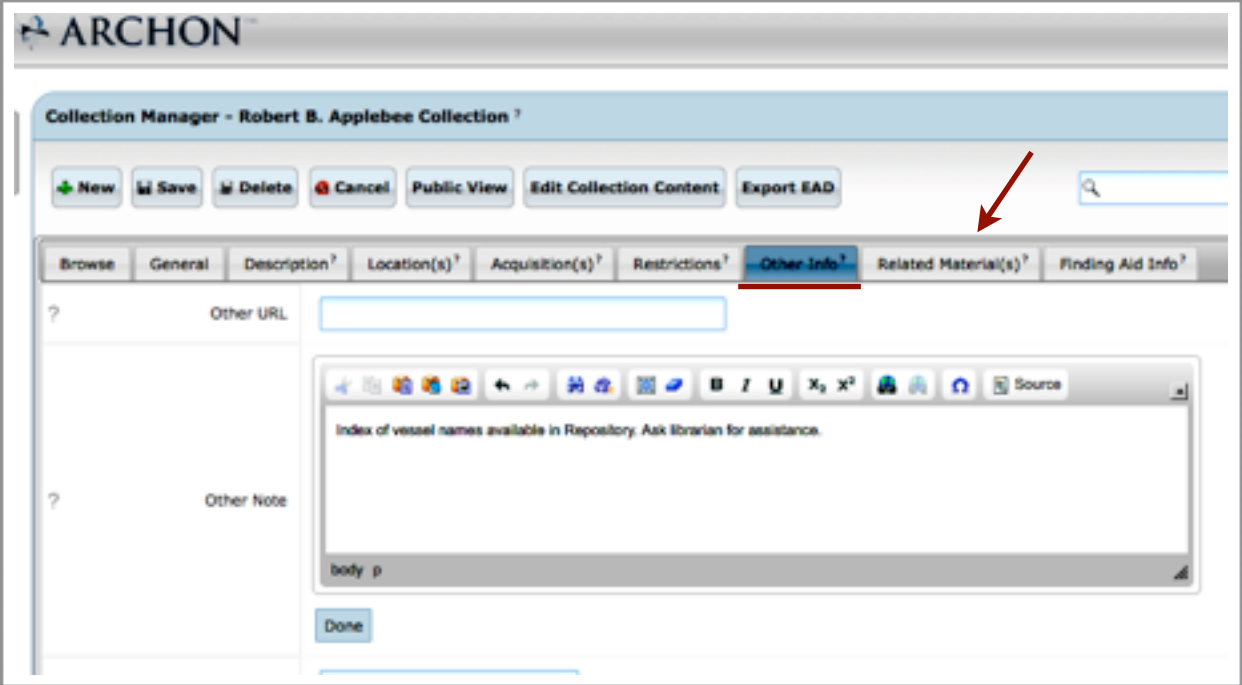


Figure 20. You will fill out only two fields in the **RELATED MATERIAL(S)** Page.

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

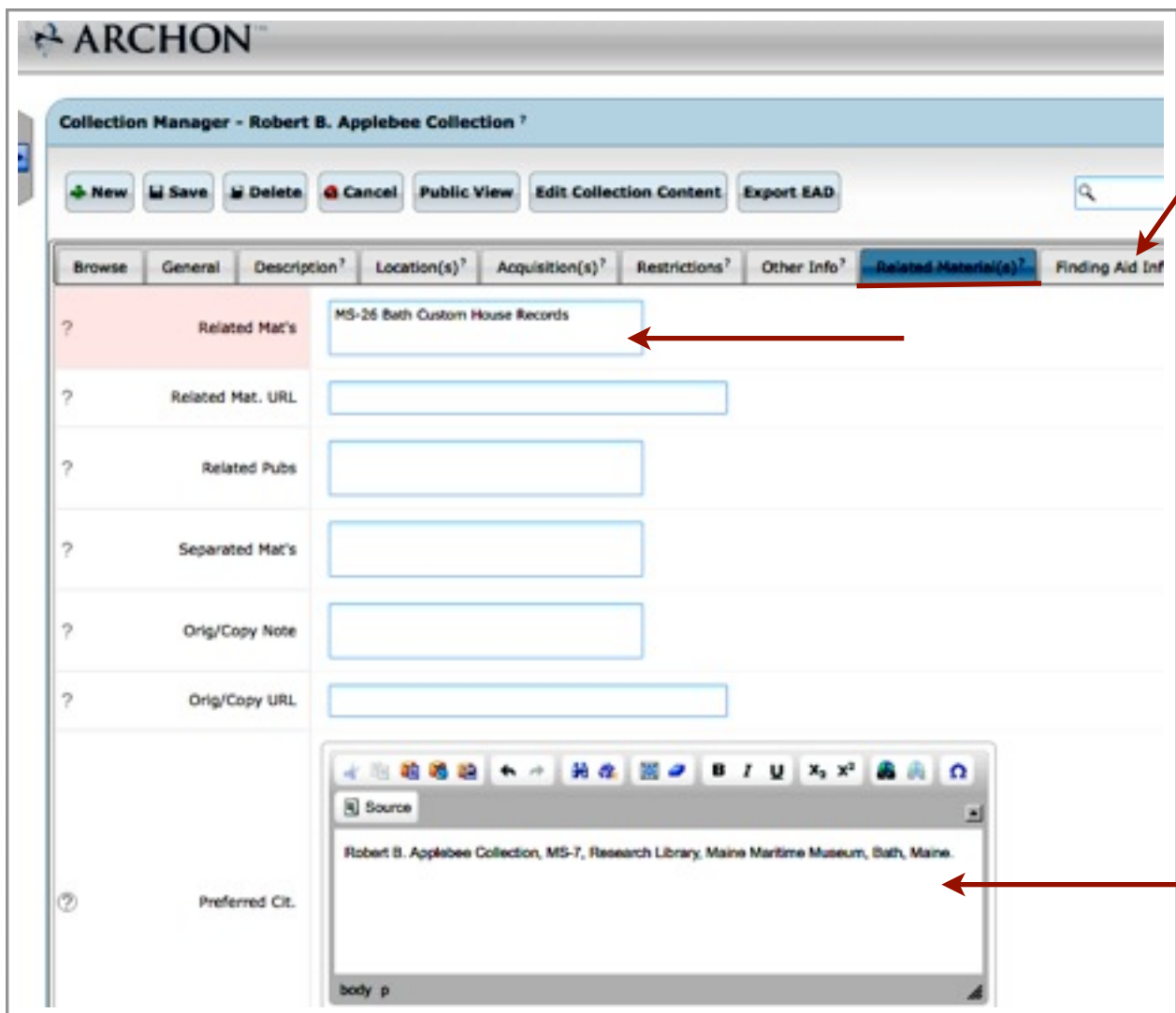


Figure 21. In the FINDING AIDS page, you will fill out three fields:

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.

The screenshot shows the ARCHON Collections Manager interface for the Robert B. Applebee Collection, 1820-1871 (ID: 6). The 'Description' tab is selected, and the 'Rules Used' field is set to 'Rules for Archival Description'. The 'Processing Info' field contains the following text:

The papers were already loosely organized. Looking at the collection, it appeared as if items may have been group together based on their accession number (i.e. Enrolments and Registers, acc. nos. 66.1461 & 66.1462). The bulk of the papers came in 1965 [acc. no. 66.0674], with additional papers [enrolment and registers] donated in 1965 [acc. # 66.1461 and 66.1462] and a single item [receipt from Consulate, Newfoundland] donated sometime after [acc. no. 66.1623].

Based on information taken from the Penobscot Marine Museum's much larger Robert B. Applebee Collection, Mr. Applebee arranged the data from his collection alphabetically and then classified by ports. Although this rationale worked very well, it would not be the best arrangement for our much smaller collection of 76 items. Therefore, I have decided to group the documents based on their function or purpose.

Crew lists/crew related documents and clearance certificates (Series I and II) are organized chronologically. Cargo and freight documents are organized alphabetically by vessel name. Enrolments and registers are organized in chronological order by their "date of surrender". Miscellaneous documents are listed in chronological order. I have added a cross-reference index at the end of the finding aid which should help direct researchers to specific vessels and names of captains.

The 'Publication Date' field is set to 02 / 01 / 2012, and the 'Written In' field is set to English [eng].

THIS COMPLETES THE ARCHON COLLECTIONS MANAGER (DESCRIPTION CONTENT) TUTORIAL