Collection Level Archival Description Guide in Archon
Luther College Archives

Introduction

This guide will give a basic workflow for describing archival materials at the collection level in Luther College's Archives. DACS refers to *Describing Archives: A Content Standard,* which tells us how to describe materials so that we are consistent throughout collections. If you would like to see the DACS manual for further explanation, ask Sasha or Rachel- they both have a copy.

Since we are using Archon, many of these elements are built into the software. "Top Level" indicates that the element refers to the collection level rather than "Lower Levels." This guide will go through the elements that we require for Top Level descriptions. Each section will go over a specific tab in Archon. Some of the tabs will not be used and some may only be used for certain record groups.   For each tab, I will include a sample of what it should look like. Please remember to click "Save" after each tab to ensure that all data is preserved.

General Tab

Title (DACS 2.3)
- o At the collection level, use the title already assigned, such as "Board of Regents Meeting Records"
  - o If no title is given, supply a title that is made up of the creator's name and the nature of the material, such as "Laur. Larsen papers"

Enable Web Output
- o Always choose "Yes"

Repository (DACS 2.2)
- o Choose Luther College Archives

Classification
- o This should already be filled out – do not change.

Collection Identifier (DACS 2.1)
- o This should already be filled out – do not change.

Sort Title
- o This should mimic the title up above.

Normal Date (DACS 2.4)
- o Record the date range for all of the materials in the collection

Inclusive Date
- o This should automatically populate data from the Normal Date field.

Predominent Date
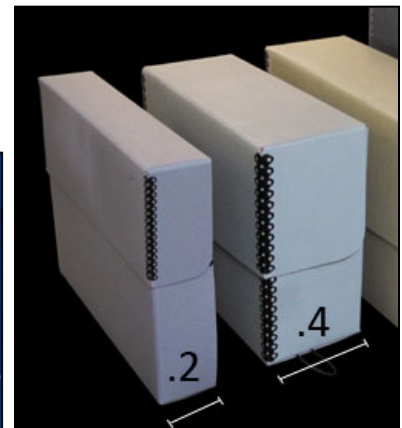- o Leave blank

Material Type
- o Leave blank

Extent (DACS 2.5)
- o Enter the entire amount in linear feet, i.e. 49 linear feet.
- o Sizes for boxes-
  - o Thin boxes = .2 linear feet
  - o Medium = .4 linear feet
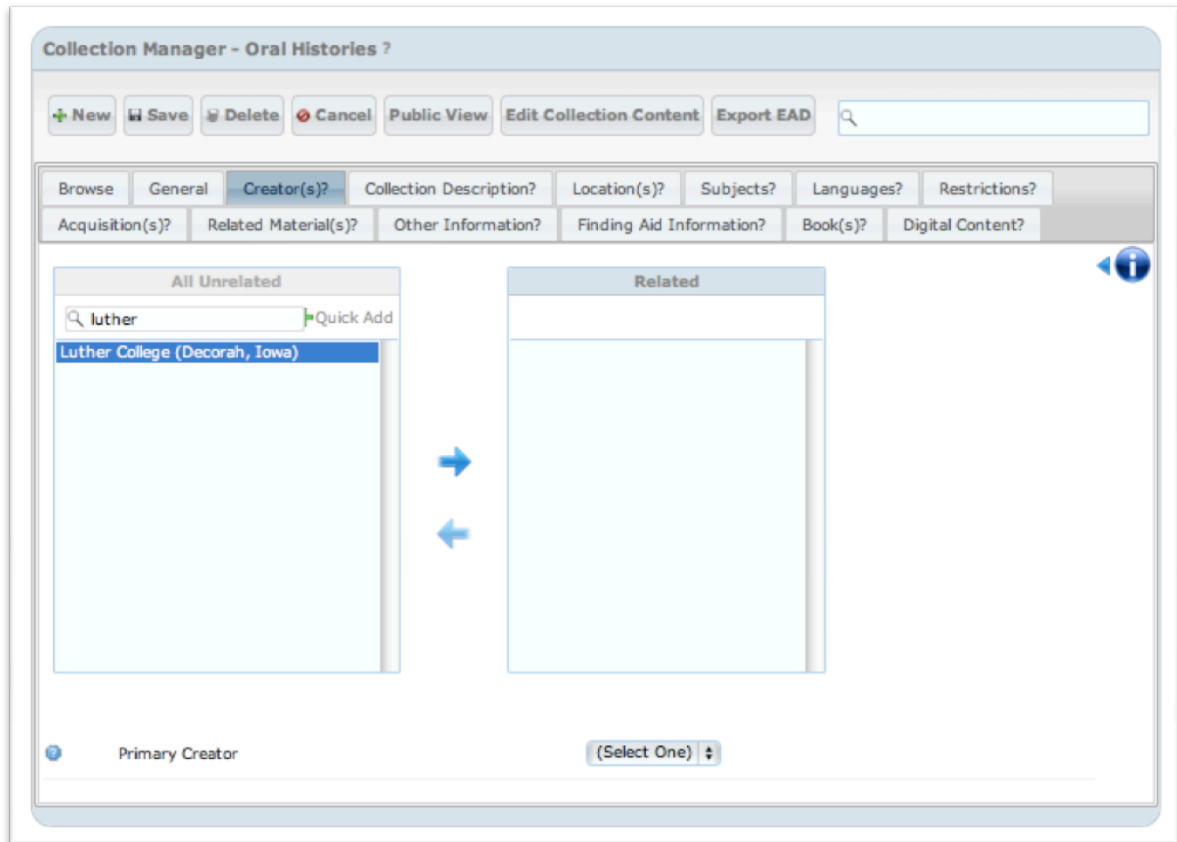 - o Large = 1 linear foot

Finding Aid Author
- o Enter your full name

Template Set
- o Choose Default

Creator Tab (DACS 2.6)

- If Luther College Archives was responsible for compiling the materials, record the creator as Luther College (Decorah, Iowa)
    - o Collection Title: Articles of Incorporation
    - o Creator: Luther College (Decorah, Iowa)
- At minimum, use the creator portion in the title.
    - o Collection Title: Laur. Larsen papers
    - o Creator: Larsen, Peter Laurentius (1833-1915)
        - ▪ Be sure to use the fullest version of the name in this field, even if it is different in the title
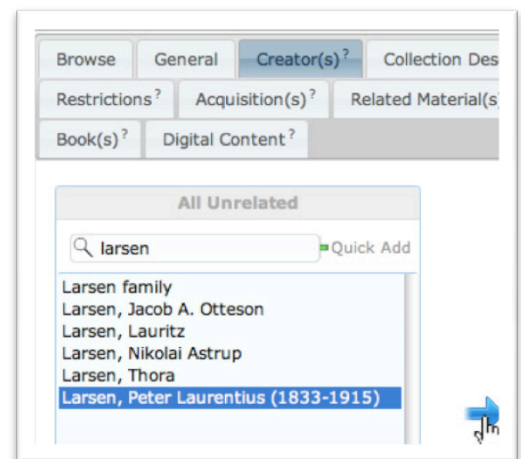
Collection Description Tab

Collection Manager - Oral Histories ?

+ New   Save   Delete   Cancel   Public View   Edit Collection Content   Export EAD

Browse   General   Creator(s)?   Collection Description?   Location(s)?   Subjects?   Languages?   Restrictions?

Acquisition(s)?   Related Material(s)?   Other Information?   Finding Aid Information?   Book(s)?   Digital Content?

Abstract
Cassette tapes, transcriptions, releases, and more for oral histories collected by Luther College Archives.

Scope
This series contains several oral history stories on a variety of topics relating to the history of Luther College and the history of the United States, covering 1979-2008. Most of the oral histories were collected and created by Luther College students as coursework. Some final papers are also included. Other oral histories include commemorative stories for the 25th Anniversary of Preus Library, an account from Pastor Oscar Engebretson from Washington Prairie Church, and oral histories collected by alumni during Homecoming.

Arrangement
This series is arranged chronologically by event into 12 sub-series:

1. Washington Prairie Church (1979)
2. Unknown Course (1982)
3. History 32 (1988)
4. History 72 (1989)
5. 25th Anniversary of Preus Library (1994)
6. History 72 (1995)
7. History 71 (1996)
8. History 49 (1997)
9. Early Women Faculty (1998-1999)
10. History 56 (1999)
11. From Co-ed to Equal (2000)
12. Homecoming (2007-2008)

Alt Extent Stmt
19 boxes

Biographical/Historical Note

Biographical/Historical Author

Abstract
- This should be one sentence that includes the type and nature of materials in this collection and its creator.

Scope (DACS 3.1)
- This should be in paragraph form and include the following information:
    o The function, activity, transaction, and/or process that generated the materials being described, like meetings.
    o The type of records being described, like minutes or photographs.
    o The dates covered, i.e. 1861-1875
    o The geographic area and places to which the records pertain, such as "… in Winneshiek and Allamakee Counties."
    o The subject matter to which the records pertain, such as topics, events, people, and organizations
        ▪ Example: "The correspondence covers topics including the founding of the Evangelical Lutheran Church in America and is primarily between Mr. X and Mr. Y."
    o Any other information that assists the user in evaluating the relevance of the materials.
- Example of scope and content notes can be found in the DACS manual on pages 36-38.

Arrangement (DACS 3.2)
- Use the following template for the first sentence:
    o This collection is arranged into ___ series: 1. ___ (dates); 2. ___ (dates); etc.
        ▪ Example: This collection is arranged into two series: 1. Correspondence (1877-1920); 2. Sermons (1900-1912)
- Then state how it is arranged within the series- alphabetically, chronologically, etc.
    o Example: The first two series have been inventories as arranged by the donor. The third series has been arranged chronologically.

Alt Extent Stmt
- Record the extent in boxes, i.e. 260 boxes

Biographical/Historical Note and Author (DACS 2.7)
- This is optional – if it doesn't make sense to include it in the collection, then don't. However, if there is information readily available, please include it.
- This should be a paragraph that gives background information on individuals, families, buildings, or other entities, etc.
- For info, check LC Wiki, Rachel's book A Guide to Norwegian American Sources, and/or reputable and credible websites on the Internet
- Be sure to record the author of the statement, i.e. Rachel Vagts.

Locations Tab

The location tab stores information that is viewable only on the staff side (not public).

Under "Content" record the Sub-Series # and the Box # for each box. The cage for RG 00-20 is called "Cage #1." Record the range, section, and shelf number, and the individual extent in linear feet. In some cases, the extent may need to be recorded in item number, such as copies of books (i.e. 23 copies of Noble Norsemen).

** Important- if there are more than 9 Sub-Series or 9 Boxes, the numbers must have two digits (i.e. 01, 02, 03...) in order to stay in sequence. Also, if there are more than 99 boxes (in particular, with President H G Anderson's papers), the numbers must have three digits (i.e. 001, 002, 003...).

Staff Information

Storage Locations:

| Content	Location	Range	Section	Shelf	Extent
Sub-Series 01 Box 01	Cage #1	21	5	1	0.40 Linear Feet
Sub-Series 01 Box 02	Cage #1	21	5	1	0.20 Linear Feet
Sub-Series 01 Box 03	Cage #1	21	5	1	0.40 Linear Feet
Sub-Series 01 Box 04	Cage #1	21	5	1	0.40 Linear Feet
Sub-Series 02 Box 01	Cage #1	21	5	1	0.40 Linear Feet
Sub-Series 02 Box 02	Cage #1	21	5	1	0.40 Linear Feet
Sub-Series 02 Box 03	Cage #1	21	5	1	0.40 Linear Feet
Sub-Series 02 Box 04	Cage #1	21	5	2	0.20 Linear Feet
Sub-Series 02 Box 05	Cage #1	21	5	2	0.40 Linear Feet
Sub-Series 02 Box 06	Cage #1	21	5	2	0.40 Linear Feet
Sub-Series 02 Box 07	Cage #1	21	5	2	0.20 Linear Feet
Sub-Series 02 Box 08	Cage #1	21	5	2	0.40 Linear Feet
Sub-Series 02 Box 09	Cage #1	21	5	2	0.40 Linear Feet
Sub-Series 02 Box 10	Cage #1	21	5	2	0.40 Linear Feet
Sub-Series 02 Box 11	Cage #1	21	5	3	0.40 Linear Feet
Sub-Series 02 Box 12	Cage #1	21	5	3	0.20 Linear Feet
Sub-Series 02 Box 13	Cage #1	21	5	3	0.40 Linear Feet
Sub-Series 02 Box 14	Cage #1	21	5	3	0.20 Linear Feet
Sub-Series 02 Box 15	Cage #1	21	5	3	0.40 Linear Feet
Sub-Series 02 Box 16	Cage #1	21	5	3	0.20 Linear Feet
Sub-Series 02 Box 17	Cage #1	21	5	3	0.40 Linear Feet
Sub-Series 02 Box 18	Cage #1	21	5	3	0.20 Linear Feet
Sub-Series 02 Box 19	Cage #1	21	5	4	0.40 Linear Feet
Sub-Series 02 Box 20	Cage #1	21	5	4	0.40 Linear Feet
Sub-Series 02 Box 21	Cage #1	21	5	4	0.40 Linear Feet
Sub-Series 02 Box 22	Cage #1	21	5	4	0.20 Linear Feet
Sub-Series 02 Box 23	Cage #1	21	5	4	0.20 Linear Feet
Sub-Series 02 Box 24	Cage #1	21	5	4	0.40 Linear Feet
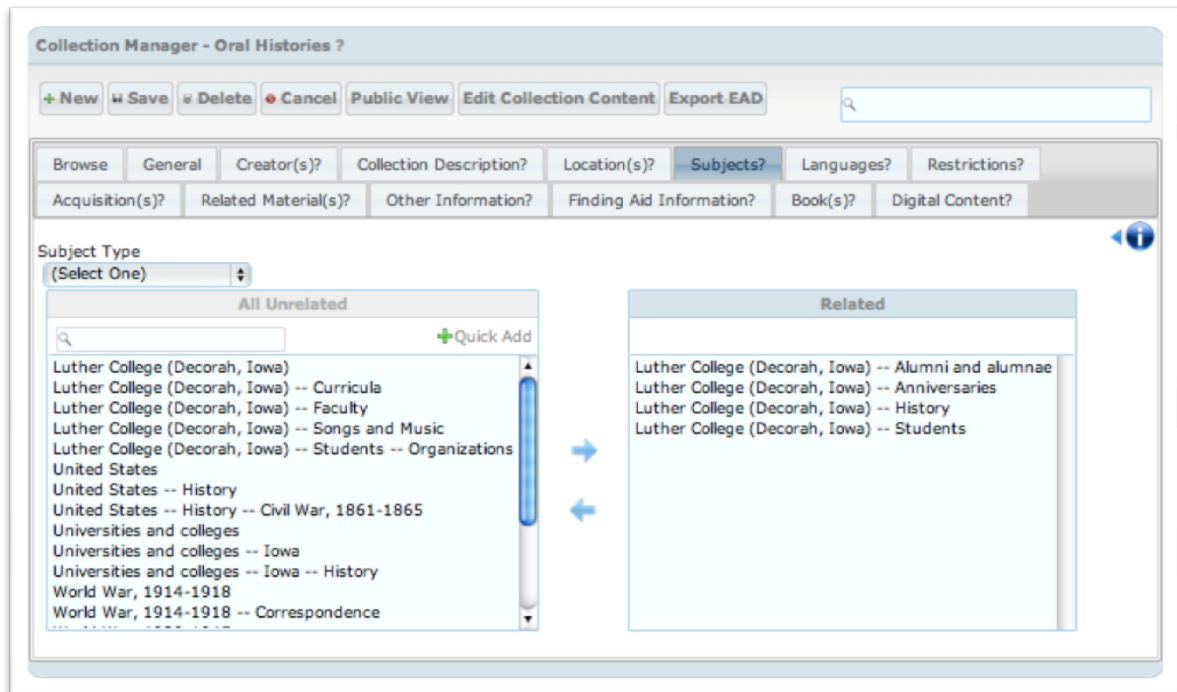
Subjects Tab

Please choose the appropriate subjects for the materials you are describing. If you think there is a better subject heading, but that it doesn't exist on the list, please tell Sasha and she can add it as long as it adheres to the Library of Congress Subject Headings and Name Authority lists or our Local Authority list.

To choose, click the selection on the left, then click the right-facing blue arrow to move it to the right.

Languages Tab (DACS 4.5)
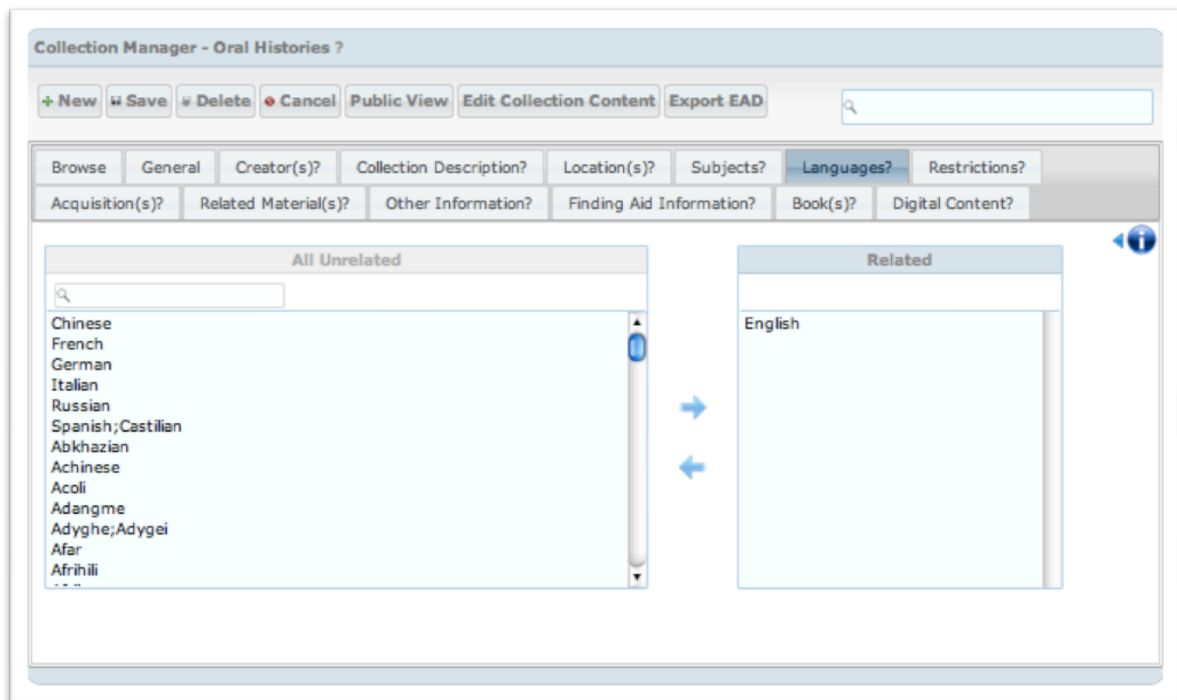
Like in the Subjects tab, please choose the appropriate languages on the left, click the blue arrow, and move it to the right. If there is even just one item in the collection that is in another language, that language must be selected to move to the right.
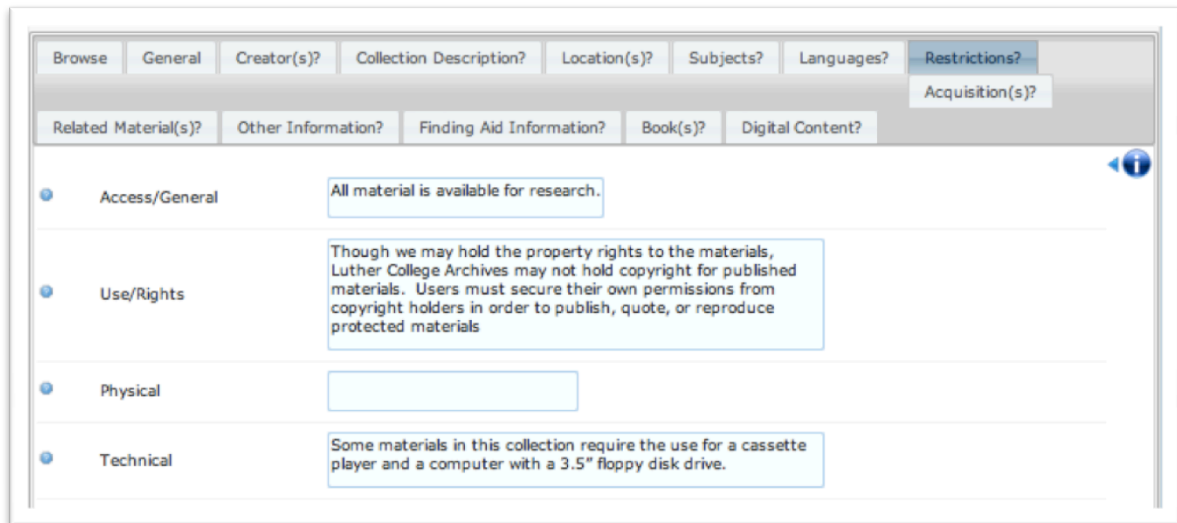
For special notes regarding the language, such as translation or if only a few items are in the other language, please specify in the Scope under the General Tab. Example:
- "Most of the materials are in English, though some are in Norwegian. Some have also been translated, and both languages are available."
- "These materials are in English, except for two folders in Sub-Series 2, Box 4, which are in Norwegian."

Restrictions Tab

Access/General (DACS 4.1)
- If there are no access restrictions, use the following sentence:
  - "All materials are available for research."
- If there are restrictions, provide the appropriate information
  - "Access to all or part of this material is restricted. Please contact the college archivist for further information."
  - Highlight "college archivist," click the hyperlink button, choose "E-Mail," and enter in her address.

Use/Rights (DACS 4.4)
- "Though we may hold the property rights, Luther College Archives does not hold the copyrights for all materials. Individuals may use materials for non-commercial, private use, but commercial users must secure permissions from the copyright holders and/or Luther College Archives to reproduce, publish, or quote protected materials and photographs. For more information about the Luther College Library and Information Services copyright and fair use policy, please visit http://lis.luther.edu/about/policies/copyright."

Physical (DACS 4.2)
- If there are no audiovisual materials, leave blank.
- If the collection includes any audiovisual materials, use the following sentence, and include an email hyperlink to Rachel's email address:
  - "Audiovisual materials may require special use copies, which may or may not be available. For further information, please contact the college archivist."

Technical (DACS 4.3)
- If the collection contains materials that require equipment or technology, indicate that in this element. If not, leave blank.

Related Materials Tab

Related Mat's (DACS 6.3)
- Use only for RG05 and RG18-
- "Photographs in RG05 and RG18 are related, in that they both hold materials created by the Luther College Photo Bureau. These photographs were accessioned from two different entities, so despite sharing the same creator, they are in two different record groups. If you have any other questions, please contact the college archivist."
- Please make "college archivist" an email link.
- Do not use a related materials URL

Related Pubs (DACS 6.4)
- Include the following statement for any collection that contains published materials:
  - o Cite published materials as required by your chosen citation style (Chicago, MLA, APA, etc.).

Orig/Copy Note (DACS 6.1 and 6.2)
- If materials in the collection are not the originals, but instead reproductions, copies, transcriptions, or translations, and Luther College Archives does not hold the originals, indicate it here
  - o Example: AP and SOVFOTO World War II Photographs – we have reproductions here in at Luther College, though the originals are held by the Associated Press and SOVFOTO
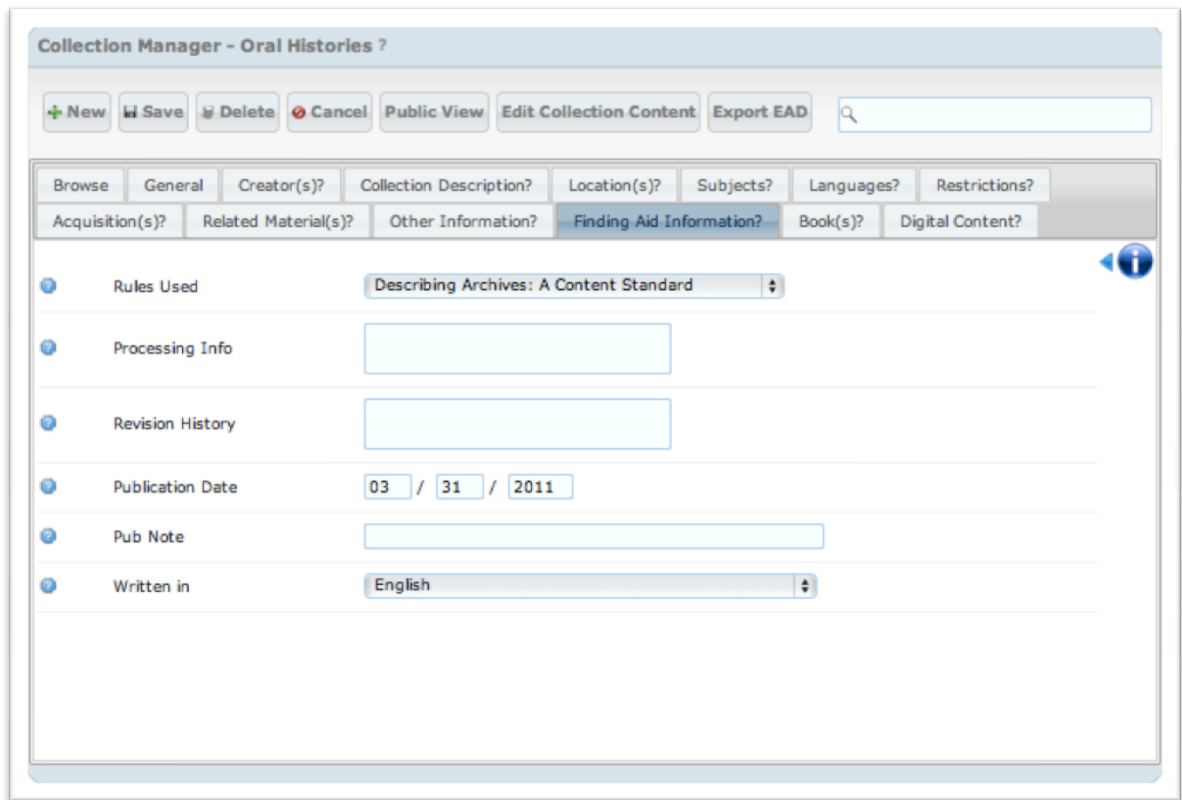
Preferred Citation
- Include the name of the collection, the record group number and name, Luther College Archives, Decorah, Iowa
  - o Example: Pamphlets and Brochures, RG00 History Relating to Luther College, Luther College Archives, Decorah, Iowa

Finding Aid Information

Rules used:
- Choose "Describing Archives: A Content Standard"

Publication Date:
- Enter today's date

Written in:
- Choose "English"