***Implementing DACS in Integrated Content Management Systems:***

***Using the Archivists’ Toolkit™***

**Schedule at a Glance**

***Day One***

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| 9:00 am | Introductions – Overview – DACS overview – AT overview |
| 9:45 am | Repository records – EXERCISE 1 |
| 10:00 am | User records – EXERCISE 2 |
| 10:15 am | Location records – Exercise 3 |
| 10:30 am | BREAK (15 minutes) |
| 10:45 am | Accession records – Exercise 4 |
| 11:30 am | Resource descriptions (Single-level records) – Exercise 5 |
| 12:30 pm | LUNCH (1 hour) |
| 1:30 pm | Resource descriptions (Multilevel records and the Rapid Data Entry Tool – Exercise 6 |
| 3:00 pm | Resource descriptions (Indicating Instances/Containers) – Exercise 7 |
| 3:15 pm | BREAK (15 minutes) |
| 3:30 pm | Subject and other controlled vocabulary records -- Exercise 8 |
| 4:00 pm | Name (corporate, personal, family) records – Exercise 9 |
| 4:45 pm | First day wrap up |

***Day Two***

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| 9:00 am | Questions from first day – Overview of second day |
| 9:15 am | Linking description parts – Exercise 10 |
| 9:45 am | Importing legacy data – Exercise 11 |
| 10:15 am | BREAK (15 minutes) |
| 10:30 am | Data cleanup – Exercise 12 |
| 11:15 am | Generating reports – Exercise 13 |
| 11:45 am | Exporting EAD, MARCXML, and print finding aids – Exercise 14 |
| 12:30 pm | LUNCH (1 hour) |
| 1:30 pm | Bringing it all together – Exercise 15 (final exercise) |
|  | *Participants can take breaks anytime between 1:30 and 4* |
| 4:00 pm | Exercise review |
| 4:15 pm | Follow up questions and workshop evaluation |