



# Legacy Finding Aid Project at the Louisiana Research Collection

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## Assessment

In 2009, we audited roughly 1,000 LaRC paper finding aids, classifying them as:

- “Ready to go”
- Minor or major work needed
- No finding aid

## Phase One: Quick and Dirty

Too understaffed to fully rekey legacy finding aids for the web, and inspired by William and Mary’s approach in the “Archon Ultimatum,” we implemented the following shortcut method in Archon:

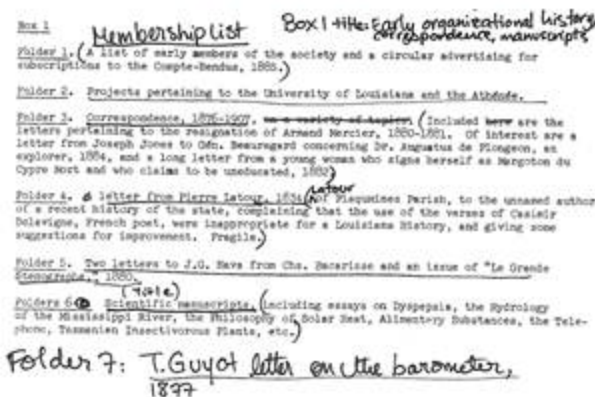
- Create a basic collection record
- Attach PDF of the legacy finding aid
- Assign subject headings
- Create a MARC catalog record

## Phase Two: Full Migration

In late 2010, LaRC chose Library Associates Companies (LAC) Group to rekey and update descriptions and subject headings for almost 500 “ready to go” legacy finding aids in Archon. We sent LAC DACS-compliant templates for data entry. Since the vendor worked offsite, LaRC staff reviewed each finding aid for accuracy before sending it to the company.

Student workers reviewed finding aids against shelf contents and marked any discrepancies. We then emailed PDFs of the marked-up finding aids to LAC Group for data entry. With our current workflow (shown below), we anticipate project completion by fall 2011.

## Marked up legacy finding aid



## Archon version of finding aid

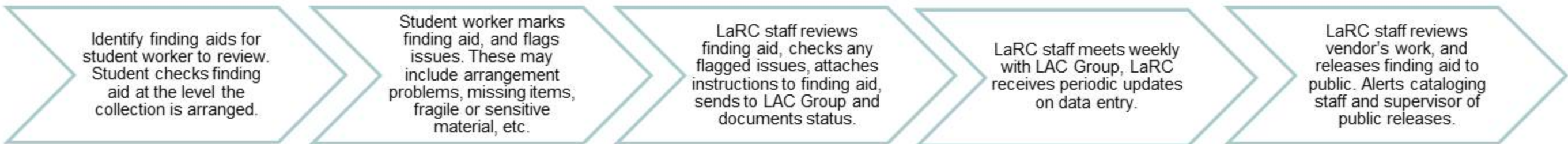


## Challenges

- Created over six decades, LaRC finding aids encompass a wide variety of standards.
- LaRC is a small department with limited resources.
- LaRC could only devote one full-time staff member and several students to the migration.

## Benefits

- 500 DACS-compliant, web-based finding aids in less than one year
- Google search results
- Increased use of previously hidden collections
- The massive review of our holdings helped us identify larger collection development priorities.



## Phase Two legacy finding aid migration workflow

For more information visit [eiratansey.com/projects](http://eiratansey.com/projects)