

When all the finding aids exist in binders:  
Implementing Archon  
the Quick and Dirty way

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# Louisiana Research Collection



LOUISIANA RESEARCH COLLECTION  
SPECIAL COLLECTIONS  
HOWARD-TILTON MEMORIAL LIBRARY

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## About LaRC

LaRC offers a full range of resources, from books and archives to maps and images. We support almost every area of Louisiana research; special strengths include art, business, Carnival, Civil War, environmental studies, Jewish studies, medicine, politics, social welfare, southern literature, transportation, urban studies, and women's studies. [Learn More](#)

## LaRC News / Blog

Congratulations to LaRC Head Leon Miller

The mural in the Special Collections reading room

The five-year mark, August 29, 2010

Reading Room hours



# LaRC finding aids, still in binders



# LaRC card catalog



# Finding aid audit

Ⓝ = serious work    ☐ = minor work

180 Jewish Children's Home Collection -  
old FA in RR. Placed a copy in  
MPF.

Ⓝ 181 Green family papers -

182 Walter E. Hall campaign papers - simple  
FA in MPF. Same copy in RR.



# Finding aid data analysis

	A	B	C	D	E	F	G
1	Coll'n #	Collection	FA Status	# FA pages	# MPF pages	Linear feet (needs to be verified)	Notes
675	672	Dean, William T., Papers	Ready to go	6	1	1	
676	673	Destrehan Estate Litigation Papers	Ready to go	3	1	1	
677	674	Dresner, Jacob D.	Ready to go	8	2	6	
678	675	Duffel-Harris Family Papers	Ready to go	7	2	1	
679	676	Congregation Gates of Prayer	Minor work needed	6	3	6.25	Several different finding aids for original and accretions, need to be consolidated, Needs to be updated to include accretions
680	677	Allison Owen Papers	Ready to go	5	1	2	
681	678	Robinson, Martha Gilmore Collection	Major work needed	35	2	57.5	Incomplete finding aid
682	679	Cain Family Papers	Minor work needed		1	0.25	Inventory on MPF
683	680	E.A. Burke	Ready to go	3	2	0.25	
684	681	Russ, Edward K., Collection	Ready to go	4	1	0.25	
685	682	Special Citizens' Investigating Committee	Ready to go	34	2	32.5	
686	683	Monier Family Papers	Nothing		1	1	
687	684	Peters, Olga, Drawings in Carnival Collection	Ready to go	5	2	4.5	
688	685	Brosman, Catherine Savage, Papers	Minor work needed	9	2	14	Needs to be updated to include accretions
689	686	Hemard Family Papers	Minor work needed	1	1	0.25	No box or folder level arrangement
690	687	Art Reproductions Notebook	Nothing		1	0.5	
691	688	Frances Jackson's School Notebook for Fourth English Class	Nothing		1	0.5	
692	689	Boudreau, Amy Papers	Minor work needed	2	1	1	Description of collection, but no inventory.
693	690	Alfred A. Parmenter Papers	Minor work needed	4	2	1	Description of collection, but no inventory.
694	691	Ramos Papers	Nothing		2	1	
695	692	French Quarter Task Force	Minor work needed	1	2	1	Description of collection, but no inventory. Only 1 box, would be very easy to retype.
696	693	C.W. Robinson Lumber Company Papers	Ready to go	2	2	3	
697	694	Brizzard, Alvin E. Collection	Ready to go	29	2	3	
698	695	Gilmore, Samuel Louis, Jr., Papers	Ready to go	2	2	5	
699	696	Claudel, Paul, Correspondence	Ready to go	4	8	1	

# What we found after the audit

- Ready to go finding aids: 40% of our collections
- Minor work needed finding aids: 14% of our collections
- Major work needed finding aids: 6% of our collections
- Collections without finding aids (“nothing”): 40% of our collections

# Landing page for Archon



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**Location:** Archon

## Tulane University Special Collections

### Default Behaviors

- The search engine looks for records containing every term you submit.

### Search By Phrase

- Use double quotes around your search query. (e.g. "Festival of Contemporary Arts")

### Narrow Your Search Results

- Use a minus sign before a term you want to omit from your results. (e.g. 'bass -fish' finds bass guitars but not bass fishing.)
- Browse by collection title, subject, name, or classification.

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# Fully re-keyed finding aid



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Location: Archon → Louisiana Research Collection → Amelia Greenwald papers

## Amelia Greenwald papers, 1908-1966 | Louisiana Research Collection

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**Title:** Amelia Greenwald papers, 1908-1966

**ID:** LaRC/Manuscripts Collection 797

**Extent:** 3.0 Boxes

[+ More Extent Information](#)

**Predominant Dates:** 1913-1933

[+ Arrangement](#)

[+ Creators](#)

[+ Subjects](#) (links to similar collections)

[+ Languages of Materials](#)

[+ Administrative Information](#)

**Scope and Contents:** This collection consists of correspondence of Amelia Greenwald, when she was a student at Phipps Clinic at Johns Hopkins University, through her time in Warsaw, Poland, establishing a nurses' school in the Jewish Hospital (1923-1926) and while in Palestine in 1932. Also included are nursing certificates, Hadassah materials, photographs from Warsaw and Palestine, biographical articles including a photocopy of her 1966 obituary, newspaper clippings, pamphlets, notes, reports and other printed documents.

[+ On-line Images/Records](#)

**Detailed Description**

[Box 1: Biography, Hadassah materials, photos and other papers, 1913-1937](#)

[Box 2: Pamphlets, notes & reports on Warsaw and Palestine, 1909-1947](#)

[Box 3: Impressions of Warsaw and Palestine, newspaper clippings, 1926-1933](#)

# Fully re-keyed finding aid

## Box and Folder Listing

### Browse by Box:

[\[Box 1: Biography, Hadassah materials, photos and other papers, 1913-1937\]](#),  
[\[Box 2: Pamphlets, notes & reports on Warsaw and Palestine, 1909-1947\]](#),  
[\[Box 3: Impressions of Warsaw and Palestine, newspaper clippings, 1926-1933\]](#),  
[\[All\]](#)

Box 1: Biography, Hadassah materials, photos and other papers, 1913-1937

- Folder 1: Biography of Amelia Greenwald, undated
- Folder 2: Letters of Recommendation, 1908-1923
- Folder 3: Correspondence, 1913
- Folder 4: Correspondence, 1914
- Folder 5: Correspondence, 1915
- Folder 6: Correspondence, 1916
- Folder 7: Correspondence 1917
- Folder 8: Correspondence, 1918
- Folder 9: Correspondence, 1919
- Folder 10: Correspondence, 1921
- Folder 11: Correspondence, 1922
- Folder 12: Correspondence, January-June 1923
- Folder 13: Correspondence, July-December 1923
- Folder 14: Correspondence, 1924
- Folder 15: Correspondence, January-May 1925
- Folder 16: Correspondence, June-December 1925
- Folder 17: Correspondence, January-July 1926
- Folder 18: Correspondence, August-December 1926
- Folder 19: Correspondence, 1927
- Folder 20: Correspondence, 1928
- Folder 21: Correspondence, 1929
- Folder 22: Correspondence, 1930
- Folder 23: Correspondence, 1931
- Folder 24: Correspondence, 1932
- Folder 25: Correspondence, 1933
- Folder 26: Correspondence, 1933
- Folder 27: Correspondence, 1933
- Folder 28: Correspondence, 1934
- Folder 29: Correspondence, 1935
- Folder 30: Correspondence, 1936
- Folder 31: Correspondence, 1937

# Workflow

- Completely re-keying finding aids became a luxury we could not afford
- Importing MARC records from cataloged collections (around 8-10%)
  - Descriptive data cleanup, boilerplate text, added subject and creator headings
  - Added PDF of box/folder inventory with pointer
  - Approved collection record for public view
  - Staff view only accession record
- Non-cataloged collections had similar workflow to cataloged collections
  - Added descriptive data, scope/content note
  - After entering in Archon, sent to cataloging librarian for MARC record creation
  - Subject headings and creator authorities added to Archon record later

# Quick and Dirty Archon record

**Title:** John Leonard Riddell papers, 1829-1879 

**ID:** LaRC/Manuscripts Collection 599

**Extent:** 4.0 Boxes

 [More Extent Information](#)

 [Arrangement](#)

 [Creators](#)

 [Subjects](#) (links to similar collections)

 [Administrative Information](#)

**Repository:** Louisiana Research Collection

**Acquired:** 1944.

**Restrictions:** Collection is open to the public. No known restrictions. May not be photocopied due to fragility.

**Rights:** Physical rights are retained by the Louisiana Research Collection. Copyright is retained in accordance with U.S. copyright laws.

**Acquisition Note:** Received from Jefferson D. Riddell in 1944; an additional diary acquired in 1999.

**Preferred Citation:** John Leonard Riddell papers, Manuscripts Collection 599, Louisiana Research Collection, Howard-Tilton Memorial Library, Tulane University, New Orleans, LA 70018

**Collection Material Type:** Personal Papers

**Other Note:** For an inventory to the collection, please click on the "On-line Images/Records" link above for a PDF.

 [Printer-friendly](#) |  [Email Us](#)

**Scope and Contents:** The collection consists of diaries, notebooks, newspaper clippings, and other printed material of John Leonard Riddell.

 [On-line Images/Records](#)

**Documents and Files:**

[John Leonard Riddell papers inventory](#)



# Where we're at today



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Location: Archon → Browse by Record Group → Louisiana Research Collection

## Records Relating to Louisiana Research Collection | Tulane University Special Collections

Collections of the Louisiana Research Collection at the Special Collections Library, Jones Hall, Tulane University.

### Records filed under "Louisiana Research Collection"

- LaRC Manuscripts Collection 2 [George Washington Cable papers, 1871-1947](#)
- LaRC Manuscripts Collection 4 [Lyle Saxon papers, 1879-1949](#)
- LaRC Manuscripts Collection 5 [Nathaniel Cortlandt Curtis papers, 1906-1953](#)
- LaRC Manuscripts Collection 10 [Ellsworth Woodward papers, 1905-1939](#)
- LaRC Manuscripts Collection 20 [Roark Bradford papers, 1927-1949](#)
- LaRC Manuscripts Collection 27 [New Orleans and Carrollton Rail Road Company records, 1834-1896](#)
- LaRC Manuscripts Collection 32 [Andrew Hynes papers, 1814-1815](#)
- LaRC Manuscripts Collection 37 [T. C. Catchings papers, 1862-1927](#)
- LaRC Manuscripts Collection 41 [Eugène Chassaignac music scores, 1867-1873](#)
- LaRC Manuscripts Collection 47 [Société française records, 1849-1937](#)
- LaRC Manuscripts Collection 48 [Amy Howard Wales Bullock papers, 1889-1930](#)
- LaRC Manuscripts Collection 49 [Paul Tulane papers, 1791-1974](#)
- LaRC Manuscripts Collection 54 [Don A. Pardee papers, 1856-1950](#)
- LaRC Manuscripts Collection 57 [Chesnier Duchesne-Smith family papers, 1780-1892](#)
- LaRC Manuscripts Collection 58 [Byrd D. Fowler collection, 1942-1957](#)
- LaRC Manuscripts Collection 59 [John Klorer papers, 1920-1946](#)
- LaRC Manuscripts Collection 61 [Eleanor P. Thompson collection, 1853-1933](#)
- LaRC Manuscripts Collection 62 [Leon Ryder Maxwell papers, 1895-1967](#)
- LaRC Manuscripts Collection 63 [Daniel Loring Winsor papers, 1829-1869](#)
- LaRC Manuscripts Collection 72 [M. Jeff Thompson papers, 1848-1959](#)
- LaRC Manuscripts Collection 90 [Charles L. Dufour papers, 1803-1984](#)
- LaRC Manuscripts Collection 91 [Teche Lines records, 1924-1938](#)
- LaRC Manuscripts Collection 108 [l'Athénée Louisianais records, 1834-1978](#)
- LaRC Manuscripts Collection 111 [Charles S. Priestley papers, 1813-1929](#)
- LaRC Manuscripts Collection 116 [Sidney Lanier papers, 1875-1886](#)

# In conclusion...

- <http://larc.tulane.edu>
- <http://specialcollections.tulane.edu/archon/>
- [etansey@tulane.edu](mailto:etansey@tulane.edu)
- Twitter: @eiratansey