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Archon User Guide for USF Special Collections

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A USER GUIDE

Written and compiled by Brittany Bennett (April 2008),
revised and enhanced by Tomaro Taylor (July 2008)

University of South Florida Tampa Library Special Collections

** Guide also includes a copy of the "Best Practice Guidelines for the Implementation of EAD Version 2002 in Florida Institutions" (March 2006)*

ARCHON: A USER GUIDE

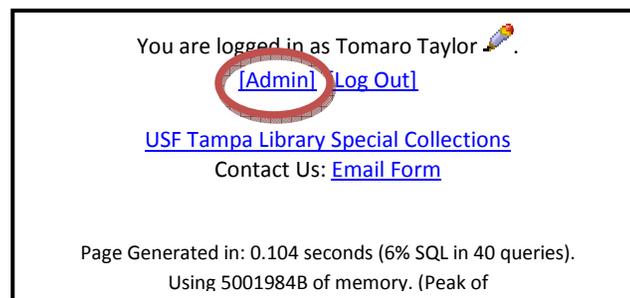
1. Special Collections uses the web-based tool Archon to create EAD-encoded finding aids. To use the library's instance of Archon, an Archon administrator (i.e., the head archivist or the systems analyst) must create a login for each individual charged with using the program.
2. Once a login and password have been established, users may gain access to the tool by signing in at <https://www.lib.usf.edu/Archon>. (Note: This is a secure connection that cannot be accessed outside of the library.)



The screenshot shows a login form with the following elements:

- Label: "Login/E-mail:" followed by a yellow text input field.
- Label: "Password:" followed by a white text input field.
- Checkbox: "Remember me?" with an unchecked box.
- Button: "Log in" in a grey box.
- Link: "[Register an Account](#)" in blue text below the password field.

3. After logging in, click "Admin" (towards the bottom of the page) in order to access the program's administrative components.



The screenshot shows the user interface after logging in:

- Text: "You are logged in as Tomaro Taylor" with a small pencil icon.
- Links: "[Admin](#)" and "[Log Out](#)" are displayed, with "Admin" circled in red.
- Text: "[USF Tampa Library Special Collections](#)"
- Text: "Contact Us: [Email Form](#)"
- Footer: "Page Generated in: 0.104 seconds (6% SQL in 40 queries). Using 5001984B of memory. (Peak of"

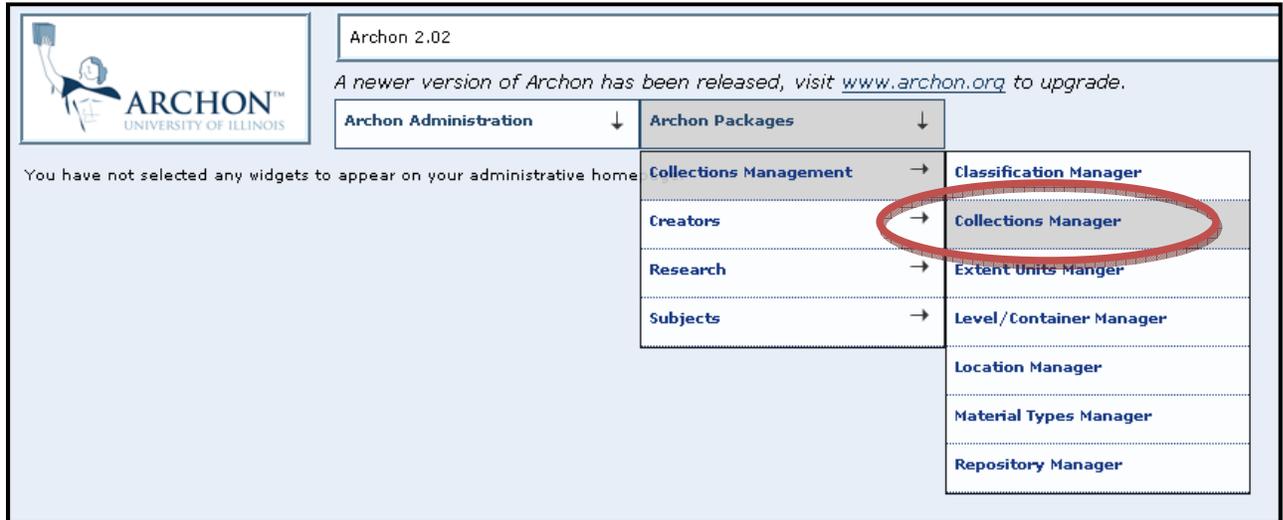
- a. Clicking "Admin" will take you to the following page:



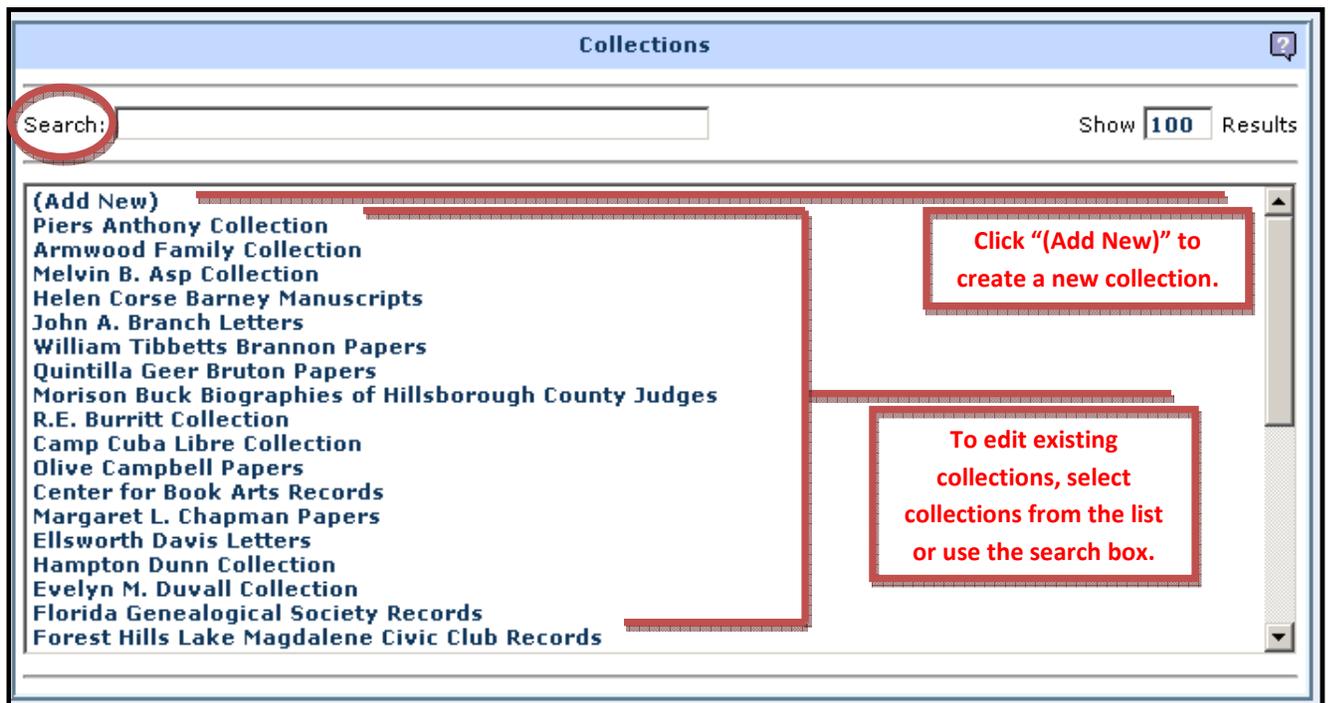
The screenshot shows the administrative homepage with the following elements:

- Logo: "ARCHON™ UNIVERSITY OF ILLINOIS" with an image of a person holding a book.
- Text: "Archon 2.02"
- Text: "A newer version of Archon has been released, visit www.archon.org to upgrade."
- Buttons: "Archon Administration" and "Archon Packages" with downward arrows.
- Text: "You have not selected any widgets to appear on your administrative homepage."

- To add or edit collection information, select “Collections Manager” from the “Archon Packages” drop down menu.



- The next screen will display a partial listing of all collections currently included in Archon. If a collection’s name is not readily apparent, search for it using the “Search” box. To edit existing finding aids, either select the collection name from the list presented or from the items retrieved upon searching. Click “Add New” to begin creating a new EAD-based finding guide.



6. After clicking “Add New,” you will begin creating an EAD-based finding aid by inputting collection information. Most of the information uploaded to Archon will be taken directly from existing finding aids. Finding aids either can be found as electronic documents on the Special Collections shared drive (T:\ Collection Descriptions and Guides\Collection Guides) or as hard copies in the Special Collections department.
 - a. Complete the “Collection Information” form with the same information appearing on the finding aid being utilized to create the EAD. Some information that may not appear on the finding aid include “Collection Classification,” “Collection Identifier,” and “Predominate Dates.”
 - i. The “Collection Classification” field currently is not being used.
 - ii. “Collection Identifier[s]” can be obtained from the collection registry report generated by the Digital Collections System Administrator: <http://www.lib.usf.edu/lds/tools/dci/report-usfldc-cids.php>. Please use the “collectionid” listed on the report as the “Collection Identifier.”
 - b. Enter “Sort Titles” by “last name, first name” for individuals and in direct order for corporate or organizational entities.
 - c. The number of boxes comprising a collection will be included in the “Extent” field. Information pertaining to the collection’s linear footage will be entered on a separate screen.

Add New Collection:

Collection Information

Title:

Enable Web Output: Yes No

Collection Classification: No classification information has been entered into the Classification Manager.

Collection Identifier:

Sort Title:

First/Last Year: -

Inclusive Dates:

Predominant Dates:

Extent:

Finding Aid Author:

Click ? for information about specific fields.

7. Click next to proceed to the following screen:

The screenshot shows the Archon 2.02 web interface. At the top, it says 'Archon 2.02' and 'You are logged in as: Tomaro Taylor'. A message 'Collection Database Updated Successfully.' is displayed. Below this are navigation tabs for 'Archon Administration' and 'Archon Packages'. The main content area is divided into several sections:

- Collection Identifier:** 021
- Sort Title:** Brannon, William T.
- First/Last Year:** 1937 - 1980
- Inclusive Dates:** 1937-1980
- Predominant Dates:** (empty)
- Type of Materials:** (Select One)
- Extent:** 82.00 Boxes
- Finding Aid Author:** FEC, 2007
- Template:** System Default (default)

Below these fields are expandable sections:

- Location Information** (expanded)
- Creator Information** (expanded)

The **Creator Information** section includes a 'Search Filter' box and two lists:

- All Creators:** Adams, Tom; Al-Arion, Sami; Allen, Grace (1908-2007); Alpha Phi Omega; American Association of Univer...; Angle, A. Bayard; Anthony, Piers; Antonio Cigar Company; Armwood; Arreola, Francisco
- Creators for Content:** (none)

Navigation buttons (right arrow, left arrow) are between the lists. A 'Launch Creator Manager' link is at the bottom. At the bottom of the page are buttons for 'Update', 'Delete Collection', and 'Cancel Changes and Return to Collection List'.

- a. This section allows users to add more descriptive, administrative information about collections within a number of different expandable/collapsible fields. Currently, all fields - except "Location Information" – are being used by the department.
8. The vast majority of collection creators (i.e., the originating body/ies that generated a collection) have been uploaded to Archon. Under "Creator Information," use the "Search Filter" box to locate specific creators. If a creator is not included among those entered previously, they may be added by using the "Launch Creator Manager" feature. (See #9a for more detailed information about the "Creator Manager").

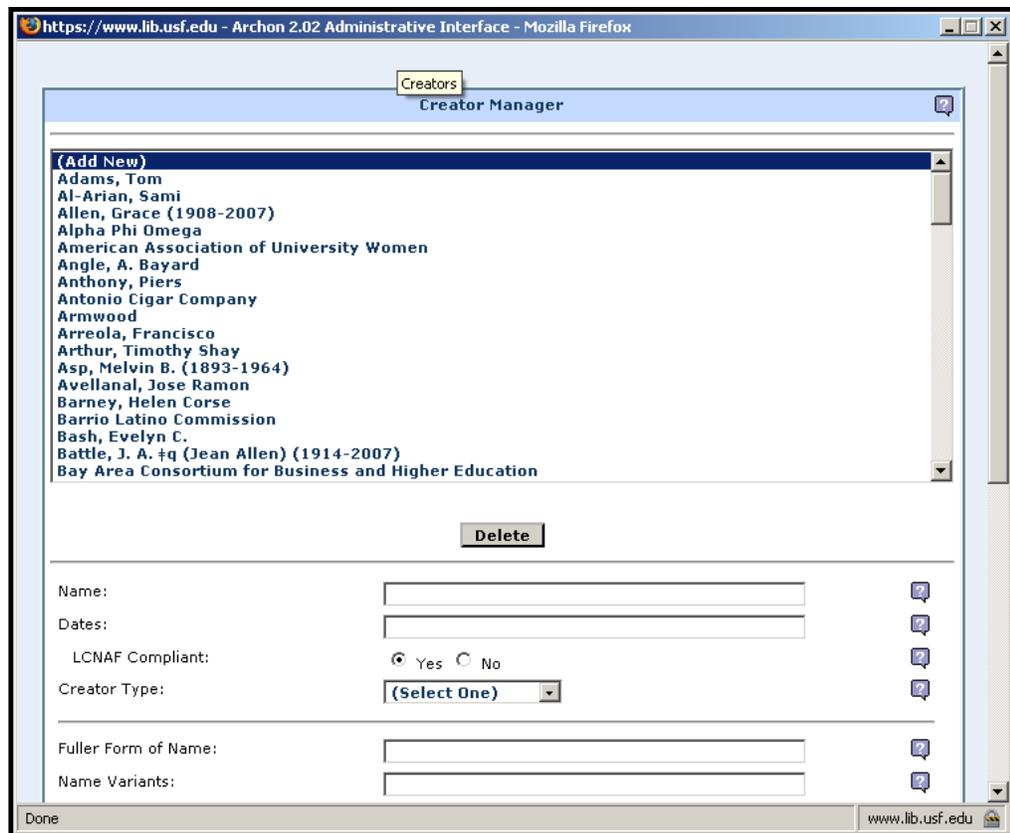
This close-up screenshot shows the 'Creator Information' section. The 'Search Filter' box contains the text 'brannon'. The 'All Creators' list now includes 'Brannon, William T. (1906-1981...)' which is highlighted. The 'Creators for Content' list remains '(none)'. The 'Launch Creator Manager' link is visible at the bottom.

9. When selecting from the “All Creators” listing, highlight the appropriate/applicable name and double click or click . The name then will appear in the right-hand column (“Creators for Content”). Typically, only one creator will be designated per collection. [Note: The arrows may be used to select or deselect names from the “Creators for Content” box.]

To add additional information about the creator, such as a biographical/historical note or a bibliographical reference, click “Launch Creator Manager.”



- a. A pop-up window will open for the “Creator Manager”:



b. Within the Creator Manager, search for the newly added or previously input creator name. Once found, highlight the name by clicking on it; enter information accordingly. When you have finished inputting the needed information, click “Update” to return to the “Collection Information” screen.

i. LCNAF Compliant: Check the Library of Congress (LC) Authority Records (<http://authorities.loc.gov/>) to determine whether the information entered is LC compliant.)

Name:	<input type="text" value="Brannon, William T."/>	
Dates:	<input type="text" value="1906-1981"/>	
LCNAF Compliant:	<input checked="" type="radio"/> Yes <input type="radio"/> No	
Creator Type:	<input type="text" value="Personal Name"/>	
<hr/>		
Fuller Form of Name:	<input type="text" value="William Tibbetts"/>	
Name Variants:	<input type="text" value="William T. Brannon, William Brannon"/>	
<hr/>		
Biographical/Historical Note:	<input type="text" value="William Tibbetts Brannon, the son of Lorenzo E. and Mae Holliday Brannon, was born in Meridian, Mississippi on March 3, 1906. He attended the Medill School of Journalism at Northwestern University from 1930 to 1933. An author and journalist, Brannon was a columnist and feature writer for the St. Petersburg Daily Times, a staff writer for the Tourist News, a freelance writer for Reader's"/>	
Sources for Biography or History:	<input artist="" as="" autobiography="" brannon."="" con="" famous="" kid"="" of="" t.="" the="" to="" told="" type="text" value="Brannon, W.T. The Crooked Cops. Evanston, Ill.: Regency Books, 1962.

Brannon, W.T. The Lady Killers. Kingston, N.Y.: Quinn Pub. Co., 1951.

Weil, J.R., and W.T. Brannon The Con Game and " w.="" weil:="" yellow=""/>	
Biographical/Historical Note Author:	<input type="text"/>	
<hr/>		
<input type="button" value="Update"/>		

10. "Collection Description" is the next field requiring data. Add information, as provided on the finding aid, accordingly. You will notice the "Alt Extend Stmt" (Alternate Extent Statement) field. Here, you will note any information regarding the collection's linear footage or other, information not previously entered that relates to the collection's size (as referred to in #5c).

The screenshot shows a metadata editor interface with the following sections:

- Location Information** (collapsible)
- Creator Information** (collapsible)
- Collection Description** (collapsible, currently expanded)
 - Scope:** **Collection includes correspondence, manuscripts of articles, research notes, periodical issues containing articles, awards and certificates, news clippings, and photographs.**
 - Arrangement:** **Organized into series.**
 - Alt Extent Stmt:** **51 linear ft.**

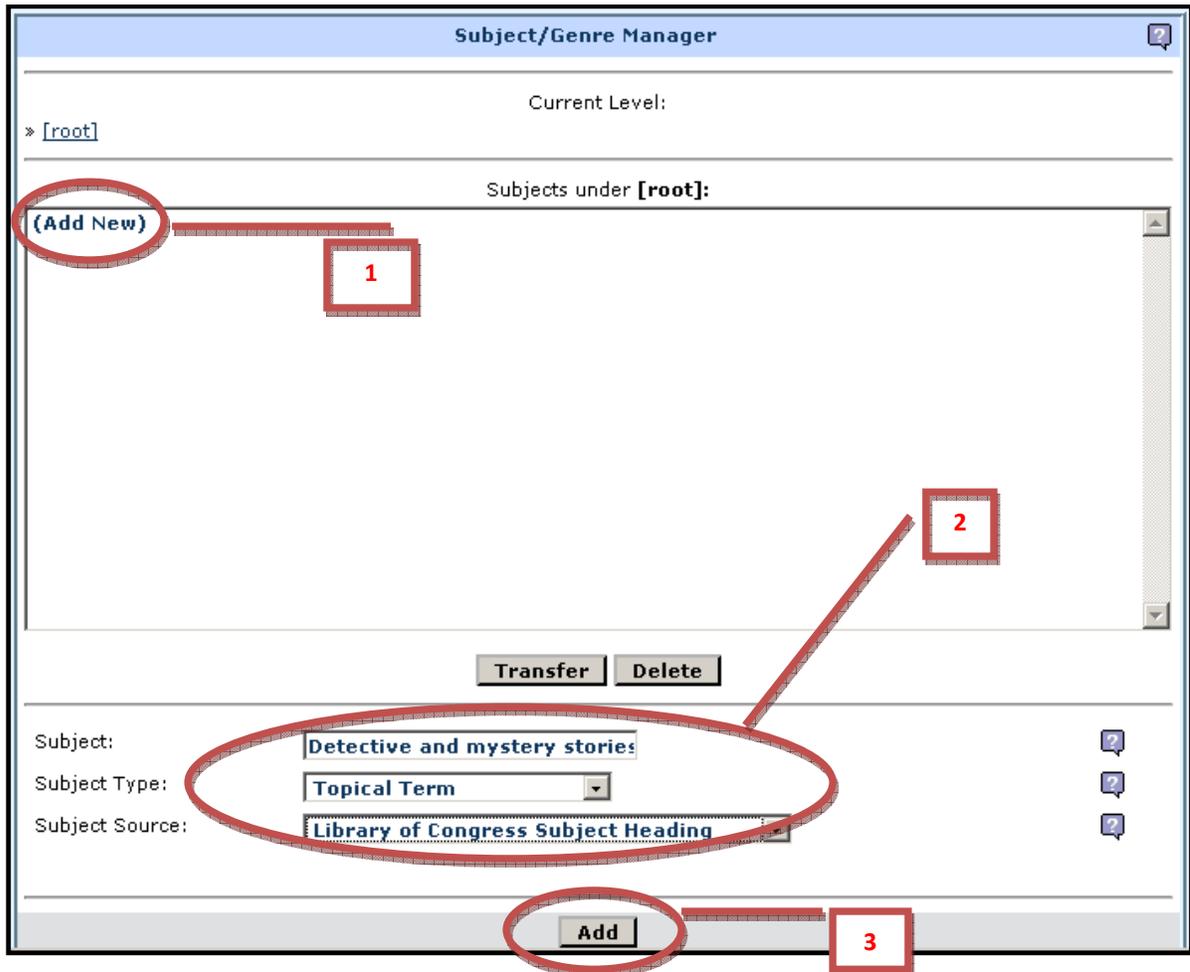
11. The next section, "Subjects," is somewhat less forthright than others. Begin by searching for the subject headings that best describe the collection's content. If the heading does not exist, click "Launch Subject Genre Manager" to create new subject headings in Archon.

The screenshot shows a metadata editor interface with the following sections:

- Collection Description** (collapsible)
- Subjects** (collapsible, currently expanded)
 - Search Filter:** **Detective and mystery stories**
 - All Subjects:** (empty list)
 - Subjects for Collection:**
 - Authors, American
 - Brannon, William T., 1906-1981
 - Crime - Fiction
 - Crime and criminals - Florida
 - Crime and criminals - United S...
 - Crime and criminals - United S...
 - Crime and criminals - United S...
 - Detective and mystery stories
 - King Features Syndicate
 - Launch Subject/Genre Manager** (button)

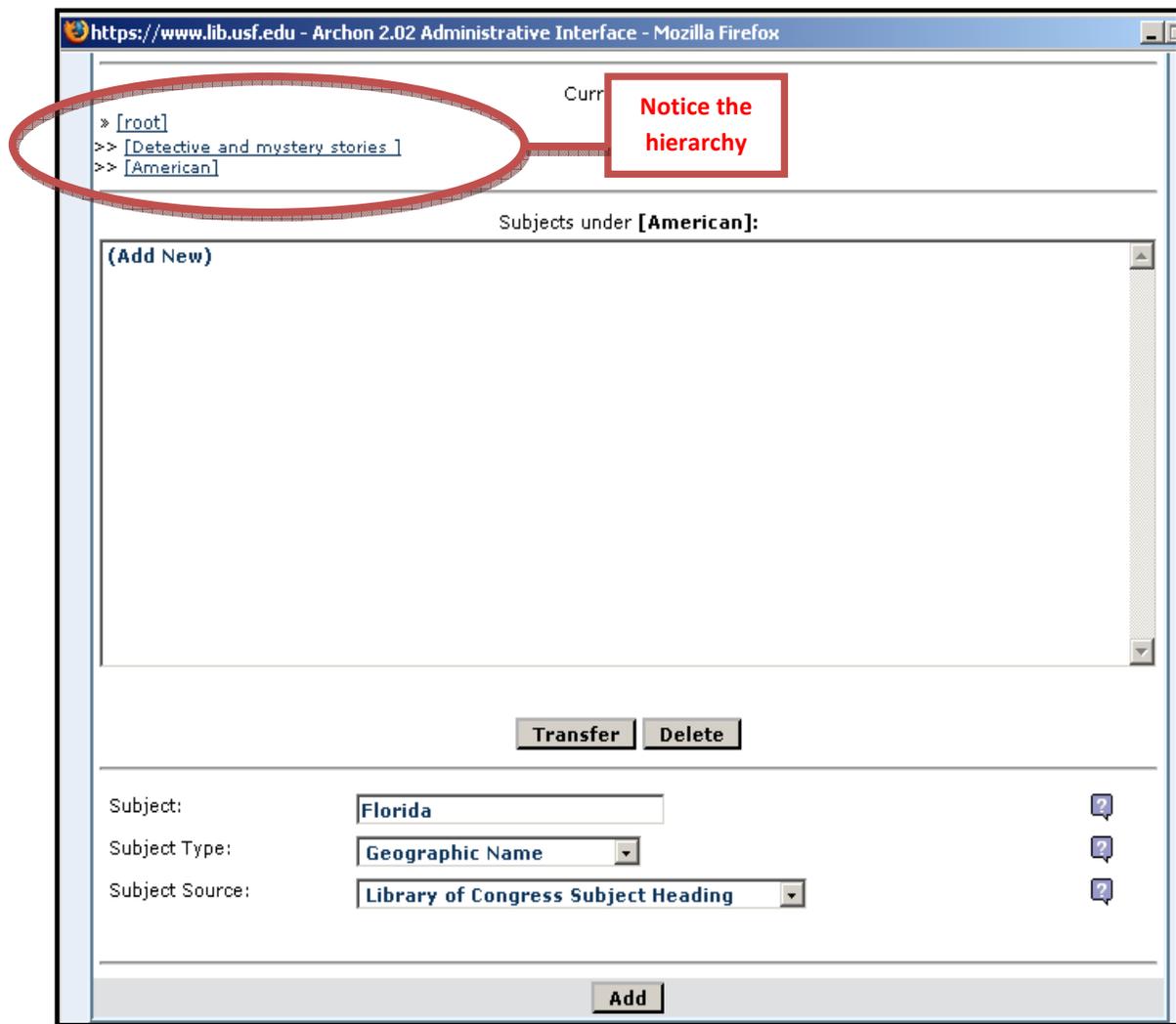
- Genres** (collapsible)
- Languages** (collapsible)
- Restrictions** (collapsible)
- Acquisition Information** (collapsible)
- Related Materials Information** (collapsible)
- Other Information** (collapsible)
- Finding Aid Information** (collapsible)

- a. To input basic Library of Congress subject headings (LCSH), click “Add New” on the “Subject/Genre Manager” screen. Input the subject as well as the subject type and source. Click “Add” to add the heading to the list of subjects currently included in Archon.

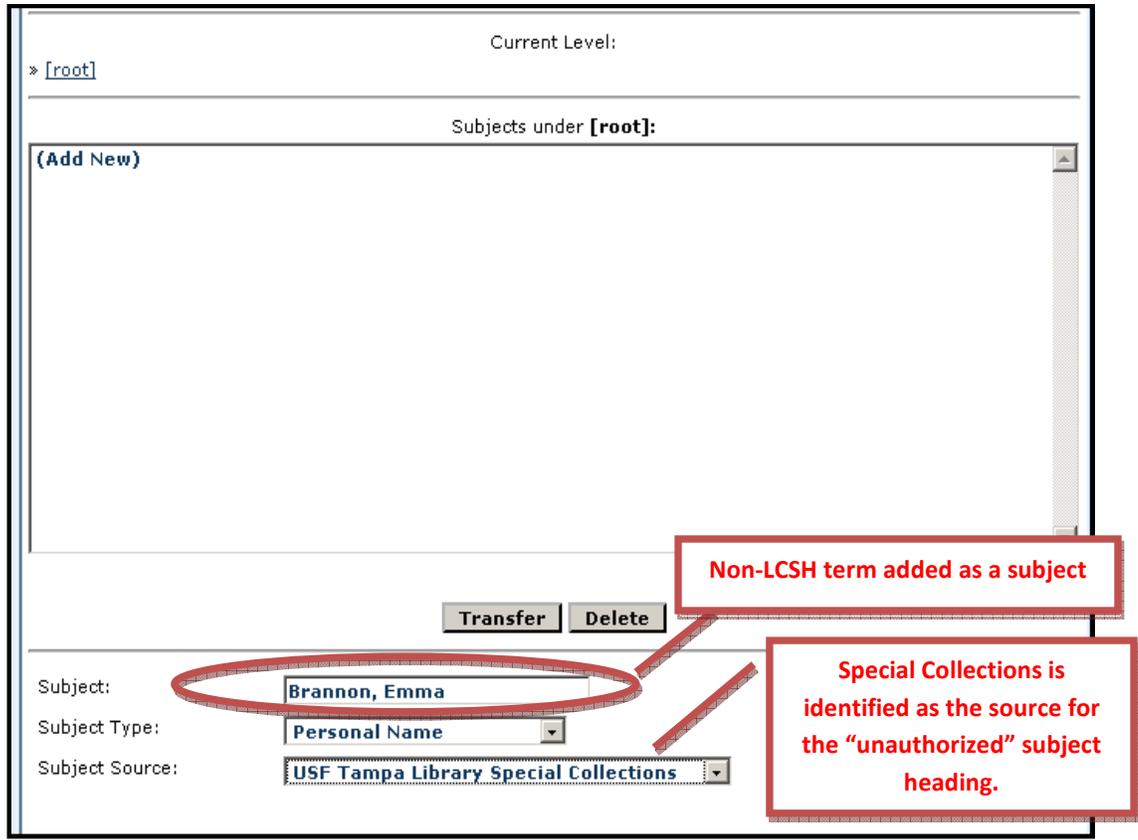


- b. For Library of Congress subject headings with subdivisions or other added information, such as dates, genres, or forms, follow the instructions for creating basic subject headings (refer to #11 a). To add subdivisions and more extensive information to the subject heading, click “root” (after creating the basic subject heading); this will take you back to the “Subject/Genre Manager” screen. Double click the newly added or previously entered subject heading to begin adding subdivisions.

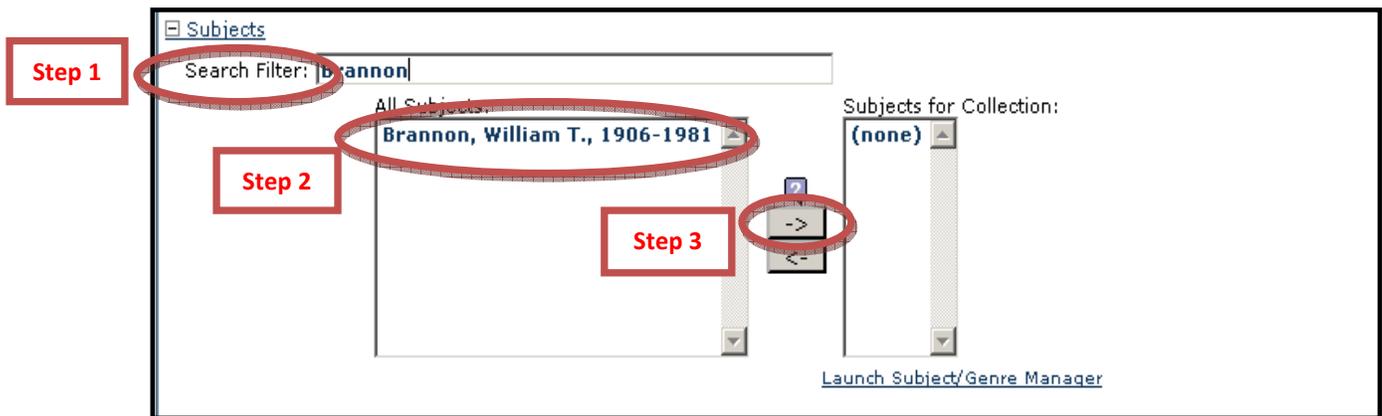
- i. In the following example, a geographic subdivision is being added to the subject heading “Detective and mystery stories, American.” [Note: The term “American” also was added by using the following instructions.]
- ii. After clicking on the first heading created (“Detective and mystery stories”), subdivisions can be added by entering the term (i.e., subject), subject type, and subject source within the previously established subject heading. At the top of the screen, you will notice a subject heading hierarchy based on the number of subdivisions added to said heading. Upon entering each subdivision, click “Add.” When you have completed entering all subdivisions, close the pop up window.



- c. For terms that are not subject headings authorized by the Library of Congress, choose “USF Tampa Library Special Collections” as the “Subject Source.” Finish by clicking “Add.”



12. Once all applicable subject headings have been created in Archon, return to the main input screen (“Collection Information”) to search for the headings and add them to the collections they describe. To search for more complex subject headings, enter the base heading in the “Search Filter” box (e.g., “Crime” for “Crime- United States- Periodicals”) for retrieval.



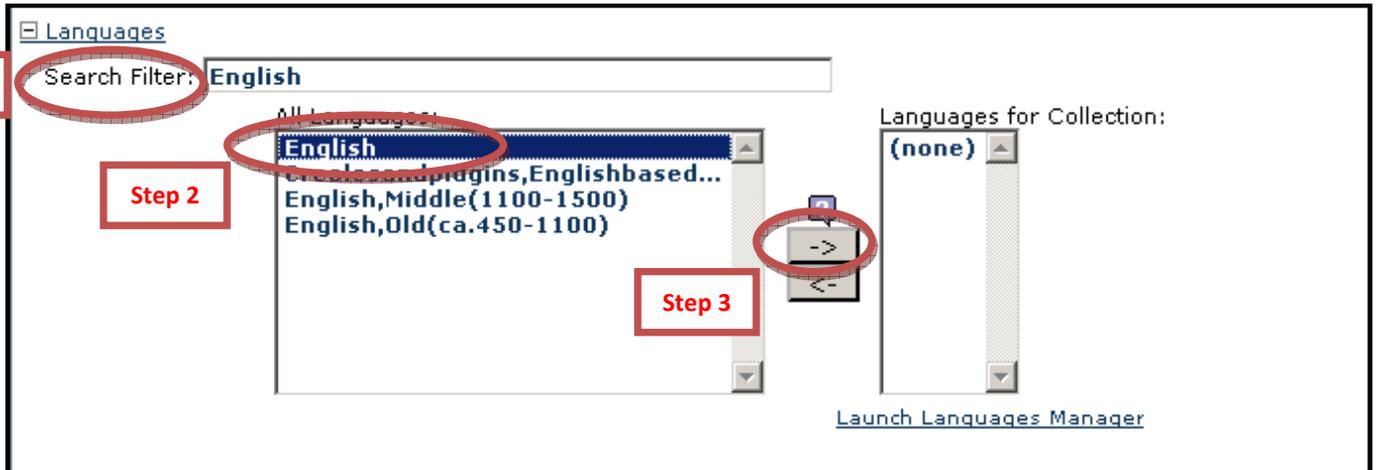
After creating and selecting the appropriate subject headings for a collection, your screen may resemble the image below:



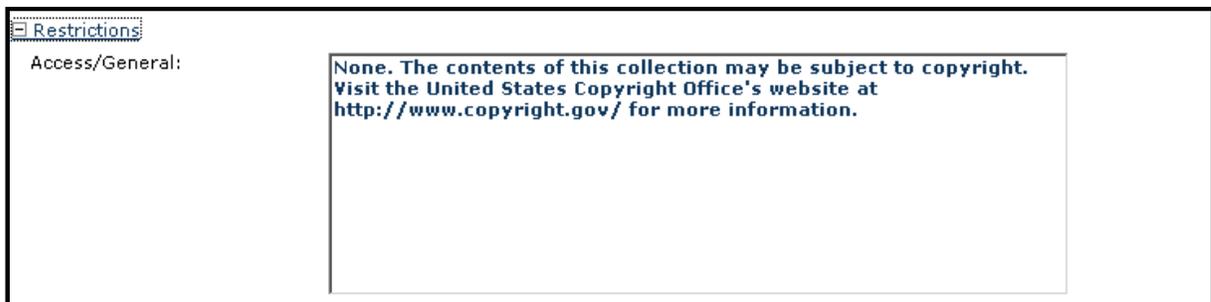
13. After completing the "Subjects" field, proceed to the "Genres" section. Enter any applicable information. [Note: This field will not be used for all finding aids.]



14. Under “Languages,” select all languages represented in the collection. If a language is not listed, it can be added by launching the “Languages Manager.”



- a. When the “Languages Manager” pop up window opens, type the name of the new language or dialect (the language/dialect you are adding) into the input box. [Note that it is not necessary to include the language abbreviation.] Click “Add” to include the language among the list of previously established languages.
15. Proceed to the “Restrictions” section to add pertinent information regarding collection access. “Access/General” is the only field used consistently across finding aids; other fields may be used on a collection-by-collection basis.



16. Proceed to "Acquisition Information," entering information as available on the finding aid. The fields used most often are "Initial Date Acquired," "Source," and "Method."

[-] Acquisition Information	
Initial Date Acquired:	<input type="text"/> / <input type="text"/> / <input type="text" value="1982"/>
Source:	<input type="text" value="Estate of William T. Brannon"/>
Method:	<input type="text" value="Donation"/>
Appraisal Info:	<input type="text"/>
Accruals/Additions:	<input type="text"/>
Custodial History:	<input type="text"/>

17. Proceed to “Related Materials” to include information about other archival collections created by the originating body or collections of similar interest. For example, the USF Tampa Library Special Collections maintains the “The Dion Boucicault Theatre Collection.” A related collection- The University of Kent, Canterbury’s “Boucicault Collections”- would be listed in this section.

Most finding aids will not include “Related Materials Information.” All guides, however, will include a “Preferred Cit[action],” the format of which is identical across all collections.

☐ Related Materials Information	
Related Mat's:	<input type="text"/>
Related Mat. URL:	<input type="text"/>
Related Pubs:	<input type="text"/>
Separated Mat's:	<input type="text"/>
Orig/Copy Note:	<input type="text"/>
Orig/Copy URL:	<input type="text"/>
Preferred Cit.:	William T. Brannon papers, Special Collections D

18. "Other Information" primarily includes data not available/included on the non-EAD based finding aid or that does not fit into other fields of the Archon "Collection Information" form. Notes, such as the one in the following example, may be enhanced by adding individual or departmental contact information, depending on the type of data made available. "Other URL" can be utilized for links to digital collections pages or other, applicable websites that provide additional collection information.

Other Information	
Other URL:	<input type="text"/>
Other Note:	A container listing currently does not exist. Please contact a member of the Special Collections Department for assistance with this collection.

19. Proceed to "Finding Aid Information" and complete the fields as necessary. Most often, the only fields utilized are "Processing Info" and "Written In."

Finding Aid Information	
Rules Used:	(Select One)
Processing Info:	Incomplete
Revision History:	
Publication Date:	<input type="text"/> / <input type="text"/> / <input type="text"/>
Pub Note:	<input type="text"/>
Written in:	(Select One)

20. Once you have finished creating your EAD-based finding aid in Archon, click “Update” to save it.

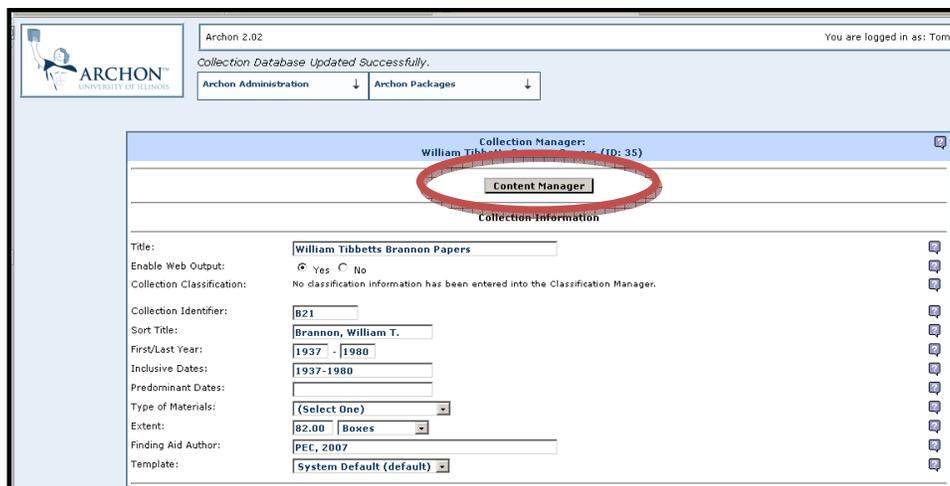


If you are creating an EAD for a collection that does not have a container listing, proceed to #27. Otherwise, continue following the instructions below in order to add a collection’s container listing to an EAD.

Container Lists

The collection being used as an example for creating EAD-based guides in Archon does not have a container listing; regardless, we will go over the steps for adding collection contents to Archon.

21. After updating the collection (refer to #20), return to the top of the main input screen (“Collection Information”) and click the “Content Manager” button.

A screenshot of the Archon 'Collection Information' screen. The page title is 'Collection Manager: William Tibbetts Brannon Papers (ID: 35)'. A 'Content Manager' button is circled in red. Below the button is a form with the following fields:

Title:	William Tibbetts Brannon Papers
Enable Web Output:	<input checked="" type="radio"/> Yes <input type="radio"/> No
Collection Classification:	No classification information has been entered into the Classification Manager.
Collection Identifier:	021
Sort Title:	Brannon, William T.
First/Last Year:	1937 - 1980
Inclusive Dates:	1937-1980
Predominant Dates:	
Type of Materials:	(Select One)
Extent:	82.00 Boxes
Finding Aid Author:	PEC, 2007
Template:	System Default (default)

22. The next screen will display as follows, with the highlighted portion - "Series - 1 - (Add New)" appearing prior to the addition of any data.

- a. Begin adding the container list by selecting the appropriate "Level/Container" – Box, Folder, Item, Series or Subseries. [Note: The majority of Special Collections' finding aids will list items by folder within each box. Select finding aids may list series and sub-series.] Be sure to use "Level/Container Number(s)" for box and series information; "Level/Container Number(s)" will not be utilized for folder and item listings.
- b. Fill in remaining items as needed. The "User Defined Fields" currently are not being utilized and will be left blank.

Content Manager:
William Tibbetts Brannon Papers (ID: 35)

Current Level/Container:
» [William Tibbetts Brannon Papers]

Content contained by [William Tibbetts Brannon Papers]:

Level/Container	Container Number	Title/Content	ID
Series	1	(Add New)	

Transfer Delete

Level/Container: Series

Level/Container Number(s):

Title:

Date(s):

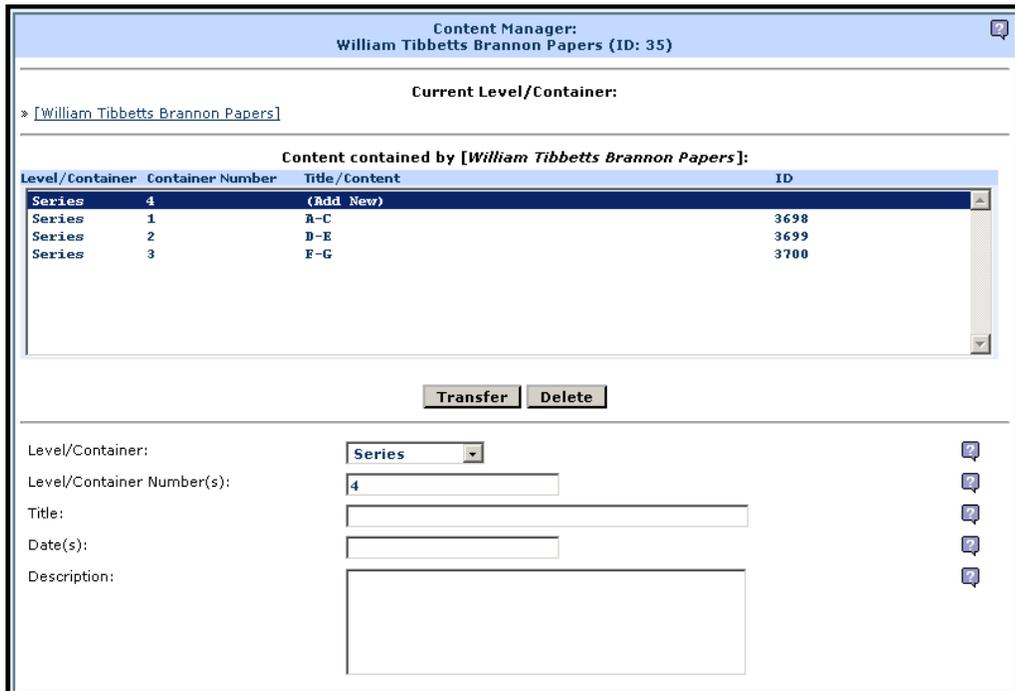
Description:

User Defined Fields:

Label/Head : Content EAD Field Type (Select One)

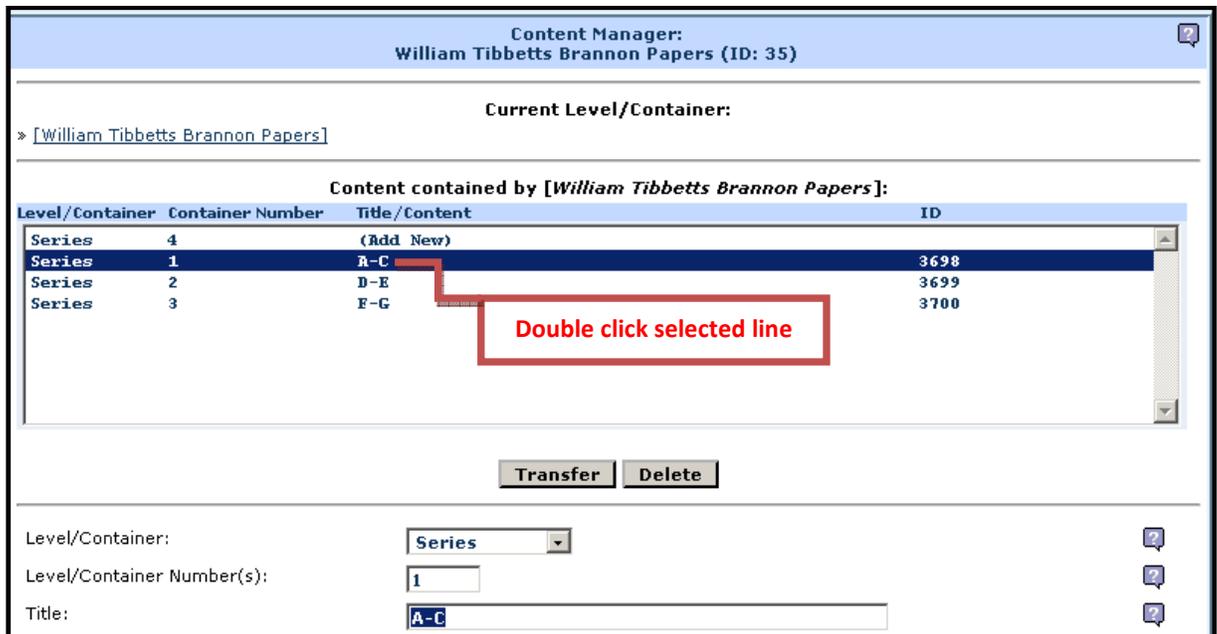
Add

This is what your screen might look like after adding a few series:



[Note: Archon automatically adds the next line (in this example, Series 4) within each series, box, folder or item being listed.

23. In order to create items within the series or other arrangement scheme created, select the appropriate series name by double clicking it.



24. You will be directed to a new “Current Level/Container” page that will allow you to input hierarchical arrangement schemes. The following shows folders that have been created inside of Series 1. You can construct a variety of hierarchies within the container listing (i.e., Box – Folder – Item), depending on the organization and level of description made available on the finding aid.

Content Manager:
William Tibbetts Brannon Papers (ID: 35)

Current Level/Container:
 > [William Tibbetts Brannon Papers]
 >> [Series 1: A-C]

Content contained by [Series 1: A-C]:

Level/Container	Container Number	Title/Content	ID
Folder	3	(Add New)	
Folder	1	Photographs- crime scenes	3702
Folder	2	Photographs- criminals	3703

Transfer Delete

Level/Container: Folder
 Level/Container Number(s): 3
 Title:

25. When finished, select “Return to Collection Manager” to go back to the main input screen.

Content Manager:
William Tibbetts Brannon Papers (ID: 35)

Current Level/Container:
 > [William Tibbetts Brannon Papers]
 >> [Series 1: A-C]

Content contained by [Series 1: A-C]:

Level/Container	Container Number	Title/Content	ID
Series	1	(Add New)	

Transfer Delete

Level/Container: Series
 Level/Container Number(s): 1
 Title:
 Date(s):
 Description:

User Defined Fields:
 Label/Head: Content EAD Field Type (Select One)

Add

Return to Collection Manager

26. At this point, be sure to click “Update” again (at the bottom of the screen) to ensure that no collection information is lost.

If you do not need to generate an EAD DTD for the finding aid you have just created in Archon, you may log out of the program.

To view and/or save the EAD DTD, proceed to #27.

EAD Output

27. To export a finding aid as an EAD/XML document, you will need to return to the public view of Archon (<https://www.lib.usf.edu/Archon>) and click the link for “Collection Title.”

The screenshot shows the Archon interface. At the top right, it says "Welcome, Tomaro Taylor" with a "Logout" link. Below this is a search bar with a "Search!" button and a checkbox for "Include Box Lists". To the right of the search bar is a "Browse by:" section with several links: "Collection Title", "Record Group", "Subject", "Creator", and "Digital Archives". The "Collection Title" link is circled in red. Below the search bar, there are sections for "Default Behaviors", "Search By Phrase", "Narrow Your Search Results", and "Include Box Lists", each with a list of instructions.

28. Next, click on the letter that corresponds with the sort title of your collection ("Step 1"), and select the collection from the list appearing on the next screen ("Step 2").

Browse By Collection Title [Contact Us](#) | [Log in](#) | [View Cart](#)

Include Box Lists

Browse by: [Collection Title](#) | [Record Group](#) | [Subject](#) | [Creator](#) | [Digital Archives](#)

Step 1

Browse Collection Titles Beginning With:

[-#-](#) [-A-](#) [-B-](#) [-C-](#) [-D-](#) [-E-](#) [-F-](#) [-G-](#) [-H-](#) [-I-](#) [-J-](#) [-K-](#) [-L-](#) [-M-](#)
[-N-](#) [-O-](#) [-P-](#) [-Q-](#) [-R-](#) [-S-](#) [-T-](#) [-U-](#) [-V-](#) [-W-](#) [-X-](#) [-Y-](#) [-Z-](#)

Login/E-mail: Remember me?
Password:
[Register an Account](#)

[USF Tampa Library Special Collections](#)
Contact Us: [Email Form](#)

Page Generated in: 0.131 seconds (6% SQL in 59 queries).
Using 50247608 of memory. (Peak of

Include Box Lists

Browse by: [Collection Title](#)

Step 2

Collection Titles Beginning With "B":

[Helen Corse Barney Manuscripts, 1951](#)

[John A. Branch Letters, 1928-1945](#)

[William Tibbetts Brannon Papers, 1937-1980](#)

[Quintilla Geer Bruton Papers, 1956-1987](#)

[Morison Buck Biographies of Hillsborough County Judges, 1997-2005](#)

[R.E. Burritt Collection, 1929-1949](#)

29. Scroll down to the bottom of the finding aid and select “EAD/XML” link under “Staff Views.”

William Tibbetts Brannon Papers, 1937-1980 

Volume: 82.00 Boxes
Arrangement: Organized into series.

Description:
Collection includes correspondence, manuscripts of articles, research notes, periodical issues containing articles, awards and certificates, news clippings, and photographs.

Acquired: 00/00/1982.

Subjects: [Expand Subjects](#)

Creator(s): [Brannon, William T. \(1906-1981\)](#) 

Biographical/Historical Note: [Expand Note](#)

Records are in: [English](#) 

Administrative Information: [Expand Information](#)

No locations are listed for this collection.

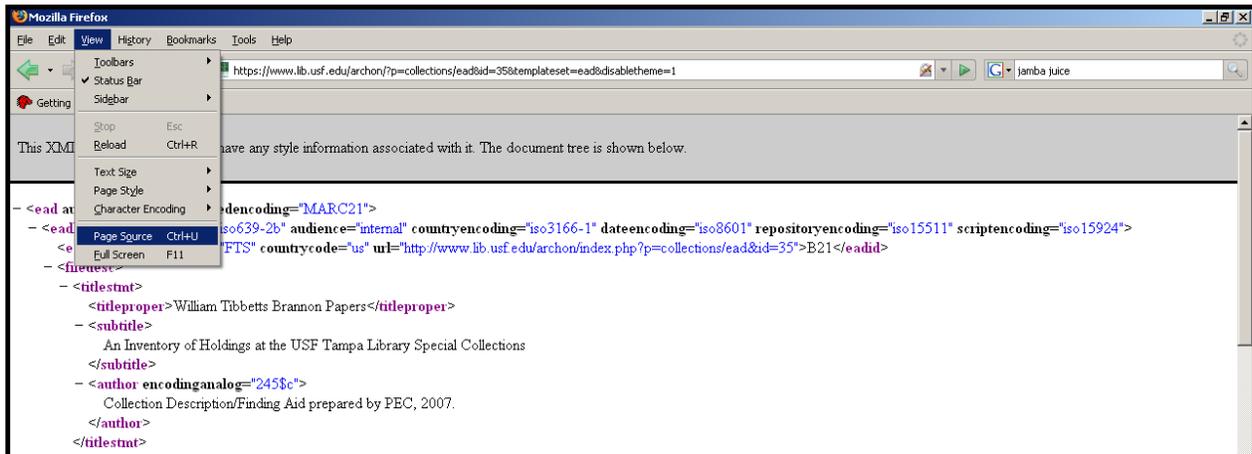
Staff Views:
[EAD/XML](#)
[Printable Control Card](#)
[Draft Control Card](#)

30. A page, similar to the one below, will appear:

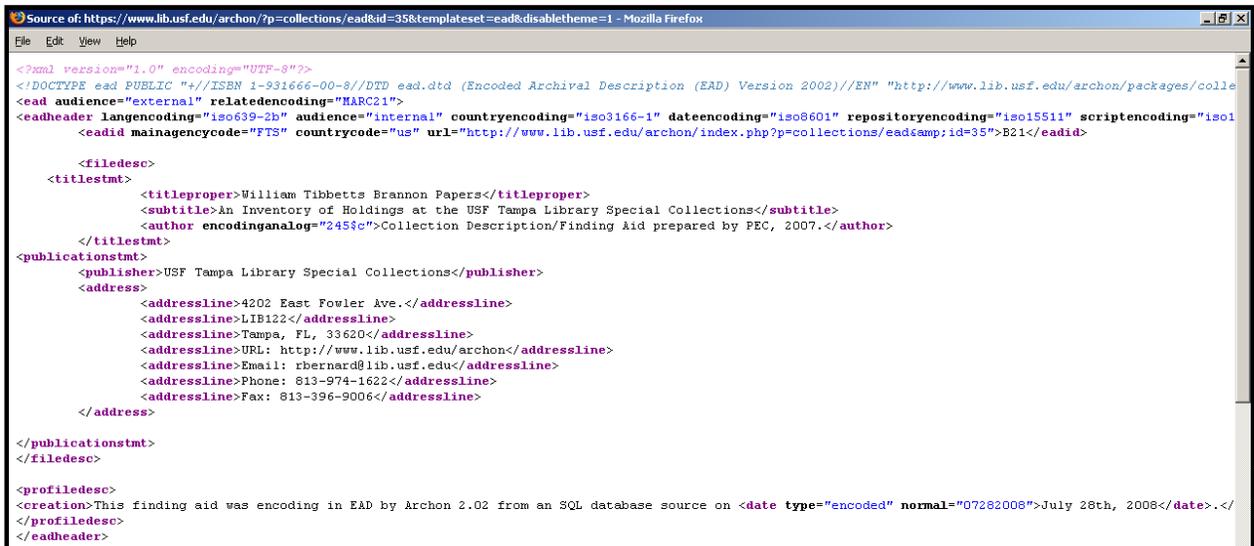
This XML file does not appear to have any style information associated with it. The document tree is shown below.

```
<?xml version="1.0" encoding="UTF-8" standalone="no" ?>
<ead audience="external" relatedencoding="MARC21">
  <eadheader langencoding="iso639-2b" audience="internal" countryencoding="iso3166-1" dateencoding="iso8601" repositoryencoding="iso15511" scriptencoding="iso15924"
    <eadid mainagencycode="FTS" countrycode="us" url="http://www.lib.usf.edu/archon/index.php?p=collections/ead&d=35">B21</eadid>
  <filedesc>
    <titlestmt>
      <titleproper>William Tibbetts Brannon Papers</titleproper>
      <subtitle>
        An Inventory of Holdings at the USF Tampa Library Special Collections
      </subtitle>
    </titlestmt>
    <author encodinganalog="245$c">
      Collection Description/Finding Aid prepared by PEC, 2007.
    </author>
    </filedesc>
  </eadheader>
  <publicationstmt>
    <publisher>USF Tampa Library Special Collections</publisher>
    <address>
      <addressline>4202 East Fowler Ave.</addressline>
      <addressline>LIB122</addressline>
      <addressline>Tampa, FL, 33620</addressline>
      <addressline>URL: http://www.lib.usf.edu/archon/</addressline>
      <addressline>Email: rbernard@lib.usf.edu</addressline>
      <addressline>Phone: 813-974-1622</addressline>
      <addressline>Fax: 813-396-9006</addressline>
    </address>
    </publicationstmt>
  </eadheader>
  <filedesc>
    <profiledesc>
      <creation>
        This finding aid was encoding in EAD by Archon 2.02 from an SQL database source on
        <date type="encoded" normal="07282008">July 28th, 2008</date>
      </creation>
    </profiledesc>
  </filedesc>
  <eadheader>
    <archdesc level="collection" type="inventory">
      <did>
        <head>Overview of the Collection</head>
      </did>
    </archdesc>
  </eadheader>
</ead>
```

31. From the browser menu, click “View” and select “Page Source” from the drop down menu to view the EAD DTD.



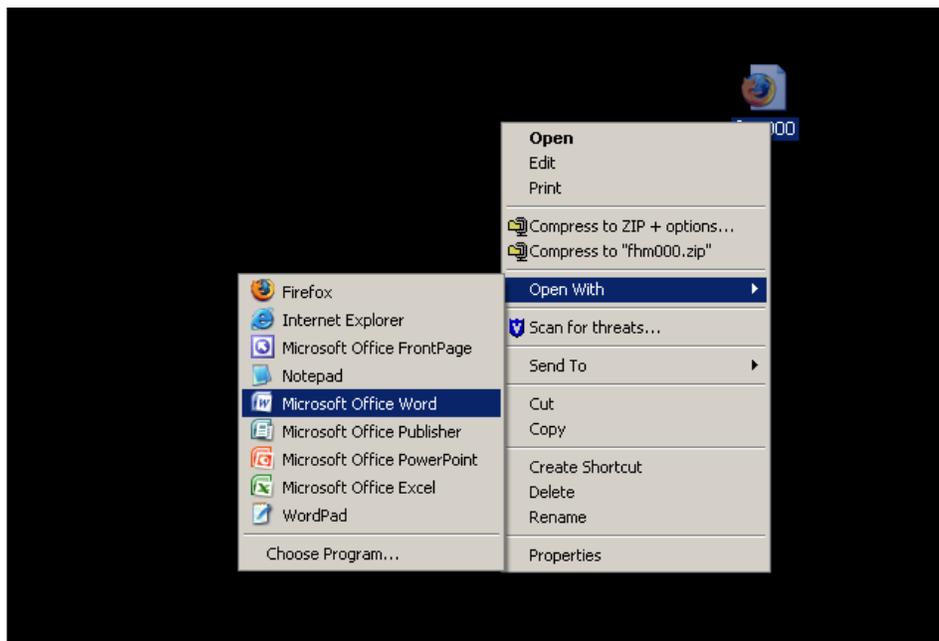
32. A new window will appear:



33. To save the EAD DTD, click “File” and “Save Page As...”

- a. According to the “Best Practices Guidelines for the Implementation of EAD Version 2002 in Florida Institutions” (<http://www.fcla.edu/dlini/OpeningArchives/new/FloridaEADguidelines.pdf>), each “EAD finding aid document should be unique within each institution (i.e., no institution should have two EAD documents with the same filename).”
 - i. An example of a Special Collections EAD filename might be as follows: “fhmA27.xml,” where “A27” is the collecionid and “fhm” is the USF Tampa Library’s OCLC code.

34. After saving the file, locate and “Open With” Microsoft office Word or a similar program with web document editing capabilities.



35. Edit the document in accordance with the “Best Practices Guidelines for the Implementation of EAD Version 2002 in Florida Institutions” and, if appropriate, submit to FCLA for inclusion in the Archives Florida database (<http://palmm2.fcla.edu/afi/>).