Final Thoughts

Know your collection (and make it easy for others to know it too)

Decide how you want your records to be used

Get control over formats

Use available resources

Intellectual Control
Diocese of Charleston

Founded in 1820

Sixth oldest diocese in the country

The diocese covered 142,000 square miles

Joseph Bernadin- Started the first DOC archives in the 1960s

Currently house 900 linear feet of records, 1790s-present

First Bishop of Charleston, John England, circa 1821
Diocese of Charleston Archives

We are here.

Brian Flying in the Stacks

Diocese of Charleston Chancery
Intellectual control: The creation of tools such as catalogs, finding aids, or other guides that enable researchers to locate materials relevant to their interests.

Physical control: The function of tracking the storage of records to ensure that they can be located.

"Intellectual control provides a means of identifying potentially relevant materials, with a pointer to where those materials are stored. Physical control ensures that the records are, in fact, where that pointer specifies. In some instances, those pointers may be absolute, pointing to a specific box on a specific shelf in a specific room. In other cases, the pointer may be relative, pointing to a collection and box number, which reflect a position within a range of similar numbers." - SAA
5 Ways I Gained Intellectual Control

Completed Inventory and Location Guide
Created/Recovered Accession Records
Created Finding Aids (in Archon)
Control Over Formats  http://sccatholic.org/view-finding-aid?58
Consistency
<table>
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<th>Identifier</th>
<th>Collection Name</th>
<th>Location</th>
<th>Box</th>
<th>Linear ft</th>
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Goals of the Diocese of Charleston Archives

Access to collections - internal and external

Searchable, easy to use, and customized finding aids

Online presence

Streamline collection processing and help keep consistency

How is it Accomplished?

Archon
Lowcountry Digital Library (LCDL), South Carolina Digital Library (SCDL), Digital Public Library of America (DPLA)

http://lcdl.library.cofc.edu/contributing-institution/diocese-charleston-archives

Customized finding aids
http://sccatholic.org/view-finding-aid?159
http://www.catholic-doc.org/archive1/?p=collection/findingaid&id=159&q=

Processing guide

Intellectual arrangement

http://sccatholic.org/view-finding-aid?324
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Why We Use Archon

Positives
- DACS
- Controlled vocabulary
- Search capabilities
- EAD export
- CSV import
- Book catalog/OPAC
- Open Source - FREE!

Negatives
- No new updates
- Very rigid
- Quirks
- Display
- Not intuitive
- Delete errors
Who Benefits?

Access control (public or private settings)

Budget concerns

Standardization

Limited tech support
Final Thoughts

Know your collection (and make it easy for others to know it too!)

Decide how you want your records to be used

Get control over formats

Use available resources
Thank You!

Questions or Comments?

Resources

*Chicago Manual of Style. 16th ed.*

*Describing Archives: A Content Standard.*
*Chicago, Il: Society of American Archivists, 2004*

Digital Public Library of America  
[http://dp.la/map](http://dp.la/map)


*Society of America Archivist (SAA)*  
[http://www2.archivists.org/standards](http://www2.archivists.org/standards)

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