

Creating Nearline Records in Archon

Finding Aid Additional Entry

1. If a finding aid (or an addition to an existing finding aid) is not required, skip to step 4. If the series requires a finding aid, follow the instructions below for electronic records.
2. In the previously created WordPerfect file located on the G drive, preface the individual box list with the note: materials on these disks have been copied to the Archives' Electronic Records Repository.
3. Label any records in the Electronic Records Repository as labeled in the finding aid, if possible.

Archon Entry

Under the previously created control card entry in the Collection Manager:

4. In the "Location(s)" tab on a new line, type "e-records" into Content, and select DIG: Libsysdigi Electronic Records Repository for the Location. Under Extent, add the number of megabytes.

Under the Admin Menu:

5. Under the Digital Library Tab, select "Digital Library Manager." Create a new record with the following:
6. General Tab
 - Title : "Electronic Records of ___Title___ (Nearline)" to indicate born-digital records or "Digital Surrogates of ___Title___ (Nearline)" to indicate digitized records
 - Identifier: input record series number-nearline (example: 1505050-nearline)
 - Content URL: input location of folder, and *uncheck* URL is hyperlink

- Collection: search options to find associated Series
- Input all other information as needed.

7. Detailed Description

- Physical Description: information about file type and size
- Rights Statement: choose appropriate statement from the staff copyright page located at <http://www.library.illinois.edu/archives/staff/workplace/copyright.php>.
- Input all other information as needed. Save.