Implementing DACS

Instructor Michelle Light will discuss the implementation of Describing Archives: A Content Standard (DACS) for processing manuscript and archival materials. She will particularly focus on using DACS to describe materials at the series, folder, and item levels in finding aids. She will also consider how DACS enhances access and promotes efficiency in processing. Instructor Andrea Leigh will demonstrate how to use DACS to encode DACS-compliant EAD records in MARC. She will also show how MARC can be used exclusively for small collections with minimal levels of hierarchy, with an emphasis on access point control. She will also briefly cover how other standards (AACR2R, CCO and AMIM2) can be used in conjunction with DACS.

Participants should be familiar with DACS and bring to the workshop a copy of Describing Archives: A Content Standard.

Michelle Light is archivist at University of California, Irvine in the Department of Special Collections and Archives, Langson Library. She has a M.S. in Information (Archives and Records Management) and a M.A. in History from the University of Michigan. Michelle previously taught a workshop on DACS for the SCA Education Committee. Andrea Leigh (MLIS, UCLA) is metadata librarian for the UCLA Film & Television Archive and an adjunct instructor in UCLA’s Moving Image Archive Studies Program. A member of SAA’s DACS Working Group, she is also the steering committee chair of the Library of Congress-Association of Moving Image Archivists joint initiative Moving Image Collections.

Date: April 11, 2008, 9:00 a.m. to 4:00 p.m.

Location: Fullerton College, College Center (Building 200), Room 229, 321 E Chapman Ave, Fullerton, CA 92832

Directions: For directions to the campus: http://www.fullcoll.edu/pub/cd/campus_maps.cfm.

Program:
9:00 – 9:20  Registration
9:20 – 9:30  Welcome & Introductions
9:30 – 11:00  Michelle Light: Implementing DACS in finding aids and processing
11:00 – 11:15  Break
11:15 – 12:00  Michelle Light exercises and discussion:
   1) making legacy finding aids DACS compliant
   2) creating series-level and file-level titles according to DACS.
12:00 – 1:30  Lunch on your own
1:30 – 2:30  Andrea Leigh: Encoding DACS-compliant EAD records in MARC
2:30 – 2:45  Break
2:45 – 3:30  Andrea Leigh: MARC and small collections; other standards and MARC
3:30 – 4:00  Questions and wrap-up
Questions? Contact: Clay Stalls (310) 342-3968, wstalls@lmu.edu or Erica Bennett, (714) 992-7000, ext. 26694, ebennett@Fullerton.edu

Workshop space provided courtesy of the Fullerton College Library

To Register: Send registration form and check payable to the Society of California Archivists, by April 4, to: Jeanette Berard, Special Collections, Thousand Oaks Library, 1401 E. Janss Road, Thousand Oaks, CA 91362.

- Workshop is limited to the first 35 registrants whose payment has been received
- Registration must be received by 4 April.
- Refunds available only when notification is received 72 hrs prior to workshop

Registration Form – DACS Workshop – April 11, 2008

Name: _________________________________________________

Affiliation/Title:_________________________________________________

Address: __________________________________________________

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Phone #: __________________________________________________

Email: __________________________________________________

At this workshop, I am most interested in learning about

________________________________________________________________________

________________________________________________________________________

I will need a receipt at the event: yes ____            no____

Indicate registration type:        _____ Student @ $35
                                            _____ SCA member @ $50
                                            _____ Non-member @ $70

Join the Society of California Archivists (SCA) today, and register at the member rate!

_____Yes, I would like to join SCA, and have enclosed my $45.00 membership dues; $20 for students.

To facilitate processing, please make separate checks for membership and registration.