

Archon guidelines for TARO participation

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Note: This document assumes familiarity with the TARO Standards and Best Practice Guidelines (<http://bit.ly/1Wk6p6W>).

Part 1: TARO-friendly settings in your “repository” in Archon

Using admin permissions, go to the settings for your “repository” in Archon. This will be accessed via the ArchonAdmin, under Repository Manager, choose your repository.

- In the field called Organization Code, type in your [MARC organization code](#).
- Make sure that the country code is set as United States.

This will help make sure that in your exported XML for a finding aid, the <eadid> tag attributes will be correctly set.

Part 2: For each finding aid

Note: You will need to be ready to name your EAD file and set the value of the <eadid> tag according to TARO protocol.

- **TARO file names** are a simple 5 digit number. The first EAD file a repository sends will be 00001.xml. The second will be 00002.xml, and so on.
 - More info on [how TARO filenames work](#)
- **The <eadid> tag** is the same for every file a repository sends in, except where it includes the filename.
 - A sample <eadid> tag, using Texas A&M as the example:

```
<eadid  
mainagencycode="UStxcm" countrycode="US" encodinganalog="852$a">  
urn:taro:tamu.cush.00038</eadid>
```
 - A sample <eadid> tag using UNT as the example:

```
<eadid  
mainagencycode="UStxdtuna" countrycode="US" urn="">  
urn:taro:unt.00011</eadid>
```
 - In these 2 examples, the filename is marked in red to make it easier to see.
- Archon does not have a natural place to track the TARO filename / number. Your repository will need to track the TARO numbers elsewhere, such as in a spreadsheet.

Steps:

- **Export the finding aid EAD XML.**
- **Rename and save the file as the TARO filename** (such as 00001.xml, if it is your first file).
- Open the XML in a text editor (such as Wordpad or Notepad++) or an XML editor (such as Oxygen or XMetal), and **replace the <eadid> tag value with the TARO #**, so that it matches your repository's example above. Save the file.
- **Your file is ready for upload to TARO.** Use the Secure Shell Transfer client or some other secure method such as FTP to access your TARO directory and drop the file into your directory. [More info on installing SecureShell Transfer client](#) and [configuring](#) it for the first time, and then [uploading](#) files.