

LIS 505 Archives Class Notes
2010-10-26

- Tonight's PPT will be under tonight's class for Oct. 26th
- Institutions outsource their coding
- It's important to know something about coding so you can chat with tech people about your expectations
- If you mess up writing EAD, it breaks.
- There is no controlled vocabulary for series names.
 - Using "Sketchbooks" as my series name was fine.
- Finding aid that will not be coded in EAD don't technically have controlled vocabularies.
 - Your institution might have names though.
- Legacy finding aid: from the distant past so the terminology may be foreign to the modern world
- To use archival software and to share your records with other institutions, you need to have a standard vocabulary/structure to your finding aid, etc.
- EAD allows you to easily convert your old EAD files to newer versions/standards.
- There are some EAD templates that are [available online](#) from some institutions.
- High-level elements

<code><ead></code>	EAD Document
<code><eadheader></code>	Information about the electronic file
<code><frontmatter></code>	Title page and publication information
<code><archdesc></code>	Archival Description
- Things to include: where the archive is, what is in the collection, who created the collection, something about the physicalness of the collection.
 - Includes defined tags
- You have different languages that function similarly with different names.
 - In the beginning, it was straight up HTML.
 - Now more XML
 - EAD should continue to be useful in the future.
- For example, in **HTML**, you can make an ordered list like below but it doesn't say *what it is a list of*

```
<ol>
  <li>Granny Smith</li>
  <li>Golden Delicious</li>
</ol>
```
- **XML:**

```
<typesofapples>
  <li>Granny Smith</li>
  <li>Golden Delicious</li>
</typesofapples>
```
- Whatever you open in EAD, you have to close (i.e. `</endthis>` is signified by the forward slash)
 - Think of it like Russian nesting dolls. If you don't close the section, when you pick up the doll, they'll all fall out!/break
- `<eadheader>`
 - `<eadid>` unique identifier

- <filedesc> information about file
- <profiledesc> info about repository
- <revisiondesc> used for revisions to doc
- There are certain terms that **have** to be used together and/or cannot be used with anything else.
- The words next to the <word> is not part of the code
- <frontmatter>
 - Formal title page
 - Standardized
 - Includes
 - Title
 - Processors name
 - Repository name
 - Date of publication of finding aid
 - The date processed and the date encoded may be decades apart
 - Outsourcing is being done with some EAD since the finding aids (the hard part) have already been made.
 - Do a Quality Check (QC) before sending your stuff out to make sure there are no typos
- <archdesc>
 - <did> Descriptive identifier
 - <admininfo> Administration info
 - <bioghist> Biographical and Historical note
 - <scopecontent> Scope and Content
 - <controlaccess> Controlled access points
 - <add> adjunct descriptive data
 - <dsc> Description of subordinate container data (??? She moved the slide)
- Collection Level: <did>
 - <unittitle>
 - <unitdate>
 - <physdesc>
 - <abstract>
 - <repository>
 - <originator>
- <admininfo>
 - <accessrestrict> Restrictions to access
 - <acqinfo> Acquisitions information
 - <altformavail> Alternate form available
 - <custodhist> Provenance
 - <prefercite> Preferred citation
 - <userestrict> Copyright
 - <userestrict> Other restrictions
 - <processorinfo> Info from processor
 - There are multiple areas where you have a chance to get all your finding aid info (catch-alls) in which is unique for archival usage.
 - Ex: <processorinfo>
- <bioghist>
 - Biographical/Historical note
 - Narrative format

- Must use <p> before entering text
- Chronology
- Can use <head>
- Recursive (can contain a <bioghist>
 - Put a <bioghist> in your <bioghist> !!!
- <scopecontent>
 - Scope and content note
 - Narrative format
 - Can use <head>
 - Recursive
 - Also can contain <organization> and <arrangement>
 - Must use <p> tag before entering data
- <controlaccess>
 - Index terms
 - Can include personal, geographical, genre format, and topical access points
 - Recommendation using standardization access
 - ... moved to next slide
- <controlaccess>
 - <persname>
 - <famname>
 - <corpname>
 - <subject>
 - <geogname>
 - <genreform>
 - Often matches library cataloging terms
- <add>
 - <bibliography>
 - <relatedmaterials>
 - you can add in hyperlinks to other finding aids internal to your repository or externally to other repositories
 - <separatedmaterials>
 - Ex: too big to go in this file or files were a better fit elsewhere
 - <index>
 - *cannot take PCDATA (text) directly
- <dsc>
 - Container listing
 - Concept of components and sub-components
 - Presence of <did> in each level required
 - Problem of containers
 - Combined format

Box 1

Series I

- 1.
- 2.

Box 2

Series II

- 3.
- 4.

5.

6.

- Components and Subcomponents
 - <c01> highest level; every series is <c01>
 - <c02> always nested in a C01
 - C0 relationally and intellectually defined
 - File intellectual level & folder a container
- <did>
 - Each <c0> requires a <did>
 - Includes <unittitle>, <unitdate>, <physdesc> if appropriate
 - Also includes <container> information
- Jackson uses Notetab Pro in their archives
- Encoded examples from LOC http://www.loc.gov/ead/tglib/appendix_c.html
 - Look at other EADs to see how they work
 - Uses CSS tags for design layout
 - If it says something like <repository label="Repository">, when it prints on the page, it'll be Repository: since it is a *label* for the information that comes below it.
- Some areas are limited in what you can input.
 - Ex: Abstracts are short
- In <controlaccess>, let people know what control access you're using
 - Taken from MARC and LC Subject Headings
- Crosswalks often have to have customization to get different programs to work together
 - Use standardized terms in your EAD so it's easier to crosswalk
- You can have multiple c01s and multiple c02s/etc. within each c01
 - "file" in EAD means "electronic file" and not a physical file
- Hopefully you'll have access to the sever so you can set up the space correctly for your EAD system
- Attend EAD workshops if possible!