

**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>&lt;ead&gt;</code>	EAD Document
<code>&lt;eadheader&gt;</code>	Information about the electronic file
<code>&lt;frontmatter&gt;</code>	Title page and publication information
<code>&lt;archdesc&gt;</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](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!