***Encoded Archival Description 3***

**Agenda**

**Day 1**

9:00-9:45 I. Workshop Introduction

Introductions, course objectives, ground rules

Light at the end of the tunnel

9:45-10:30 II. Lessons 1-4

The Big Picture

What are EAD and XML

How does XML Work

Learning the XML Editor

10:30-10:45 Break

10:45-12:00 Encoding the memo

12:00-1:00 Lunch

1:00-2:30 III. EAD Structure and Elements

Documentation—EAD Tag Library

Identifying the elements in a finding aid (group exercise)

Lesson 6

2:30-2:45 Break

2:45-4:30 Lessons 7-9

**Day 2**

9:00-9:30 Review Muddy Points

9:30-10:30 EAD Structure and Elements continued

Lesson 10

10:30-10:45 Break

10:45-12:00 IV. The Control Element

Lesson 11

12:00-1:15 Lunch

1:15-2:30 V. Implementation Issues

Lesson 12

2:30-2:45 Break

2:45-4:30 VI. Applying the Concepts

Individual practice with encoding

***EAD3 Workshop***

**Table of Contents**

Lesson 1. The Big Picture 4

Lesson 2. What are EAD and XML 5

Lesson 3. How Does XML Work 6

Lesson 4. Learning the XML Editor 14

Lesson 5. EAD Documentation 17

Lesson 6. EAD Elements—Descriptive Identification <did> 20

Lesson 7. EAD Elements—Biographical Sketch, Scope and Content,   
and Arrangement 29

Lesson 8. EAD Elements--Controlled Access 38

Lesson 9. EAD Elements—"Administrative" Information 42

Lesson 10. EAD Elements—Description of Subordinate Components 47

Lesson 11. EAD Elements—Control 50

Lesson 12. Implementing EAD 53

Resources 60

***Introduction***

**Workshop Goals**

* Basic familiarity with XML
* Review of EAD documentation
* Knowledge of EAD elements and structure
* Experience creating an EAD finding aid
* Overview of standards and other issues related to EAD implementation

**Ground Rules**

* Keep discussion informal—ask questions!
* Don’t work ahead
* Learn from each other
* Email only during breaks
* Silence cell phones
* Please return on time from breaks and lunch

***Lesson 1: The Big Picture***

**Steps for Implementing EAD**

1. Create finding aid in EAD

* Select authoring software
* Encode data

2. Provide a discovery method

* Links from MARC records
* Searchable full-text database
* Google

3. Prepare files for delivery

* Create stylesheet
* Transform file for Web delivery

***Lesson 2: What are EAD and XML***

Descriptive standards identify the elements of archival description

DACS DCRM

ISAD (G) OHCM

ISAAR (CPF) RDA

Authority files and thesauri supply terms used as access points in those descriptions

LCNAF TGM

LCSAF (LCSH) TGN

AAT ULAN

**EAD provides a mechanism for electronically identifying in finding aids these descriptive elements and their relationships so that computers can manipulate the data.**

EAD utilizes the syntax of Extensible Markup Language (XML) to make this happen.

XML is a protocol for the electronic management of data (ISO 8879).

* Relational databases manage data by storing it in tables.
* Spreadsheets manage numerical data by storing it in cells.
* XML manages data by embedding identifying codes in the data itself.

XML data is simply Unicode text and is therefore independent of software and operating systems.

***Lesson 3: How Does XML Work?***

**Key XML Concepts**

* **Classes of documents**
* **Types of information**
* **Documentation**

**Schemas**

**Tag Libraries**

* **Markup**
* **Presentation through transformation**

**3.1. Classes of Documents**

* Information with an identifiable set of common data elements:

Highly structured data

Driver’s license

Publishing data

Credit card verification transactions

Textual data

Novels

Poetry

Legislative hearing transcripts

Mixed character

Memoranda

Finding aids

Catalog records

* A user community identifies and defines the elements and their relationships so the data can be created and manipulated electronically

**3.2 Types of Information to Manipulate**

* Presentational   
   Display
* Descriptive  
   Structural (document components)  
   Nominal
* Referential  
   Linking

**3.2.1 Identifying Structural Elements Exercise—A Memo**

****

Date: July 7, 2012

To: Solveig DeSutter

From: Michael Rush

Kelcy Shepherd

Subject: Upcoming workshop

We are looking forward to the next workshop.

Nous serons très heureux.

**3.2.2 Memorandum Data Model**

**memo**

**heading**

**reference**

**date**

**to**

**from**

**subject**

**body**

**paragraph**

**3.3. Documenting the Structure: Document Type Definitions (DTD), Schemas, and Tag Libraries**

* Structure: Rules of the Road

Defines structural components of a class of documents

Defines relationships between data elements, such as

* + sequence of elements
  + frequency of elements (repeatable, optional, mandatory)
* Documentation: Electronic form as a computer file

There are three EAD flavors

ead3.dtd XML DTD syntax

ead3.rng Relax NG schema syntax

ead3.xsd W3C schema syntax

Used by XML editors, validators, and XSL transformation engines

* Documentation: Written form in a user-friendly tag library

This page intentionally left blank.

**3.4. Markup: Applying XML**

**3.4.1 Embed tags (identifying codes) within the data**

**<memo>**

**<heading>**

**<ref href="cchslogo.gif"/>**

**<date label="Date:">July 7, 2012</date>**

**<to label="To:">Solveig DeSutter</to>**

**<from label="From:">Michael Fox</from>**

**<from>Kris Kiesling</from>**

**<subject label="Subject:">Upcoming workshop**

**</subject>**

**</heading>**

**<body>**

**<p>We are looking forward to the next workshop**.**</p>**

**<p>Nous serons tr&#232;s heureux.</p>**

**</body>**

**</memo>**

**3.4.2 XML Syntax**

**3.4.2.1 Elements**

* Have start tags and end tags

**<p>**We are looking forward to the next workshop.**</p>**

* Have formal names and tag names  
   formal name = Paragraph  
   tag name (generic identifier) = <p>
* May contain text  
   PCDATA (parsable character data)
* May contain other elements  
   parents (wrappers)  
   children (nesting)
* May be empty  
   <ref></ref> start and end tags   
   <ref/> XML empty element syntax

**<ref href="cchslogo.gif"/>**

**3.4.2.2 Attributes**

* Expand on the meaning and content of elements

**<unitdate unitdatetype="bulk">**

* Provide display information

**<unittitle label="Title:">**

* Uniquely identify an element

**<persname id="p23">**

* Specify addresses for the targets of links

<**ref target="series1"/>**

**3.4.2.3 Entities—a set of characters referenced as a unit**

* special characters (&, ©, ß)
* non-text files (images, sound files)
* external text files (boilerplate text)

**3.5 Presentation Through Transformation (Stylesheets)**

* EAD focuses on structural content, not presentation
* Web and print presentations are created through transformation with stylesheets
* Stylesheets are separate computer files written in XML syntax
* Based on the Extensible Stylesheet Language (XSL) programming language
* Transform XML content to HTML for the web or to PDF or RTF for print
* Can supply default text and images at the time of transformation
* Specify how the data appear  
   Text format: font, size, color, weight  
   Text layout: tabs, indents, line spacing, line breaks, tables

**Example 1**

## Harry Ransom Humanities Research Center

## University of Texas at Austin

## Joyce, James, 1882-1941

## James Joyce Collection, 1899-1968

## 11 boxes (4.58 linear feet), 5 galley folders, 7 oversize flat files

**Example 2**

**Repository:**

Harry Ransom Humanities Research Center, University of Texas at Austin

**Creator:**

Joyce, James, 1882-1941

**Title:**

James Joyce Collection

**Dates:**

1899-1968

**Quantity:**

11 boxes (4.58 linear feet), 5 galley folders, 7 oversize flat files

**Transformations**

**XML**

**Document**

**Stylesheet**

**XSLT**

**Processor**

**HTML**

**Document**

**Saxon**

**Xalan**

**MSXSL**

**Browsers**

**OS**

**EAD**

**XSLT**

***Lesson 4: Learning the XML Editor***

**Four Steps:**

4.1 Open oXygen XML editor

4.2 Create XML File: Memo

4.3 Associate stylesheet with XML file

4.4 Transform XML file into HTML

**4.1 Open oXygen XML editor**

File> New > XML Document > Customize > in Schema URL box, type memo.dtd > in Root Element box, type memo > Create

**4.2 Create an XML Document: Insert the data from the next page**

**To insert an element**

1. Place cursor between the start tag and end tag of the element
2. Press the spacebar to insert a new line
3. Type the left angle bracket: "<"
4. Select the desired element from the pop-up window using the Up and Down Arrows and the Enter key or double click with the mouse

**To insert an attribute**

1. Place cursor before the closing angle bracket of the start tag
2. Press the spacebar
3. Select the desired attribute from the pop-up window using the Up and Down Arrows and the Enter key or double click with the mouse
4. Insert the value of the attribute between the quotation marks

**To insert text**

1. Place cursor between the start tag and end tag and type

**<memo>**

**<heading>**

**<ref href="cchslogo.gif"/>**

**<date label="Date:">July 7, 2012</date>**

**<to label="To:">Solveig DeSutter</to>**

**<from label="From:">Michael Fox</from>**

**<from>Kris Kiesling</from>**

**<subject label="Subject:">Upcoming workshop</subject>**

**</heading>**

**<body>**

**<p> We are looking forward to the next workshop**.**</p>**

**<p>Nous serons tr&#232;s heureux.</p>**

**</body>**

**</memo>**

**4.3 Associate a stylesheet with the XML file**

**4.3.1 In the Oxygen XML editor, this is done with a Transformation Scenario which**

* associates a stylesheet with an XML document
* specifies the file name, directory location, and type of the source and output documents and type of transformation

You can import an existing scenario or create your own later.

**4.3.2 Import existing scenarios**

**Options > Import global transformation scenarios**

**Go To: Your File Directory> scenarios.xml**

**4.3.3 Select a Transformation Scenario**

* **Document > Transformation > Configure Transformation Scenarios**
* Or **Ctrl + Shift + C**
* Select scenario to be applied
* Click "**Save and Exit**" or **"Apply Association"** (see below)

**4.4. Transform XML file to HTML**

* Click on "**Apply Association**"
* For subsequent transformations, once a scenario has been associated with an XML document, you can
* Click icon in the menu bar—the red triangle in a blue ring
* Or **Ctrl + Shift + T**

# *Lesson 5: EAD Documentation*

**Encoded Archival Description Tag Library, Version EAD3**

PDF is available at <http://www2.archivists.org/sites/all/files/TagLibrary-VersionEAD3.pdf>

HTML will soon be available at <http://www.loc.gov/ead/>

* + Tag Library Conventions
  + EAD Attributes
  + EAD Elements
    - brief description of the element
    - may contain/may occur within (parents/children)
    - list of attributes and attribute values
    - description and usage
    - availability
    - encoded examples
  + Crosswalks to ISAD(G), MARC21, and MODS
  + Deprecated and Obsolete Elements and Attributes

William Fonds Provenance

An Inventory of His Papers at the Cupcake Corners Historical Society

Provenance, William Fonds, 1897-1956

Papers of William Fonds Provenance

1917-1955

1.2 cubic feet (3 boxes)

Mss2 A

Cupcake Corners Historical Society

Correspondence, diaries and writings of an archival theorist and author documenting his experiences in World War I, his literary endeavors, and his ideas on modern archival theory, especially regarding the centrality of the fonds.

Archivist and author William Fonds Provenance was born at Last Chance, Nevada, to Fred and Mary Jones Provenance on January 4, 1987. Little is known of his early life prior to serving in World War I as an ambulance driver. After graduating from Freen College in 1924 with a degree in cryptogamic biology, he first followed a career in commercial horticulture and later worked as an itinerant archivist. Provenance also had a lifelong interest in creative writing, producing both novels and poetry. He died at Frostbite Falls, Minnesota, March 15, 1956.

The collection consists of diaries, correspondence, manuscripts, and miscellaneous materials documenting the literary and archival career of William Fonds Provenance.

The bulk of the collection consists of correspondence, principally with his mother, other archivists and writers. His diaries describe his experiences as an ambulance driver in France during World War I in vivid detail. Major correspondents represented in the collection include Ernest Hemingway, Ernst Posner, and Provenance’s long-time companion Ima Gusdorf.

The papers are arranged into two series:

Correspondence, 1919-1955.

Diaries, 1917-1918.

## The papers of Ima Gusdorf are located in the Freen University archives.

This collection is indexed under the following headings in the catalog of the Cupcake Corners Historical Society. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Persons:

Gusdorf, Ima May

Hemingway, Ernest, 1899-1961

Posner, Ernst

Subjects:

Cataloging of archival materials

United States – History – World War, 1914-1918 – Personal narratives, American

Document Types:

Diaries

Novels

Access to the correspondence between Provenance and Ernest Hemingway is restricted until 2025.

Acquired as a gift from Ima Gusdorf, December 17, 1952.

Collection processed and cataloged by B.W. Moos, January, 1962.

***Lesson 6: EAD Elements—Descriptive Identification***

**Multilevel Description**

Finding aids typically consist of several descriptions of the entire collection at increasing levels of detail:

* General description of entire body of materials (biographical sketch, scope and contents, administrative information)
* Description of individual series or other groupings (series or subseries descriptions)
* Description of files or items (container or folder list)

**­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EAD High Level Model**

<ead>

<control> describes the electronic finding aid

<archdesc> the description of the archival unit

</ead>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of the Archival Unit <archdesc>**

<archdesc>

<did> descriptive identification of unit

<bioghist> biography/organizational history

<scopecontent> scope and contents  
 <arrangement> physical/logical ordering

<controlaccess> controlled access points

<accessrestrict> restrictions on access

<acqinfo> acquisition information

<custodhist> custodial history

… and other elements

<dsc> description of subordinate components

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Descriptive Identification of the Unit**

<archdesc>

<did> descriptive identification of unit

<repository> <abstract>

<origination> <didnote>

<unittitle> <container>

<unitdate> <physloc>

<unitdatestructured> <langmaterial>

<physdesc> <materialspec>

<physdescstructured> <dao>

<physdescset> <head>

<unitid>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Repository—name of the holding institution**

<repository>

<corpname>

<part>University of Minnesota Libraries</part>

<part>Department of Archives and Special Collections</part>

</corpname>

</repository>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Origination—creator or collector of material being described**

<origination>

<persname>

<part>Humphrey, Hubert H.</part>

<part>Hubert Horatio</part>

<part>1911-1978</part>

</persname>

</origination>

<origination>

<persname>

<part>Humphrey, Hubert H. (Hubert Horatio), 1911-1978</part>

</persname>

</origination>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Title—title of the material being described**

<unittitle>Robert Bly papers</unittitle>

<unittitle>Board of Regents dockets</unittitle>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Date—date(s) of the material being described**

<unitdate>

Attributes--

unitdatetype (inclusive or bulk)

normal—a standard form of the date to facilitate searching

(YYYYMMDD format)

<unitdate unitdatetype="inclusive" normal="1917/1937">1917-1937</unitdate>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Unit Date Structured**

<unitdatestructured unitdatetype="inclusive">

<daterange>

<fromdate>

<datesingle>1845</datesingle>

</fromdate>

<todate>

<datesingle>1911</datesingle>

</todate>

</daterange>

</unitdatestructured>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Description**

<physdesc>100 boxes</physdesc>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Description Structured**

There are three possibilities for characterizing extent: space occupied, carrier, and material type.

<physdescstructured physdescstructuredtype="spaceoccupied" coverage="whole">

<quantity>50</quantity>

<unittype>cubic feet</unittype>

</physdescstructured>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Description Set**

<physdescset>

<physdescstructured physdescstructuredtype="spaceoccupied" coverage="whole">

<quantity>50</quantity>

<unittype>cubic feet</unittype>

</physdescstructured>

<physdescstructured physdescstructuredtype="carrier" coverage="whole">

<quantity>100</quantity>

<unittype>boxes</unittype>

</physdescstructured>

</physdescset>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Identifier of the Unit**

<unitid> a unique identifier for the collection, series, file, item, etc.

Attributes—

countrycode--ISO code for the country of the repository that is the custodian of the materials

repositorycode--ISO code for the repository

localtype--identify the type of the <unitid>

<unitid countrycode="US" repositorycode="TxU-Hu">Mss 813</unitid>

<unitid localtype="accession number">M-4392</unitid>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Abstract and Did Note**

<abstract>

a short statement about the contents and creator of the materials to assist users in identifying relevant collections

<didnote>

explanatory text, perhaps useful in the <did> in place of <scopecontent>

<abstract>The papers of William Fonds Provenance, author of the landmark <title render="italic">Quarks: The Tao of Archives, </title>document his college years, participation in World War I and European exile, as well as his brief, but illustrious archival career. The papers also contain diaries and correspondence describing his relationship with his mother and his unsuccessful literary career.</abstract>

<didnote>Diary pages 10-13 were missing when accessioned.</didnote>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language of the Material**

<langmaterial>

<language langcode="fre">French</language>

<languageset>

<language langcode="ger”>German</language>

<script scriptcode="Latf"> Latin (Fraktur variant)</script>

</languageset>

<language langcode="eng">English</language>

<descriptivenote>

<p>Correspondence in French, German, and English. German material is in the Fraktur script.</p>

</descriptivenote>

</langmaterial>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Container**

LOCALTYPE attribute

<container localtype="Box">1</container>

<container localtype="Folder">5</container>

<container localtype="Box-Folder">2.7</container>

<container localtype="Reel">7-10</container

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Location**

<physloc localtype="repository">5C:SW:6.5</physloc>

<physloc>Collection is in off-site storage, requires 24-hour notice for paging.</physloc>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Material Specific Details**

<materialspec localtype="scale">1:50,000</materialspec>

<materialspec localtype="playing time">1 hour, 43 minutes</materialspec>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Digital Archival Object**

DAOTYPE attribute values include

"borndigital"

"derived"

"unknown"

"otherdaotype"

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Descriptive Identification of the Unit**

<archdesc>

<did> descriptive identification of unit

<repository> <abstract>

<origination> <didnote>

<unittitle> <container>

<unitdate> <physloc>

<unitdatestructured> <langmaterial>

<physdesc> <materialspec>

<physdescstructured> <dao>

<physdescset> <head>

<unitid>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**<did> child attributes**

encodinganalog

<unittitle encodinganalog="245">

William Fonds Provenance Papers

</unittitle>

label

<unittitle label="Title:">

William Fonds Provenance Papers  
 </unittitle>

language

<unittitle lang="ger">Mein Kampf</unittitle>

script

<unittitle script="Cyrl">Виллиам Фондс Провенанце Паперс</unittitle>

Collection Summary

Provenance, William Fonds, 1897-1956

Papers of William Fonds Provenance

1917-1955

1.2 cubic feet (3 boxes)

Mss2 A

Cupcake Corners Historical Society

Correspondence, diaries and writings of an archival theorist and author documenting his experiences in World War I, his literary endeavors, and his ideas on modern archival theory, especially regarding the centrality of the fonds.

***Lesson 7: Biographical Sketch, Scope and Content, and* *Arrangement***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Biography or History**

<archdesc>

<bioghist>

<head>

<p>

<chronlist> Chronology

<head>

<listhead>

<chronitem>  
<daterange>

<datesingle>

<event>

<bioghist>

</bioghist>

Example—narrative <bioghist>

**Biographical Sketches**

**Donald Wandrei**

Donald Wandrei was born on April 20, 1908, in St. Paul, Minnesota, to Albert C. (1872-1942) and Jeannette Adelaide (1878-1972) Wandrei. He had three siblings, David G. ([1907?]-1959), Howard (1909-1956), and Jeannette Alberta (1913-1972). Donald received his B.A. degree with a major in English prose from the University of Minnesota in 1928. While in school he was a contributor to the *Minnesota Quarterly* and a member of the editorial board of the *Minnesota Daily*. He sold his first story, "The Red Brain," to the magazine *Weird Tales* in 1927, became a regular contributor to several national magazines, and during his senior year published his first book of poetry entitled *Ecstasy and Other Poems* (1928).

After graduating, Donald moved to New York City and worked as advertising manager for the publishing firm E.P. Dutton & Co. He returned to St. Paul in 1929; completed three years of course work towards a Ph.D. in English; and, together with his brother Howard, published a second volume of verse entitled *Dark Odyssey* (1931). After returning to New York (1932) Donald worked as a public relations executive and continued to write fantastic fiction.

In 1939 Donald and August Derleth founded the publishing firm Arkham House with the express purpose of publishing the works of H.P. Lovecraft. The firm’s first book, a Lovecraft collection edited by both Wandrei and Derleth, was entitled *The Outsider and Others*. Arkham House became the first publishing house devoted solely to fantasy and survived to become a leading publisher of the weird and science fiction genre. Donald returned to St. Paul after serving in the army during World War II (1942-1945). He moved back to New York in 1947 and moved to Hollywood in 1950. He returned to St. Paul in 1952, where re remained until his death in 1987.

**Howard Wandrei**

Howard Wandrei, Donald’s younger brother, was born on September 24, 1909. At eighteen he was arrested for burglary and spent almost three years at the Minnesota State Reformatory in St. Cloud (1928-1930). During his incarceration he continued his education through extension courses offered by the University of Minnesota and received his B.A. degree, cum laude, in 1932.

Howard and Donald collaborated on the book *Dark Odyssey*, which contained twenty-three poems written by Donald and five pen and ink sketches by Howard. Howard was also a writer, sculptor, and renowned batik maker. His writings were published in several national publications and his art was exhibited in St. Paul, Minneapolis, and New York.

Howard moved to New York in 1933. He married Connie Colestock in 1936 and they had one child, Suzanne, in 1941. The couple was divorced in 1946. Howard moved back to St. Paul in 1945 and lived there for the remainder of his life. He died on September 5, 1956.

Example: Encoded narrative <bioghist>

<bioghist>

<head>**Biographical Sketches**</head>

<bioghist>

<head>**Donald Wandrei**</head>

<p>Donald Wandrei was born on April 20, 1908, in St. Paul, Minnesota, to Albert C. (1872-1942) and Jeannette Adelaide (1878-1972) Wandrei. He had three siblings, David G. ([1907?]-1959), Howard (1909-1956), and Jeannette Alberta (1913-1972). Donald received his B.A. degree with a major in English prose from the University of Minnesota in 1928. While in school he was a contributor to the *Minnesota Quarterly* and a member of the editorial board of the *Minnesota Daily*. He sold his first story, "The Red Brain," to the magazine *Weird Tales* in 1927, became a regular contributor to several national magazines, and during his senior year published his first book of poetry entitled *Ecstasy and Other Poems* (1928).</p>

<p>After graduating, Donald moved to New York City and worked as advertising manager for the publishing firm E.P. Dutton & Co. He returned to St. Paul in 1929; completed three years of course work towards a Ph.D. in English; and, together with his brother Howard, published a second volume of verse entitled *Dark Odyssey* (1931). After returning to New York (1932) Donald worked as a public relations executive and continued to write fantastic fiction.</p>

<p>In 1939 Donald and August Derleth founded the publishing firm Arkham House with the express purpose of publishing the works of H.P. Lovecraft. The firm’s first book, a Lovecraft collection edited by both Wandrei and Derleth, was entitled *The Outsider and Others*. Arkham House became the first publishing house devoted solely to fantasy and survived to become a leading publisher of the weird and science fiction genre. Donald returned to St. Paul after serving in the army during World War II (1942-1945). He moved back to New York in 1947 and moved to Hollywood in 1950. He returned to St. Paul in 1952, where re remained until his death in 1987.</p>

</bioghist>

<bioghist>

<head>**Howard Wandrei**</head>

<p>Howard Wandrei, Donald’s younger brother, was born on September 24, 1909. At eighteen he was arrested for burglary and spent almost three years at the Minnesota State Reformatory in St. Cloud (1928-1930). During his incarceration he continued his education through extension courses offered by the University of Minnesota and received his B.A. degree, cum laude, in 1932.</p>

<p>Howard and Donald collaborated on the book *Dark Odyssey*, which contained twenty-three poems written by Donald and five pen and ink sketches by Howard. Howard was also a writer, sculptor, and renowned batik maker. His writings were published in several national publications and his art was exhibited in St. Paul, Minneapolis, and New York. </p>

<p>Howard moved to New York in 1933. He married Connie Colestock in 1936 and they had one child, Suzanne, in 1941. The couple was divorced in 1946. Howard moved back to St. Paul in 1945 and lived there for the remainder of his life. He died on September 5, 1956.</p>

</bioghist>

</bioghist>

Example: Chronology

**Key Dates in the Life of William Fonds Provenance**

Date Event Place

1897 Born Last Chance, Nevada

1914-1917 Attends West Central School Morris, Minnesota

of Agriculture

March 1956 Dies Biwabik, Minnesota

Private Funeral Minneapolis, Minnesota

Example: Encoded chronology

<chronlist>  
 <head>Key Dates in the Life of William Provenance</head>  
 <listhead>  
 <head01>Date</head01>  
 <head02>Event</head02>  
 <head03>Place</head03>  
 </listhead>  
 <chronitem>  
 <datesingle>January 4, 1897</datesingle>  
 <geogname><part>Last Chance, Nevada </part></geogname>  
 <event>Born</event>  
 </chronitem> <chronitem>

<daterange>

<fromdate>May1914</fromdate>

<todate>June 1917</todate>

</daterange>

<geogname><part>Morris, Minnesota </part></geogname>  
 <event>Attends the West Central School of Agriculture </event>  
 </chronitem>

<chronitem>  
 <datesingle standarddate="1956-03">March 1956</datesingle>  
 <chronitemset>

<geogname>

<part>Biwabik, Minnesota</part>

</geogname>  
 <event>Dies</event>  
 </chronitemset>

<chronitemset>  
 <geogname>

<part>Minneapolis, Minnesota</part>

</geogname>  
 <event>Private Funeral </event>  
 </chronitemset>  
 </chronitem>

</chronlist>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Scope and Content**

<archdesc>

<scopecontent>

<head>

<p>

<list>

<table>

<scopecontent>

</scopecontent>

Example—Scope and Content

**Collection Scope and Contents**

The Survey Associates records document the activities involved in the publication of the Survey magazines and reveal the magazines' central role in twentieth century social work and social reform, containing correspondence with nearly every major figure in American welfare work and relate fields. Although the vast majority of the correspondence is related, at least indirectly, to developing articles for publication, the extent to which it transcends editorial concerns to reveal the substance of social conditions and social work and reform activities can not be overemphasized.   
  
Included in the collection are correspondence, drafts of articles, minutes of meetings, financial records, reports, pamphlets, newspaper clippings, and photographs. The inclusive dates of the collection are 1891-1952, but the bulk of the material is concentrated in the period 1917-1952.   
  
The individuals represented most prominently in the collection are editor Paul Kellogg and other members of the editorial staff. They corresponded with an extraordinary number of individuals, including most of the major figures in American welfare work and related fields, on a wide range of topics. Among the individual correspondents are Jane Addams, Louis Brandeis, Richard Cabot, Karl de Schweinitz, Edward Devine, Homer Folks, Felix Franfurter, Helen Hall, John Haynes Holmes, Alexander Johnson, Alain Locke, Frances Perkins, Mary Van Kleeck, Hendrik Van Loon, Lillian Wald, William Allen White, and Rabbi Stephen Wise. Among the topics most frequently discussed are civil liberties, the Great Depression, health, housing, industrial and labor relations, international affairs, pacifism, race relations, recreation, social insurance, social work, unemployment, and the world wars.   
  
The records document all aspects of the operations of Survey Associates, including editorial, production, financial, and corporate policy-making activities. The arrangement of the records into five series--corporate, financial, membership, editorial, and operational--follows the scheme established by the *Survey* staff, with only minor changes made for purposes of consistency and convenience. The *Survey* filing scheme is based heavily on the names of individuals and organizations. The folder titles generally provide little direct information about topical contents; thus researchers must rely on the content analysis provided in this inventory or on their own knowledge of the likely interests of individual correspondents to locate information about a particular subject.

Example—Encoded <scopecontent>

<scopecontent>

<head>**Collection Scope and Contents**</head>

<p> The Survey Associates records document the activities involved in the publication of the Survey magazines and reveal the magazines' central role in twentieth century social work and social reform, containing correspondence with nearly every major figure in American welfare work and relate fields. Although the vast majority of the correspondence is related, at least indirectly, to developing articles for publication, the extent to which it transcends editorial concerns to reveal the substance of social conditions and social work and reform activities can not be overemphasized.</p>

<p> Included in the collection are correspondence, drafts of articles, minutes of meetings, financial records, reports, pamphlets, newspaper clippings, and photographs. The inclusive dates of the collection are 1891-1952, but the bulk of the material is concentrated in the period 1917-1952.</p>

<p> The individuals represented most prominently in the collection are editor Paul Kellogg and other members of the editorial staff. They corresponded with an extraordinary number of individuals, including most of the major figures in American welfare work and related fields, on a wide range of topics. Among the individual correspondents are Jane Addams, Louis Brandeis, Richard Cabot, Karl de Schweinitz, Edward Devine, Homer Folks, Felix Franfurter, Helen Hall, John Haynes Holmes, Alexander Johnson, Alain Locke, Frances Perkins, Mary Van Kleeck, Hendrik Van Loon, Lillian Wald, William Allen White, and Rabbi Stephen Wise. Among the topics most frequently discussed are civil liberties, the Great Depression, health, housing, industrial and labor relations, international affairs, pacifism, race relations, recreation, social insurance, social work, unemployment, and the world wars.</p>

<p> The records document all aspects of the operations of Survey Associates, including editorial, production, financial, and corporate policy-making activities. The arrangement of the records into five series--corporate, financial, membership, editorial, and operational--follows the scheme established by the *Survey* staff, with only minor changes made for purposes of consistency and convenience. The *Survey* filing scheme is based heavily on the names of individuals and organizations. The folder titles generally provide little direct information about topical contents; thus researchers must rely on the content analysis provided in this inventory or on their own knowledge of the likely interests of individual correspondents to locate information about a particular subject.</p>

</scopecontent>**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Arrangement**

<archdesc>

<arrangement>

<head>

<p>

<list>

<arrangement>

</arrangement>

Example—arrangement

These documents are organized into the following sections:

|  |
| --- |
| Political Papers and Campaign Files |
| Senatorial Files |
| Vice Presidential Files |
| Ambassadorial Files |
| Personal Files |

Example—encoded <arrangement>

<arrangement>

<p>These documents are organized into the following sections:</p>

<list>

<item>

<ref target="series1">Political Papers and Campaign Files</ref>

</item>

<item>

<ref target="series2">Senatorial Files</ref>

</item>

<item>

<ref target="series3">Vice Presidential Files</ref>

</item>

<item>

<ref target="series4">Ambassadorial Files</ref>

</item>

<item>

<ref target="series5">Personal Files</ref>

</item>

</list>

</arrangement>

Biography of William Provenance

Archivist and author William Fonds Provenance was born at Last Chance, Nevada, to Fred and Mary Jones Provenance on January 4, 1987. Little is known of his early life prior to serving in World War I as an ambulance driver. After graduating from Freen College in 1924 with a degree in cryptogamic biology, he first followed a career in commercial horticulture and later worked as an itinerant archivist. Provenance also had a lifelong interest in creative writing, producing both novels and poetry. He died at Frostbite Falls, Minnesota, March 15, 1956.

Scope and Contents of the Papers

The collection consists of diaries, correspondence, manuscripts, and miscellaneous materials documenting the literary and archival career of William Fonds Provenance.

The bulk of the collection consists of correspondence, principally with his mother, other archivists and writers. His diaries describe his experiences as an ambulance driver in France during World War I in vivid detail. Major correspondents represented in the collection include Ernest Hemingway, Ernst Posner, and Provenance’s long-time companion Ima Gusdorf.

Arrangement of the Papers

The papers are arranged into two series:

Correspondence, 1919-1955.

Diaries, 1917-1918.

***Lesson 8: Controlled Access***

As librarians do in catalog records, archivists provide controlled vocabulary access points to help people find relevant materials.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Controlled Access

<archdesc>

<controlaccess>

<corpname>

<famname>

<function>

<genreform>

<geogname>

<name>

<occupation>

<persname>

<subject>

<title>

</controlaccess>

Example—Controlled Access

**Access Points**

Note to Researchers: These headings represent access points under which the collection has been indexed in the Cupcake Corners Historical Society’s public access catalog. Using these search terms in the catalog may identify additional related materials in the Society’s Research Center.

**Topics**

Agricultural wages

Cooperative marketing of farm produce--Minnesota

Fruit trade

Price regulation

**Document Types**

Corporation records

Stock certificates

**Authors**

Ball, Joseph Hurst, 1905- .

Bowles, Chester, 1901- .

McCarthy, Eugene Joseph, 1916- .

Shipstead, Henrik, 1881-1960.

Youngdahl, Oscar Ferdinand, 1893-1946.

## Example—Encoded <controlaccess>

<controlaccess>

<head>Access Points</head>

<p>Note to Researchers: These headings represent access points under which the collection has been indexed in the Cupcake Corners Historical Society’s public access catalog. Using these search terms in the catalog may identify additional related materials in the Society’s Research Center.</p>

<controlaccess>

<head>Topics</head>

<subject encodinganalog="650"><part localtype="a">Agricultural wages</part></subject>

<subject encodinganalog="650">

<part localtype="a">Cooperative marketing of farm produce</part>

<part localtype="z">Minnesota</part>

</subject>

<subject encodinganalog="650"><part>Fruit trade</part></subject>

<subject encodinganalog="650" <part>Price regulation</part></subject>

</controlaccess>

<controlaccess>

<head>Document Types</head>

<genreform encodinganalog="655">

<part>Corporation records</part></genreform>

<genreform encodinganalog="655"><part>Stock certificates</part></genreform>

</controlaccess>

<controlaccess>

<head>Authors</head>

<persname encodinganalog="600">

<part localtype="a">Ball, Joseph Hurst</part>

<part localtype="d">1905- .</part></persname>

<persname encodinganalog="600">

<part>Bowles, Chester, 1901- .</part></persname>

<persname encodinganalog="600">

<part>McCarthy, Eugene Joseph, 1916- .</part></persname>

<persname encodinganalog="600">

<part>Shipstead, Henrik, 1881-1960.</part></persname>

<persname encodinganalog="600">

<part>Youngdahl, Oscar Ferdinand, 1893-1946.</part></persname>

</controlaccess>

</controlaccess>

Index Terms

This collection is indexed under the following headings in the catalog of the Cupcake Corners Historical Society. Researchers desiring materials about related topics, persons, or places should search the catalog using these headings.

Persons:

Gusdorf, Ima May

Hemingway, Ernest, 1899-1961

Posner, Ernst

Subjects:

Cataloging of archival materials

United States – History – World War, 1914-1918 – Personal narratives, American

Document Types:

Diaries

Novels

***Lesson 9: "Administrative" Information***

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Restrictions on Access**

<accessrestrict>

<head>Restrictions on Access</head>

<p>Dream diaries are available only with permission of the donor. Please consult the archivist for further information.</p>

</accessrestrict>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Restrictions on Use**

<userestrict>

<head>Copyright Notice:</head>

<p>Permission for publication is given on behalf of the Cupcake Corners Historical Society as the owner of the collection and is not intended to include or imply permission of the copyright holder, which must also be obtained by the researcher.</p>

</userestrict>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Acquisition Information**

<acqinfo encodinganalog="541">

<head>Acquisition Information</head>

<p>Acquired as a gift from Ima Gusdorf, December 17, 1952.</p>

</acqinfo>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Processing Information**

<processinfo encodinganalog="583">

<head>Processing Information</head>

<p>Collection processed and cataloged by B.W. Moos, January 1962.</p>

</processinfo>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Appraisal**

<appraisal>

<p>Case files were sampled before transfer.</p>

</appraisal>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Custodial History**

<custodhist>

<p>Following his death, Provenance’s papers were bequeathed to his brother, Harry, who attempted several times, unsuccessfully, to sell them to a private collector. Upon Harry’s death, the papers became the property of Provenance’s literary executrix and longtime companion, Ima Gusdorf, who donated them to the Freen University Center for the Study of the Giants of Archivy.</p>

</custodhist>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Alternate Form Available**

<altformavail>

<p>Diary available on microfilm.</p>

</altformavail>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Location of Originals**

<originalsloc>

<p>Photocopies only available. Originals still in custody of the donor.</p>

</originalsloc>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Preferred Citation**

<prefercite>

<p>Please cite as: John Berryman Papers, Upper Midwest Literary Archives, University of Minnesota Libraries</p>

</prefercite>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Accruals**

<accruals>

<p>Additional materials are deposited at the end of every fiscal year.</p>

</accruals>

<accruals>

<p>No additions to the Provenance Papers are anticipated.</p>

</accruals>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Physical Characteristics and Technical Requirements**

<phystech>

<p>3/4 inch Beta format</p>

</phystech>

<phystech>

<p>Many of the prints show fading and silvering.</p>

</phystech>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Related Material**

Material that did not come from the same creator.

<relatedmaterial>

<head>Related Records</head>

<p>The papers of Ima Gusdorf are located in the Freen University archives.</p> </relatedmaterial>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Separated Material**

Material that came from the same creator.

<separatedmaterial>

<p>Provenance's letters to Minnesota governor Orville Freeman from 1955 are at the Minnesota Historical Society.</p>

</separatedmaterial>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Other <archdesc> children**

<index>

<fileplan>

<bibliography>

<odd>

Related Records

The papers of Ima Gusdorf are located in the Freen University archives.

Restrictions on Access

Access to the correspondence between Provenance and Ernest Hemingway is restricted until 2025.

Acquisition Information

Acquired as a gift from Ima Gusdorf, December 17, 1952.

Processing Information

Collection processed and cataloged by B.W. Moos, January, 1962.

***Lesson 10: Description of Subordinate Components***

**Detailed Description of the Collection**

The following section contains a detailed listing of the materials in the collection.

**Correspondence, 1919-1955. 5 folders**

Incoming letters and copies of outgoing correspondence with family, business associates, and prominent archivists and writers. Letters are arranged alphabetically by the writer’s or recipient’s name.

**Box Folder**

1 1 A-F

2 Gusdorf, Ima, 1942-1955

**Box Folder**

2 1 H-P

2 Schellenberg, Theodore

**Box Folder**

3 1 T-Z

**Diaries, 1917-1918. 32 v. 4 folders**

Daily accounts of Provenance’s experiences during his military service in France during World War I, primarily documenting the daily activities of camp life, weather, military battles, and operations of the army medical service. Also contains detailed and graphic accounts of his work as an ambulance driver.

**Box Folder**

1917

3 2 January-March

Extensive information on the winter weather in France and the shortage of good wine and cigarettes.

Much of this material is very fragile. Researchers must use microfilm.

3 April-September

1918

4 January

5 February-June

Detailed Description of the Collection

The following section contains a detailed listing of the materials in the collection.

Correspondence 1919-1955 5 folders

Incoming letters and copies of outgoing correspondence with family, business associates, and prominent archivists and writers. Letters are arranged alphabetically by the writer’s or recipient’s name.

Box Folder

1 1 A-F

2 Gusdorf, Ima, 1942-1955

Box Folder

2 1 H-P

2 Schellenberg, Theodore

Box Folder

3 1 T-Z

Diaries 1917-1918 32 v. (4 folders)

Daily accounts of Provenance’s experiences during his military service in France during World War I, primarily documenting the daily activities of camp life, weather, military battles, and operations of the army medical service. Also contains detailed and graphic accounts of his work as an ambulance driver.

Box Folder

1917

3 2 January-March

Extensive information on the winter weather in France and the shortage of good wine and cigarettes.

Much of this material is very fragile. Researchers must use microfilm.

3 April-September

1918

4 January

5 February-June

***Lesson 11: Control***

**High Level Model**

<ead>

<control> describes the electronic finding aid

<archdesc> the description of the archival unit

</ead>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Record ID**

Attributes—  
 instanceurl

<recordid instanceurl="<http://drs.library.yale.edu:8083/fedora/get/beinecke:hayward/EAD>">

AddMS88938

</recordid>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Representation**

Attributes—  
 href

linkrole

<representation href="http://hdl.handle.net/10079/fa/beinecke.jonesss"  
linkrole=”text/html”>

HTML version of finding aid

</representation>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**File Description**

<filedesc>

<titlestmt>

<titleproper> <subtitle> <author> <sponsor>

<publicationstmt>

<publisher> <date>

</filedesc>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maintenance Status**

<maintenancestatus value="cancelled" "deleted" "deletedMerged" "deletedReplaced" "deletedSplit" "derived" "new" "revised">

</maintenancestatus>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maintenance Agency**

<maintenanceagency>

<agencyname>Minnesota Historical Society</agencyname>

</maintenanceagency>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Language Declaration**

<languagedeclaration>

<language langcode="eng">

<script scriptcode="Latn">

</languagedeclaration>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Convention Declaration**

<conventiondeclaration>

<citation>DACS</citation>

<descriptivenote>

</conventiondeclaration>

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Maintenance History**

<maintenancehistory>

<maintenanceevent>

<eventtype value="cancelled" "created" "deleted" "derived" "revised" "unknown" "updated">

<eventdatetime>

<agenttype value="human" "machine" "unknown">

<agent>

<descriptivenote>

</maintenancehistory>

**Example—encoded <control>**

<control>  
 <recordid>us-cchs-102</recordid>  
 <filedesc>  
 <titlestmt>  
 <titleproper>Willam Fonds Provenance </titleproper>  
 <subtitle>An inventory of his papers</subtitle>  
 <author>Finding aid created by Nancy Sahli.</author>  
 </titlestmt>  
 <publicationstmt>  
 <p>Cupcake Corners Historical Society</p>  
 </publicationstmt>  
 </filedesc>  
 <maintenancestatus value="revised"/>  
 <maintenanceagency>  
 <agencyname>Cupcake Corners Historical Society</agencyname>  
 </maintenanceagency>  
 <languagedeclaration>  
 <language langcode="eng"/>  
 <script scriptcode="Latn"/>  
 </languagedeclaration>  
 <conventiondeclaration>  
 <citation>DACS</citation>  
 </conventiondeclaration>  
 <maintenancehistory>  
 <maintenanceevent>  
 <eventtype value="created"/>   
 <eventdatetime>September 11, 2013</eventdatetime>  
 <agenttype value="human"/>   
 <agent>Michael and Kris</agent>  
 </maintenanceevent>  
 </maintenancehistory>  
 </control>

***Lesson 12: Implementing EAD***

**Which Elements Are Required?**

<ead>

<control>

<recordid>

<filedesc>

<titlestmt>

<titleproper>

<maintenancestatus value=" "> with attribute value from controlled list

<maintenanceagency>

<agencyname>

<maintenancehistory>

<maintenanceevent>

<eventtype value=" "> with attribute value from controlled list

<eventdatetime>

<agenttype value=" "> with attribute value from controlled list

<agent>

<archdesc level=" "> with attribute value from controlled list

<did> plus at least one <did> child

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Programmatic Issues**

Institutional mission and goals

Resources

Staffing, training, and workflow

Converting existing finding aids

* Rekey text
* Cut and paste into an editor
* Outsource markup

IT department?

Evaluate and standardize current practices

EAD only?

MARC21? (if so, you can use MARCEdit to convert)

Cooperative ventures/consortia

***Creating Stylesheets***

**What the Archivist Needs To Do**

1. Review current finding aids

* Data content
* Order of information
* Layout of text

1. Determine new presentation

* Table of contents
* Text display
* Order of data

1. Create encoding that supports the desired output

* Heads and labels
* Hyperlinks

1. Apply encoding consistently

* Encoding protocol
* Templates

**What Stylesheet Authors and Editors Need To Know**

1. EAD structure, especially hierarchies, as locally applied.

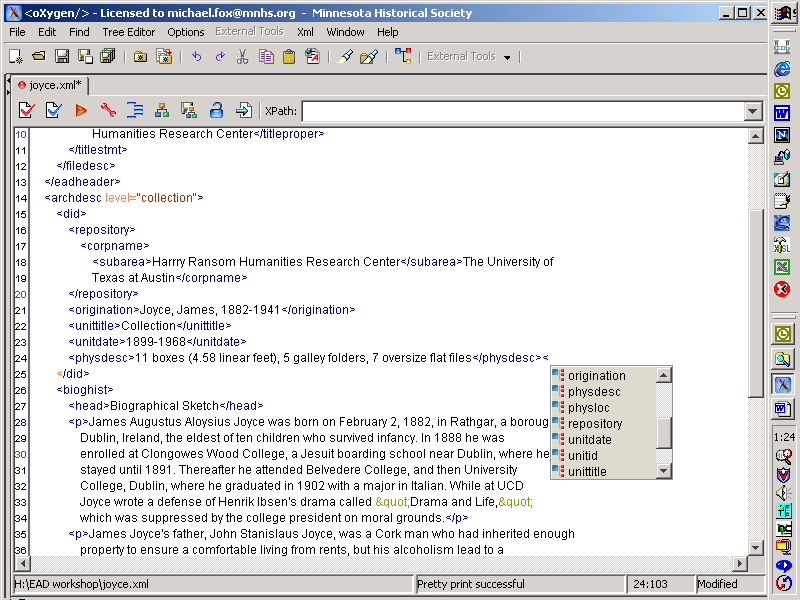
* XML tree structures in EAD
* Context of elements

2. Basic HTML, sufficient to produce desired output

3. XSLT programming language

***Software***

**oXygen XML Editor**

****

**Produces:** XML instances

**Platforms:** Windows, Solaris, Linux, Mac OS X

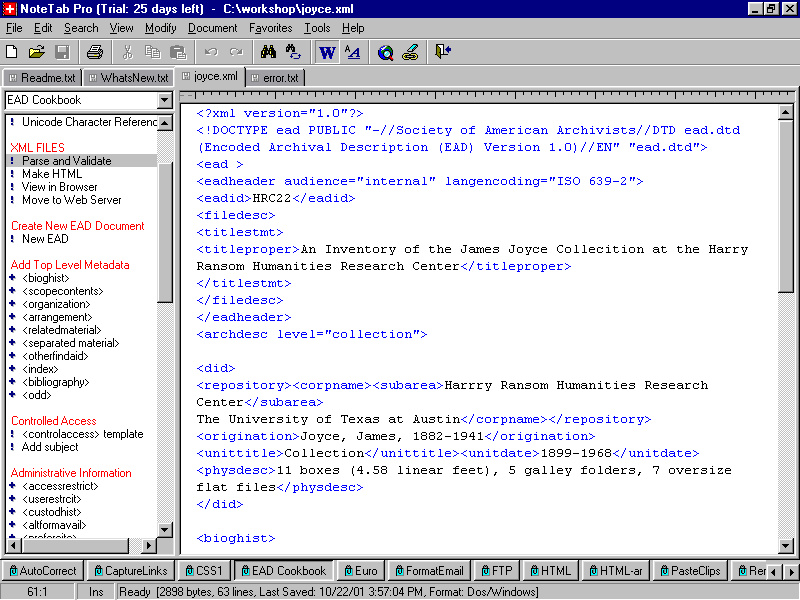
**Features:** A cross-platform XML editor that is also capable of creating XSLT stylesheets and many other XML-related functions. Features context sensitive editing using either DTDs or schemas. XSLT and FO transformations facilitated.

**Price:** $832 (Professional), $1155 (Enterprise), $119 (Academic), $240 (Personal) [Including one year of support].

**Available From:**

Available only via download from the web at:

www.oxygenxml.com

**NoteTab**

**Produces:** XML instances

**Platforms:** Windows

**Features:** Sophisticated Windows text editor. Customizations of NoteTab that support the EAD 2002 encoding protocol found in the EAD Cookbook are available from the SAA EAD Roundtable’s GitHub site (<http://saa-ead-roundtable.github.io/#cookbook>). These include templates and macros for faster data entry. The software also has links to external parsers and XSLT transformation software. Available only via download from the web.

**Price:** NoteTab Light--free; NoteTab 7--$39.95

**Available From:**

Fookes Software

Av Eugene-Pittard 22 Ter

CH- 1206 Geneva

Switzerland

http://www.notetab.com/

**Presentation Through Transformation (Stylesheets)**

* EAD focuses on structural content, not presentation
* Web and print presentations are created through transformation with stylesheets
* Stylesheets are separate computer files written in XML syntax
* Based on the Extensible Stylesheet Language (XSL) programming language
* Transform XML content to HTML for the web or to PDF or RTF for print
* Can supply default text and images at the time of transformation
* Specify how the data appear  
   Text format: font, size, color, weight  
   Text layout: tabs, indents, line spacing, line breaks, tables

**Example 1**

## Harry Ransom Humanities Research Center

## University of Texas at Austin

## Joyce, James, 1882-1941

## James Joyce Collection, 1899-1968

## 11 boxes (4.58 linear feet), 5 galley folders, 7 oversize flat files

**Example 2**

**Repository:**

Harry Ransom Humanities Research Center, University of Texas at Austin

**Creator:**

Joyce, James, 1882-1941

**Title:**

James Joyce Collection

**Dates:**

1899-1968

**Quantity:**

11 boxes (4.58 linear feet), 5 galley folders, 7 oversize flat files

**Transformations**

**XML**

**Document**

**Stylesheet**

**XSLT**

**Processor**

**PDF**

**Document**

**Saxon**

**Xalan**

**MSXSL**

**Browsers**

**OS**

**EAD**

**XSLT**

**XML**

**Document**

**HTML Document**

**Resources**

EAD3 Version 1.0 Release (GitHub)

<https://github.com/SAA-SDT/EAD3/releases/tag/v1.0.0>

Official EAD Web site

http://www.loc.gov/ead/

SAA EAD Roundtable Help Pages—

<http://www.archivists.org/saagroups/ead/>

*plus*

EAD Cookbook (for EAD Version 2002)

* templates in <oXygen/>, NoteTab, and XMetaL
* stylesheets
* encoding protocol

EAD listserv  
 ead@loc.gov   
 listserv@loc.gov (sub ead your name)

Michael Rush

[michael.rush@yale.edu](mailto:michael.rush@yale.edu)

Kelcy Shepherd

[kshepherd@amherst.edu](mailto:kshepherd@amherst.edu)