Procedures for Creating/Publishing EAD/MARC records
using the Archivists' Toolkit

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[Revised by E. Milenkiewicz, 7/16/2015]

Introduction

The **Archivists' Toolkit (AT)** is the first open source archival data management system to provide broad, integrated support for the management of archives. It is intended for a wide range of archival repositories. The main goals of the AT are to support archival processing and production of access instruments, promote data standardization, promote efficiency, and lower training costs. Currently, the application supports accessioning and describing archival materials; establishing names and subjects associated with archival materials, including the names of donors; managing locations for the materials; and exporting EAD finding aids, MARCXML records, and METS, MODS and Dublin Core records.

The **<oXygen/> XML Editor** has a large number of users ranging from beginners to XML experts. It is the only XML tool that supports all the XML schema languages. The XSLT and XQuery support is enhanced with powerful debuggers and performance profilers. You can use <oXygen/> XML Editor to work with all XML-based technologies including XML databases, XProc pipelines and web services.

The **Online Archive of California (OAC)** provides free public access to detailed descriptions of primary resource collections maintained by more than 150 contributing institutions including libraries, special collections, archives, historical societies, and museums throughout California and collections maintained by the 10 University of California (UC) campuses.

The following procedures regarding AT, <oXygen/>, and OAC are covered:

➢ Create basic electronic records for archival collections in AT

➢ Create detailed electronic records for archival collections that include series, folder, and item level descriptions in AT

➢ Link container information to individual folders/items within an archival collection in AT

➢ Add subject headings to AT (topical terms, genres/forms, and geographic names)

➢ Add names to AT (person, corporate body, and family)

➢ Compile reports for archival collections in AT

➢ Create PDF finding aids for archival collections in AT

➢ Export EAD files from AT

➢ Modify EAD files using

➢ Upload EAD files to OAC

➢ Export MARC XML records from AT

Chapter 1: AT Resources Module (Collection Level)

1. Double-click *Resources* on the left-hand side.
2. All archival collections currently within AT will display.
3. Click *New Record* located on the top toolbar.
4. **Basic Description tab:**
   a. *Level:* select *collection* from the drop-down menu.
   b. *Title:* enter the DACS formulated title
   c. *Date Expression:* enter inclusive years and include undated if necessary *(Ex., 1977-1999 or 1995-2005, undated).*
   d. *Inclusive Dates:* enter inclusive dates in the following format 'yyyy'.
   e. *Bulk Dates:* enter bulk dates in the following format 'yyyy'.
   f. *Language Code:* select appropriate *language* from the drop-down menu *(Note: This will be English a majority of the time).*
   g. *Collection Number:* enter the assigned collection designation (*Ex., ms, ua, wrca*) in the first box on the left and enter the collection number (*Ex., 350, 282*) in the second box from the left
   h. *Extent Number:* select *linear feet* from the drop-down menu and enter value.
   i. **Container Summary:** enter number/description of physical container(s) and place in parentheses *(Ex., 2 document boxes, 3 record storage boxes).*
5. **Names & Subjects tab:**
   Note: Names and Subjects from controlled vocabularies (LCNAF, LCSH, and AAT) must first be created in the "Names" and "Subjects" modules.
   a. *Names:* click *Add Name Link*, select the desired name from list, select a *function* from the drop-down menu, click *link*, and click *Close Window*.
   b. *Subjects:* click *Add Subject Link*, select the desired subject from list, click *link*, and click *Close Window*.
6. **Notes Etc. & Deaccessions tab:**

a. Access the *Add note etc.* drop-down menu and click the note that you would like to add.

b. The following notes are mandatory and must appear in this order (notes can be moved by clicking and dragging to the desired location):

    1. Abstract
    2. Languages
    3. Access
    4. Publication Rights
    5. Preferred Citation
    6. Acquisition Information
    7. Processing History
    8. Biography
    9. Scope and Content Summary
    10. Arrangement

c. ***Abstract:*** add text under *Note Content* and click *OK* to save.

d. ***Languages:*** modify default text (if necessary) under *Note Content.*

e. ***Access:*** modify default text (if necessary) under *Note Content* and click *OK* to save.

f. ***Publication Rights:*** modify default text (if necessary) under *Note Content* and click *OK* to save.

g. ***Preferred Citation:*** modify default text under *Note Content* and click *OK* to save.

h. ***Acquisition Information:*** modify default text under *Note Content* and click *OK* to save.

i. ***Processing History:*** modify default text under *Note Content* and click *OK* to save.

j. ***Biography:***

k. ***Scope and Content Summary:*** modify default title to include "Collection" before "Scope and Content Summary", add text under *Note Content*, and click *OK* to save.

l. ***Collection Arrangement (multi-part note):***

      i. click *Multi-part* at the top of the left-hand side

     ii. click *Add part…*

   iii. select *List: ordered*

   iv. click *add item*

    v. enter text in *Item Value*

   vi. click *OK*

  vii. click *OK* again (add additional items as needed)

 viii. Click *Add part…*

   ix. select *Text*

    x. add text under *Note Content*

   xi. click *OK*

  xii. click *OK* again to save.

7. **Finding Aid Data tab:**

    a. ***Ead Fa Unique Identifier:*** add collection number followed by ".xml". (Ex., 123.xml).

    b. ***Finding Aid Title:*** enter "Guide to the" followed by the DACS formulated title *(Ex., Guide to the Isaac C. Pugh Papers).*

    c. ***Finding Aid Filing Title:*** Enter the DACS formulated filing tile *(Ex., Pugh (Isaac C.) papers).*

    d. ***Finding Aid Date:*** enter a 4-digit year *(Ex., 2008).*

    e. ***Author:*** enter "Processed by" followed by your name.

    f. ***Language of Finding Aid:*** enter "Description is in English."

    g. ***Finding Aid Status:*** select appropriate status from the drop-down menu.

Chapter 2: AT Resources Module (Series Level)

1. **Adding Series level information:**
   a. Click the collection title in the left-hand side column so that it is highlighted.
   b. Click the *Add Child* button located on the bottom left-hand side.

2. **Basic Description tab:**
   a. *Level:* select *series* from drop-down menu.
   b. *Title:* enter the DACS formulated series title.
   c. *Date Expression:* enter the date span covered in this series and include undated if necessary. Use only 4-digit years, do not include months/days. *(Ex., 1977-1999 or 1995-2005, undated).*
   d. *Component Unique Identifier:* enter the series number *(Ex., Series 1).*

3. **Notes Etc. tab:**
   a. Use the *Add note etc.* drop-down menu to add notes.
   b. *Scope and Content Summary:* modify default title to include "Series" before "Scope and Content Summary", add text under *Note Content*, and click *OK* to save.
   c. *Arrangement Note:* add a note to describe the arrangement of the series *(Ex., The contents of this series are arranged alphabetically).*

4. To add additional series' click the *Add Sibling* button on the bottom left-hand side while the current series is highlighted.

Chapter 3: AT Resources Module (File Level)

1. **Adding File/Item level information:**
   c. Click the series title in the left-hand side column so that it is highlighted.
   d. Click the *Add Child* button located on the bottom left-hand side.

2. **Basic Description tab:**
   a. *Level:* select *file* if description is at the folder level or *item* if description is at the item level from drop-down menu.
   b. *Title:* enter a description of the folder/item using DACS.
   c. *Date Expression:* enter the date span covered by this material and include undated if necessary. Use only 4-digit years, do not include months/days. *(Ex., 1977-1999 or 1995-2005, undated).*
   d. *Instances:* click *Add Instance* button, select the format type of the material that you are describing (if items within a folder are mixed formats select mixed materials), select box from *Container1Type* drop-down menu, enter box number in *Container1 Numeric Indicator*, select folder from *Container2Type* drop-down menu, enter folder number in *Container2 Numeric Indicator*, click *OK* to save.

3. To add additional folders/items click the *Add Sibling* button on the bottom left-hand side while the current folder/item is highlighted.

Chapter 4: AT Subjects Module

Note: These terms are based on the following controlled vocabularies, LCSH and AAT. Please consult the Archivist regarding the proper use of controlled vocabulary terms.

1. Double-click *Subjects* on the left-hand side.
2. All subject headings currently within AT will display.
3. Click *New Record* located on the top toolbar.
4. **Subject Term:**
   a. Enter the subject heading that you would like added to the list.
5. **Subject Term Type:**
   a. Select the appropriate value from the drop-down menu.
      i. Topical terms are 650
      ii. Genres/Forms are 655
      iii. Geographic names are 651
6. **Subject Source:**
   a. Select the appropriate value from the drop-down menu; Library of Congress Subject Headings, Art & Architecture Thesaurus, or Local.
7. Click *OK* to save.

Chapter 5: AT Names Module

Note: These terms are based on the following controlled vocabulary, LCNAF. Please consult the Archivist regarding the proper use of controlled vocabulary terms.

1. Double-click *Names* on the left-hand side.
2. All names currently within AT will display.
3. Click *New Record* located on the top toolbar.
4. Select appropriate value from the drop-down menu: person ,corporate body, or family.
5. **Person:**
    e. Enter the *Personal Primary Name* (lastname) and *Personal Rest of Name* (firstname and middle initial)
    f. Select a *LCNAF* from *Name Source* if name was taken from the LCNAF, and click *OK* to save.
    g. Select *AACR2* from *Name Rule* if name was not in the LCNAF and had to be constructed according to AACR2 rules, and click *OK* to save.
6. **Corporate:**
    a. Enter the *Corporate Primary Name*
    b. Select a *LCNAF* from *Name Source* if name was taken from the LCNAF, and click *OK* to save.
    c. Select *AACR2* from *Name Rule* if name was not in the LCNAF and had to be constructed according to AACR2 rules, and click *OK* to save.
7. **Family:**
    a. Enter the *Family Name*
    b. Select a *LCNAF* from *Name Source* if name was taken from the LCNAF, and click *OK* to save.
    c. Select *AACR2* from *Name Rule* if name was not in the LCNAF and had to be constructed according to AACR2 rules, and click *OK* to save.

Chapter 6: AT Resources Reports

1. Double-click *Resources* on the left-hand side.

2. All archival collections currently within AT will display.

3. Double-click the title of a collection to enter its *Resources* record.

4. Click the *Reports* tab at the bottom of the window.

5. Select a report type from the *Select Report* drop-down menu.

6. Select an output format from the *Select Output* drop-down menu.

7. Click the *Save* button on the bottom right-hand side.

Chapter 7: AT Generated PDF Finding Aids

1. Double-click *Resources* on the left-hand side.

2. All archival collections currently within AT will display.

3. Double-click the title of a collection to enter its *Resources* record.

4. Click the *Reports* button at the bottom of the window.

5. Select a *Finding Aid* from the *Select Report* drop-down menu.

6. Select *PDF File* from the *Select Output* drop-down menu.

7. Click the *Save* button on the bottom right-hand side.

8. Name the PDF and select a location to save the file.

Chapter 8: AT Generated EAD File

1. Double-click *Resources* on the left-hand side.

2. All archival collections currently within AT will display.

3. Double-click the title of a collection to enter its *Resources* record.

4. Click the *Export EAD* button at the bottom of the window.

5. Click the "Number component levels" checkbox located on the right-hand side of the *Save* window.

6. Name the EAD file using the 3-digit collection number *(Ex. 180)* in the "File Name" text box

7. Select a location to save the file.

8. Click the *Save* button on the bottom right-hand side of the *Save* window.

9. Modify the EAD file using the steps outlined in Chapter 9 before inclusion into OAC.

Chapter 9: Modify EAD file using <oXygen/>

EAD Finding Aids:

1. Open the EAD file in **<oXygen/>**

2. Remove *<num>* tag in *<titleproper>*

3. Add *<lb />* at the end of text in *<author>*

4. Replace the included *<publicationstmt>* with:

<publicationstmt>

<publisher>Special Collections & University Archives</publisher>

<address>

<addressline>The UCR Library</addressline>

<addressline>P.O. Box 5900</addressline>

<addressline>University of California</addressline>

<addressline>Riverside, California 92517-5900</addressline>

<addressline>Phone: 951-827-3233</addressline>

<addressline>Fax: 951-827-4673</addressline>

<addressline>Email: specialcollections@ucr.edu</addressline>

<addressline>URL: http://library.ucr.edu/view/collections/spcol</addressline>

</address>

<date>©2014</date>

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</publicationstmt>

5. Replace the included *<langusage>* in *<profiledesc>* with:

   <langusage>Description is in<language langcode="eng"

   scriptcode="Latn">English.</language></langusage>

6. Add *<head>Descriptive Summary</head>* in *<archdesc>* beneath *<did>*

7. Replace the included *<unittitle>* with:

   <unittitle label="Title">

8. Move *<unitdate>* for Inclusive and Bulk dates beneath *<unittitle>*. Remove "Bulk,"

   from inside the Bulk *<unitdate>* and move Inclusive above Bulk dates

9. Replace the included *<unitid>* with:

   <unitid label="Collection Number" repositorycode="US-CURIV"

   countrycode="US"></unitid>

10. Capitalize the label "Creator" in *<origination>* and move beneath *</unitid>*

11. Replace the included *<physdesc>* with:

    <physdesc label="Extent"> and move beneath *<origination>*

12. Put a space after "linear feet" and make sure the container description is in

    parentheses

13. Replace the included *<repository>* with:

    <repository label="Repository"><corpname source="lcnaf">Rivera Library.

    Special Collections Department.</corpname><address><addressline>Riverside,

    CA 92517-5900</addressline></address></repository>

14. Remove the first *<langmaterial>*

15. Replace the second *<langmaterial>* under the ** with:

<langmaterial label="Languages">The collection is in <language

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

16. Make sure tags are ordered as follows:

    <unittitle>

    <unitdate>

    <unitid>

    <origination>

    <physdesc>

    <repository>

    <abstract>

    <langmaterial>

17. Add a colon and space after the chronology year in *<chronlist>* (if needed)

18. Add *<head>Chronology</head>* beneath *<chronlist>* (if needed)

19. Replace the included *<list>* in *<arrangement>* with:

    <list type="simple">

20. Structure *<controlaccess>* as follows:

    <controlaccess>

    <head>Indexing Terms</head>

    <p>The following terms have been used to index the description of this collection

    in the library's online public access catalog.</p>

    <controlaccess>

    <head>Subjects</head>

    <persname></persname>

</controlaccess>

<controlaccess>

<head>Genres and Forms of Materials</head>

<genreform></genreform>

</controlaccess>

</controlaccess>

21. Alphabetize the items found in *Subjects* and *Genres and Forms of Materials* (if needed)

22. Replace the included *<dsc>* with:

    <dsc type="combined">

23. Add *<head>Collection Contents</head>* beneath *<dsc>*

24. At the series/sub-series levels re-order tags as follows and add a period at the end of text in each tag (if needed):

    <unitid>

    <unittitle>

    <unitdate>

25. Some commonly used characters added in AT such as single/double quotes/etc will result in error codes once the EAD file is tested in OAC. These characters will need to be replaced in an XML Editor for the file to be validated by OAC.

EAD Collection Level Records:

1. Update information to *<eadheader findaidstatus="collection-level"*

2. Remove *<num>* tag in *<titleproper>*

3. Replace the included *<publicationstmt>* with:
    <publicationstmt>

    <publisher>Special Collections & University Archives</publisher>

    <address>

    <addressline>The UCR Library</addressline>

    <addressline>P.O. Box 5900</addressline>

    <addressline>University of California</addressline>

    <addressline>Riverside, California 92517-5900</addressline>

    <addressline>Phone: 951-827-3233</addressline>

    <addressline>Fax: 951-827-4673</addressline>

    <addressline>Email: specialcollections @ucr.edu</addressline>

    <addressline>URL: http://library.ucr.edu/view/collections/spcol</addressline>

    </address>

    <date>©2014</date>

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    </publicationstmt>

4. Add *<head>Descriptive Summary</head>* in *<archdesc>* beneath *<did>*

5. Replace the included *<unitid>* with:

<unitid label="Collection Number" repositorycode="US-CURIV"

countrycode="US"></unitid>

6. Replace the included *<repository>* with:

   <repository label="Repository"><corpname source="lcnaf">Rivera Library.

   Special Collections Department.</corpname><address><addressline>Riverside,

   CA 92517-5900</addressline></address></repository>

7. Remove <langmaterial><language langcode="eng"/></langmaterial>

8. Replace the included *<physdesc>* with:*<physdesc label="Extent">*

9. Add space after linear feet in *<extent>*

10. Capitalize the label "Creator" in *<origination>*

11. For collections with existing Additional Collection Guides that are in PDF, not in EAD, place the following under "collection scope/content summary":

```
<odd id="ref9">
    <head>Additional collection guides</head>
    <list type="simple">
    <item><extref ns2:actuate="onLoad" ns2:show="new" ns2:title=" title"
ns2:href="url">title (guide format)</extref></item>
    </list>
    </odd>
```

Chapter 10: Upload EAD file to OAC

Visit the California Digital Library/Online Archive of California website for current instructions on how to submit EAD finding aids:

CDL, http://www.cdlib.org/

OAC, http://www.oac.cdlib.org/

For OAC Contributing Members, http://www.cdlib.org/services/dsc/contribute/

Submitting EAD files, http://www.cdlib.org/services/dsc/contribute/submitead.html

Note: Preview/validate all EAD files in the Testing Interface before moving into the Production Interface. Once EAD files are in the Production Interface they will be queued for online publication.

Chapter 11: AT Generated MARC XML file

1. Double-click *Resources* on the left-hand side.

2. All archival collections currently within AT will display.

3. Double-click the title of a collection to enter its *Resources* record.

4. Click the *Export MARC* button at the bottom of the window.

5. Name the MARC file using the 3-digit collection number followed by "_MARC" *(Ex. 180_MARC)* in the "File Name" text box

6. Select a location to save the file.

7. Click the *Save* button on the bottom right-hand side of the *Save* window.

8. Forward the MARC XML file onto the *Metadata/Technical Services* department for inclusion into the Library OPAC.

Acronyms List & Glossary of Terms[1]

- AACR2 = Anglo-American Cataloguing Rules, Second Edition

  - A standard for creating catalogs of collections, especially library collections, including the consistent description of those materials and the formation and assignment of access points under which those descriptions are arranged.

- AAT = Art and Architecture Thesaurus

  - A controlled vocabulary that includes terms useful for describing and indexing collections of fine art, architecture, decorative arts, archival materials, and material culture.

- DACS = Describing Archives: A Content Standard

  - A standard for creating access tools for all forms of archival materials, including their archival creators and the forms of creator names.

- EAD = Encoded Archival Description

  - A standard used to mark up (encode) finding aids that reflects the hierarchical nature of archival collections and that provides a structure for describing the whole of a collection, as well as its components.

- LCNAF = Library of Congress Name Authority File

  - A compilation of authority records that describe the preferred forms of names used as headings in a catalog, along with cross-references from variant forms of the name.

- LCSH = Library of Congress Subject Heading

  - A controlled vocabulary typically used to provide topical access points for catalog records.

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[1] Retrieved from *A Glossary of Archival and Records Terminology* by Richard Pearce-Moses