Introduction to the Encoded Archival Description (EAD)

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Introduction to the
Encoded Archival Description (EAD)

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TS-EAS

- Technical Subcommittee on Encoded Archival Standards at the Society of American Archivists (SAA)
- Background and work covered in this presentation:

We take care of the formats you use to manage and share archival information

We need your comments, suggestions and bug reports

Your input drives our work forward
Where you can find more

Websites and general information

TS EAS
https://www2.archivists.org/groups/technical-subcommittee-on-encoded-archival-standards-ts-eas

TS-EAS on GitHub
https://github.com/SAA-SDT

EAD publication
http://www.loc.gov/ead/index.html

EAC publication
https://eac.staatsbibliothek-berlin.de/
How you can get in contact

Mailing list and reporting options

Our mailing list
EAD@LISTSERV.LOC.GOV

Reporting an issue via GitHub
https://github.com/SAA-SDT

Reporting an issue via SAA
https://www2.archivists.org/standards/TS-EAS-report-an-issue
How TS-EAS works

Membership and teams

Membership

50/50 SAA members and international member
International includes mostly Europe, but also South America, Africa, Asia, and Oceania

Teams

Teams for EAD, EAC-CPF, EAC-F
Schema team
Outreach team
Standards revision

Minor revisions

Annual rolling revision cycle for minor releases
(see more on GitHub: https://github.com/SAA-SDT/TS-EAS-subteam-notes/blob/master/rolling-revision-cycle.md)
Evaluate standards for potential major revision every five years following guidelines by SAA’s Standards Committee (see more: https://www2.archivists.org/governance/handbook/section7/groups/Standards/Development-and-Review )
Standardisation of archival description
A little detour: Interoperability

"Interoperability is the ability of organisations to interact towards mutually beneficial goals, involving the sharing of information and knowledge between these organisations, through the business processes they support, by means of the exchange of data between their ICT systems."

The EIF aims at any kind of public services provided on national and EU levels, amongst public bodies, between public bodies and businesses, between public bodies and citizens. See for more details: https://joinup.ec.europa.eu/collection/nifo-national-interoperability-framework-observatory/european-interoperability-framework-detail
Why talk about interoperability?

- Two or more systems communicate with each other
  - They use common data formats, e.g. XML (eXtensible Markup Language)
  - They use common communication protocols, e.g. SQL (Structured Query Language) or OAI-PMH (Open Archives Initiative Protocol for Metadata Harvesting)

Does this mean they always and in all aspects understand each other?
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Does this mean they always and in all aspects understand each other?

To a certain extent...
Why talk about interoperability?

- Two or more systems exchange data based on:
  - An agreed understanding of each other’s organisational context
    - This can include organisational processes, workflows, and guidelines, but can also extend to an organisation’s structure, responsibility and e.g. legal context
  - An agreed shared objective or goal, e.g. enabling access to archival descriptions for a broad public audience
  - An agreed application of principles such as openness (open data, open source development, open specifications and standards), reusability (of data, information and IT solutions), data portability (ease of export and import) etc.

Does this mean they have to do exactly the same thing(s)?
Why talk about interoperability?

- Two or more systems exchange data based on:
  - An agreed **understanding** of each other’s organisational **context**
  - An agreed **shared objective or goal**
  - An agreed application of principles such as **openness**, **reusability**, data **portability** etc.

Does this mean they have to do exactly the same thing(s)?

Not in each and every detail...
Standards enable and support interoperability
The International Council on Archives (ICA)

- International expert groups since the 1990s
- Four related, but independent standards:
  - General International Standard Archival Description - ISAD(G)
  - International Standard Archival Authority Record for Corporate bodies, Persons and Families - ISAAR(CPF)
  - International Standard for Describing Functions - ISDF
  - International Standard for Describing of Institutions with Archival Holdings - ISDIAH
Technical Subcommittee on Encoded Archival Standards

ISAD(G)

ISAAR(CPF)

ISDF

ISDIAH

Record

Person

Family

Function

Organisation
Purpose of the ICA description standards

● General guidance for preparing
  ○ Archival descriptions
  ○ Archival authority records
  ○ Descriptions of functions
  ○ Description of holders of archives
● In conjunction with (existing) national standards
● As basis for (new) national standards

I.e. supporting **consistency** of archival descriptions and enabling ease of **retrieval** based on different aspects of archival description
Extended objective → Interoperability

- **Enabling the exchange of archival descriptions**
  - For internal purposes, e.g. from the archival description system to a digital preservation system
  - For external purposes, e.g. for the publication of archival finding aids or the creation of a web-based archival catalogue

- **Enabling the sharing of archival descriptions**
  - Across different departments of one organisation
  - Via an aggregation service for archival descriptions
  - Via a cross-domain aggregation service
For reference

The current versions

- **ISAD(G)**, 2nd edition, 2000
- **ISAAR(CPF)**, 2nd edition, 2004
For completeness

- Records in Contexts integrates and replaces the four ICA description standards
- Version 1.0 of the Conceptual Model and the Ontology published at the end of 2023
Descriptive standards day-to-day
A reminder: ISAD(G) structure

- Seven areas of descriptive information
  - Identity statement
  - Context
  - Content and structure
  - Condition of access and use
  - Allied materials
  - Note(s)
  - Description control
A reminder: ISAD(G) essentials

- Only information in the identity statement area is labelled **essential**
  - Reference code
  - Title
  - Date(s)
  - Level of description
  - Extent

- This set of essential information is completed by one element of the context area
  - Name of creator(s)
A reminder: ISAD(G) principles

- Multilevel description
  - Description from the general to the specific
    - Representing the context and the hierarchical structure of the fonds/collection and its parts
  - Information relevant to the level of description
    - Only providing such information as is appropriate to the level being described
  - Linking of descriptions
    - Making explicit the position of the unit of description in the hierarchy
  - Non-repetition of information
    - Avoiding redundancy in hierarchically related archival descriptions
AtoM example
Excel spreadsheet example

(based on https://github.com/fordmadox/Excel-to-DSC/tree/master by Mark Custer)
Encoded Archival Standards
The Society of American Archivists (SAA)

- Standards Committee
- Technical Subcommittees
  - On Encoded Archival Description (superseded)
  - On Encoded Archival Context (superseded)
  - On Encoded Archival Standards (since 2016)
- International experts groups despite being US-American based
Encoded Archival Standards

- Representations of ICA’s description standards in machine-readable format
- Three related, but independent standards:
  - Encoded Archival Description - EAD
  - Encoded Archival Context - Corporate bodies, Persons and Families - EAC-CPF
  - Encoded Archival Guide - EAG
  - *Encoded Archival Context - Functions - EAC-F - draft to be published in 2024*
Purpose of the Encoded Archival Standards

- **Consistent** and **structured** way to encode archival descriptions
- Enabling the **sharing** and **discoverability** of machine-readable information across systems
- Providing the building blocks for **collaborative, collective resources**
  - Enhancing access to archival resources
  - Decreasing duplication of effort
- Enabling the **aggregation** of metadata at local, regional, national and international levels
- Enabling the sharing of **expertise and tool development**
For reference

● **EAD**
  ○ [Official website](#) hosted by Library of Congress
  ○ Current development and technical information on [GitHub](#)
  ○ Two current versions: EAD3 and predecessor EAD 2002
  ○ Major revision ongoing: call for comments on draft for EAD 4.0 published on 19 April 2024

● **EAC-CPF**
  ○ [Official website](#) hosted by Staatsbibliothek zu Berlin
  ○ Current development and technical information on [GitHub](#)
  ○ Latest version: EAC-CPF 2.0
Any questions so far?
A few words on XML
eXtensible Markup Language

- Consists of elements (<...>) and attributes (@)
- Elements hold the actual content
  - Indicated by pointy brackets
  - Have an opening tag <name>
  - And a closing tag </name>
- Attributes provide an option to identify, specify, type, or normalise
  - Included in the opening tag of an element
  - Indicated by the equal sign and quotation marks

<date normal="2024-05-21">21st of May 2024</date>
eXtensible Markup Language

- Parents and children in a hierarchical structure
  ```xml
  <parentElement>
    <childElement1>Child 1</childElement1>
    <childElement2>Child 2</childElement2>
  </parentElement>
  ```

- In-line tagging or mixed content
  ```xml
  <parentElement>This is an example with a
    <childElement attribute="URL">link</childElement>
    included in a longer piece of text
  </parentElement>
  ```
eXtensible Markup Language

- Defining parts of an XML standard
  - **XML schema** defines how elements and attributes can or have to be used
  - **Data type** defines what an element/attribute can contain, e.g. free text, numbers, predefined text, normalised values, etc.
  - **Namespace** defines the “homespace” for elements and attributes in the schema
The XML family

- Modular group of techniques that can be used together
  - XML document: data *.xml
  - XML structure: schema *.xsd (also: DTD, Relax NG, Schematron)
  - XML namespaces: ns:namespace
  - XML stylesheet: transformation *.xsl (also: XSL-FO, CSS)
  - XML base: definition of URIs
  - XML selection: XQuery
  - XML look-up: XPath
  - XML connection: XPointer, XLink, XInclude
The background of developing the Encoded Archival Description (EAD)
EAD and ISAD(G)

- EAD is closely aligned to the principles and practices of archival description reflected in ISAD(G)
  - Description from the general to the specific
    - Requires description of highest hierarchical level
    - Provides optional extension with descriptions of lower hierarchical levels
  - Information relevant to level of description
    - Allows for the same elements on all hierarchical levels
  - Linking of descriptions
    - Makes use of the XML hierarchy to represent the intellectual hierarchy
  - Non-repetition of information
## Crosswalk from ISAD(G) to EAD (here: EAD3)

<table>
<thead>
<tr>
<th>ISAD(G)</th>
<th>EAD</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>3.1.1 Reference code(s)</strong></td>
<td><code>&lt;agencycode&gt;</code> and <code>&lt;recordid&gt;</code> within <code>&lt;control&gt;</code>; <code>&lt;unitid&gt;</code> with @countrycode and @repositorycode</td>
</tr>
<tr>
<td><strong>3.1.2 Title</strong></td>
<td><code>&lt;unittitle&gt;</code></td>
</tr>
<tr>
<td><strong>3.1.3 Dates</strong></td>
<td><code>&lt;unitdate&gt;</code>, <code>&lt;unitdatestructured&gt;</code></td>
</tr>
<tr>
<td><strong>3.1.4 Level of description</strong></td>
<td><code>&lt;archdesc&gt;</code> and <code>&lt;c&gt;@level</code></td>
</tr>
<tr>
<td><strong>3.1.5 Extent and medium of the unit</strong></td>
<td><code>&lt;physdesc&gt;</code>, <code>&lt;physdescstructured&gt;</code></td>
</tr>
<tr>
<td><strong>3.2.1 Name of creator</strong></td>
<td><code>&lt;origination&gt;</code></td>
</tr>
<tr>
<td><strong>3.2.2 Administrative/Biographical history</strong></td>
<td><code>&lt;bioghist&gt;</code></td>
</tr>
<tr>
<td><strong>3.2.3 Archival history</strong></td>
<td><code>&lt;custodhist&gt;</code></td>
</tr>
<tr>
<td><strong>3.2.4 Immediate source of acquisition</strong></td>
<td><code>&lt;acqinfo&gt;</code></td>
</tr>
</tbody>
</table>

[https://www.loc.gov/ead/EAD3taglib/EAD3-TL-eng.html#appendix-AppendixAEADCrosswalks](https://www.loc.gov/ead/EAD3taglib/EAD3-TL-eng.html#appendix-AppendixAEADCrosswalks)
The history of EAD

- **1990s**: First version of EAD is developed
- **1998**: EAD is adopted officially as a standard by SAA
- **2002**: A revised version, EAD 2002, is released
  - Addresses international comments
  - Reduces some overstructure
- **2015**: A major revision results in the release of EAD3
  - Aims at greater conceptual and semantic consistency in the use of EAD
  - Explores mechanisms to more seamlessly and effectively connect with, exchange, or incorporate data maintained according to other protocols
  - Improves functionality for international and multilingual usage
The general structure of EAD
<ead>

<control>

<archdesc>
<ead>

The root element

- Identifies the XML document as an EAD XML document
- Includes the namespace declaration, e.g. to distinguish between an EAD XML document following EAD 2002 and an EAD XML document following EAD3
- Includes information about the location of the schema against which the EAD XML document validates, i.e. the technical specification

If you export EAD from a collection management system, all of this information is usually predefined in the system settings already.
If you create EAD in an XML editor, the software usually includes an option to associated the EAD XML document with a schema, which will create all this information automatically.
If you use EAD as the result of a transformation e.g. from information in an Excel spreadsheet, the transformation script usually defines that all this information is added.
<control>

Administrative information about the EAD XML document itself
- Who created the EAD XML document when and how
- Versions of and changes to the EAD XML document
- Rules and conventions applied in the creation of the EAD XML document resp. the archival descriptions that it encodes

The Note(s) and Description control areas of ISAD(G)
<archdesc>

Information about the materials themselves and the relationships between the materials and other entities, for example, the records creators

- Here: the highest level of **archival description**, i.e. usually the fonds or collection or a high-level series or subfonds
<archdesc>

<dsc>

Narrative elements

</dsc>

</archdesc>
Identifying information about the unit of description, e.g. identifier, title, dates, physical description, name of the records creator, language of materials, etc.

The essential elements of ISAD(G)’s Identity statement and Context areas
Plus further elements supporting machine-readability
Narrative elements

Additional information about the context of the materials being described

The Context, Content and structure, Conditions of access and use, and Allied materials areas of ISAD(G)
The starting point of a multilevel description

<dsc>
A wrapper to include *descriptions of the components* of a fonds/collection
<ead>
    <control>[[...]]</control>
    <archdesc>
        <did>
            <unittitle/></unittitle> (or at least one other child element of <did>)
        </did>
        <scopecontent>[[...]]</scopecontent> (as an example for a narrative element)
        <dsc>
            <c>
                [[...]]
            </c>
        </dsc>
    </archdesc>
</ead>

**bold** = mandatory elements, *italic* = optional elements, *dark orange* = example/one out of several elements that could be used in this context
Any questions so far?
The <control> section in detail
Mandatory elements

- The EAD standard only prescribes a handful of elements that are mandatory for all EAD XML documents
  - There also are elements that become mandatory only depending on the context(s) in which they are used
  - And there are contexts where it is required to have at least one of x number of elements, but there is no prescription as to which of the possible elements to use
  - Last: while an element might be mandatory, it might still be possible to leave the element itself empty (*though this would not be the recommended approach*)
- Most of the mandatory elements are in the `<control>` section
<control>

<recordid>

<filedesc>

<maintenancestatus>

<maintenanceagency>

<maintenancehistory>
<recordid>

A unique identifier of the EAD XML document itself. Should at least be unique and persistent within the workflows of the institution creating the EAD XML file. Ideally, a globally unique and persistent identifier should be applied, e.g. an ARK (Archival Resource Key) or a DOI (Digital Object Identifier) or similar.

There also is an optional element called <otherrecordid>, which may be used to e.g. encode previously used organisational identifiers next to a globally unique identifier or to capture local identifiers assigned by the creating institution next to an identifier used within the context of an aggregating service.
<filedesc>

An element providing a reference to printed finding aids and an option to encode bibliographic information about these. There are five statement ("stmt") areas within <filedesc>: the mandatory <titlestmt>, which must include at least a title for the finding aid (captured in <titleproper>) and allows for the encoding of subtitles and the name(s) of (an) author(s) or sponsor(s), plus optional elements <editionstmt>, <publicationstmt>, <seriesstmt>, and <notestmt>.

The optional element <representation> is available next to <filedesc> to encode information about digital versions of a finding aid, e.g. in PDF or HTML.
<maintenancestatus>

An indication of the current drafting or versioning status of the EAD XML document. Uses a predefined set of possible values to choose from, starting with "new" or "derived" via "revised" to variations of "deleted". Should be updated as necessary with every revision of an EAD XML document.

The optional <publicationstatus> indicates whether an EAD XML document is in process or approved or published.
Encodes information about the **institution or service responsible for** the creation, maintenance, and/or dissemination of the **EAD XML document**. Must include the name (**<agencyname>**) and may also capture various identifiers (**<agencycode>** and **<otheragencycode>**).  

A **<descriptivenote>** may be added to provide general information about the institution and service in relation to the EAD XML document.  

**<maintenanceagency>**
<maintenancehistory>

Consists of one or more <maintenanceevent> elements to encode information about the creation of the EAD XML document as well as any revisions, updates, and other changes applied to it. Each event must specify its type (e.g. "created" or "updated"); it must name the agent responsible for the event and provide the agent type (a "human" or a "machine"); and it must include information about the date and time when the event took place. An optional <eventdescription> allows for the inclusion of further information about the event.

</maintenancehistory>
<recordid>123456789</recordid>
<filedesc>
  <titlestmt>
    <titleproper>Guide to the "Collection of maps of East Asia"</titleproper>
  </titlestmt>
</filedesc>
<maintenancestatus value="new"/>
<maintenanceagency>
  <agencyname>Archives of East Asia</agencyname>
</maintenanceagency>
<mainteancehistory>
  <mainteanceevent>
    <eventtype value="created"/>
    <eventdatetime standarddatetime="2024-05-21"/>
    <agenttype value="machine"/>
    <agent>Export from local system Archives Management version 1.2.3</agent>
  </mainteanceevent>
</mainteancehistory>

**bold** = mandatory elements,  
*italic and bold* = mandatory attributes
Further optional child elements of <control>

- Declaration elements to refer to and optionally describe
  - The rules and conventions followed when creating the archival descriptions encoded in the EAD XML document
  - The language(s) and script(s) present in the EAD XML document
  - The copyright and licensing models applied to the EAD XML document
  - The definition of any local types used throughout the EAD XML document, e.g. when using different types of reference codes

- An element to encode any sources used in the creation of the archival descriptions encoded in the EAD XML document

- An element for any local administrative (i.e. "control") data
From ArchivesSpace to EAD - <control>
From AtoM to EAD - <eadheader>*

```xml
<eadheader langencoding="iso639-2b" countryencoding="iso3166-1" dateencoding="iso8601"
repositoryencoding="iso15511" scriptencoding="iso15924" relatedencoding="DC">
url="https://demo.accessstomemory.org/art" encodinganalog="identifier">A123</eadid>
<filedesc>
<titlestmt>
<titleproper encodinganalog="title">Arts</titleproper>
</titlestmt>
<pubstmt>
<publisher encodinganalog="publisher">The Metropolitan Museum of Art</publisher>
<address>
<addresstable>1000 Fifth Avenue</addresstable>
<addresstable>New York</addresstable>
<addresstable>NY 10028</addresstable>
</address>
<date normal="2024-05-15" encodinganalog="date">2024-05-15</date>
</pubstmt>
</filedesc>
<profiledesc>
<creation>Generated by Access to Memory (AtoM) 2.7.3
<date normal="2024-05-16">2024-05-16 07:32 UTC</date>
</creation>
<language>
<language langcode="eng">English</language>
<language scriptcode="Latn">Latin</language>
</language>
</profiledesc>
</eadheader>
```

* Note that AtoM currently exports EAD 2002, but not EAD3
From Excel spreadsheet to EAD - <control>

<control>
  <recordid>A123</recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Arts</titleproper>
    </titlestmt>
  </filedesc>
  <maintenancestatus value="derived"/>
  <maintenanceagency>
    <agencyname>The Metropolitan Museum of Art</agencyname>
  </maintenanceagency>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"/>
      <eventdatetime_standarddatetime="2024-05-16"/>
      <agenttype value="machine"/>
      <agent>Automated transformation from CSV to EAD3</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
Any questions so far?
<archdesc> and <c> in detail
Encoding archival descriptions

- The information about the archival materials is encoded in the elements `<archdesc>` ("archival description") and `<c>` ("component")
- There are either unnumbered `<c>` elements or numbered ones reaching from `<c01>` to `<c12>`
  - For this presentation, we will stick with the unnumbered `<c>` elements, but what is said for these applies in the same way to the numbered ones
- `<archdesc>` and the `<c>` elements follow the same content model
Mandatory elements of archival description

- The only element required within <archdesc> and <c> respectively is the **descriptive identification** or <did>
  - i.e. an EAD XML document might only include the description of the highest level of the archival material (in <archdesc>), but no detailed description of its components as the relevant wrapper element (<dsc>) is only optional
  - Similarly, the description of a component, e.g. an archival series, can include the description of its subcomponents, but it doesn’t have to

- Of the 17 identifying elements in <did>, only one has to be present and this can be any one of the group
  - It is highly recommended to capture the essential information defined by ISAD(G)
Technical Subcommittee on Encoded Archival Standards

<archdesc level="[...]"> or <c level="[...]">

<did>

<unitid>

<unittitle>

<unitdate> or <unitdatestructured>

<phydesc> or <physdescstructured> or <physdescset>

<origination>
<archdesc level="[...]"> or <c level="[...]">

Indicating the level of description. Used with a predefined list of values from "fonds" or "collection" to "item".

The also available value "otherlevel" together with the parallel attribute @otherlevel makes this list extensible for local variations.
<unitid>

A unique identifier for the materials being described such as an accession number or a reference code.

Can be extended by the attributes @countrycode and @repositorycode for global uniqueness. If applicable, <unitid> can also hold persistent identifiers such as ARKs or DOIs etc. used for the archival materials.
A (unique) title identifying the materials being described. Can be formal or supplied, a single word or a phrase.
The date(s) the described materials were created, issued, copyrighted, broadcast, etc. May be in the form of text or numbers, and may consist of a single date, a date range, or a combination of single dates and date ranges.

<unitdate> or <unitdatestructured>

While <unitdate> captures this in one single element, <unitdatestructured> includes child elements <datesingle>, <daterange>, or <dateset> for a more structured encoding. Both options also include a possibility to encode a normalised, machine-readable date.
A statement about the physical characteristics of the described materials, such as their dimensions, a count of their quantity, a measurement of the space they occupy, and terms describing their genre or form, as well as any other aspects of their appearance, such as colour, substance, style, and technique or method of creation. Can either be given in an unstructured or structured form; structured statements can also be grouped.

<phydesc> or <physdescstructured> or <physdescset>
The name of an individual, organisation, or family responsible for the creation, accumulation, or assembly of the described materials. The child elements <persname>, <corpname>, <famname> are used to indicate what type of agent is being named.

<origination>
Further optional child elements of <did>:

- Elements to encode the physical housing or location of the materials
- Elements to name the holding institution of the materials
- Elements to link to and describe digitised versions of the materials
- An element to encode the language(s) and script(s) of the materials
- An element to encode details that are unique to a particular class or form of materials, e.g. scale for cartographic and architectural records or presentation data that describes the format of music manuscripts
- An element for a brief characterisation of the materials
- An element to encode any other notes about the materials
<archdesc> or <c>

<did>

Narrative elements
Optional narrative elements

- Allow for a more details encoding of information usually covered in the ISAD(G) areas Context, Content and structure, Conditions of access and reuse, and Allied materials
- Examples are the elements <bioghist>, <scopecontent>, <accessrestrict>, or <relatedmaterial>
- All of these elements are structured in the same way enabling a formatting of longer texts with paragraphs, lists, tables, etc.

See the EAD3 Tag Library description of <archdesc> for a complete list: https://www.loc.gov/ead/EAD3taglib/EAD3-TL-eng.html#elem-archdesc
Controlled vocabularies

● One of the narrative elements is <controlaccess>
● While this can be used with descriptive texts as well, its main usage is with child elements such as
  ○ <corpname>, <famname>, <persname> for the names of agents
  ○ <geogname> for the names of places, or
  ○ <subject> for topics and themes
to encode access terms relevant to the materials being described
● Helps to enable authority-controlled searching across finding aids
● Allows for referencing national or international vocabularies to enable interoperability outside of one’s own institution
Relations

- Optionally available next to the narrative elements: `<relations>`
- Introduced in EAD3 following the example of EAC-CPF (where it is based on ISAAR(CPF)'s section on relating corporate bodies, persons, and families to archival materials and other resources)
- Used to identify external entities related to the materials being described and to characterise the nature of their relationships
- Can be seen as an extension to `<controlaccess>` and other elements
From ArchivesSpace to EAD - <archdesc>

<archdesc level="collection">
  <did>
    <unititle>Arts</unititle>
    <unitid>A123</unitid>
  </did>
  <repository>
    <corporate>
      <part>The Metropolitan Museum of Art</part>
    </corporate>
  </repository>
  <langmaterial>
    <languageset>
      <language langcode="en">English</language>
      <script scriptcode="Latn">Latin</script>
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From ArchivesSpace to EAD - <c>

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      ca. 1788-90
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From AtoM to EAD - <archdesc>

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    <unitdate normal="1720/1850" encodinganalog="3.1.3">1720 to 1850</unitdate>
    <physdesc encodinganalog="3.1.5">25 items</physdesc>
  </did>
  <repository>
    <corpname>The Metropolitan Museum of Art</corpname>
    <address>
      <addressline>1000 Fifth Avenue</addressline>
      <addressline>New York</addressline>
      <addressline>NY 10028</addressline>
    </address>
  </repository>
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  </processinfo>
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From Excel spreadsheet to EAD - <archdesc>

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      <unittype>items</unittype>
    </physdescstructured>
  </did>
  <repository>
    <corpname>
      <part>The Metropolitan Museum of Art</part>
    </corpname>
  </repository>
  <langmaterial>
    <languageset>
      <language langcode="eng">English</language>
      <language langcode="jpn">Japanese</language>
      <script scriptcode="Latn">Latin</script>
      <script scriptcode="Jpan">Japanese (alias for Han + Hiragana + Katakana)</script>
    </languageset>
  </langmaterial>
  <dsc> [20 lines] </dsc>
</archdesc>
```
From Excel spreadsheet to EAD - <c>

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  <unititle>The Four Accomplishments (Kinkishoga)</unititle>
  <unitdate normal="1788/1790">ca. 1780-90</unitdate>
  <physdescstructured coverage="whole" physdescstructuretype="spaceoccupied">
    <quantity>1</quantity>
    <unitype>object</unitype>
    <dimensions>15 x 30 in. (38.1 x 76.2 cm)</dimensions>
  </physdescstructured>
  <origination>
    <persname>
      <part>Kitagawa Utamaro</part>
    </persname>
  </origination>
  <dao datatype="derived" href="https://collectionapi.metmuseum.org/api/collection/v1/iiif/37271/149429/main-image" linktitle="The Four Accomplishments (Kinkishoga)"/>
</did>
</c>
```
Any questions so far?
Creating EAD documents
Exporting from a collection management system

- Collection management systems such as e.g. ArchivesSpace or AtoM usually include a variety of export options including an export to EAD3 or the predecessor version EAD 2002.
- This is not only important for sharing data externally, but also e.g. in the process of internal migration of data to a new system.
- Most of these exports will be predefined by the system, though some systems allow for customisation.
- This might also include the option to add information only at the time of exporting such as e.g. the identifier for the EAD XML file itself.
Exporting from a collection management system

(here: ArchivesSpace)
Exporting from a collection management system

(here: AtoM)
Transforming data in other formats to EAD

● Used when a collection management system does not include an export to EAD, but e.g. an export to another XML standard such as Dublin Core or a system-specific XML export

● Used when not working with a collection management system, but with some other software that provides data in a machine-readable, non-proprietary format such as CSV
Transforming data in other formats to EAD

(based on https://github.com/fordmadox/Excel-to-DSC/tree/master by Mark Custer)
Hand-coding

- Using an XML editor such as the free tool Notepad++ or commercial products like Oxygen or Dreamweaver
- Either creating EAD XML files from scratch
- Or editing XML files exported from collection management systems or created in other ways
Hand-coding
Hand-coding

```xml
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xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  <control>
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        <titleproper>Arts</titleproper>
      </titlestmt>
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      <agencyname>The Metropolitan Museum of Art</agencyname>
    </maintenanceagency>
    <maintenancehistory>
      <maintenanceevent>
        <eventtype value="created"/>
        <eventdatetime standarddatetime="2024-05-16"/>
        <agenttype value="human"/>
        <agent>Jane Smith (curator)</agent>
      </maintenanceevent>
    </maintenancehistory>
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          <unititle>.
        </unitdesc>
        <archdesc>
          <archdesc>
            (here: Oxygen)
          </archdesc>
        </archdesc>
      </did>
    </archdesc>
  </control>
</ead>
```
Publishing EAD documents
Built-in publishing platform (here: AtoM)
Institutional website (here: Library of Congress)
Institutional website (here: Library of Congress)
Institutional website (here: Yale University)
Institutional website (here: Yale University)
Institutional website (here: Yale University)
Institutional website (here: Harvard University)
Institutional website (here: Harvard University)
Sharing EAD documents
National aggregation (here: Archives Hub, United Kingdom)
National aggregation (here: Archives Hub, United Kingdom)

Records of Glasgow University Lesbian Gay Bisexual Transgender Students’ Association

For more information, email the repository
Advice on accessing these materials
Cite this description
Bookmark: http://archiveshub.jisc.ac.uk/data/gb248/ucg178

This material is held at
University of Glasgow Archive Services

Reference
GB 248 UGC 178

Dates of Creation
2001-2004

Name of Creator
Lesbian, Gay, Bisexual, and Transgender Students’ Association (student association : 1975- : Glasgow, Scotland)

Language of Material
English

Physical Description
0.02 metres

Scope and Content
- Constitution 2002-2004;
- Committee minutes and papers 2002-2004;
- Minutes of Annual General Meetings 2003-2004;
- Policies and guidelines 2003;

Table of contents

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National aggregation (here: Trove, Australia)

Guide to the Papers of Frederick Septimus Kelly

Table of Contents

Collection Summary

Introduction

- Scope and Contents
- Conditions Governing Access
- Conditions Governing Use
- Preferred Citation
- Provenance
- Related Materials
- Arrangement

Biographical Note

Item Descriptions

- Bound volume of manuscript music scores, 1905-1913 (Item 1)
- Bound volume of manuscript music scores, 1906 (Item 2)
- Bound volume of manuscript music scores for 'Orchestral suite in E flat' (two of four movements, see also items 15-55) in Kelly's hand and early published works of Kelly (items 55-61)

MS 3095

National Library of Australia View Catalogue Record

Collection Summary

Creator: Kelly, Frederick Septimus, 1881-1916
Title: Papers of Frederick Septimus Kelly
Date Range: 1893 - 1926
Collection Number: MS 3095
Extent: 1.40 metres (5 folio boxes)
Language of Materials: English
Repository: Special Collections (Manuscripts)

Introduction

Scope and Contents

The collection comprises fourteen bound volumes of manuscript music scores and a number of unbound manuscript music scores (items 15-55) in Kelly's hand and early published works of Kelly (items 55-61).
Table of Contents

Item Descriptions

- Three books of manuscript music scores of songs, bound into one volume, 1909-1913 (item 8)
- Bound volume of manuscript music scores, 1908 (item 10)
- Two songs. "Shall I compare thee?" (Op. 1, No. 1), 1912 (item 56)
- Two songs. 'Aghadoe' (Op. 1, No. 2), 1912 (item 57)
- Theme variations and fugue for two pianos, Op. 5, 1913 (item 58)
- Six songs, Opus 6, 1913 (item 59)
- Two organ preludes, 1925 (item 60)
- Elegy for string orchestra, 1926 (item 61)
International aggregation (here: Archives Portal Europe)
International aggregation (here: Archives Portal Europe)

Kim Hyesoon

2014

Reference: D87/BA/B/17/4-HK

Scope and content
Consists of letters and proofs relating to the published works by Kim Hyesoon.

Extent
1 oversized item

Record creators history
Kim Hyesoon began publishing in 1970 and was one of the first few women in South Korea to be published in Munhak (a journal focusing on literature and intellect), one of two key journals which championed the intellectual and literary movement against the US-backed military dictatorships of Park Chung Hee and Chun Doo Hwan in the 1970s and 80s.

Keywords
Personal names: Hyesoon, Kim (1955->). poet

Digital objects

Society of American Archivists
Technical Subcommittee on Encoded Archival Standards
Questions? Comments? Thoughts?
Use chat for questions
Thank you very much for your participation!

The recording will be available on YouTube: https://www.youtube.com/user/saastaff