***Encoded Archival Description***

**Agenda**

9:00-9:15 Introductions, course objectives, ground rules

9:15-10:15 Lessons 1-4

10:15-10:30 Break

10:30-12:00 Lessons 5-6

12:00-1:00 Lunch

1:00-2:45 Review

Lessons 7-9

2:45-3:00 Break

3:00-4:45 Lessons 10-12

4:45-5:00 Review

***EAD Workshop***

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and Arrangement 26

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***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 ISDF

APPM 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**

****

Date: July 7, 2012

To: Solveig DeSutter

From: Michael Fox

Kris Kiesling

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

ead.dtd XML DTD syntax

ead.rng Relax NG schema syntax

ead.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 be empty  
   start and end tags <ref></ref>  
   XML empty element syntax <ref/>

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

* May contain other elements  
   parents (wrappers)  
   children (nesting)

**3.4.2.2 Attributes**

* Expand on the meaning and content of elements

**<unitdate type="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
* Create web and print presentations 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> Open > Your File Directory > Memo Template.xml

**4.2 Create an XML Document: Insert the data from the following 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 **"Transform now"** (see below)

**4.4. Transform XML file to HTML**

* Click on "**Transform now**"
* 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*

**EAD Tag Library**

available at http://www.loc.gov/ead/tglib/index.html

Tag Library Conventions

Attributes

EAD elements

--brief description of the element

--may contain/may occur within (parents/children)

--list of attributes and attribute values

--encoded examples

Crosswalks to ISAD(G) and MARC21

William Fonds Provenance

An Inventory of His Papers at the Cupcake Corners Historical Society

# 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.

## 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.

## Related Records

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

## 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

## 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 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>

<eadheader> describes the electronic finding aid

<frontmatter> for formal publication of 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

<dsc> description of subordinate components

**Descriptive Identification of the Unit <did>**

<archdesc>

<did> descriptive identification of unit

<repository> <physloc>

<origination> <container>

<unittitle> <note>

<unitdate> <dao> and <daogrp>

<physdesc> <head>

<unitid>

<abstract>

<langmaterial>

<materialspec>

**Repository—name of the holding institution**

<repository>

<corpname>Freen University

<subarea>Center for the Study of Archivy

</subarea>

</corpname>

</repository>

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

<origination>Provenance, William Fonds, 1897-1938</origination>

<origination>

<persname>Provenance, William Fonds, 1897-1938</persname>

</origination>

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

<unittitle>William Fonds Provenance Papers</unittitle>

<unittitle>Correspondence, 1914-1925</unittitle>

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

<unitdate>

Attributes--

type (inclusive or bulk)

normal—a standard form of the date to facilitate searching

(YYYYMMDD format)

<unitdate type=“inclusive” normal=“1917/1937”>1917-1937 </unitdate>

**Physical Description**

<physdesc>100 boxes, 50 linear feet</physdesc>

<physdesc>

<extent>10</extent>

<genreform>photographs</genreform>

</physdesc>

**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

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

<unitid type=“accession number”>M-4392</unitid>

**Abstract and Note**

<abstract>

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

<note>

explanatory text, requires a child <p>, is also available outside <did>

<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>

<note><p>To request materials, please put the collection name, and the box and folder numbers on your call slip.</p></note>

**Language of the Material**

<langmaterial>

Correspondence in <language>French, </language><language>German, </language> and <language>English.</language>

</langmaterial>

**Container**

TYPE attribute

<container type=“Box”>1</container>

<container type=“Folder”>5</container>

<container type=“Box-Folder”>2.7</container>

<container type=“Reel”>7-10</container

**Physical Location**

<physloc type=“repository”>5C:SW:6.5</physloc>

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

**Descriptive Identification of the Unit**

<archdesc>

<did>

<repository> <physloc>

<origination> <container>

<unittitle> <note>

<unitdate> <dao> and <daogrp>

<physdesc> <head>

<unitid>

<abstract>

<langmaterial>

<materialspec>

**<did> child attributes**

encodinganalog

<unittitle encodinganalog=“245”>William Fonds Provenance Papers</unittitle>

label

<unittitle label=“Title:”>

William Fonds Provenance Papers  
 </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 <bioghist>**

<archdesc>

<bioghist>

<head>

<p>

<chronlist> Chronology

<chronitem>  
<date>

<event> or <eventgrp>

<dao>  
 </bioghist>

Example—narrative <bioghist>

## 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.

Example: Encoded narrative <bioghist>

<bioghist>  
 <head >Biography of William Provenance</head>

<p>Archivist and author William Fonds Provenance was born at Last Chance, Nevada, to Fred and Mary Jones Provenance on January 4, 1897. Little is know 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, on March 15, 1956.</p>

</bioghist>

Example: Chronology <bioghist>

Biography of Arvonne Skelton Fraser

Date Event

1925 Sept. 1 Born in Lamberton, Minnesota, daughter of Orland Delbert and Phyllis Dufrene Skelton

1946-1949 First marriage to Perry Morgan.

1948 B.A., University of Minnesota.

Receptionist, Humphrey for Senator Campaign.

1948-1951 Secretary, Democratic-Farmer-Labor Party State Chairman.

Example: Encoded chronology <bioghist>

<bioghist>

<head>Biography of Arvonne Skelton Fraser</head>

<chronlist>

<listhead>

<head01>Date</head01>

<head02>Event</head02>

</listhead>

<chronitem>

<date>1925 Sept. 1</date>

<event>Born in Lamberton, Minnesota, daughter of Orland Delbert and Phyllis Dufrene Skelton.</event>

</chronitem>

<chronitem>

<date>1946-1949</date>

<event>First marriage to Perry Morgan.</event>

</chronitem>

<chronitem>

<date>1948</date>

<eventgrp>

<event>B.A., University of Minnesota.</event>

<event>Receptionist, Humphrey for Senator Campaign.</event>

</eventgrp>

</chronitem>

<chronitem>

<date>1948-1951</event>

<event>Secretary, Democratic-Farmer-Labor Party State Chairman.</event>

</chronitem>

</chronlist>

</bioghist>

**Scope and Content <scopecontent>**

<archdesc>

<scopecontent>

<head>

<p>

<arrangement>

<scopecontent>

</scopecontent>

Example—Scope and Content

**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.

Example—Encoded <scopecontent>

<scopecontent>

<head >Scope and Contents of the Papers</head>

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

<p>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 Was I in vivid detail. Major correspondents represented in the collection include Ernest Hemingway, Ernst Posner, and Provenance's long-time companion Ima Gusdorf. </p>

</scopecontent>

**Arrangement <arrangement>**

<archdesc>

<arrangement>

<head>

<p>

<list>

<arrangement>

</arrangement>

Example—arrangement

## Arrangement of the Papers

The papers are arranged into two series:

Correspondence, 1919-1955.

Diaries, 1917-1918.

Example—encoded <arrangement>

<arrangement>

<head>Arrangement of the Papers</head>

<p>The papers are arranged into two series:</p>

<list>

<item>

<ref target="series1">Correspondence, 1919-1955</ref>

</item>

<item>

<ref target="series2">Diaries, 1917-1918</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

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## 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.

## 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

## Example—Encoded <controlaccess>

<controlaccess>

<head>Index Terms</head>

<p>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.</p>

<persname encodinganalog="700">Gusdorf, Ima May</persname>

<persname encodinganalog="700">Hemingway, Ernest, 1899-1961</persname> <persname encodinganalog="700">Posner, Ernst</persname>

<subject>Cataloging of archival materials</subject>

<subject>United States --History -- World War, 1914-1918 – Personal narratives, American</subject>

<genreform>Novels</genreform>

<genreform>Diaries</genreform>

</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>**

<accessrestrict>

<head>Restrictions on Access</head>

<p>Access to the correspondence between Provenance and Ernest Hemingway is restricted until 2025.</p>

</accessrestrict>

**Restrictions on Use <userestrict>**

<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>**

<acqinfo encodinganalog="541">

<head>Acquisition Information</head>

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

</acqinfo>

**Processing Information <processinfo>**

<processinfo encodinganalog="583">

<head>Processing Information</head>

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

</processinfo>

**Related Material <relatedmaterial>**

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 <separatedmaterial>**

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>

**Appraisal <appriasal>**

<appraisal>

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

</appraisal>

**Custodial History <custodhist>**

<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>**

<altformavail>

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

</altformavail>

**Preferred Citation <prefercite>**

<prefercite>

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

</prefercite>

## 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, Ida, 1942-1955

**Box** **Folder**

2 1 H-P

2 Schellenberg, Theodore

**Box** **Folder**

3 1 T-Z

**Diaries, 1917-1918. 32 v. in 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**

3 2-3 1917

2 January-March

3 April-September

4-5 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

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Box Folder

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Diaries 1917-1918 32 v. in 4 folders

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Box Folder

3 2-3 1917

2 January-March

3 April-September

4-5 1918

4 January

5 February-June

***Lesson 11: EAD Header***

**High Level Model**

<ead>

<eadheader> describes the electronic finding aid

<frontmatter> for formal publication of finding aid

<archdesc> the description of the archival unit

</ead>

**EAD Header Attributes**

audience=“external” or “internal”

encodinganalog=“MARC”

langencoding=“iso639-2b”

countryencoding=“iso3166-1”

dateencoding=“iso8601”

repositoryencoding=“iso15511”

scriptencoding=“iso15924”

**EAD ID—unique identifier for the finding aid <eadid>**

Attributes—  
 countrycode

mainagencycode

url or urn

<eadid>urn:taro:utexas.hrc.00001</eadid>

<eadid countrycode=“US” mainagencycode=“Txu-Hu”>hrc.00001</eadid>

**File Description <filedesc>**

<filedesc>

<titlestmt>

<titleproper> <subtitle> <author>

<publicationstmt>

<publisher> <date>

</filedesc>

**Profile Description <profiledesc>**

<profiledesc>

<creation> of the electronic finding aid

<date>

PCData

<langusage> language of the finding aid

<language>

<descrules> description rules used

</profiledesc>

**Revision Description—version control**

<revisiondesc>

<change>

<date> <item>

</revisiondesc>

**Example—encoded <eadheader>**

<eadheader>

<eadid countrycode="US" mainagencycode="mncchi">2468</eadid>

<filedesc>

<titlestmt>

<titleproper>William Fonds Provenance</titleproper>

<subtitle>An Inventory of His Papers at the Cupcake Corners Historical Society</subtitle>

<author>Inventory prepared by B. W. Moos</author>

</titlestmt>

<publicationstmt>

<publisher>Cupcake Corners Historical Society</publisher>

<date>August 6, 2012</date>  
 </publicationstmt>

</filedesc>

<profiledesc>

<creation>Finding aid encoded by Kris and Michael on

<date>August 6, 2012</date>

</creation>

<langusage>Finding aid written in <language>English</language>

</langusage>

<descrules>Finding aid prepared according to DACS</descrules>

</profiledesc>

</eadheader>

***Lesson 12: Implementing EAD***

**Which Elements Are Required?**

<ead>  
<eadheader>  
 <eadid>  
 <filedesc>  
 <titlestmt>  
 <titleproper>   
<archdesc> and LEVEL attribute  
 <did>

**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

***Appendix A: Resources***

Official EAD Web site with online Tag Library

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

SAA EAD Roundtable Help Pages—

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

*plus*

EAD Cookbook

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

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

Encoding Protocols

RLG Best Practice Guidelines for EAD

<http://www.oclc.org/programs/ourwork/past/ead/bpg.pdf>

Library of Congress Best Practices

<http://www.loc.gov/ead/practices/lcp2002.html>

Michael Fox

foxmjc@gmail.com

Kris Kiesling

305 Andersen Library

University of Minnesota

222 21st Avenue S.

Minneapolis, MN 55455

(612) 626-5776

kiesling@umn.edu

***Resources: 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.

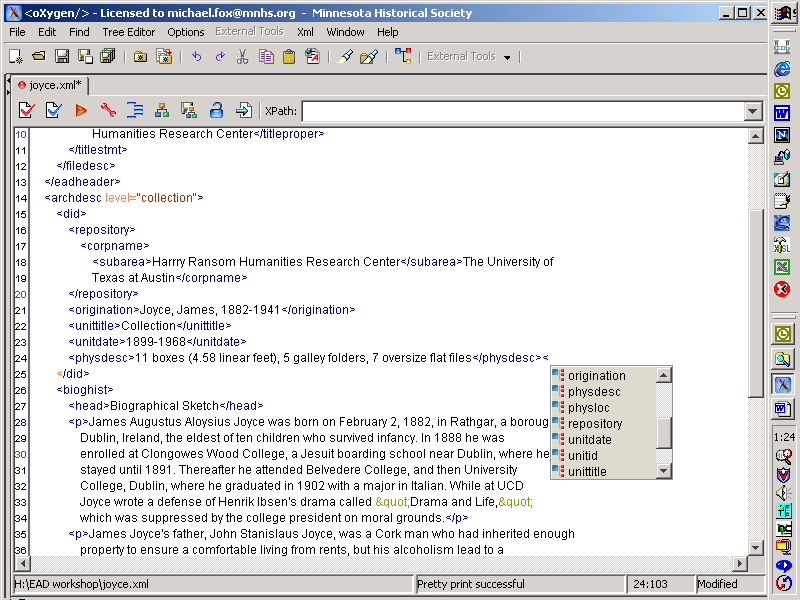
* XML tree structures in EAD
* Context of elements

2. Basic HTML, sufficient to produce desired output

3. XSLT programming language

***Appendix B. Software***

**<oXygen/>**

****

**Produces:** XML instances

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

**Features:** A cross-platform XML editor that is also capable of creating XSLT stylesheets. Features context sensitive editing using either DTDs or W3C schemas. XSLT and FO transformations facilitated.

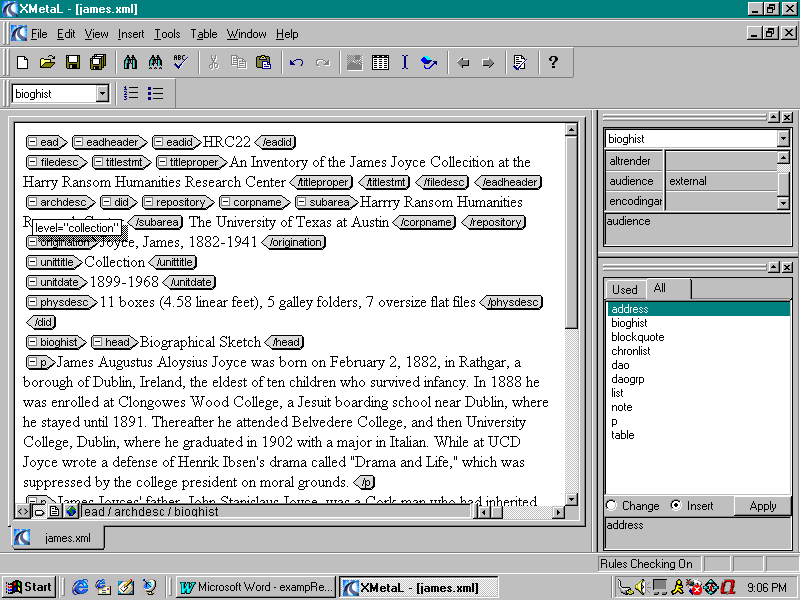
**Price:** $349 ($64 academic and non-profit, including one year of support). Discounts for more than 5 copies.

**Available From:**

Available only via download from the web at:

www.oxygenxml.com

**XMetaL Author**



**Produces:**  SGML or XML instances

**Platforms:** Windows 95, 98, NT, 2000, XP

**Features:** templates, macros, spell checker, thesaurus, stylesheet generator (CSS), generates xml from relational database tables. Uses ascii or binary form of the DTD. (File “ead.rlx” available at http://www.archivists.org/saagroups/ead/ead2002cookbookhelp.html)

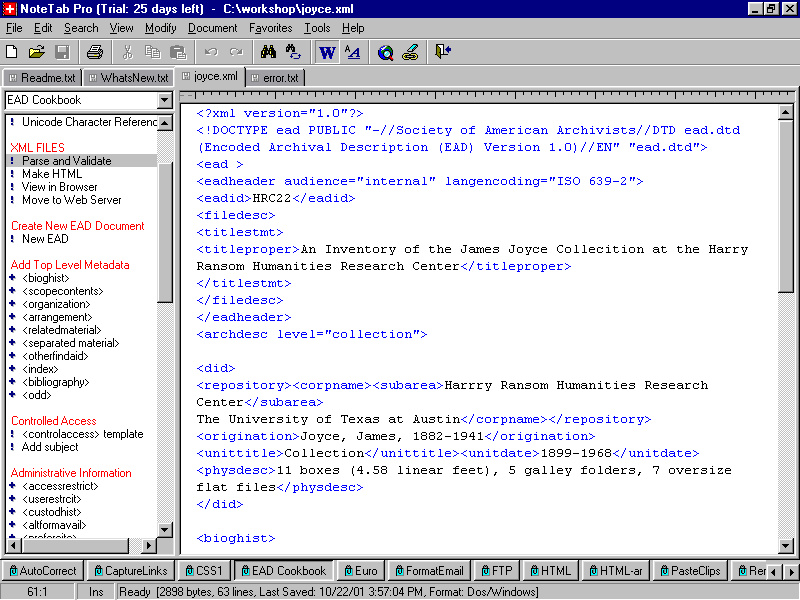
**Price:** US $1195, $262 for one year of maintenance

Available from:

Justsystems

866-793-1542

http://na.justsystems.com/content-xmetal

**NoteTab**

**Produces:** XML instances

**Platforms:** Windows

**Features:** Sophisticated Windows text editor. Customizations of NoteTab that support the encoding protocol found in the EAD Cookbook are available from the EAD Help Pages web site. 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 Standard--$19.95; NoteTab Pro--$29.95

**Available From:**

Fookes Software

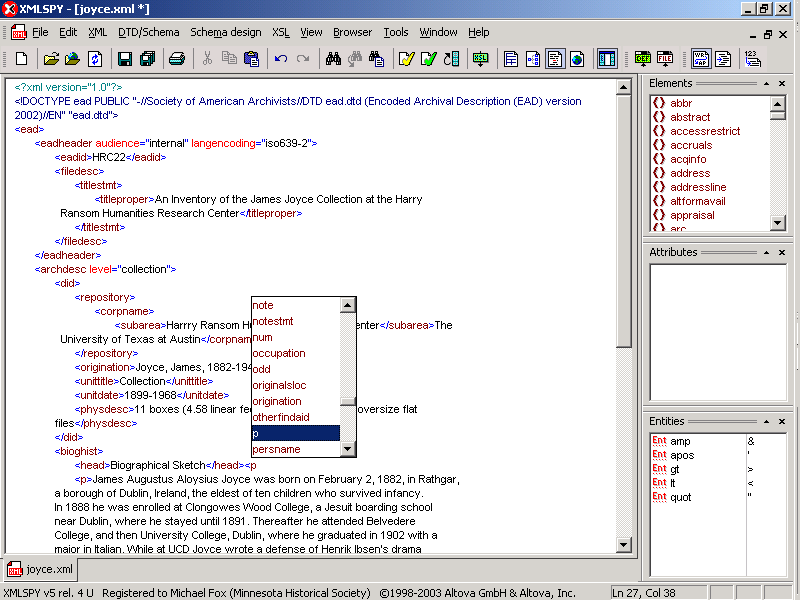
Av Eugene-Pittard 22 Ter

CH- 1206 Geneva

Switzerland

http://www.notetab.com/

**xmlspy**

****

**Produces:** XML instances

**Platforms:** Windows 98, ME, 2000, NT, XP

**Features:** A cross-platform XML editor that is also capable of creating XSLT stylesheets. Features context sensitive editing using either DTDs or W3C schemas. XSLT and FO transformations facilitated.

**Price:** $189 Standard edition. Discounts for multiple copies. Annual support contract additional ($47.25/year).

**Available From:**

Available only via download from the web at:

www.altova.com