

Preface to Documentation of the Beta Schema for EAD Revision

Documentation of the EAD Revision Beta Schema is provided to support testing of the schema by the EAD community, but it is a work in progress. We have endeavored to make sure the documentation is as accurate a representation of the schema as possible, but errors may exist, and the documents have not been edited for consistent style. Text formatting is also inconsistent, particularly when attributes are mentioned within the descriptions.

The following information is provided in two documents:

- Attributes: Definitions
- Elements: Definitions, including some information about attribute use and related elements, and non-normative examples. Note that examples have not been finalized, and they may not exactly represent the current state of the schema.

A PDF version of each document is available with the schema at

<http://www2.archivists.org/groups/technical-subcommittee-on-encoded-archival-description-ead/ead-revision>, but will not be kept up to date as further editing continues. The latest editions in Google Docs are available at:

Attributes:

https://docs.google.com/document/d/1h3ZX_BWbKD_GZYlaKuiCj3W3Re6w8AbObQFLwcZnNZc/edit?usp=sharing

Elements:

https://docs.google.com/document/d/1zxO_AGEBAWAWozqBYyhhj5xRWRtCmDj2yk_kftSR3ol/edit?usp=sharing

<abbr> Abbreviation

Description:

A generic element for a shortened form of a word, including an acronym.

The `EXPAN` attribute can be used to supply the full form of an abbreviated word for indexing or searching purposes. See also related element Expansion `<expand>`.

Do not confuse with `<abbreviation>`, which is used in `<control>` to capture the code for a thesaurus, controlled vocabulary, or other standard.

Example:

```
<didnote>
  <p>File also contains materials from the
    <abbr expand="American Civil Liberties Union">ACLU</abbr>
  .</p>
</didnote>
```

<abbreviation> Abbreviation

Description:

The `<abbreviation>` element contains a code for identifying a thesaurus, controlled vocabulary, or other standard used in formulating and compiling the EAD description. It is recommended that the value be selected from an authorized list of codes. An example of such a list may be the MARC Code List (<http://www.loc.gov/marc/sourcelist/>).

Do not confuse with `<abbr>`, which is used for capturing a shortened form of a word, such as an acronym, in inline text.

Examples:

1.

```
<conventiondeclaration>
  <abbreviation>ISAD(G)</abbreviation>
  <citation>ISAD(G): General International Standard Archival
  Description, second edition, Ottawa 2000</citation>
</conventiondeclaration>
```
2.

```
<conventiondeclaration>
  <abbreviation>NCARules</abbreviation>
```

```
<citation>National Council on Archives, Rules for the Construction
of Personal, Place and Corporate Names, 1997</citation>
</conventiondeclaration>
```

<abstract> Abstract

Description:

A very brief summary of the materials being described. It is used primarily to encode bits of biographical or historical information about the creator and abridged statements about the scope, content, arrangement, or other descriptive details about the archival unit or one of its components.

Within the <archdesc><did>, the <abstract> is often derived from the longer descriptions found in <bioghist> and <scopecontent>. Its purpose is to help readers identify quickly those materials they need to explore at greater length. Within the <c><did>, the <abstract> may describe unique characteristics of an individual component. This information may have aspects of <arrangement>, <bioghist>, <physdesc> or <physdescstructured>, and <scopecontent>, which are not substantive enough to tag individually under those elements.

Attribute notes:

- Use of the LOCALTYPE and ENCODINGANALOG attributes on <abstract> may assist in transforming information for such MARC21 equivalents as summary note (520\$a) and biographical or historical data (545\$a).
- The LANG attribute can be used when abstracts are provided in more than one language.

Old Example:

```
<archdesc level="fonds">
<did>
<head>Descriptive Summary</head>
<unittitle label="Title">Richard Egan manuscript maps of Orange
County</unittitle>
<unitdate type="inclusive" normal="1878/1879">Circa 1878-1879</unitdate>
<unitid countrycode="us" repositorycode="cu-i" label="Collection
number">MS-R72</unitid>
<origination label="Creator">
<persname rules="aacr2">Egan, Richard, 1842-1923</persname>
```

```

</origination>
<physdesc label="Extent">
<extent>1 linear foot (1 box)</extent>
</physdesc>
<repository label="Repository">
<corpname rules="aacr2">University of California, Irvine. Library. Special
Collections and Archives.</corpname>
</repository>
<abstract label="Abstract">Four manuscript survey maps and one plat map
depicting areas of Orange County and attributed to the noted surveyor and
judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are
undated and unsigned but it is likely that he drew them during these years.
These maps primarily depict subdivisions of non-rancho tracts of land
occupying what is now Orange County, with the addition of some topographical
details.</abstract>
</did>
</archdesc>

```

<accessrestrict> Conditions Governing Access

Description:

Information about conditions that affect the availability of the materials being described. May indicate restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff.. May also indicate that the materials are not restricted.

Do not confuse with Conditions Governing Use <userrestrict>, which designates information about limitations on the use of the described materials after access has been granted.

The <accessrestrict> element is comparable to ISAD(G) data element 3.4.1 and MARC21 field 506.

Old Examples:

1. <accessrestrict>
<p>There are no access restrictions on this collection.</p>
</accessrestrict>

2. <accessrestrict>

<p>University records are public records and once fully processed are generally open to research use. Records that contain personally identifiable information will be closed to protect individual privacy. The closure of university records is subject to compliance with applicable laws.</p>

</accessrestrict>

3. <c02 level="file">

<did>

<container type="box" label="Box">104 </container>

<container type="folder" label="Folder(s)">6578-6579 </container>

<unittitle><title render="italic">Technics and Civilization</title> (<title render="italic">Form and Personality</title> or <title render="italic">Form and Civilization</title>)

</unittitle>

<unitdate type="inclusive" normal="1931/1933">1931-1933</unitdate>

</did>

<scopecontent>

<p>Draft fragments.</p>

</scopecontent>

<accessrestrict>

<p>Only the photocopies (housed in Box 105) of these fragile materials may be used.</p>

</accessrestrict>

</c02>

<accruals> Accruals

Description:

Information about anticipated additions to the materials being described. Can indicate quantity and frequency. Can also be used to indicate that no additions are expected.

The element is comparable to ISAD(G) data element 3.3.3 and MARC21 field 584.

Old Examples:

1. <accruals>

<p>No further accruals are expected for this collection.</p>

</accruals>

2. **<accruals>**

```
<p>Noncurrent additions to this Record Group are transferred from the
Development Department annually at the end of the fiscal year in June.</p>
</accruals>
```

3. **<accruals>**

```
<head>Accruals</head>
<p>Occasional small additional deposits are expected.</p>
</accruals>
```

<acqinfo> Acquisition Information

Description:

The immediate source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits. The **<acqinfo>** element is comparable to ISAD(G) data element 3.2.4 and MARC21 field 541.

- o Note that the accession number may also serve as the **<unitid>** and be encoded as such within a **<did>**.
- o The Separated Material **<separatedmaterial>** element should be used for indicating items acquired as part of a collection and then subsequently removed from the collection.
- o The Custodial History **<custodhist>** element should be used for information about the chain of ownership before the materials reached the repository.

Old Examples:

1. **<acqinfo>**

```
<p>Transfer from <corpname>National Park Service, </corpname>
<date type="accession">1945</date>. Accession number
<num type="accession">45.22</num>.</p>
</acqinfo>
```

2. **<acqinfo>**

```
<p>Source unknown. Originally deposited in University Library, transferred to
Department of Palaeography, <date normal="19580424">24 April 1958</date>.</p>
```

</acqinfo>

<address> Address

Description:

A generic element for information about the place where someone or something is located and may be reached. Examples include a postal address for a repository, or the electronic mail address and phone number of the party granting publication permission.

Consider using an entity reference or a style sheet to store address information that occurs in many finding aids, as it is easier to update the information when located in a single, shared file. An entity reference can contain both the EAD elements and their content.

Old Example:

```
<publicationstmt>
  <publisher>The Bancroft Library.</publisher>
  <address>
    <addressline>University of California, Berkeley.</addressline>
    <addressline>Berkeley, California 94720-6000</addressline>
    <addressline>Phone: 510/642-6481</addressline>
    <addressline>Fax: 510/642-7589</addressline>
    <addressline>Email: bancref@library.berkeley.edu</addressline>
  </address>
</publicationstmt>
```

<addressline> Address Line

Description:

A generic element for one line of a postal or other address. May be repeated as many times as necessary to enter all parts of an address.

Old Example:

```
<publicationstmt>
<publisher>Special Collections and Archives</publisher>
<address>
<addressline>The UCI Libraries</addressline>
```

```

<addressline>P.O. Box 19557</addressline>
<addressline>University of California</addressline>
<addressline>Irvine, California 92623-9557</addressline>
<addressline>Phone: (949) 824-7227</addressline>
<addressline>Fax: (949) 824-2472</addressline>
<addressline>Email: spcoll@uci.edu</addressline>
<addressline>URL:http://www.lib.uci.edu/rrsc/speccoll.html
</addressline>
</address>
<date>&copy; 2000</date>
<p>The Regents of the University of California. All rights reserved.</p>
</publicationstmt>

```

<agencycode> Agency Code

Description:

An **sub**element of <maintenanceagency> within <control> providing a code representing the institution or service responsible for the creation, maintenance and/or dissemination of the EAD instance. The name of the agency is given in <agencyname>. The code is used in combination with the content of the required <recordid> to provide a globally unique identifier for the instance.

The format of the code is constrained to that of the International Standard Identifier for Libraries and Related Organizations (ISIL: ISO 15511): a prefix, a dash, and an identifier. The code is alphanumeric (A-Z, 0-9, solidus, hyphen-minus, and colon only) with a maximum of 16 characters. If appropriate to local or national convention insert a valid ISIL for an institution, whether provided by a national authority (usually the national library) or a service (such as OCLC). If this is not the case then local institution codes may be given with the ISO 3166-1 alpha-2 country code as the prefix to ensure international uniqueness in the <agencycode> element.

Example:

```

<maintenanceagency>
  <agencycode>AU-ANL:PEAU</agencycode>
  <agencyname>National Library of Australia</agencyname>
</maintenanceagency>

```

<agencyname> Agency Name

Description:

A mandatory **sub**element of <maintenanceagency> within <control> that provides the name of the institution or service responsible for the creation, maintenance and/or dissemination of the EAD instance.

It is recommended to use the form of the agency name that is authorized by an appropriate national or international agency or service.

Example:

```
<maintenanceagency>
  <agencycode>AU-ANL:PEAU</agencycode>
  <agencyname>National Library of Australia</agencyname>
</maintenanceagency>
```

<agent> Agent

Description:

The person, institution or system responsible for a maintenance event. For each maintenance event described in a <maintenanceevent> element give the name of the agent. If the agent is a person or institution encode the <agenttype> as "human". Otherwise, if the agent is a system, encode the <agenttype> as "machine".

Example:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype>revised</eventtype>
```

```

    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
    <agenttype>machine</agenttype>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
<maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
    <agenttype>human</agenttype>
    <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>

```

<agenttype> Agent Type

Description:

The type of agent responsible for each maintenance event described in a `<maintenanceevent>` element. It must be set as either "human" or "machine".

Example:

```

<maintenancehistory>
  <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
    <agenttype>machine</agenttype>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
    <agenttype>human</agenttype>
    <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
  </maintenanceevent>
</maintenancehistory>

```

<altformavail> Alternative Form Available

Description:

Information about copies of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.

Do not confuse with Location of Originals <originalsloc>, which is used to encode information about the existence, location, and availability of originals where the unit described consists of copies.

This element is comparable to ISAD(G) data element 3.5.2 and MARC21 field 530.

Old Examples:

1. **<altformavail>**
 <p>This collection has been microfilmed and is available on three
 reels MF1993-034:1 to MF1993-034:3.</p>
 <p>Researchers interested in purchasing microfilm copies should
 contact the repository.</p>
 </altformavail>

2. **<altformavail>**
 <head>Alternate Form of Material</head>
 <p>Microfilm copy available (<num type="microfilm reel">
 M-5030/1</num>).</p>
 </altformavail>

3. <c02 level="file">
 <did>
 <container type="reel" label="Film Storage">1</container>
 <unittitle><title>The Man Who Hated Children</title>
 </unittitle>
 <unitdate normal="1972">1972</unitdate>
 <physdesc>16 mm. film</physdesc>
 </did>
 <altformavail>
 <p>A VHS Videocassette version is available for viewing.
 Video tape is located in Video Storage.</p>
 </altformavail>
 </c02>

<appraisal> Appraisal Information

Description:

An evaluative statement about the archival value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records.

This element is comparable to ISAD(G) data element 3.3.2 and MARC21 field 583.

Old Example:**<appraisal>**

<p>The records of the Mid-Ocean Dynamics Experiment came to the Institute Archives in two accessions in 1980 and 1982. During processing the collection was reduced from fifteen cubic feet to four by discarding duplicate materials, financial records, and publications not authored by MODE participants. Forty charts and six inches of raw data presented the primary appraisal issues. The raw data consisted of bulletins and reports referring to float positions, moorings, isotherms, geostrophic velocity calculations, ships' summaries, and work proposed and work carried out during the MODE-I experiment. As this raw data was recapitulated in weekly <title render="underline">MODE Hot Line Bulletins</title>, only a sampling was retained in the collection. Also discarded were ten charts for which there were no descriptions of indicated data points, nor were dates or test site locations provided.</p>

<p>Six inches of materials pertaining to the POLYMODE project, 1973-1980, were added to the Institute Archives POLYMODE collection.</p>

<p>The appraisal of this collection was carried out in consultation with Robert Heinmiller, a research associate at Woods Hole Oceanographic Institution during MODE.</p>

</appraisal>**<archdesc> Archival Description****Description:**

An element for wrapping the bulk of an EAD document instance, which typically will include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental information that facilitates use of the materials. Information is organized on hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts. Data elements available at the <archdesc> or unit level are repeatable within

components (<c> or <c0x>). Descriptive information is inherited downward, from one hierarchical level to the next.

The Descriptive Identification <did> element is required to appear in <archdesc> before presenting more detailed descriptions in <bioghist> or <scopecontent>, in order to provide a basic description of the archival materials.

The <archdesc> element has several specialized attributes. The required LEVEL attribute identifies the character of the whole unit, for example, whether the level is a "class," "collection," "fonds," "recordgrp," "series," "subfonds," "subgrp," "subseries," or "otherlevel." This attribute is comparable to ISAD(G) data element 3.1.4 and MARC21 field 351 subfield c.

The LOCALTYPE attribute can be used to categorize the finding aid as an inventory, register, or other format.

Example:

See fully-encoded examples in Appendix C.

<archref> Archival Reference

Description:

A reference element that provides a citation and/or an electronic link to separately described archival materials of special interest. Examples of such materials include a record group and one of its large series (which might have separate EAD-encoded finding aids) and a general reference to a collection with similar content.

The <archref> element can be helpful in several situations. It can be used with a <ref> element for linking to another EAD instance. The <archref> element can also be used to cite archival materials within a <bibliography>, <relatedmaterial>, or <separatedmaterial> element.

Do not confuse <archref> with the Bibliographic Reference <bibref> element, which is used to cite published works or individual items that are not usefully designated as archival materials.

Old Example:

```

<relatedmaterial>
<head>Related Collections</head>
<archref>
<unitid>BANC PIC 19xx.055--ffALB</unitid>,
<unittitle><title>Photographs Taken During the U.S. Geological Surveys West of
the 100th Meridian, 1871-1873</title>, by Timothy H. O'Sullivan and William
Bell</unittitle>
</archref>
<archref>
<unitid>BANC PIC 19xx.089--STER</unitid>,
<unittitle><title>Stereoviews of the U.S. Geographical Survey Expedition West
of the 100th Meridian of 1871</title>, by Timothy H. O'Sullivan</unittitle>
</archref>
<archref>
<unitid>BANC PIC 19xx.273--PIC</unitid>,
<unittitle>Geographical Surveys West of the 100th Meridian (U.S.). <title>New
Mexico Photographs from the 1873 Geographical Survey West of the 100th
Meridian</title></unittitle>
</archref>
<archref>
<unitid>BANC PIC 1905.17116-.17119--STER</unitid>,
<unittitle><title>Western Survey Expeditions of 1871, 1872, 1873, and
1874</title>, by Timothy H. O'Sullivan and William Bell</unittitle>
</archref>
</relatedmaterial>

```

<arrangement> Arrangement**Description:**

The <arrangement> element identifies the logical or physical groupings within a hierarchical structure, that is, how the described materials have been subdivided into smaller units, e.g., record groups into series. It can also be used to express the filing sequence of the described materials, such as the principal characteristics of the internal structure.

Attribute note:

The ENCODINGANALOG attribute may be used to differentiate between the MARC 351 subfield a (organization) and subfield b (arrangement).

The <arrangement> element is comparable to ISAD(G) element 3.3.4 and MARC21 field

351.

Old Examples:**1. <arrangement>**

```

<p>Organized into three subseries:
  <list type="simple">
    <item>Clippings--chronological</item>
    <item>Clippings--persons</item>
    <item>Notes</item>
  </list>
</p>
<p>"Clippings-persons" is arranged alphabetically by surname, and
  "Notes" alphabetically by subject.</p>

```

</arrangement>**2. <arrangement>**

```

<head>Arrangement of the Collection</head>
<p>The filing system for the Braman Collection has been kept
substantially in its original form. That is, original folders and their
titles have been retained. The processor devised the basic organization
scheme for the collection and, where necessary, reorganized the papers within
the various component groups.</p>

```

</arrangement>**3. <c03 level="file">**

```

<did>
  <unittitle id="bruce.A.2.3">Letters from various correspondents to
  Craufurd Bruce</unittitle>
  <unitdate normal="1807/1819">1807-19</unitdate>
  <unitid>MS. Eng. c. 5746</unitid>
  <physdesc><extent>126 leaves</extent></physdesc>
</did>

```

<arrangement>

```

<p>Alphabetical, Grey - Peterkin</p>

```

</arrangement>**<scopecontent>**

```

<p>Mainly relating to Michael Bruce, with drafts of a few letters
from Craufurd Bruce.</p>

```

</scopecontent>**</c03>**

<author> Author**Description:**

Name(s) of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid. May include a brief statement indicating the role of the agent, for example, archivist, collections processor, or records manager.

The <author> element is available in the required <titlestmt> portion of the <control>. The <author> element is repeatable.

See also:

- Use the <agent> element within <maintenanceevent> to designate the encoder of the finding aid.
- Use the <persname> or <corpname> element with the role attribute to designate the author in a Bibliographic Reference <bibref> citation.
- Use the <origination> element to designate the compiler, collector, or creator of the materials being described.

Old Examples:

```
1.    <filedesc>
<titlestmt>
<titleproper>Register of the Rhea Higbee Wakeling Collection</titleproper>
<author>The print and machine readable finding aids for this collection were created by the
Special Collections staff, Gerald R. Sherratt Library.</author>
</titlestmt>
</filedesc>
```

<bibliography> Bibliography**Description:**

Citations to works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials is available. The works could be books, articles, television programs, unpublished reports, web sites, or other forms of information. The <bibliography> contains an optional head,

and may include one or more Bibliographic References <bibref>, one or more Archival References <archref>, a <list>, or a series of Paragraphs <p>.

The <bibliography> element is comparable to ISAD(G) data element 3.5.4 and MARC21 fields 510 and 581.

See also:

- The <bibref> element may be used to designate single citations within Paragraphs <p> without opening the <bibliography> element.

Old Example:

```
<bibliography>
<head>Bibliography</head>
<p>Sources consulted by John Kobler.</p>
<bibliography>
<head>Monographs</head>
<bibref><title render="italic">Affiches americaines</title>. San Domingo:
Imprimerie royale du Cap, 1782. Nos. 30, 35.</bibref>
<bibref>Ardouin, Charles Nicholas Celigny. <title render="italic">Essais sur
l'histoire d'Haiti</title>. Port-au-Prince, 1865.</bibref>
<bibref>Bastien, Remy. <title render="italic">Anthologie du folklore
haitien</title>, <title render="doublequote">Proverbes</title>. Mexico, 1946.
pp.83-91.</bibref>
<bibref>Bellegarde, Dantes. <title render="italic">
Dessalines a parle</title>. Port-au-Prince, 1948. Chap. IV: pp.
47-54.</bibref>
</bibliography>
<bibliography>
<head>Serial publications</head> . . .
</bibliography>
</bibliography>
```

<bibref> Bibliographic Reference

Description:

A reference element that provides a citation and/or electronic link for a published work such as a book, article, dissertation, motion picture, or sound recording. The work may be based on, about, or related in some other way to the materials being described. The <bibref> may contain just text or the content-specific <title> element. A list of <bibref>s may be gathered into a <bibliography>.

Do not confuse with the Reference (ref> element, which provides links both internal to a finding aid or from the finding aid to external content.

See also:

- Use the more specific <archref> element to cite or link to separately described archival materials.

Old Examples:

```
1.    <p>The Archibald MacLeish Papers are described in
<bibref>
<title render="italic">Library of Congress Acquisitions: Manuscript Division,
1982,</title> p. 29.
</bibref>
</p>

2.    <bibliography>
<head>Bibliography</head>
<p>Sources consulted by John Kobler.</p>
<bibref><title render="italic">Affiches americaines</title>. San Domingo:
Imprimerie royale du Cap, 1782. Nos. 30, 35.</bibref>
<bibref>Ardouin, Charles Nicholas Celigny. <title render="italic">Essais sur
l'histoire d'Haiti</title>. Port-au-Prince, 1865.</bibref>
<bibref>Bastien, Remy. <title render="italic">Anthologie du folklore
haitien</title>, <title render="doublequote"> Proverbes</title>. Mexico, 1946.
pp.83-91.</bibref>
<bibref>Bellegarde, Dantes. <title render="italic">Dessalines a parle</title>.
Port-au-Prince, 1948. Chap. IV: pp. 47-54.</bibref> . . .
</bibliography>
```

<bioghist> Biography or History

Description:

A concise essay or chronology that places the archival materials in context by providing information about their creator(s). Includes significant information about the life of an individual or family, or the administrative history of a corporate body. The <bioghist> may contain just text in a series of Paragraphs <p>, and/or a Chronology List <chronlist> that

matches dates and date ranges with associated events. Additional <bioghist> elements may be nested inside one another when a complex body of materials, such as a collection of family papers, is being described, and separately headed sections are desired. The <bioghist> element may also be nested to designate a portion of the essay or chronology that might be extracted as a MARC 545 subfield.

This element is comparable to ISAD(G) data element 3.2.2 and MARC21 field 545.

Old Examples:

1. <bioghist>

```
<head>Administrative History</head>
```

```
<bioghist encodinganalog="545$a">
```

```
<p id="PRO123">In October 1964 the incoming Labour government created new office of Secretary of State for Economic Affairs (combined with First Secretary of State) and set up the Department of Economic Affairs under the Ministers of the Crown Act 1964 to carry primary responsibility for long term economic planning.</p>
```

```
</bioghist>
```

```
<p>Under the Act the posts of Economic Secretary to the Treasury and Secretary of State for Industry, Trade and Regional Development were abolished.</p>
```

```
<p>George Brown was appointed as First Secretary of State and Secretary of State for Economic Affairs, and as chairman of the National Economic Development Council (NEDC).</p>
```

```
<p>Composition of DEA: most of Treasury's National Economy Group (excluding the short term forecasting team); economic planning staff from the National Economic Development Office (NEDO); the regional policy divisions from the Board of Trade; a team of industrial experts.</p>
```

```
<p>DEA charged with duty of formulating, with both sides of industry, a National Plan (published in September 1965), co-ordinating the work of other departments in implementing policies of economic growth, particularly in the fields of industry, the regions, and prices and incomes.</p> . . .
```

```
</bioghist>
```

2. <bioghist>

```
<head>Chronology</head>
```

```
<chronlist>
```

```
<chronitem>
```

```
<date normal="18401012">1840</date>
```

```
<event>Born Helena Opid in Krakow, Poland on October 12th.</event>
```

```
</chronitem>
```

```
<chronitem>
```

```
<date normal="1861">1861</date>
```

```
<event>Made stage debut as Helena Modrzejewska in charity fair production of <title>The White Camellia</title>, in Bochnia, Poland.</event>
```

```

</chronitem> . . .
<chronitem>
<date normal="19090409">1909</date>
<event>Died April 8th at her home on Bay Island. Funeral services held at St.
Vibiana's Cathedral in Los Angeles, and Modjeska was later buried in her
native Krakow.</event>
</chronitem>
</chronlist>
</bioghist>

```

<blockquote>

Use the <blockquote> to designate and format an extended quotation to be set off from the text by spacing or other typographic distinction.

Use the <quote> element to identify inline quotes within a block of text.

Equivalent to the element <q> in HTML.

Old Example:

```

<bioghist>
<head>Administrative History</head>
<p>The Brewster presidential administration's primary objective was to raise
academic standards comprehensively throughout Yale University. This required
the substantial revision of certain existing policies and disciplines, as well
as the development of new programs, schools, and departments.</p>
<p>President Brewster began this process in the 1960s by significantly
increasing the size of the faculty and by actively recruiting renowned
non-Yale scholars to fill the positions. According to Brewster, previous Yale
administrations tended to overlook high caliber academicians who graduated and
specialized outside the university. [. . .]</p>
<p>As the size of the Yale faculty increased, Brewster's new admissions
policies caused the make up of the undergraduate body to shift. By the early
1960s, most undergraduates had prepared at private schools, and many were sons
of Yale alumni. As with the faculty, Brewster felt that Yale was consistently
overlooking some of the best intellectual student talent necessary to maintain
the highest levels of academic excellence. In a 1965 speech to alumni,
Brewster summarized his administration's revised recruitment policy by stating
that Yale would only seek students
<blockquote>
<p>whose capacity for intellectual achievement is outstanding and who also

```

have the motivation to put their intellectual capacities to creatively influential use, in thought, in art, in science, or in the exercise of public or private or professional responsibility.</p>

</blockquote>

</p> . . .

</bioghist>

<c> Component (Unnumbered)

Description:

A wrapper element that designates a subordinate part of the materials being described. A Component <c> provides information about the content, context, and extent of a subordinate body of materials. It is always nested within a Description of Subordinate Components <archdesc> and often within another <c> element. Each <c> element identifies an intellectually **logical** section of the described materials. The physical filing separations between components do not always coincide with the intellectual separations. For example, a <c> that designates dramatic works might end in the same box in which the next <c> begins with short stories. Also, not every <c> directly corresponds to a folder or other physical entity. Some <c> elements simply **represent a stage within** a hierarchical description.

Components may be subdivided into smaller and smaller components and may eventually reach the level of a single item. For example, the components of a collection may be series, components of series may be subseries, components of subseries may be files, and components of files may be items. A component may be either an unnumbered <c> or a numbered <c01>, <c02>, etc., although numbered and unnumbered components cannot be mixed in a single EAD instance. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

Attribute notes:

Use the `LEVEL` attribute to identify the logical type of the component, for example, "series," "subseries," "subfonds," "subgrp," "file," or "item." Assigning a `LEVEL` attribute for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate usage.

Old Example:

```

    <dsc type="combined">
<c level="series">
    <did>
<unitid>Series 1</unitid>
<unittitle>Correspondence</unittitle>
</did>
<scopecontent>[...]</scopecontent>
<c level="subseries">
<did>
<unitid>Subseries 1.1</unitid>
<unittitle>Outgoing Correspondence</unittitle>
</did>
<c level="file">
<did>
<unittitle>Abbingner-Aldrich</unittitle>
</did>
</c> . . .
</c>
<c level="subseries">
<did>
<unitid>Subseries 1.2</unitid>
<unittitle>Incoming Correspondence</unittitle>
</did>
<c level="file">
<did>
<unittitle>Adams-Ayers</unittitle>
</did>
</c> . . .
</c>
</c>
</dsc>

```

<c01> Component (First Level)

Description:

A wrapper element that designates the top or first-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

Attribute note:

The `LEVEL` attribute is used to identify which level of description the `<c01>` covers, e.g., "series," "subseries," "file," or "item." Do not expect that all elements at the same numbered component designation represent the same level of description. The `<c01>` element can start at different levels of description in different finding aids, and, the quantity of hierarchical components can vary between, for example, a "series" and a "file." For example, a `<c03>` element could represent a "file" in one part of a finding aid, and in another part of the finding aid, a file might be a `<c05>` element because additional hierarchical groupings were needed to categorize the materials being described.

See also:

See the description under Component `<c>` for additional information.

Old Example:

```
<dsc type="combined">
<b><c01 level="series">
<did>
<unittitle>Topical Files</unittitle>
<unitdate normal="1918/1945">1918-1945</unitdate>
</did>
<scopecontent>[...]</scopecontent>
<b><c02 level="file">
<did>
<unittitle>California Dining Club</unittitle>
</did>
<b><c03 level="file">
<did>
<unittitle>Annual financial statements</unittitle>
<unitdate type="inclusive" normal="1923/1929">1923-1929</unitdate>
</did>
</c03>
<b><c03 level="file">
<did>
<unittitle>Membership rosters</unittitle>
<unitdate type="inclusive" normal="1918/1932">1918-1932</unitdate>
</did>
</c03>
<b><c03 level="file">
<did>
<unittitle>Minutes</unittitle>
<unitdate type="inclusive" normal="1925/1930">1925-1930</unitdate>
</did>
</c03>
<b><c03 level="file">
```

```

<did>
<unittitle>Newsletters</unittitle>
<unitdate type="inclusive" normal="1919/1932">1919-1932</unitdate>
</did>
</c03>
</c02> . . .
</c01>
</dsc>

```

<c02> Component (Second Level)

Description:

A wrapper element that designates a second-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c03> Component (Third Level)

Description:

A wrapper element that designates a third-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c04> Component (Fourth Level)**Description:**

A wrapper element that designates a fourth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c05> Component (Fifth Level)**Description:**

A wrapper element that designates a fifth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c06> Component (Sixth Level)

Description:

A wrapper element that designates a sixth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c07> Component (Seventh Level)

Description:

A wrapper element that designates a seventh-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c08> Component (Eighth Level)

Description:

A wrapper element that designates an eighth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c09> Component (Ninth Level)

Description:

A wrapper element that designates a ninth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c10> Component (Tenth Level)

Description:

A wrapper element that designates a tenth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c11> Component (Eleventh Level)**Description:**

A wrapper element that designates a eleventh-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc. The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<c12> Component (Twelfth Level)**Description:**

A wrapper element that designates a twelfth-level subordinate part of the materials being described. Components may be either unnumbered <c> or numbered <c01>, <c02>, etc.

The numbered components <c01> to <c12> assist a finding aid encoder in nesting up to twelve component levels accurately.

See the description under Component (Unnumbered) <c> and Component (First Level) <c01> for additional information.

Examples:

See examples under <c01> Component (First Level).

<chronitem> Chronology List Item

Description:

A formatting element that keeps a date paired with an associated event or group of events within a Chronology List <chronlist>. Each <chronitem> contains a <date> (either a single date or date range) coupled with a choice between one or more chronological sets or an event (and possibly a place). When multiple <event>s are associated with a single <date>, the <event>s are bundled in an <eventgrp> tag, which is then easily paired with the appropriate <date>.

Old Example:

```
<bioghist>
<head>Chronology</head>
<chronlist>
<b><chronitem>
<date normal="18401012">1840</date>
<event>Born Helena Opid in Krakow, Poland on October 12th.</event>
</chronitem>
<b><chronitem>
<date normal="1861">1861</date>
<event>Made stage debut as Helena Modrzejewska in charity fair production of
<title>The White Camellia</title>, in Bochnia, Poland.</event>
</chronitem> . . .
<b><chronitem>
<date normal="19090409">1909</date>
<event>Died April 8th at her home on Bay Island. Funeral services held at St.
Vibiana's Cathedral in Los Angeles, and Modjeska was later buried in her
native Krakow.</event>
</chronitem>
```

```
</chronlist>
</bioghist>
```

<chronlist> Chronology List

Description:

A formatting element that designates information about the sequence in which significant past events, associated with the described materials, occurred. The `<chronlist>` also provides a structured display to list these dates and events. Each `<chronlist>` contains Chronology Items `<chronitem>`s that pair a `<date>` or date range with a brief description of an associated `<event>` or events `<eventgrp>`.

A `<chronlist>` most often appears in finding aids as part of the Biography or History `<bioghist>` element, but `<chronlist>` is also available for use in other elements that might need to present historical dates and events in a multicolumn list.

Old Example:

```
<bioghist>
<head>Biographical Note</head>
<b><chronlist></b>
<chronitem>
<date>1820, Dec. 20</date>
<event>Born eighth of ten children of Taylor and Dicey (Jones) Duke; Little
River, Orange Co., N.C.</event>
</chronitem>
<chronitem>
<date>1842</date>
<event>Married Mary Caroline Clinton</event>
</chronitem>
<chronitem>
<date>1844</date>
<event>Sidney Taylor Duke born</event>
</chronitem> . . .
</chronlist>
</bioghist>
```

<chronologicalset>

[to be completed when schema is ready]

<citation> Citation

Description:

The purpose of the <citation> element is to point to any rules and conventions, including authorized controlled vocabularies or thesauri, applied in the construction of the description.

<citation> is a required subelement of both <conventiondeclaration> and <localtypedeclaration> and should cite an external resource in machine and / or human readable form.

Provide the formal title or name of the resource, using the <emph> element to specify any formatting (such as italic or bold, etc.) deemed useful. A link to the resource cited may be made by using <ref>.

Example:

<colspec> Table Column Specification

Description:

An empty formatting element that designates the position and size of a single column in a Table <table>. Attributes specify the unique name of the column, its unique number within the table, its width and rules, and the horizontal alignment of text within the column. The quantity of columns in a <table> is determined by the COLS attribute of the <table> element, not by the number of <colspec>s defined.

See also related element <table>.

Example:

```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
```

```

<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>

```

<container> Container

Description:

A <did> subelement for information that contributes to locating the described materials by indicating the kinds of containers that physically hold the materials and identifying any sequential numbers assigned to those devices. The <container> element is used most frequently at the component level, i.e., once a Description of Subordinate Components <dsc> has been opened. This storage information can help researchers understand how extensive the material is, especially in the absence of a specific physical <physdesc> statement at the component level.

Attribute usage:

- The PARENT attribute can be used to point to the <container> element that describes the box in which a folder is housed.
- Use of the LOCALTYPE attribute is strongly recommended to clarify the nature of the storage device. Use any useful designations, such as "box," "folder," and "reel."

See also:

- The Physical Location <physloc> element can be used to designate the shelves, stacks, rooms, buildings, or other places where the containers are stored.
- Use the ID of the Unit <unitid> element to designate control numbers not associated with a physical container, for example, accession numbers. Most repositories use either <container> or <unitid> for recording the call numbers used for retrieving and returning material for researchers. If both elements are used, consider setting the LABEL attribute to specify which element is the call number.

Old Examples:

1. <c01 level="series">

```

<did>[...]</did>
<c02 level="file">
<did>
<container type="box">3</container>
<container type="folder">18</container>
<unittitle>Parent-Teacher Association of Fondsville
</unittitle>
<unitdate type="inclusive" normal="1959/1972">1959-1972</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">3</container>
<container type="folder">19</container>
<unittitle>Pasta and Politics Club</unittitle>
<unitdate type="inclusive" normal="1967/1975">1967-1975</unitdate>
</did>
</c02> . . .
</c01>

```

```

2. <dsc type="combined">
<c level="series">
<did>
<unittitle>Correspondence, </unittitle>
<unitdate normal="1942/1987">1942-1987 </unitdate>
</did>
<scopecontent>[...]</scopecontent>
<c level="file">
<did>
<container id="mss1993-043.1.1" type="box">1</container>
<container parent="mss1993-043.1.1" type="folder">1</container>
<unittitle><unitdate normal="1942/1943">1942-1943</unitdate></unittitle>
</did>
</c>
<c level="file">
<did>
<container parent="mss1993-043.1.1" type="folder">2</container>
<unittitle><unitdate normal="194401/194408">January-August
1944</unitdate></unittitle>
</did>
</c>
<c level="file">
<did>
<container parent="mss1993-043.1.1" type="folder">3</container>
<unittitle><unitdate normal="194409/194503">August 1944-March
1945</unitdate></unittitle>
</did>
</c> . . .

```

```
</c> . . .
</dsc>
```

```
3. <dsc type="combined">
<c01 level="series">
<did>
<unittitle>Series 1: Correspondence,</unittitle>
<unitdate type="inclusive">1943-1978</unitdate>
<physdesc><extent>2.5 linear ft. </extent>(5 document boxes)</physdesc>
</did>
<scopecontent>[...]</scopecontent>
<c02 level="subseries">
<did>
<unittitle>Subseries 1.1: Outgoing Correspondence, </unittitle>
<unitdate type="inclusive">1943-1969</unitdate>
<physdesc><extent>0.75 linear ft.</extent></physdesc>
</did>
<c03 level="file">
<did>
<physloc audience="internal">B:14:D</physloc>
<container type="box">1</container>
<container type="folder">1</container>
<unittitle>Abbingner-Aldrich</unittitle>
<physdesc><extent>14 letters</extent></physdesc>
</did>
</c03>
</c02>
</c01>
</dsc>
```

<control> Control

Description:

This required wrapper element within EAD contains bibliographic information ~~and that~~ necessary to manage the instance. This includes information about its identity, creation, maintenance, and status as well as the languages, rules and authorities used in the composition of the description.

It ~~<control>~~ must contain a unique identifier for the instance within the <recordid> element. Other associated identifiers may be given in <otherrecordid>. There must be bibliographic

information provided in <filedesc> and a description of the agency responsible for its creation and maintenance in <maintenanceagency> as well as statements about its current drafting status in <maintenancestatus> and the creation, maintenance, and disposition of the instance in <maintenancehistory>.

Three elements are available to declare languages, rules and conventions used in the EAD instance. The <langagedeclarations> (or <langagedeclaration>) element provides information on the language(s) and script(s) used in the description. The <conventiondeclaration> element provides information on the authorities or controlled vocabularies used in the instance. The <localtypedeclaration> element declares the local conventions and controlled vocabularies used within the @localtype. Use the <relatedencoding> attribute @relatedencoding to indicate the descriptive encoding system to which <encodinganalog> attributes are mapped. ~~that @encodinganalog attributes within <control> are mapped to~~

Example:

<control>

```

    <recordid>AddMS88938</recordid>
    <filedesc><titlestmt>
        <titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
        <publisher>British Library</publisher>
    </publicationstmt>
</filedesc>
<maintenancestatus>derived</maintenancestatus>
<publicationstatus>approved</publicationstatus>
<maintenanceagency>
    <otheragencycode localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
</maintenanceagency>
<langagedeclaration>
    <language languagecode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
</langagedeclaration>
<conventiondeclaration>
    <abbreviation>ISAD(G)</abbreviation>
    <citation>ISAD(G): General International Standard Archival
Description, second
    edition, Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
    <abbreviation>NCARules</abbreviation>

```

```

        <citation>National Council on Archives, Rules for the Construction
of Personal, Place and Corporate Names, 1997</citation>
      </conventiondeclaration>
      <localtypedeclaration>
        <citation>IAMS Cataloguing Guidelines Part 1: Describing Archives
and Manuscripts</citation>
      </localtypedeclaration>
      <localcontrol localtype="levelofdetail">
        <term>Minimum</term>
      </localcontrol>
      <maintenanceevent>
        <eventtype>derived</eventtype>
        <eventdatetime standarddatetime="2013-04-20T16:19:24"/>
        <agenttype>machine</agenttype>
        <agent>IAMS</agent>
      </maintenanceevent>
    </control>

```

<controlaccess>

Description:

A wrapper element that designates key access points for the described materials and enables authority-controlled searching across finding aids on a computer network. Hundreds of names and subjects can appear in a finding aid. Prominence can be given to the major ones by bundling them together in a single place within the <archdesc> or within a large Component <c> and tagging them with <controlaccess>.

The <controlaccess> element designates terms comparable to those found in the 1xx, 6xx, and 7xx fields of MARC21 catalog records. Finding aid searches limited to the <controlaccess> element and its subelements will improve the likelihood of locating strong sources of information on a desired subject, because access terms will have been entered in a consistent form across finding aids, and also because only the most significant terms are likely to have been selected for encoding.

Although names and terms from locally controlled vocabularies are permissible, the <controlaccess> subelements (<corpname>, <famname>, <function>, <genreform>, <geogname>, <occupation>, <persname>, <subject>, and <title>) should come from national or international vocabularies whenever they are available to enable searches in information systems that include multiple finding aids, or finding aids and bibliographic records from many institutions.

These subelements have `SOURCE` attributes to specify the vocabulary tool from which the heading is taken and `RULES` attributes to specify the descriptive rules by which it has been formulated. The attribute `IDENTIFIER` can be used to identify an authority file record that provides additional information about a heading and includes cross references. The `ROLE` attribute can be used to specify such factors as whether a heading is for the creator of the materials, the subject of the materials, or both.

<controlnote>

Description:

A subelement within the `<notestmt>` portion of `<control>`, each of which contains a single piece of descriptive information about the finding aid. These `<controlnote>`s are similar to the "general notes" in traditional bibliographic descriptions.

Example:

```

<notestmt>
  <controlnote>
    <p>Contact information: <ref xlink:type="simple" xlink:show="new"
      xlink:actuate="onRequest"
xlink:href="http://hdl.loc.gov/loc.mss/mss.contact"
      >http://hdl.loc.gov/loc.mss/mss.contact</ref>
    </p>
  </controlnote>
  <controlnote>
    <p>Catalog Record: <ref
xlink:href="http://lcn.loc.gov/mm82036905"
      xlink:actuate="onRequest" xlink:title="MARC record for
collection"
      xlink:type="simple">http://lcn.loc.gov/mm82036905</ref>
    </p>
  </controlnote>
</notestmt>

```

<conventiondeclaration> Convention Declaration

Description:

An optional element of <control>, used for declaring references in the <citation> element to any rules and conventions, including authorized controlled vocabularies or thesauri, applied in the construction of the description.

For example, <conventiondeclaration> should be used to identify any controlled vocabularies the terms of which appear as values of the **source** attribute ~~attribute~~@source for <controlaccess> ~~controlled-access~~, <unittype>, and <placeentry> elements. It should also be used to identify any rules used to formulate the content of elements such as <physdesc> and <physdescstructured>, <unittype>, and controlled terms. Any notes relating to how these rules or conventions have been used may be given within a <descriptivenote> element. The <abbreviation> element may be used to identify the standard or controlled vocabulary in a coded structure. Each new rule / set of rules should be contained in a separate <conventiondeclaration> element.

Example:

```

<control>
  <recordid>AddMS88938</recordid>
  <filedesc><titlestmt>
    <titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
  </titlestmt>
  <publicationstmt>
    <publisher>British Library</publisher>
  </publicationstmt>
</filedesc>
<maintenancestatus>derived</maintenancestatus>
<publicationstatus>approved</publicationstatus>
<maintenanceagency>
  <otheragencycode localType="archon">GB-58</otheragencycode>
  <agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
  <language languagecode="eng">English</language>
  <script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
  <abbreviation>ISAD (G)</abbreviation>
  <citation>ISAD (G): General International Standard Archival
Description, second
  edition, Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
  <abbreviation>NCARules</abbreviation>
  <citation>National Council on Archives, Rules for the Construction

```

of Personal, Place and Corporate Names, 1997</citation>
 </conventiondeclaration>
 ...
 </control>

<corpname>

Description:

For identifying the names of organizations or groups of people that act as an organizational entity and are related to the materials being described. Examples include names of associations, institutions, business firms, nonprofit enterprises, governments, government agencies, projects, programs, religious bodies, churches, conferences, athletic contests, exhibitions, expeditions, fairs, and ships.

The <corpname> element contains one or more <part> elements for encoding one or more parts of a corporate name, e.g.,

Part 1: Yale University

Part 2: Dept. of Astronomy

<corpname> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <corpname> element is analogous to MARC21 fields 110, 111, 610, 611, 693, 710, and 711 and to the MODS elements name[@type='corporate'] and subject/name[@type='corporate'].
- @identifier for linking to the authority record for the corporate name used.
- @role to specify other relationship(s) the corporate name has to the described materials, for example, "compiler," "creator," "collector," or "subject."
- @rules to specify the descriptive rules followed for forming the corporate name.
- @source to indicate the vocabulary from which the corporate name has been taken.

See also the parent element <controlaccess>, related sibling children elements <famname>, <function>, <name>, <genreform>, <geogname>, <occupation>, <persname>, <subject>, <title>, and the child element <part>.

Examples:

<controlaccess>

```
<corpname encodinganalog="110" role="creator" rules="aacr2" source="naf"
  identifier="http://id.loc.gov/authorities/names/n88172963">
  <part localtype="a" localtypesource="">Yale University</part>
  <part localtype="b" localtypesource="">Dept. of Astronomy</part>
</corpname>
```

</controlaccess>

<controlaccess>

```
<corpname>
  <part>Meriden Gravure Company</part>
</corpname>
```

</controlaccess>

<custodhist> Custodial History

Description:

Information about the chain of ownership of the materials being described, before they reached the immediate source of acquisition. Both physical possession and intellectual ownership can be described, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

Although the history of custody is sometimes synonymous with provenance, a description of archival provenance may be more appropriate for the <origination>, <bioghist>, or <scopecontent> elements.

Use Acquisition Information <acqinfo> for text about the immediate source of the described materials and the circumstances under which they were received by the repository.

The <custodhist> element is comparable to ISAD(G) data element 3.2.3 and MARC21

field 561.

Old Example:

<custodhist>

```
<p>The George Franklin Papers were maintained by the staff of the Mayor's
Office, City of Irvine, California, in the records storage facility at City
Hall from the time of Franklin's death in 1972 until they were transferred, at
his family's request, to Special Collections and Archives, The UC Irvine
Libraries, in 1988.</p>
```

```
</custodhist>
```

<date>

Description:

A generic element that contains a month, day, or year in any format. Use <date> to identify any dates that merit encoding, except for the creation and other relevant dates of the described materials, which are instead tagged with the <unitdate> element. Examples of dates that might merit encoding are a person's birth date, the date the materials were acquired, or the date of an event in a chronology. These dates may be entered in the form of text or numbers, and may consist of a single date or range of dates.

A standard numeric form of the date (YYYYMMDD, etc.) can be specified with the `NORMAL` attribute to facilitate machine comparison of dates for searching, for example, 19480101/19980401 (YYYYMMDD/YYYYMMDD), or 1948/1998 (YYYY/YYYY). The `TYPE` attribute can be used to supply a more specific designation, for example, "life," "flourish," "depiction," "publication," or "acquisition." The `CERTAINTY` attribute may be used to indicate the degree of precision in the dating, for example, "circa," "approximately," or "after." The `CALENDAR` attribute, which has a default value of "gregorian," specifies the calendar from which the date stems. The value "ce" (common or Christian era) is the default for the `ERA` attribute.

Old Examples:

```
1.    <bibref>
<persname role="author">Kinder, Dolores.</persname>
<title render="italic">Once Upon a Lullaby.</title>
<imprint><geogname>New York: </geogname>
```

```

<publisher>Wells & Sons, </publisher>
<date type="publication">1931</date>
</imprint>
</bibref>

```

```

2. <acqinfo>
<p>This collection, number
<num type="donor">1988-015,</num> was donated by Mrs. Dolores Franklin on
<date type="acquisition" normal="19880423">April 23, 1988.</date>
</p>
</acqinfo>

```

<daterange> Date Range

Description:

A generic element that expresses inclusive dates in the creation, contextual history, or local control of the described materials as well as of their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places and topics.

<daterange> contains mandatory <fromdate> and <todate> child elements. If the event or relationship has a single date, use the <datesingle> element, while more complex dates (combining single dates and date ranges) can be expressed in <dateset>.

The **localtype** @localtype attribute can be used to supply a more specific characterization of the date range.

The date and time of a maintenance event in the history of the **EAC-CPF** instance are given in the <eventdatetime> element.

Example:

```

<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>

```

<dateset> Date Set

Description:

A wrapper element to combine single dates and date ranges, multiple single dates, or multiple date ranges. The <dateset> element is used within <unitdatestructured> in situations where complex date information needs to be conveyed and requires at least two child elements. These can be a combination of <date> and <daterange> elements.

Example:

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>
```

<datesingle> Single Date**Description:**

A generic element expressing a single date in the creation, contextual history, or local control of the described materials as well as of their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places and topics. If the event or relationship etc has inclusive dates use the <daterange> element, while more complex dates (combining single dates and date ranges) can be expressed in <dateset>.

The content of the element is intended to be a human-readable, natural language date with a machine-readable date provided as the value of the standarddate @standarddate attribute, formulated according to ISO 8601. Other attributes include @notbefore and @notafter for dates of uncertainty. The @localtype attribute can be used to supply a more specific characterization of the date.

The date and time of a maintenance event in the history of the EAD instance are given in the <eventdatetime> element.

Example:

```

<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>

```

<dao> Digital Archival Object

Description:

A linking element that uses the attribute ENTITYREF to connect to electronic representations of the described materials. The <dao> element allows the content of an archival collection or record group to be incorporated in the finding aid. These digital representations include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text. The objects can be selected examples, or digital surrogates of all the materials in an archival fonds or series.

Attribute Notes:

The attribute DAOTYPE can be used to specify if the <dao> is born digital (“borndigital”), was digitized by the repository from physical holdings (“derived”), if the type is unknown, or other. If selecting other, then use the OTHERDAOTYPE attribute to further specify the type.

See also: The description for the item linked to via the <dao> is described in the subelement <daodesc>.

Example:

```

<c><did><unittitle>Quilting bee, Union Town, Md.,
<unitdate type="inclusive">1930s</unitdate>
</unittitle>
<physdesc>5 photographs</physdesc></did>
<dao show="embed" actuate="onload" entityref="fsx00428"></dao></c>

```

<daodesc>

Description:

Information about the contents, usage, or source of a Digital Archival Object <dao>. When the <unittitle> or other descriptive information in a Component <c> is sufficient to identify one or more digital objects, the <daodesc> caption is not necessary.

See also related elements <dao>.

Old Example:

```
<c02 level="file">
<did>
<unittitle>Photographs of John Smith and family members</unittitle>
<unitdate type="inclusive" normal="1895/1928">1895-1928</unitdate>
<daogrp linktype="extended">
<daodesc>
<p>Sample digitized image from this file: John Smith graduation portrait,
<date normal="18950528">28 May 1895</date>.</p>
</daodesc>
<resource linktype="resource" label="start"/>
<daoloc entityref="f0042_1tmb" linktype="locator" label="thumb"/>
<daoloc entityref="f0042_1ref" linktype="locator" label="reference"/>
<arc linktype="arc" show="embed" actuate="onload" from="start" to="thumb"/>
<arc linktype="arc" show="new" actuate="onrequest" from="thumb"
to="reference"/>
</daogrp>
</did>
</c02>
```

<defitem> Definition List Item**Description:**

A formatting element in a special type of list that keeps an entry in a list (called a <label>) paired with its definition, description, or explanation (called an <item>). The <defitem> can be thought of as an entry with two cells: <label> followed by <item>. Lists with <defitem>s are often displayed in two columns.

See also related element <list>.

Example:

```
<list type="deflist">
<listhead>
```

```

    <head01>Abbreviation</head01>
    <head02>Expansion</head02>
</listhead>
<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
<defitem>
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>

```

<descriptivenote> Descriptive Note

Description:

A generic element available in a number of descriptive elements that can be used to provide any additional descriptive notes that might be appropriate. Notes must be contained in paragraphs (<p>).

Example:

```

<relation relationtype="resourcerelation" role="Se" title="Se" show="new"
arcrole="Se" actuate="none" href="SE/RA/730128/03/02/D/D 1/1">
<dateSingle>1819</dateSingle>
<relationentry>SE/RA/730128/03/02/D/D 1/1</relationentry>
<descriptivenote>
<p>Föreningens första stadgar ingår i den första medlemsmatrikeln från
1819.</p>
</descriptivenote>
</relation>
</relations>

```

<did> Descriptive Identification

Description:

A required wrapper element that bundles other elements identifying core information about the described materials in either Archival Description <archdesc> or a Component <c>. The various <did> subelements are intended for brief, clearly designated statements of

information and, except for <didnote>, do not include Paragraphs <p>.

The <did> groups elements that constitute a good basic description of an archival unit. This grouping ensures that the same data elements and structure are available at every level of description within the EAD hierarchy. It facilitates the retrieval or other output of a cohesive body of elements **information?** for resource discovery and recognition.

The <did> in <archdesc> is sometimes called the high level <did>, because it describes the collection as a whole. Consider using the following elements for this high level <did>: <head>, <origination>, <unittitle>, <physdesc>, <repository>, and <abstract>. The <unitid> and <physloc> elements are suggested if applicable to a repository's practice. A <did> within a Component <c> or <c0x> can be less complete, and might have only a <container> or <unitid> and a <unittitle>.

Old Examples:

```
1. <archdesc type="inventory" level="subgrp">
    <did>
        <head>Overview of the Records</head>
<repository label="Repository:">Minnesota Historical Society</repository>
<origination label="Creator:">Minnesota. Game and Fish
Department</origination>
<unittitle label="Title:">Game laws violation records,
    </unittitle>
<unitdate label="Dates:" normal="1908/1928"
type="inclusive">1908-1928</unitdate>
<abstract label="Abstract:">Records of prosecutions for and seizures of
property resulting from violation of the state's hunting and fishing
laws.</abstract>
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3
boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box
location</physloc>
</did> . . .
    </archdesc>
```

```
2. <archdesc level="fonds">
<did>
<head>Descriptive Summary</head>
<unittitle label="Title">Richard Egan manuscript maps of Orange
County</unittitle>
<unitdate type="inclusive" normal="1878/1879">Circa 1878-1879</unitdate>
<unitid countrycode="us" repositorycode="cu-i" label="Collection
number">MS-R72</unitid>
```

```

<origination label="Creator">
<persname rules="aacr2r">Egan, Richard, 1842-1923</persname>
</origination>
<physdesc label="Extent">
<extent>1 linear foot (1 box)</extent>
</physdesc>
<repository label="Repository">
<corpname rules="aacr2r">University of California, Irvine. Library. Special
Collections and Archives.</corpname>
</repository>
<abstract label="Abstract">Four manuscript survey maps and one plat map
depicting areas of Orange County and attributed to the noted surveyor and
judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are
undated and unsigned but it is likely that he drew them during these years.
These maps primarily depict subdivisions of non-rancho tracts of land
occupying what is now Orange County, with the addition of some topographical
details.</abstract>
</did> . . .
</archdesc>

```

<didnote> Descriptive Identification Note

Description:

Can be used to for an explanatory statement in the context of the <did>, perhaps in lieu of <scopecontent>.

See also: The <didnote> element is comparable to ISAD(G) data element 3.6.1 and MARC21 field 500.

Old Example:

```

<archdesc level="collection">
<did> . . .
<repository label="repository" encodinganalog="852">
<corpname>Library of Congress, <subarea>Prints and Photographs
Division,</subarea></corpname> Washington, D.C. 20540
</repository>
<note>
<p>For information about Prints and Photographs Division collections and
services, see the Prints and Photographs Division's Reading Room Home Page:
<extptr actuate="onrequest" href="http://lcweb.loc.gov/rr/print.htm"
show="new">

```

```

</p>
</note>
</did> . . .
</archdesc>

```

<dimensions>

Description:

An optional element within <physdescstructured> for describing the dimensions of a type of material specified in <unittype>.

Example:

```

<physdescstructured physdescstructuredtype="materialtype" coverage="whole">
  <quantity>15</quantity>
  <unittype>daguerreotypes</unittype>
  <dimensions>3.25" x 4.25"</dimensions>
  <physfacet>hand colored</physfacet>
</physdescstructured>

```

<dsc> Description of Subordinate Components

Description:

A wrapper element that bundles information about the hierarchical groupings of the materials being described. The subordinate components can be presented in several different forms or levels of descriptive detail, which are identified by the element's required `DSCTYPE` attribute. For example, "analyticcover" identifies an overview description of series and subseries, which might be followed by a second <dsc> with the `DSCTYPE` attribute set to "in-depth" that provides a more detailed listing of the content of the materials, including information about the container numbers associated with those materials. The `DSCTYPE` attribute value "combined" is used when the description of a series is followed immediately by a listing of the contents of that series. The `DSCTYPE` attribute "othertype" is for models that do not follow any of the above-mentioned formats, in which case the `OTHERTYPE` attribute can then be used to specify a particular presentation model.

See also related elements <c> and <c01> through <c12>.

Old Examples:

```

1.    <dsc dsctype="combined">
<c01 level="series">
<did>
<unittitle>Activities, </unittitle>
<unitdate type="inclusive">1965-1971</unitdate>
<physdesc><extent>0.3 linear ft.</extent></physdesc>
</did>
<scopecontent>
<p>The Activities series gives examples of the types of activities offered at
the camp. The folders contain <genreform>reports,</genreform>
<genreform>schedules,</genreform> and <genreform>inventories</genreform> from
each activity area of the camp. These records are predominantly from the late
1960s and early 1970s and replicate some of the information found in the staff
manuals.</p>
</scopecontent>
<c02 level="file">
<did>
<container label="Box" type="box">1</container>
<unittitle>General, </unittitle>
<unitdate type="inclusive">1970-1971</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">1</container>
<unittitle>Camp Crafts, </unittitle>
<unitdate>1967</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">1</container>
<unittitle>Education Program, </unittitle>
<unitdate>1967</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">1</container>
<unittitle>Expressive Arts, </unittitle>
<unitdate>1970</unitdate>
</did>
</c02> . . .
</c01> . . .
</dsc>

```

2. <dsc dsctype="analyticcover">

<c01 level="series">

<did>

<unitid>1-429-1</unitid>

<unittitle>Forest Stand Maps by Township and Basemap </unittitle>

<unitdate type="inclusive">1958-1979</unitdate>

<physdesc><extent>36 ft. (approx. 1700 sheets)</extent> of

<genreform>cartographic records.</genreform>

</physdesc>

<materialspec>Scale: predominantly 4 inches to 1 mile

(1:15,840)</materialspec>

</did>

<scopecontent><p>Series consists of forest stand maps. A map sheet was created for each township of the surveyed section of the province and for each basemap area in unsurveyed areas.</p> . . .

</scopecontent>

</c01>

<c01 level="series">

<did>

<unitid>RG 1-429-2</unitid>

<unittitle>Forest Stand Map Composites</unittitle>

<unitdate type="inclusive">1958-1971</unitdate>

<physdesc><extent>ca.70</extent><genreform>maps

</genreform></physdesc>

<materialspec>Scale: 1 inch to 1 mile</materialspec>

</did>

<scopecontent><p>Series consists of composite maps of the forest resource inventory data from all the townships within a Forestry Management Unit. The composites offer a broader view of an area than the township/basemaps, however the forest stand statistics are quite small and difficult to read.</p> . . .

</scopecontent>

</c01> . . .

</dsc>

3. <dsc dsctype="in-depth">

<c01 level="series">

<did>

<unittitle>Series 1: Administrative Records, </unittitle>

<unitdate type="inclusive">1912-1956.</unitdate>

</did>

<c02>

<did>

<container id="mss92-894c-bx1" type="box">Box 1</container>

<container parent="mss92-894c-bx1" label="Folder" type="folder">7-8

```

</container>
<unittitle>Annual reports, </unittitle>
<unitdate type="inclusive">1912-16, 1922</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">9 </container>
<unittitle>Board of Directors&mdash;Minutes and correspondence, </unittitle>
<unitdate type="inclusive">1947-1949</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">10
</container>
<unittitle>Contracts and specifications for construction of nurses' quarters,
</unittitle>
<unitdate>ca. 1947</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">11
</container>
<unittitle>Marin County Reports, </unittitle>
<unitdate type="inclusive">1955-1956</unitdate>
</did>
</c02>
</c01>
<c01 level="series">
<did>
<unittitle>Series 3: Philip King Brown, </unittitle>
<unitdate type="inclusive">1910-1931, n.d.</unitdate>
</did>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">21
</container>
<unittitle>Correspondence, </unittitle>
<unitdate type="inclusive">1910-1931</unitdate>
</did>
</c02>

<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">22
</container>

```

```

<unittitle>Writings, </unittitle>
<unitdate>n.d.</unitdate>
</did>
</c02> . . .
</c01>
</dsc>

```

<ead> Encoded Archival Description

Description:

The outermost wrapper element for an information access tool known generically as a finding aid. Also referred to more specifically as an inventory or register, a finding aid establishes physical and intellectual control over many types of archival materials and helps researchers understand and access the materials being described. The <ead> element defines a particular instance of a document encoded with the EAD schema *Document Type Definition*. It contains a required <control> and a required <archdesc> element, in that order.

The `AUDIENCE` attribute value may be set to "external" to display data in all subelements, unless the value is changed for a specific element.

Example:

<edition> Edition

Description:

Available in the <editionstmt> subelement of the <filedesc>, the <edition> refers to the version of the finding aid. A new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

Examples:

<editionstmt> Edition Statement

Description:

An optional subelement within the <filedesc> portion of the <control> element that groups information about a finding aid edition by providing an <edition> element as well as a Paragraph <p> element for narrative statements.

Old Example:

```
<eadheader audience="internal" langencoding="iso639-2b">
<eadid>[...]</eadid>
<filedesc>
<titlestmt>[...]</titlestmt>
<editionstmt>
<edition>2nd ed.</edition>
<p>This edition reflects substantial additions to the collection in 1994.</p>
</editionstmt>
</filedesc> . . .
</eadheader>
```

<emph> Emphasis**Description:**

A formatting element for marking words or phrases that are stressed or emphasized for linguistic effect. Use the RENDER attribute to specify the kind of emphasis, e.g., bold or italics.

When the content of an entire element should always be rendered in italics or some other display feature, use the style sheet functions instead of the <emph> element.

Example:

```
<abstract label="Abstract">Papers document Donald C. Stone's work with
Ornstein and Swencionis on the <emph render="italic">est</emph> Outcome
Project, and the development of his doctoral research, including his various
publications on the human potential movement, up to the completion of his
doctoral dissertation.</abstract>
```

<entry> Table Entry

Description:

A formatting element that designates the contents of a cell in a table. A cell is the intersection of a row and a column. The <entry> attributes control cell spanning, alignment of the contents, and the rules on the cell edges. The attributes can be specified for <entry> or inherited from the nearest of the following table elements: <table>, <colspec>, or <row>.

Three attributes are used together to force horizontal alignment on a specific character, such as a decimal point. The `ALIGN` attribute must be set to "char" (`align="char"`). The `CHAR` attribute should be set to the specific character on which the text will align (for example the decimal point, `char="."`). The `CHAROFF` attribute controls the position of the alignment by naming the percentage of the current column width that is to the left of the alignment character (for example, `charoff="30"`).

The extent of a horizontal span is determined by naming the first column (`NAMEST`) and the last column (`NAMEEND`) in the span.

By convention, the specified rule is printed or displayed to the right of the column. External rules are specified using the `FRAME` attribute of the <table> element, horizontal rules are specified using `ROWSEP`.

Example:

```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
```

<event> Event**Description:**

The part of a Chronology List Item <chronitem> that describes or names something that

happened. The `<event>` is paired with a `<date>` (a single date or date range) and can be grouped with other events in `<eventgrp>`, if multiple events need to be associated with the same `<date>`.

See related element Chronology List `<chronlist>`.

Old Example:

```
<bioghist>
<head>Biographical Note</head>
<chronlist>
<chronitem>
<date>1892, May 7</date>
<event>Born, <geogname>Glencoe, Ill.</geogname></event>
</chronitem>
<chronitem>
<date>1915</date>
<event>A.B., <corpname>Yale University, </corpname>New Haven, Conn.</event>
</chronitem>
<chronitem>
<date>1916</date>
<event>Married <persname>Ada Hitchcock</persname>
</event>
</chronitem>
<chronitem>
<date>1917-1919</date>
<event>Served in <corpname>United States Army</corpname></event>
</chronitem>
</chronlist>
</bioghist>
```

`<eventdatetime>` Maintenance Event Date and Time

Description:

A required element within the `<maintenanceevent>`, `<eventdatetime>` gives the date and time of a maintenance event for the EAD EAG-GPF instance. The date and time may be recorded manually or machine generated in natural language as well as in machine readable format by use of the `@standarddatetime` attribute.

Example:

```
<maintenancehistory>
```

```

<maintenanceevent>
  <eventtype>revised</eventtype>
  <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
  <agenttype>machine</agenttype>
  <agent>v1v2002_4.xsl</agent>
  <eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
<maintenanceevent>
  <eventtype>updated</eventtype>
  <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
  <agenttype>human</agenttype>
  <agent>Jon Smith</agent>
  <eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>

```

<eventdescription> Maintenance Event Description

Description:

A **sub-element** of <maintenanceevent> used for describing the maintenance event. The element allows a full description of the maintenance event to be given alongside the basic definition of the event in the <eventtype> element.

Example:

```

<maintenancehistory>
  <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
    <agenttype>machine</agenttype>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription>Transformed with dtd2schema.06.xsl</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
    <agenttype>human</agenttype>
    <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
  </maintenanceevent>
</maintenancehistory>

```

<eventtype> Maintenance Event Type

Description:

A required subelement in <maintenanceevent> that identifies the type of maintenance event. The available values are: "created", "revised", "updated", "deleted", "derived", or "cancelled". A discursive description of the event may be given in the optional <eventdescription> element.

On first creation, the event type would be "created". A "derived" event type is available to indicate that the instance was derived from another descriptive system. If revisions were made to an existing EAD instance, the event type would be "revised". Updating a instance, as a specific type of revision, may be indicated with the value "updated".

Because it is important to be clear about what has happened to instances particularly when sharing and making links between them, other event types include "deleted" for instances that are deleted from a system or "cancelled" for instances that are marked as not current (obsolete or rejected) but kept for reference.

Example:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
    <agenttype>machine</agenttype>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription>Transformed with dtd2schema.06.xsl</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
    <agenttype>human</agenttype>
    <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
  </maintenanceevent>
</maintenancehistory>
```

<expan> Expansion

Description:

A generic element to designate the full form of a word that often appears as an abbreviation or acronym. Use the `ABBR` attribute to supply the abbreviated form for indexing or searching purposes.

See also related element Abbreviation `<abbr>`.

Example:

```
<didnote>
  <p>File also contains materials from the
    <expan abbr="ACLU">American Civil Liberties Union</expan>
  .</p>
</didnote>
<note>
<p>
<del>expan abbr="ALS">Autograph Letter Signed</del>
</p>
</note>
```

<famname> Family Name**Description:**

For identifying a group of persons closely related by blood or persons who form a household, and are related to the materials being described. Includes single families and family groups, e.g., Patience Parker Family and Parker Family.

The `<famname>` element contains a `<part>` element for encoding one or more parts of a family name, e.g.,

Part 1: Butts family

Part 2: 1810

Part 3: Long Beach, CA

`<famname>` allows use of the following attributes:

- `@encodinganalog` to indicate corresponding data elements categories in another data format, such as MARC21. The `<famname>` element is analogous to MARC21 fields 100, 600, and 700.

- **@identifier** for linking to the authority record for the name used.
- **@role** to specify other relationship(s) the family name has to the described materials, for example, "compiler", "creator", "collector", or "subject".
- **@rules** to specify the descriptive rules followed for forming the family name.
- **@source** to indicate the vocabulary from which the family name has been taken.

Use the `<famname>` element for encoding family names as defined by controlled vocabularies or according to appropriate rules. Use the `<famname>` element for tagging family names as they appear in inline text.

See also the parent element `<controlaccess>`, related sibling children elements `<corpname>`, `<function>`, `<name>`, `<genreform>`, `<geogname>`, `<occupation>`, `<persname>`, `<subject>`, `<title>`, and the child element `<part>`.

Examples:

```
<controlaccess>
  <famname encodinganalog="100" role="creator" roleSource=""
  rules="dacs">
    <part localtype="famname" localtypesource="">Butts family</part>
    <part localtype="dates" localtypesource="">1810</part>
    <part localtype="place" localtypesource="">Long Beach, CA</part>
  </famname>
</controlaccess>
```

```
<controlaccess>
  <famname>
    <part>Addams family</part>
  </famname>
</controlaccess>
```

<filedesc> File Description

Description:

A required subelement of the <control> that bundles much of the bibliographic information about the finding aid, including its author, title, subtitle, and sponsor (all in the <titlestmt>), as well as the edition, publisher, publishing series, and related notes (encoded separately).

This element has been modeled on a Text Encoding Initiative (TEI) DTD element and includes the following subelements, in this order: a required <titlestmt>, an optional <editionstmt>, an optional <publicationstmt>, an optional <seriesstmt>, and an optional <notestmt>. The <filedesc> provides information that is helpful for citing a finding aid in a bibliography or footnote. Institutions that catalog finding aids separately from the archival materials being described might use the <filedesc> elements to build a basic bibliographic record for the finding aid.

Do not confuse with <archdesc> element, which refers to the materials being described rather than the finding aid itself.

Old Example:

```
<eadheader>
<eadid>[. . .]</eadid>
<filedesc>
<titlestmt>
<titleproper>Guide to the Bank of Willows Records,
<date>1880-1905</date>
</titleproper>
</titlestmt>
<publicationstmt>
&hdr-cst-spcoll;
<date>&copy; 1999</date>
<p>The Board of Trustees of Stanford University. All rights reserved.</p>
</publicationstmt>
</filedesc>
<profiledesc>[. . .]</profiledesc>
</eadheader>
```

<fileplan> File Plan**Description:**

Information about any classification scheme used for arranging, storing, and retrieving the

described materials by the parties originally responsible for creating or compiling them. A filing plan is usually identified by the type of system used, e.g., alphabetical, numerical, alpha-numerical, decimal, color-coded, etc. It is often hierarchical and may include the filing guidelines of the originating organization. Additional types include a drawing of a room layout or a scientific scheme.

Do not confuse with Other Finding Aid <otherfindaid> which contains references to additional descriptions of the material rather than descriptions of classification schemes by which the materials might still be arranged.

Old Example:

<fileplan>

```
<head>File List</head>
```

```
<note><p>The list below outlines the classification system used for the central files of Vice President Mondale's office. This structure assigned alpha-numeric codes to primary subjects and to secondary and tertiary subdivisions thereunder.</p>
```

```
</note>
```

<fileplan>

```
<head>AGRICULTURE (AG)</head>
```

```
<list type="ordered">
```

```
<defitem>
```

```
<label>1</label>
```

```
<item>Home Economics</item>
```

```
</defitem>
```

```
<defitem>
```

```
<label>2</label>
```

```
<item>Horticulture</item>
```

```
</defitem>
```

```
<defitem>
```

```
<label>3</label>
```

```
<item>Marketing</item>
```

```
</defitem>
```

```
<defitem>
```

```
<label>4</label>
```

```
<item>Price Support</item>
```

```
</defitem>
```

```
</list>
```

</fileplan>

<fileplan>

```
<head>ARTS (AR)</head>
```

```
<list type="ordered">
```

```
<defitem>
```

```
<label>1</label>
```

```

<item>Languages</item>
</defitem>
<defitem>
<label>2</label>
<item>Museums</item>
</defitem>
<defitem>
<label>3</label>
<item>Music</item>
</defitem>
<defitem>
<label>4</label>
<item>Painting/Drawing</item>
</defitem>
</list>
</fileplan>
</fileplan>

```

<footnote>

Description:

For annotating a note text to indicate the basis for an assertion or citing the source of a quotation or other information.

<footnote> allows the following attributes:

- @actuate for specifying how the footnote is to be displayed to a user, e.g., on loading of a window, on request of the footnote, or other.
- @show for specifying how the footnote is to appear after a user requests (clicks on) the footnote, e.g., embedded in the current window, replacing the current window, in a new window, or otherwise.

Examples:

<fromdate> From Date

Description:

For expressing the beginning date in a date range.

May contain actual or approximate dates expressed as a month, day, or year in any format.

<fromdate> allows use of the following attributes:

- @standarddate attribute for specifying the standard numerical form of the date (YYYY-MM-DD, etc.).
- @notbefore for providing a standard numerical form of an approximate date for which an earliest possible date is known.
- @notafter for providing a standard numerical form of an approximate date for which the latest possible date is known.

See also the sibling element <todate>.

Example:

```
<daterange>
<fromdate standarddate="1868">1868</fromdate>
<todate standarddate="1936">1936</todate>
</daterange>
```

<function>

Description:

For specifying activities and processes that generated the described materials. Such terms often provide useful access points to the materials, especially for corporate, government, or institutional records. Examples include collecting taxes and entertaining.

The <function> element contains a <part> element for encoding one or more parts of a function term, e.g.,

Part 1: Coaching

Part 2: Oregon

<function> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC21. The <function> element is analogous to MARC21 field 657.
- @identifier for linking to the authority record for the function term used.
- @rules to specify the descriptive rules followed for forming the family name.
- @source to indicate the vocabulary from which the function term has been taken.

Do not use <function> to describe occupations; use the <occupation> element instead.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <name>, <genreform>, <geogname>, <occupation>, <persname>, <subject>, <title>, and the child element <part>.

Examples:

```
<controlaccess>
  <function encodinganalog="657" vocabulary="aat" identifier="300138095">
    <part localtype="a" localtypesource="">Law enfocing.</part>
  </function>
</controlaccess>
```

```
<controlaccess>
  <function>
    <part>Convicting.</part>
  </function>
</controlaccess>
```

<genreform> Genre/Physical Characteristic

Description:

For identifying the types of material being described in controlled access headings or a structured statement of physical description, by naming the style or technique of their intellectual content (genre); order of information or object function (form); and physical characteristics. Examples include: account books, architectural drawings, portraits, short stories, sound recordings, and videotapes.

The <genreform> element contains a <part> element for encoding one or more parts of a genre/form term, e.g.,

Part 1: Photographs

Part 2: 1910-1919

<genreform> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <genreform> element is analogous to MARC field 655.
- @identifier for linking to the authority record for the genre/form term used.
- @rules to specify the descriptive rules followed for forming the family name.
- @source to indicate the vocabulary from which the genre/form term has been taken.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <name>, <geogname>, <occupation>, <persname>, <subject>, <title>, and the child element <part>.

Examples:

```
<controlaccess>
  <genreform encodinganalog="655" vocabulary="aat" identifier="300046300">
    <part localtype="genre" localtypesource="">Photographs, </part>
    <part localtype="date" localtypesource="">1910-1919</part>
  </genreform>
</controlaccess>
```

```

<controlaccess>
  <genreform>
    <part>Stereographs</part>
  </genreform>
</controlaccess>

```

<geogname>

For indicating a place, natural feature, or political jurisdiction. Examples include: Appalachian Mountains; Baltimore, MD; Chinatown, San Francisco; and Kew Gardens, England.

The <geogname> element contains a <part> element for encoding one or more parts of a geographic name, e.g.,

Part 1: Mexico

Part 2: Baja California (Peninsula)

<geogname> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <geogname> element is analogous to MARC fields 651 and 691.
- @identifier for linking to the authority record for the geographic name used.
- @role to specify other relationship(s) the geographic name has to the described materials, typically, "subject".
- @rules to indicate rules used to create the geographic term.
- @source to indicate the vocabulary from which the geographic name has been taken.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <genreform>, <name>, <occupation>, <persname>, <subject>, <title>, and the child element <part>.

Examples:

```
<controlaccess>
  <geogname encodinganalog="651" vocabulary="lcsh"
  identifier="http://id.loc.gov/authorities/subjects/sh85011149">
    <part localtype="place" localtypesource="">Balboa Park (San Diego,
    Calif.) </part>
  </geogname>
</controlaccess>
```

```
<controlaccess>
  <geogname source="tgn" identifier="7014462">
    <part>San Mateo</part>
  </geogname>
</controlaccess>
```

<head> Heading

Description:

A generic element that designates the title or caption for a section of text, including a list or table. When a <head> is used, it should be the first subelement, followed by one or more other elements.

Do not confuse with the <listhead> subelements <head01> and <head02>, which designate headings for columns in a list, or <thentry>, which is used for column headers in a table.

Examples:

```
1. <chronlist>
  <head>Publications List</head>
  <listhead>
    <head01>Publication Year</head01>
    <head02>Book Title</head02>
  </listhead>
  <chronitem>[...]</chronitem>
```

```
</chronlist>
```

```
2. <bioghist id="PRO123">
```

```
<head>Administrative History</head>
```

```
<p>In October 1964, the incoming Labour government created new office of
Secretary of State for Economic Affairs (combined with First Secretary of
State) and set up the Department of Economic Affairs under the Ministers of
the Crown Act 1964 to carry primary responsibility for long term economic
planning.</p>
```

```
</bioghist>
```

<head01> First Heading

Description:

A formatting element within <listhead> that designates the heading over the first column in a multicolumn list.

Do not confuse with the generic <head> element, which designates a heading for an entire list or other section of text. Do not confuse with the <thentry> element, which is used for column heads in a table.

Example:

```
<chronlist>
<head>Publications List</head>
<listhead>
<head01>Publication Year</head01>
<head02>Book Title</head02>
</listhead>
<chronitem>
<date type="publication">1928</date>
<event><title render="italic">The Happy Little Lamb</title></event>
</chronitem> . . .
</chronlist>
```

<head02> Second Heading

Description:

A formatting element within `<listhead>` that designates the heading over the second column in a multicolumn list.

Do not confuse with the generic `<head>` element, which designates a heading for an entire list or other section of text. Do not confuse with the `<thentry>` element, which is used for column heads in a table.

Example:

```
<chronlist>
<head>Publications List</head>
<listhead>
<head01>Publication Year</head01>
<head02>Book Title</head02>
</listhead>
<chronitem>
<date type="publication">1928</date>
<event><title render="italic">The Happy Little Lamb</title></event>
</chronitem> . . .
</chronlist>
```

<head03> Third Heading**Description:**

A formatting element within `<listhead>` for designating the heading over the third column in a multicolumn list.

Do not confuse with the generic `<head>` element, which designates a heading for an entire list or other section of text.

Do not confuse with the `<thentry>` element, which is used for column heads in a table.

Example:

```
<chronlist>
  <head>Publications List</head>
  <listhead>
    <head01>Publication Year</head01>
    <head02>Book Title</head02>
```

```

    <head03>Place</head03>
</listhead>
<chronitem>
  <date type="publication">1928</date>
  <event><title render="italic">The Happy Little Lamb</title></event>
  <placeentry>Sussex, Eng.</placeentry>
</chronitem> . . .
</chronlist>

```

<index> Index

Description:

A list of key terms and reference pointers that have been assembled to enhance access to the materials being described. The <index> can also serve as a helpful alphabetical overview of subjects, correspondents, photographers, or other entities represented in the collection. This back-of-the volume <index> may provide hypertext links, or it may note the container numbers useful for locating the position in the finding aid where the indexed material appears.

The <index> is assumed to be text that has to be tagged, not text generated automatically from the encoded finding aid. In some cases, the <index> repeats terms and names found elsewhere in the finding aid. In other cases, such as in some literary manuscript collections, the <index> may be the only place where a name is listed, and the references point to one or more files, which include letters from that person or corporate body, but which are described only in general terms, e.g., "Correspondents T-Z."

The <index> should contain <indexentry> elements, which consist of an access element, such as <name> or <subject>, or Reference <ref> element. Plain text cannot be used in an <indexentry>. If the <indexentry> elements are expected to provide access points other than basic keyword retrieval, use authority file terms to facilitate access to the information within and across finding aid systems.

Example:

```

<index>
<head>Photographer Index</head>
<p>Names of photographers and studios--and the cities and states in which they
operated--are usually noted as they appear on the photographs (usually stamped
or written on the versos). Corporate names appear in direct order; personal
names in inverted order (i.e., filed by surname). Rectos and versos of

```

photographs were microfilmed to capture information exactly as it appears on the photographs. To locate a specific photographer/studio, a user should consider all possible forms of entry (corporate and personal), browse the index under these forms, identify which LOT(s) contain photographs by that photographer/studio, then browse the relevant LOT on the microfilm to locate specific photographs that bear the markings of the specific photographer/studio.</p>

```
<indexentry>
<name>12th Air Force Photo:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>15th Air Force Command:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>324th Service Corp.:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>A.L. Adams Photo Studio--Atlanta, Ga.:</name>
<ref target="LOT13076" actuate="onrequest" show="replace">LOT 13076</ref>
</indexentry>
<indexentry>
<name>AAA Agricultural Adjustment Agency by Cooper:</name>
<ref target="LOT13121" actuate="onrequest" show="replace">LOT 13121</ref>
</indexentry>
</index>
```

<indexentry> Index Entry

Description:

A formatting element that pairs an index term with one or more linking elements. Each <indexentry> contains an access element, such as <namegrp> or <subject>; followed by optional Pointer <ptr>, Pointer Group <ptrgrp>, or Reference <ref> elements. Plain text cannot be used in an <indexentry>. If the <indexentry> subelements are expected to provide access points other than basic keyword retrieval, use controlled vocabulary terms to facilitate access to information within and across finding aid systems, with the SOURCE attribute to indicate which vocabulary provided the term.

Use the Name Group <namegrp> element to bundle access element entries, e.g., several <famname> and <persname> elements, that share the same <ref>, <ptr>, or <ptrgrp>

element.

Example:

```
<index>
<indexentry>
<name>12th Air Force Photo:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>15th Air Force Command:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
</index>
```

<item> Item

Description:

A formatting element used in two contexts: as an entry in a simple, random, or ordered <list> or as part of a <defitem> inside a definition list. In the first instance, the <item> can be a number, word, or phrase. In a definition list, which is usually displayed as two columns, a <defitem> pairs a <label> with a corresponding <item> containing text that defines, describes, or explains the terms or other text tagged as the <label>.

Do not confuse with <chronitem>, which designates entries in a Chronology List <chronlist>.

See also related elements <list> and <defitem>.

Example:

```
<list type="deflist">
<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
<defitem>
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>
```

<label> Label**Description:**

A formatting element that identifies the term or concept being described, defined, or explained in a Definition List Item <defitem>. The <defitem> can be thought of as an entry in a <list> that is usually displayed in two columns: <label> followed by <item>. Each list item <defitem> contains a term or concept (called a <label>) and a definition, description, or explanation of that <label> (called an <item>).

Do not confuse with the attribute called LABEL, which identifies the kind of information in an element for public display in the <did> subelements.

See also related elements <list> and <defitem>.

Old Example:

```
<list type="deflist">
<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
<defitem>
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>
```

<langmaterial> Language of the Material**Description:**

A wrapper element for information about languages and scripts represented in the materials being described. Must contain one or more of <language> and/or <languageset>. Any comments or notes about languages represented in the materials may be contained in an optional <descriptivenote>.

Attribute notes:

LANG and SCRIPT attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.

Use `ENCODINGANALOG` to indicate the corresponding data element in another data format, such as MARC21.

Language of the material may also be recorded in coded form in the `LANGCODE` attribute in the `<language>` subelement using the ISO639-2b three-letter language codes.

See also:

Do not confuse with `<languagedeclaration>` or `<languagedeclarations>` elements which specifies the language(s) in which the finding aid is written. See also the description for the `<language>` and `<languageset>` elements.

This element is comparable to the ISAD(G) element 3.4.3 and MARC21 field 546.

Examples:

1. **`<langmaterial>`**

```
<language langcode="eng">English</language>
<language langcode="fre">French</language>
```

`</langmaterial>`

2. **`<langmaterial>`**

```
<languageset>
  <language langcode="jpn">Japanese</language>
  <script scriptcode="Hira">hiragana</script>
  <script scriptcode="Kana">katakana</script>
</languageset>
```

`</langmaterial>`

3. **`<langmaterial>`**

```
<languageset>
  <language langcode="eng">English</language>
  <language langcode="fre">French</language>
  <script scriptcode="Latn">Latin</script>
</languageset>
```

`</langmaterial>`

4. **`<langmaterial>`**

```
<language langcode="eng">English</language>
<language langcode="fre">French</language>
<languageset>
  <language langcode="jpn">Japanese</language>
  <script scriptcode="Hira">hiragana</script>
  <script scriptcode="Kana">katakana</script>
```

```

    </languageset>
</langmaterial>

```

<language> Language

Description:

Within the <did>, a subelement of <langmaterial> that specifies the language or communication system of the materials being described. Within <control>, a subelement of <languagedeclaration> that specifies language of the description itself.

Attribute notes:

The LANGCODE attribute may be used to provide the three-letter ISO639-2b code which is the equivalent of the MARC21 041 field.

LANG and SCRIPT attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.

See also:

Use <script> to specify the written script corresponding to the language.

Examples:

1. <langmaterial>


```

        <language langcode="eng">English</language>
        <language langcode="fre">French</language>
      </langmaterial>

```
2. <langmaterial>


```

        <languageset>
          <language langcode="jpn">Japanese</language>
          <script scriptcode="Hira">hiragana</script>
          <script scriptcode="Kana">katakana</script>
        </languageset>
      </langmaterial>

```
3. <langmaterial>


```

        <languageset>
          <language langcode="eng">English</language>
          <language langcode="fre">French</language>
          <script scriptcode="Latn">Latin</script>
        </languageset>
      </langmaterial>

```

```

4. <langmaterial>
    <language langcode="eng">English</language>
    <language langcode="fre">French</language>
    <languageset>
        <language langcode="jpn">Japanese</language>
        <script scriptcode="Hira">hiragana</script>
        <script scriptcode="Kana">katakana</script>
    </languageset>
</langmaterial>

```

<languagedeclaration> Language Declaration

Description:

A repeatable wrapper element immediately within <control> or wrapped within <languagedeclarations> for the declaration of the individual language and script in which an EAD instance is written, as captured in the required <language> and <script> elements.

Where the archival description is in a single language or it is the maintenance agency's policy to declare a primary language then a single instance of <languagedeclaration> may be used directly within <control>. For declaring multiple languages <languagedeclaration> may repeat.

Any comments about the languages and scripts in which the EAD instance is written may be included in the optional <descriptivenote> element.

Do not confuse with <langmaterial>, which is used to identify languages and scripts found in the materials being described.

Example:

```

<languagedeclaration>
    <language languagecode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
</languagedeclaration>

```

<languageset>

Description:

A subelement of <langmaterial> that is used to wrap together one or more related <language> and <script> elements. Optionally, any comments about the language(s) and script(s) being recorded may be captured in a <descriptivenote>.

Attribute notes:

LANG and SCRIPT attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.

See also:

Required subelements <language> and <script>.

Examples:

```
1. <langmaterial>
  <languageset>
    <language langcode="jpn">Japanese</language>
    <script scriptcode="Hira">hiragana</script>
    <script scriptcode="Kana">katakana</script>
  </languageset>
</langmaterial>
```

```
3. <langmaterial>
  <languageset>
    <language lancode="eng">English</language>
    <language lancode="fre">French</language>
    <script scriptcode="Latn">Latin</script>
  </languageset>
</langmaterial>
```

```
4. <langmaterial>
  <language lancode="eng">English</language>
  <language lancode="fre">French</language>
  <languageset>
    <language langcode="jpn">Japanese</language>
    <script scriptcode="Hira">hiragana</script>
    <script scriptcode="Kana">katakana</script>
  </languageset>
```

```
</langmaterial>
```

<lb> Line Break

Description:

An empty formatting element that forces text to start on a new line at a point chosen by the author rather than a linewrap algorithm or style sheet. Use only when a line break is needed within an element. Use a style sheet to specify line breaks between elements.

Old Example:

```
<publisher>
San Joaquin County Historical Society and Museum
<lb/>
<extptr actuate="onload" show="embed" entityref="sjmlogo">
<lb/>
Lodi, California
</publisher>
```

<legalstatus> Legal Status

Description:

The statutorily-defined status of the materials being described in the encoded finding aid, as, for example, defined by the Public Records Act of 1958 in the United Kingdom.

This element is comparable to the ISAD(G) data element 3.4.1 and MARC21 506.

Old Example:

```
<did>
<unitid label="Reference Code">PREM 8</unitid>
<unittitle label="Title">Prime Minister's Office: Correspondence and
Papers</unittitle>
<unitdate label="Creation Dates" type="inclusive">1935-1951</unitdate>
</did>
<accessrestrict>
<legalstatus>Public Record(s)</legalstatus>
</accessrestrict>
```

<list> List**Description:**

A formatting element that contains a series of words or numerals (called <item>s) separated from one another and arranged in a linear, often vertical sequence.

The `TYPE` attribute is used to identify and format the list. The choices are: "deflist," "unordered," and "ordered." In a "simple" list, <item>s are not numbered or bulleted. In a "deflist" or definition list, each <defitem> pairs a <label> with a corresponding <item> containing the text that defines, describes, or explains the term or other text tagged as the <label>. In a "marked" list, the sequence of the list items is not critical, and a bullet, box, dash, or other character is displayed at the beginning of each <item>. In an "ordered" list, the sequence of the list <item>s is important, and each list <item> is lettered or numbered.

See also the related elements <defitem> and <item>.

Old Example:

```
<bibliography>
<head>Major Works of Archibald MacLeish</head>
<list type="ordered" numeration="arabic">
<item>
<bibref><imprint><date>1924</date></imprint><title render="italic">The Happy
Marriage, and Other Poems</title> (Boston and New York: Houghton Mifflin. 79
pp.)
</bibref>
</item>
<item>
<bibref><imprint><date>1925</date></imprint>
<title render="italic">The Pot of Earth</title> (Boston and New York: Houghton
Mifflin. 44 pp.)</bibref>
</item> . . .
</list>
</bibliography>
```

<listhead> List Heading

Description:

A formatting element that groups headings for columns in a definition, unordered, or ordered list, Chronology List <chronlist>, or <index>. The headings are called <head01> and <head02>.

Old Example:

```
<chronlist>
<head>Publications List</head>
<listhead>
<head01>Publication Year</head01>
<head02>Book Title</head02>
</listhead>
<chronitem>[...]</chronitem>
</chronlist>
```

<localcontrol> Local Control**Description:**

An element used to record and define any control information necessary to accommodate local practice, in addition to the elements otherwise made available within <control>. The value of the entry should be given in a <term> element and an associated date can be given either as a single date (<singledate>) or a date range (<daterange>).

The type of entry may be defined using the @localtype attribute.

Example:

```
<localcontrol localType="levelofdetail">
  <term>Minimum</term>
</localcontrol>
```

<localtypedeclaration> Local Type Declaration**Description:**

The <localtypedeclaration> is available to declare the local conventions and controlled vocabularies used in @localtype attribute in the EAD instance. The <citation> element must be used to cite the resource that lists local rules or controlled terms.

Any notes relating to how rules or conventions that have been used may be given within a <descriptivenote> element. The <abbreviation> element may be used to identify any code representing the local standard or controlled vocabulary.

Example:

```
<localtypedeclaration>
  <citation>IAMS Cataloging Guidelines Part 1: Describing Archives
and Manuscripts</citation>
</localtypedeclaration>
```

<maintenanceagency> Maintenance Agency

Description:

A required element within <control> for wrapping information about the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

This must include the <agencyname> element and it is recommended to include the optional <agencycode> and / or <otheragencycode> elements as well to unambiguously identify the institution or service. ~~Additional local institutional codes may be given in <otheragencycode>.~~ Any general information about the institution in relation to the EAD instance may also be given in a <descriptivenote> element.

Example:

```
<maintenanceagency>
  <agencycode>US-DLC</agencycode>
  <agencyname>Manuscript Division, Library of Congress</agencyname>
</maintenanceagency>
```

<maintenanceevent> Maintenance Event

Description:

An element within <maintenancehistory> to record information about particular maintenance events in the history of the EAD instance. There will always be at least one maintenance event for each instance, usually its creation, and the type of each event must

be defined in the <eventtype> element. Information must also be given about who or what carried out, or was otherwise responsible for, the work on the EAD instance in the <agent> and <agenttype> elements and when the event took place in the <eventdatetime> element. The event may also be described in the <eventdescription> element.

Example:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
    <agenttype>machine</agenttype>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
    <agenttype>human</agenttype>
    <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
  </maintenanceevent>
</maintenancehistory>
```

<maintenanceHistory> Maintenance History

Description:

A required wrapper element within <control> to record the history of the creation and maintenance of the EAD instance. There must be at least one <maintenanceevent> element, usually recording the creation of the instance, but there may be many other <maintenanceevent> elements documenting the milestone events or activities in the maintenance of the instance.

Example:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
    <agenttype>machine</agenttype>
    <agent>v1v2002_4.xsl</agent>
```

```

    <eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
  </maintenanceevent>
<maintenanceevent>
  <eventtype>updated</eventtype>
  <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
  <agenttype>human</agenttype>
  <agent>Jon Smith</agent>
  <eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>

```

<maintenancestatus> Maintenance Status

Description:

A required element within <control> that records the current drafting status of an EAD instance: as an EAD instance is modified ~~or other events happen to it~~ (as recorded in the <maintenanceHistory> element), the maintenance status should also be updated to reflect the current drafting status.

On first creation the status would be "new", which on revision can be changed to "revised". Because it is important to be clear about what has happened to instances particularly when sharing and making links between them, a number of status values are available for records that are no longer current. A record that is simply deleted from a system can be given the status "deleted", but in cases where a record is marked as not current (obsolete or rejected) but kept for reference then it should be given the status "cancelled". If a instance is deleted because it has become superseded by two or more instances then its status should be given as "deletedsplit", while if it has simply been replaced by a new instance then "deletedreplaced" is the appropriate status value. A "derived" status value is available to indicate that the record was derived from another descriptive system.

Example:

```
<maintenancestatus>derived</maintenancestatus>
```

<materialspec> Material Specific Details

Description:

Data that ~~which~~ are unique to a particular class or form of material and ~~which~~ are not assigned to any other element of description. Examples of material specific details include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and physical presentation data for music records.

This element is equivalent to MARC21 fields 254, 255, and 256.

Old Example:

```
<c03 level="file">
  <did> . . .
    <materials spec label="Mathematical Data">
      <materials spec label="Scale:">1:10000</materials spec>
      <materials spec label="Projection:">Universal transverse Mercator
projection</materials spec>
    </materials spec>
  </did> . . .
</c03>
```

<name>**Description:**

The proper noun or noun phrase designation for an entity that is difficult to tag more specifically as a <corpname>, <famname>, <geogname>, <persname>, or <title>. The <name> element may be used in place of the more specific access elements when it is not known what kind of name is being described or when a high degree of precision is unnecessary. For example, the <name> element might be used in an <indexentry> when it is not clear if the name "Bachrach" refers to a person or a photographic corporation.

All names in a finding aid do not have to be tagged. One option is to tag those names for which access other than basic, undifferentiated keyword retrieval is desired. Use of controlled vocabulary names is recommended to facilitate access to the names within and across finding aid systems. The <name> element may be used in text elements such as <p>. To indicate a name with major representation in the materials being described, nest <name> within the <controlaccess> element.

The `ROLE` attribute can be used to specify the relationship(s) of the name to the materials being described, for example, "subject" or "photographer." The `SOURCE` attribute can be

used to specify the vocabulary from which the name has been taken. The `RULES` attribute can be used to specify the descriptive rules followed when forming the name, such as `RDA AAGR2R`.

See also the related access elements under `<controlaccess>`.

The `<name>` element is comparable to MARC21 field 720, when it is not from a controlled vocabulary.

Old Example:

```
<c02 level="file">
<did>
<unittitle><name>Bartleby</name> barn purchase files, </unittitle>
<unitdate>1799.</unitdate>
<physdesc><extent>3 items, </extent>heavily
<physfacet>foxed.</physfacet></physdesc>
<note><p>Items relate to the purchase by Mr. Wigglethorpe from <persname
normal="Brookes, Josiah">Jos. Brookes </persname>of a building colloquially
known as the Bartleby barn.</p>
</note>
</did>
</c02>
```

<namegrp>

Description:

A formatting element used in an `<indexentry>` to group access element entries that share the same `<ref>` or `<ptr>`, or `<ptrgrp>` element.

Old Example:

```
<index>
<head>Index to Correspondents and Recipients</head>
<indexentry>
<corpname>Bach & Bros.</corpname>
<ref linktype="simple" target="NonC:21-2" show="replace"
actuate="onrequest">(In non correspondence)</ref>
</indexentry>
<indexentry>
<namegrp>
<corpname>Bacon and Lewis, Ltd.</corpname>
<persname>Levering, Alexander M.</persname>
```

```

<persname>Windom, Lucious</persname>
</namegrp>
<ref linktype="simple" target="Cres:18610408" show="replace"
actuate="onrequest">(1861 Apr. 8, ALS, to W.W., re: inquiry into what to do
with unsold flour)</ref>
</indexentry> . . .
</index>

```

<notestmt> Note Statement

Description:

An optional subelement within the <filedesc> portion of <control> that groups <controlnote> elements, each of which contains a single piece of descriptive information about the finding aid. These <controlnote>s are similar to the "general notes" in traditional bibliographic descriptions.

Example:

```

<notestmt>
  <controlnote>
    <p>Contact information: <ref xlink:type="simple" xlink:show="new"
      xlink:actuate="onRequest"
xlink:href="http://hdl.loc.gov/loc.mss/mss.contact"
      >http://hdl.loc.gov/loc.mss/mss.contact</ref>
    </p>
  </controlnote>
  <controlnote>
    <p>Catalog Record: <ref
xlink:href="http://lcn.loc.gov/mm82036905"
      xlink:actuate="onRequest" xlink:title="MARC record for
collection"
      xlink:type="simple">http://lcn.loc.gov/mm82036905</ref>
    </p>
  </controlnote>
</notestmt>

```

<num> Number

Description:

A generic element for numeric information in any form. The <num> element may be used when it is necessary to display a number in a special way, or to identify it with a LOCALTYPE

attribute. For example, an accession number in the <acqinfo> element might be designated as <num type="accession">. A publication number might be designated as <publicationstmt> ... <num>no. 42</num> ...

Do not confuse with <container>, <unitid>, or <eadid>, which may also consist of numeric information.

Old Examples:

```
1.    <filedesc>
<titlestmt>[...]</titlestmt>
<seriesstmt>
<titleproper encodinganalog="440$a">Archival Inventories and Guides of the
World; </titleproper>
<num encodinganalog="440$v">no. 148</num>
</seriesstmt>
</filedesc>
```

```
2.    <acqinfo>
<p>The collection (Donor No. <num type="donor">8338</num>) was donated by
<persname role="donor">Vonda Thomas </persname>and <persname role="donor">
Francine Farrow </persname>in March 1995.</p>
</acqinfo>
```

<occupation>

Description:

For specifying a type of work, profession, trade, business, or avocation significantly reflected in the materials being described.

The <occupation> element contains a <part> element for encoding one or more parts of an occupation term, e.g.,

Part 1: Public officers

Part 2: Maryland

<occupation> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another

data format, such as MARC. The <corpname> element is analogous to MARC field 656.

- @identifier for linking to the authority record for the occupation term used.
- @rules to specify the descriptive rules followed for forming the family name.
- @source to indicate the vocabulary from which the occupation term has been taken.

Do not use <occupation> to describe functions; use the <function> element instead.

Also, do not confuse <occupation> with the attribute **ROLE**, which is used to indicate a certain relationship between a name and the materials being described.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <genreform>, <name>, <geogname>, <persname>, <subject>, <title>, and the child element <part>.

Examples:

```
<controlaccess>
  <occupation encodinganalog="" source="lcsh"
  identifier="http://id.loc.gov/authorities/subjects/sh85085065">
    <part localtype="occupation" localtypesource="">Migrant agricultural
laborers</part>
    <part localtype="place" localtypesource="California"</part>
    <part localtype="form" localtypesource="">Testimonials</part>
  </occupation>
</controlaccess>
```

```
<controlaccess>
  <occupation>
    <part>Poets</part>
  </occupation>
</controlaccess>
```

<odd> Other Descriptive Data

Description:

An element for information about the described materials that is not easily incorporated into one of the other named elements within <archdesc> and <c>. When converting finding aids to an ideal EAD markup, some shifting of text or addition of data may be necessary to conform to the schema's sequencing of elements and the consignment of certain elements to specific settings. The <odd> element helps to minimize conversion difficulties by designating, as "other," information that does not fit easily into one of EAD's more distinct categories.

Some situations in which <odd> may be used are when the information does not correspond to another element's definition; when the information is of such mixed content as to make a single classification difficult; and when shifting the information to permit more specific content designation would be too costly or burdensome for the finding aid encoder. The first situation may occur especially when additional narrative description is required beyond what is included in the <bioghist> and <scopecontent> elements, such as when the finding aid is describing a computer file. Applying the TYPE and ENCODINGANALOG attributes may help provide additional content specification in situations where the unspecified <odd> is used.

Despite its wide availability under <archdesc> and <c>, the <odd> element should be used with restraint and only after carefully considering the consequences that unspecified content designation poses for searching, retrieving, and displaying information in a networked environment.

The <odd> element is comparable to ISAD(G) data element 3.6.1 and MARC21 field 500.

Old Example:

Note: The Public Record Office of the United Kingdom uses a 7 level system of intellectual units devised specifically for that repository. In that system "division" is the equivalent of "subfonds" and "class" is the equivalent of "series."

```
<c01 level="otherlevel" otherlevel="division">
<did>
<unittitle>Records of the Industrial Division</unittitle>
<origination>
<corpname>Department of Economic Affairs, Industrial Group; </corpname>
<corpname>Department of Economic Affairs, Industrial Division; </corpname>
<corpname>Department of Economic Affairs, Industrial Policy; Division
</corpname>
<corpname>Department of Economic Affairs, Industrial Prices and Incomes
Department; </corpname>
</origination>
```

```

<unitdate>1949-1969</unitdate>
<physdesc><extent>2 </extent><genreform>classes</genreform>
</physdesc>
</did>
<scopecontent>[...]</scopecontent>
<bioghist>[...]</bioghist>
<controlaccess>[...]</controlaccess>
<odd>
<list type="simple">
<item>Department of Economic Affairs: Industrial Policy Group: Registered
Files (1-IG and 2-IG Series)<ref actuate="onrequest" target="ew26"
show="new">EW 26</ref>
</item>
<item>Department of Economic Affairs: Industrial Division and Industrial
Policy Division: Registered Files (IA Series)<ref actuate="onrequest"
target="ew27" show="new">EW 27</ref>
</item>
</list>
</odd>
</c01>

```

<originalsloc> Location of Originals

Description:

Information about the existence, location, availability, and/or the destruction of originals where the unit described consists of copies.

Do not confuse <originalsloc> with Alternative Form Available <altformavail>, which is used to encode information about copies of the material being described.

This <originalsloc> element is comparable to ISAD(G) data element 3.5.1 and MARC21 field 535.

Old Examples:

```

1. <c01 level="file">
<did>
<unittitle>Dream diary, </unittitle>
<unitdate normal="1947/1948">1947-48</unitdate>
</did>
<originalsloc>
<p>File contains photocopies of original still held by the donor.</p>

```

```
</originalsloc>
```

```
</c01>
```

```
2. <c01 level="series">
```

```
<did>[...]</did>
```

```
<originalsloc>
```

```
<p>Originals destroyed after microfilming, 1981.</p>
```

```
</originalsloc>
```

```
</c01>
```

```
3. <c03 level="file">
```

```
<did>[...]</did>
```

```
<originalsloc>
```

```
<p>Original glass plate negatives are held by the Bailly family, Lunenburg,  
Nova Scotia.</p>
```

```
</originalsloc>
```

```
</c03>
```

<origination> Origination

Description:

Information about the individual or organization responsible for the creation, accumulation, or assembly of the described materials before their incorporation into an archival repository. The <origination> element may be used to indicate such agents as correspondents, records creators, collectors, and dealers.

Attribute note: Using the LABEL attribute may help identify for a finding aid reader the role of the originator, e.g., "creator," "collector," or "photographer."

See also:

- It is also possible to set the ROLE attribute on the name elements that are available within <origination>, i.e., <corpname>, <famname>, <name>, and <persname>.
- The <origination> element is comparable to ISAD(G) data element 3.2.1 and MARC21 fields 100, 110, 700, and 710.

Old Examples:

```
1. <archdesc type="inventory" level="subgrp">
```

```

<did>
<head>Overview of the Records</head>
<repository label="Repository:"><corpname>Minnesota Historical
Society</corpname></repository>
<origination label="Creator:"><corpname>Minnesota. Game and Fish
Department</corpname></origination>
<unittitle label="Title:">Game laws violation records,
</unittitle>
<unitdate label="Dates:">1908-1928</unitdate>
<abstract label="Abstract:">Records of prosecutions for and seizures of
property resulting from violation of the state's hunting and fishing
laws.</abstract>
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3
boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box
location</physloc>
</did>
</archdesc>

```

```

2.          <archdesc level="collection">
<did>
<origination label="Creator:"><persname encodinganalog="100" normal="Frisell,
Toni" role="photographer">Toni Frisell</persname>
</origination>
</did>
</archdesc>

```

<otheragencycode> Other Agency Code

Description:

An element of <maintenanceagency> within <control> providing an alternative and/or local institution code representing the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD EAC-CPF instance to that given in the <agencycode> element in the format of the International Standard identifier for Libraries and Related Organizations (ISIL: ISO 15511). The name of the agency is given in <agencyname>. The addition of an ISO 3166-1 alpha-2 country code as the prefix is recommended to ensure international uniqueness.

Example:

```

<maintenanceagency>
  <otheragencycode localtype="archon">GB-58</otheragencycode>
  <agencyname>British Library</agencyname>
</maintenanceagency>

```

<otherfindaid> Other Finding Aid

Description:

Information about additional or alternative guides to the described material, such as card files, dealers' inventories, or lists generated by the creator or compiler of the materials. It is used to indicate the existence of additional finding aids; it is not designed to encode the content of those guides.

The `<archref>` element may be used to give a formal citation to the other finding aid or to link to an online version of it.

The `<otherfindaid>` element is comparable to ISAD(G) data element 3.4.5.

Old Example:

```
<otherfindaid>
<bibref>The Society has published an expanded guide to this collection:
<title>Guide to the Records of the American Crystal Sugar Company.
</title>Compiled by <persname role="author">David Carmichael;
</persname>assisted by <persname role="author">Lydia A. Lucas </persname>and
<persname role="author">Marion E. Matters. </persname>St. Paul. Division of
Archives and Manuscripts. Minnesota Historical Society. 1985.
</bibref>
</otherfindaid>
```

<otherrecordid> Other Record Identifier

Description:

An element in `<control>` used to encode record identifiers that are alternatives to the mandatory identifier in `<recordid>`. These might include identifiers from systems used to generate the EAD instance or that are no longer current but had some part in the history and maintenance of the EAD instance.

The `@localtype` attribute can be used to identify the kind of institution or service responsible for each associated record identifier if not the same as that given in the

<maintenanceagency> element for this EAD instance.

Example:

```
<control xml:lang="eng">
  <recordId>mferd907e3</recordId>
  <otherRecordId
localType="URI">http://hdl.loc.gov/loc.mss/eadmss.ms001033</otherRecordId>
...
</control>
```

<p> Paragraph

Description:

One or more sentences that form a logical prose passage. A paragraph may be a subdivision of a larger composition, or it may exist alone. It is usually typographically distinct: A line space is often left blank before it; the text begins on a new line; and the first letter of the first word is often indented, enlarged, or both. The <p> element is an important textual feature, which may be used inside of more than thirty other elements. The content model of a <p> provides access to thirty three other elements, including reference and linking elements, formatting elements, controlled access elements, and some of the Descriptive Identification <did> subelements.

Old Example:

```
<bioghist>
<head>Biographical Sketch</head>
<p>John Ferguson Godfrey was born in Toronto on December 19, 1942. He received
a B.A. (Hons.) from Trinity College, University of Toronto, in 1965, a M.Phil.
degree from Balliol College, Oxford University, England, in 1967, and a
D.Phil. degree from St. Anthony's College, Oxford University, in 1975. He
holds the title of Doctor of Sacred letters (honoris causa), Trinity College
(1987).</p>
<p>Mr. Godfrey taught in the Department of History of Dalhousie University,
Halifax, first as Assistant Professor (1970-1975), and then as Associate
Professor (1980-1987). At King's College University, Halifax he held the
position of Assistant Professor (1975-1976), before becoming President and
Vice-Chancellor (1977-1987).</p>
```

<parallelphysdescstructuredset>

Description:

A wrapper element for binding together two or more parallel <physdescstructured> elements ~~corresponding~~ that have the same @coverage value (whole or part) and that describe the same set of materials. For example, a <physdescstructured> element with @physdescstructuredtype="carrier", a <physdescstructured> element with @physdescstructuredtype="materialtype", and a <physdescstructured> element with @physdescstructuredtype="spaceoccupied", ~~all for~~ may all describe the same aggregate of material, say, 650 gigabytes of 7,500 electronic files on one hard disk.

Each <parallelphysdescstructuredset> must contain at two or more <physdescstructured> elements.

Example:

```
<parallelphysdescstructuredset>
  <physdescstructured coverage="part" physdescstructuredtype="spaceoccupied">
    <quantity>650</quantity>
    <unittype>gigabytes</unittype>
  </physdescstructured>

  <physdescstructured coverage="part" physdescstructuredtype="carrier">
    <quantity>1</quantity>
    <unittype>hard disk</unittype>
  </physdescstructured>

  <physdescstructured coverage="part" physdescstructuredtype="materialtype">
    <quantity>7500</quantity>
    <unittype>electronic files</unittype>
  </physdescstructured>
</parallelphysdescstructuredset>
```

<part>**Description:**

For indicating a whole or part of a controlled access value.

One <part> element is required for every control access entry element. Additional <part> elements may be used as needed.

The <part> element allows use of the following attributes:

- `@localtype`, which can be used to provide semantic specificity for a particular `<part>` element. No vocabularies are specified for `@localtype`. Repositories are encouraged devise a set of terms and use them consistently.
- `@encodinganalog` to indicate corresponding data elements categories in another data format, such as MARC subfields.

Example:

```
<persname encodinganalog="100">
  <part localtype="name">Jung, C. G. </part>
  <part localtype="fullerform">(Carl Gustav), </part>
  <part localtype="dates">1875-1961.</part>
</persname>
```

`<persname>`

Description:

For identifying a person, including any or all of that person's forenames, surnames, honorific titles, and added names, who is related to the materials being described as either a source, creator, or subject..

The `<persname>` element contains a `<part>` element for encoding one or more parts of a personal name, e.g.,

Part 1: Skinner
 Part 2: B. F.
 Part 3: Burrhus Frederic
 Part 4: 1904-1990

`<persname>` allows use of the following attributes:

- `@encodinganalog` to indicate corresponding data elements categories in another data format, such as MARC21. The `<persname>` element is analogous to MARC21 fields 100, 600, 692, and 700 and to the MODS elements `name[@type='personal']` and `subject/name[@type='personal']`.

- **@identifier** for linking to the authority record for the personal name used.
- **@role** to specify other relationship(s) the personal name has to the described materials, for example, "compiler", "creator", "collector", or "subject".
- **@rules** to specify the descriptive rules followed for forming the personal name.
- **@source** to indicate the vocabulary from which the personal name has been taken.

See also the parent element `<controlaccess>`, related sibling ~~children~~-elements `<corpname>`, `<famname>`, `<function>`, `<name>`, `<genreform>`, `<geogname>`, `<occupation>`, `<persname>`, `<subject>`, `<title>`, and the child element `<part>`.

Examples:

```
<controlaccess>
  <persname encodinganalog="100" role="creator" rules="aacr2" source="naf"
  identifier="http://lccn.loc.gov/n82013421">
    <part localtype="a" localtypesource="">Reimann, Lewis
    Charles</part>
  </persname>
</controlaccess>
```

```
<controlaccess>
  <persname encodinganalog="600" rules="aacr2">
    <part localtype="name" localtypesource="">Bourbel, Henry de, </part>
    <part localtype="title" localtypesource="">comte de Montpinçon, </part>
    <part localtype="date" localtypesource="">1770-1826</part>
  </persname>
</controlaccess>
```

```
<controlaccess>
  <persname>
    <part>Bowie, David</part>
  </persname>
</controlaccess>
```

<physdesc>

Description:

An element for describing, in an unstructured way, the physical or logical extent, medium, appearance, or construction of the described materials, such as their dimensions, a count of their quantity or statement about the space they occupy, and terms describing their genre, form, or function, as well as any other aspects of their appearance, such as color, substance, style, and technique or method of creation.

See also:

- Those who wish to more formally structure elements of physical description in order to enable consistent machine processing and data exchange will want to use `<physdescstructured>` or `<parallelphysdescstructuredset>`, rather than `<physdesc>`
- The `<physdesc>` element is comparable to ISAD(G) data element 3.1.5 and MARC21 field 300.

Examples:

```
1.      <c01 level="series">
<did>
<unittitle>Seizure Records, </unittitle>
<unitdate>December 1908-January 1928.</unitdate>
<physdesc>4 volumes and 1 folder.</physdesc>
</did>
</c01>
```

```
2.    <c level="subseries">
<did>
<unittitle>Documentary Movies, </unittitle>
<unitdate type="inclusive">1952-1964</unitdate>
<physdesc>2.5 linear ft.</physdesc>
</did>
</c>
```

<physdescstructured> Structured Physical Description**Description:**

A structured statement describing the physical or logical extent or the medium of the materials being described. The use of `<physdescstructured>` allows for quantifying the extent of the whole or a part of the materials described in a form that will be machine actionable and that will facilitate reporting, statistics, sorting, and importing and exporting

data in a collection management system.

<physdescstructured> has the following attributes:

- @physdescstructuredtype attribute is required and has the values “carrier”, “materialtype”, and “spaceoccupied”. Use it to specify the nature of the statement about the materials being described. A value of “carrier” denotes a statement regarding the number of containers or other physical conveyances. A value of “materialtype” denotes a statement regarding the type and/or number of the material types of the materials being described themselves. A value of “spaceoccupied” denotes a statement regarding the two- or three-dimensional space occupied by the materials being described.
- The @coverage attribute is required and has the values “whole” and “part”. A value of “whole” denotes a statement whose scope encompasses the entirety of the materials being described. A value of “part” denotes a statement whose scope encompasses only a portion of the materials being described.

Use the <physdescstructured> element to express physical description in a machine-processable form and to accommodate data exchange with collection management tools such as ArchivesSpace and aTOM. Use <physdesc> to express physical description in a non-machine-processable form and in instances where data exchange is not a concern..

The <physdescstructured> element is comparable to ISAD(G) data element 3.1.5 and MARC21 field 300.

Examples:

```
1. <parallelphysdescset>
<physdescstructured coverage="whole" physdescstructuredtype="spaceoccupied">
  <quantity>12</quantity>
  <unittype>linear feet</unittype>
</physdescstructured>

<physdescstructured coverage="whole" physdescstructuredtype="carrier">
  <quantity>24</quantity>
  <unittype>boxes</unittype>
</physdescstructured>
</parallelphysdescset>

2. <parallelphysdescset>
```

```
<physdescstructured coverage="part" physdescstructuredtype="spaceoccupied">
  <quantity>6</quantity>
  <unittype>terabytes</unittype>
</physdescstructured>
```

```
<physdescstructured coverage="part" physdescstructuredtype="carrier">
  <quantity>24</quantity>
  <unittype>3 ½" floppy disks</unittype>
</physdescstructured>
```

```
<physdescstructured coverage="part" physdescstructuredtype="materialtype">
  <quantity>1800</quantity>
  <unittype>electronic files</unittype>
</physdescstructured>
</parallelphysdescset>
```

<physfacet> Physical Facet

Description:

A <physdescstructured> subelement for information about an aspect of the appearance of the described materials, such as their color, style, marks, substances, materials, or techniques and methods of creation. It is used especially to note aspects of appearance that affect or limit use of the materials. It generally should not be used for aspects of physical description that are covered more directly by the <dimensions> and <genreform> elements.

Example:

```
<physdescstructured physdescstructuredtype="materialtype" coverage="whole">
  <quantity>15</quantity>
  <unittype>daguerreotypes</unittype>
  <dimensions>3.25" x 4.25"</dimensions>
  <physfacet>hand colored</physfacet>
</physdescstructured>
```

<physloc> Physical Location

Description:

Information identifying the place where the described materials are stored, such as the

name or number of the building, room, stack, shelf, or other tangible area. Can also be used to identify materials that are stored offsite, so researchers will know that they need to request materials ahead of time.

Attribute usage:

- Like all Descriptive Identification <did> subelements, the <physloc> element has a LABEL attribute which may be used to provide a readily understandable heading for the element's content.
- The LOCALTYPE attribute may also be used to identify the nature of the storage location.
- For security reasons, the AUDIENCE attribute value may be set to "internal" to shield public access to storage location information. However, this strategy should be evaluated in the local context and used with caution.

See also:

- Do not confuse with <container>, which is used to identify the cartons, boxes, reels, folders, and other storage devices used to hold the described materials.
- Also do not confuse with <repository>, which is used to identify the institution or agency responsible for providing intellectual access to the described materials.
- The <physloc> element is comparable to MARC21 field 852.

Old Examples:

```
1.      <archdesc type="inventory" level="subgrp">
<did>
<head>Overview of the Records</head>
<repository label="Repository:"><corpname>Minnesota Historical
Society</corpname></repository>
<origination label="Creator:">Minnesota. Game and Fish
Department</origination>
<unittitle label="Title:">Game laws violation records,
</unittitle>
<unitdate label="Dates:">1908-1928</unitdate>
<abstract label="Abstract:">Records of prosecutions for and seizures of
property resulting from violation of the state's hunting and fishing
laws.</abstract>
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3
```

```
boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box
location</physloc>
</did>
</archdesc>
```

```
2.          <c02 level="file">
<did>
<physloc>112.I.8.1B-2</physloc>
<container type="box">2</container>
<unittitle><unitdate type="inclusive">December 1908-July
1917</unitdate></unittitle>
</did>
</c02>
```

<phystech> Physical Characteristics and Technical Specifications

Description:

A description of important physical conditions or characteristics that affect the storage, preservation, or use of the materials described. This includes details of their physical composition or the need for particular hardware or software to preserve or access the materials.

The <phystech> element is comparable to ISAD(G) data element 3.4.4 and MARC21 fields 340 and 538.

Old Examples:

```
1.          <c04 level="item">
<did>[...]</did>
<phystech>
<p>Some oxydization of the aluminum layer.</p>
</phystech>
</c04>

2.          <c02 level="subseries">
<did>[...]</did>
<phystech>
<head>System Requirements</head>
<p>48K RAM; Apple Disk II with controller; colour monitor</p>
</phystech>
```

</c02>

<placeentry> Place Entry

Description:

An element used to encode information about a place or jurisdiction associated with significant contextual events in the history of the described materials or of their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places and topics.

Places should be identified by the proper noun that commonly designates the place, natural feature, or political jurisdiction. It is recommended that place names be taken from authorized vocabularies.

@latitude, @longitude, and @altitude attributes are available for specific geographical data. The @accuracy attribute may be used to indicate uncertainty. The @vocabularysource attribute may be used to indicate the controlled vocabulary from which the <placeentry> term is derived.

Example:

<prefercite> Preferred Citation

Description:

Information about how users should identify the described materials when referring to them in published credits. Generally the repository or agent responsible for providing intellectual access to the materials will supply users with a recommended wording or prescribed format for structuring references to the described materials in bibliographies, footnotes, screen credits, etc.

Do not confuse with <archref> or <bibref> which are used to cite and/or link to materials other than those described in the finding aid.

The <prefercite> element is comparable to MARC21 field 524.

Old Examples:

1. <prefercite>

```
<head>Preferred Citation</head>
<p>[Identification of item], Arequipa Sanatorium Records, BANC MSS 92/894c,
The Bancroft Library, University of California, Berkeley.</p>
</prefercite>
```

2. <prefercite>

```
<p>item, folder title, box number, Charles Thomas, Jr. Papers, Bentley
Historical Library, University of Michigan.</p>
</prefercite>
```

<processinfo> Processing Information

Description:

Information about accessioning, arranging, describing, preserving, storing, or otherwise preparing the described materials for research use. Specific aspects of each of these activities may be encoded separately within other elements, such as <acqinfo>, <arrangement>, <physloc>, etc. In addition, notable facets of these procedures may be highlighted with the <scopecontent> element, although they cannot be tagged specifically as <processinfo> in that context.

The <processinfo> element is comparable to ISAD(G) data element 3.7.1 and MARC21 field 583. A <date> within a <processinfo><p> element is comparable to ISAD(G) data element 3.7.3.

Old Example:

```
<processinfo>
<head>Processing Information:</head>
<p>These records were organized and cataloged in 1977 by Lydia Lucas.</p>
</processinfo>
```

<ptr> Pointer

Description:

An empty linking element that uses attributes to provide a link or to reference a file, such as an image, to be displayed. Unlike the <ref> element, the <ptr> element cannot contain text and subelements to describe the referenced object.

Old Example:

```
<appraisal>
<p>This collection was re-appraised by repository staff in 1992 in order to
facilitate use by weeding the collection of materials no longer deemed as
having evidential or informational value. A list of materials removed from the
collection after the re-appraisal is provided at the end of this guide.<ptr
linktype="simple" actuate="onrequest" show="replace"
target="mss1982-062_add2"/>
</p>
</appraisal>
```

<publicationstmt> Publication Statement

Description:

A wrapper element within the <filedesc> portion of <control> for information concerning the publication or distribution of the encoded finding aid, including the publisher's name and address, the date of publication, and other relevant details. The <publicationstmt> may contain just text, laid out in Paragraphs <p>, or it may include the <publisher>, <address>, <date>, and <num> elements, which allow for more specific tagging of a publisher's name and address, the date of publication, and the number, if any, assigned to the published finding aid.

Examples:

```
<filedesc>
  <titlestmt>
    <titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
  </titlestmt>
  <publicationstmt>
    <publisher>British Library</publisher>
  </publicationstmt>
</fileDesc>
```

<publicationstatus> Publication Status

Description:

The current publication status of the EAD instance may be specified in the optional <publicationstatus> element. If according to local practice the instance is still in the process of being approved for publication, the value should be "inProcess," while if approved for publication, the value should be "approved."

Example:

```
<control>
  <recordddd>AddMS88938</recordddd>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </fileDesc>
  <maintenancestatus>derived</maintenancestatus>
  <publicationstatus>approved</publicationstatus>
  . . .
</control>
```

<publisher> Publisher

Description:

When used in the <publicationstmt> portion of <control> the <publisher> is the name of the party responsible for issuing or distributing the encoded finding aid. Often this party is the same corporate body identified in the <repository> element in the finding aid. When used in the <imprint> section of a Bibliographic Reference <bibref>, the <publisher> is the name of the party issuing a monograph or other bibliographic work cited in the finding aid.

Examples:

1. <publicationstmt>
 <publisher>British Library</publisher>
 </publicationstmt>

2. <bibliography>
 <bibref>
 <persname role="author">Kinder, Dolores.</persname>
 <title >Once Upon a Lullaby.</title>
 <imprint><geogname>New York: </geogname>
 <publisher>Wells & Sons, </publisher>
 <date type="publication">1931</date></imprint>
 </bibref>
 </bibliography>

<quantity> Quantity

Description:

A required element in <physdescstructured> to indicate the number of <unittypes> being described. Supports quantifying a statement of extent in a machine-processable way. The content of <quantity> must be a number.

Example:

```
<physdescstructured physdescstructuredtype="materialtype" coverage="whole">
  <quantity>15</quantity>
  <unittypes>daguerreotypes</unittypes>
  <dimensions>3.25" x 4.25"</dimensions>
  <physfacet>hand colored</physfacet>
</physdescstructured>
```

<quote> Quote

Description:

For identifying or formatting a short quote.

Use the <quote> element to identify inline quotes within a block of text, and use <blockquote> to designate an extended quotation.

Equivalent to the element <q> in HTML.

Example:**<recordid> Record Identifier****Description:**

A required element within <control> that designates a unique identifier for the EAD instance. The assigning owner ensures the uniqueness of the value of <recordid> within the archival descriptive system under its control. The <recordid>, when used in combination with the content of the required <agencycode> element within <maintenanceagency>, will provide a globally unique identifier. Use the **instanceurl** attribute to record the URL of the XML version of the EAD. URLs for deliverable representations of the EAD (HTML, PDF, etc.) can be recorded in <representation>.

Record alternate record identifiers if desired in <otherrecordid>.

Example:

```
<control>
  <recordid
instanceurl="http://drs.library.yale.edu:8083/fedora/get/beinecke:hayward/EAD"
>AddMS88938</recordid>
  . . .
</control>
```

<ref> Reference**Description:**

A linking element that provides links both internal to a finding aid, or from the finding aid to external content. The <ref> element may be used in a variety of ways in an encoded finding aid. For example, a <ref> may provide a dynamic link from one Component <c> to another related Component <c> in the same way that *See* and *See also* references direct readers of paper-based finding aids. Or, a <ref> might be used to direct the reader from text in a scope and content note to a description of a Component <c> in a contents list. A <ref> might also point to an external file, for example, a finding aid for a related collection at another repository.

Old Example:

```

<dsc type="analyticcover">
<head>Series Descriptions</head>
<c01 id="S1006" level="series">
<did>[...]</did>
<scopecontent>[...]</scopecontent>
<c02 id="S1006.1" level="subseries">
<did>[...]</did>
<scopecontent>[...]</scopecontent>
<note><list type="simple">
<head>Notes</head>
<item>Title based on the content of the material.</item>
<item><ref actuate="onrequest" show="replace" target="S1006.1list">File list
available.</ref></item>
</list></note>
</c02>
</c01>
</dsc>

```

<relatedmaterial> Related Material**Description:**

Information about materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Materials designated by this element are not related to the described material by provenance, accumulation, or use.

Do not confuse <relatedmaterial> with the element <separatedmaterial>, which provides information about materials that have been separated or physically removed from the described materials but that are related to them by provenance. Also do not confuse with <altformavail>, which encodes information about copies of the described materials, such as microforms, photocopies, and reproductions in digital formats. Do not confuse with <originalsloc>, which encodes information regarding the existence and location of the originals when the unit being described consists of copies.

The <relatedmaterial> element is comparable to ISAD(G) data element 3.5.3 and MARC21 field 544 with indicator 1.

Old Examples:

1. <relatedmaterial>

```
<head>Related Correspondence</head>
```

```
<p>Researchers should note that a significant amount of the correspondence between Franklin Wigglethorpe and Nellie Forbush is extant. In addition to the incoming letters in this collection from Mr. Wigglethorpe to Miss Forbush, the letters written to Mr. Wigglethorpe by Miss Forbush are available to researchers at the Mainline University Special Collections Library.</p>
```

```
<archref><origination><persname>Wigglethorpe, Franklin.</persname></origination>
```

```
<unittitle>Franklin Wigglethorpe Papers, <unitdate type="inclusive">1782-1809.</unitdate></unittitle>
```

```
<unitid>MSS 00143</unitid>
```

```
</archref>
```

```
<p>An online guide to the Wigglethorpe Papers is available.
```

```
<extptr actuate="onrequest" entityref="mu-scl-00143" show="new"></p>
```

```
</relatedmaterial>
```

2. <separatedmaterial>

```
<p>Photographs and sound recordings have been transferred to the appropriate custodial divisions of the Library where they are identified as part of these papers. Among the sound recordings are the following broadcasts:</p>
```

```
<list>[...]</list>
```

```
</separatedmaterial>
```

```
<separatedmaterial>
```

```
<p>Other papers of Earl Warren, which relate chiefly to his early years and public service in California, are held by the California State Archives in Sacramento.</p>
```

```
</separatedmaterial>
```

```
<relatedmaterial>
```

```
<p>Records relating to the Warren Commission are held in the National Archives and Records Administration.</p>
```

<relation> Relation**Description:**

The <relation> element contains the description of a relationship between the materials being described in the EAD instance and a related entity.

Use a <relationentry> element to provide a textual description of the related entity. Use the <date>, <daterange>, or <dateset> elements for specifying the time period of the relationship and the <placeentry> element for relevant location information. A <descriptivenote> element may be included for more detailed specifications or

explanations of the relationship.

Specify the type of related entity in the @relationtype attribute, for:

- Other resources such as archival collections, bibliographic resources, or artifacts set to “resourcerelation”;
- Corporate bodies, persons or families set to set to “cpfrelation”;
- Functions set to “functionrelation”;
- Other types of related entity, such as places, events and topics, set the @relationtype attribute to “otherrelation” and specify the type of related entity in @otherrelationtype attribute.

The @arcrole attribute is used to specify the nature of the relationship between the materials being described by the EAD instance and the related entity. [It is recommended that the values listed in ? are used where appropriate.] The location of the related entity can be recorded as a URI in the @href attribute.

Examples:

```
1. <relations>
    <relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest" show="new"
role="" title="">
    <relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
    </relation>
    <relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onRequest" show="new"
role="" title="">
    <relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
    </relation>
</relations>
```

```
2. <relations>
    <relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W/FRAD056
_NAW_0006.pdf" actuate="none" role="" arcrole="hasprovenance" show="none"
title="">
    <relationentry>Morbihan. Direction départementale des
renseignements généraux</relationentry>
    </relation>
    <relation relationtype="resourcerelation">
    <relationentry>Archives du cabinet du préfet du
```

```

Morbihan</relationentry>
    <placeEntry>Morbihan, département du (France)</placeEntry>
  </relation>
</relations>

3. <relations>
  <relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
role="role" arcrole="arcrole" show="embed" title="Vince Price papers">
  <relationentry>Vincent Price papers</relationentry>
  <descriptivenote>
    <p>The papers consist of correspondence, memorabilia, working
scripts, writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual arts.</p>
  </descriptivenote>
  <placeentry latitude="41.3113" longitude="-72.9291">New Haven,
CT</placeentry>
  </relation>
</relations>

```

<relationentry> Relation Entry

Description:

A descriptive element for relations that provides discursive text identifying a related entity, which may be either another name (CPF) entity, a resource created by or otherwise related to the named entity (e.g., archival records), or the name of a related function.

Examples:

```

1. <relations>
  <relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest" show="new"
role="" title="">
  <relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
  </relation>
  <relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onRequest" show="new"
role="" title="">
  <relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
  </relation>
</relations>

2. <relations>
  <relation relationtype="cpfrelation"

```

```
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W/FRAD056_NAW_0006.pdf" actuate="none" role="" arcrole="hasprovenance" show="none" title="">
```

```

  <relationentry>Morbihan. Direction départementale des
renseignements généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
  <relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
  <placeEntry>Morbihan, département du (France)</placeEntry>
</relation>
</relations>

```

```

3. <relations>
  <relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
role="role" arcrole="arcrole" show="embed" title="Vince Price papers">
  <relationentry>Vincent Price papers</relationentry>
  <descriptivenote>
    <p>The papers consist of correspondence, memorabilia, working
scripts, writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual arts.</p>
  </descriptivenote>
  <placeentry latitude="41.3113" longitude="-72.9291">New Haven,
CT</placeentry>
</relation>
</relations>

```

<relations> Relations

Description:

A wrapper element that groups together one or more <relation> elements, each of which encodes a specific relationship.

The material described in an EAD instance may have relationships with other resources such as archival collections, bibliographic resources, or artifacts, which may be expressed using a <relation> element with the @relationtype attribute set to “resourcerelation”; with corporate bodies, persons or families, which may be expressed using a <relation> element with the @relationtype attribute set to “cpfrelation”; and functions which may be expressed using a <relation> element with the @relationtype attribute set to “functionrelation”. Relationships to other entities such as places, events and topics may be expressed by

using a <relation> element with the @relationtype attribute set to “other” and the type of related entity specified in the @otherType attribute.

Examples:

1. **<relations>**

```

    <relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest" show="new"
role="" title="">
        <relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
    </relation>
    <relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onRequest" show="new"
role="" title="">
        <relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
    </relation>
</relations>

```

2. **<relations>**

```

    <relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W/FRAD056
_NAW_0006.pdf" actuate="none" role="" arcrole="hasprovenance" show="none"
title="">
        <relationentry>Morbihan. Direction départementale des
renseignements généraux</relationentry>
    </relation>
    <relation relationtype="resourcerelation">
        <relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
        <placeEntry>Morbihan, département du (France)</placeEntry>
    </relation>
</relations>

```

3. **<relations>**

```

    <relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
role="role" arcrole="arcrole" show="embed" title="Vince Price papers">
        <relationentry>Vincent Price papers</relationentry>
        <descriptivenote>
            <p>The papers consist of correspondence, memorabilia, working
scripts, writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual arts.</p>
        </descriptivenote>
        <placeentry latitude="41.3113" longitude="-72.9291">New Haven,
CT</placeentry>
    </relation>

```

```
</relations>
```

<relationentry> Relation Entry

Description:

A descriptive element for relations that provides discursive text identifying the entity related to the material being described in the EAD instance. For relations with persons, families, corporate bodies, functions, places and events give a name, while for those with resources give a title, reference(s) and dates.

Examples:

- ```

1. <relations>
 <relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest" show="new"
role="" title="">
 <relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
 </relation>
 <relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onRequest" show="new"
role="" title="">
 <relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
 </relation>
</relations>

```
- ```

2. <relations>
    <relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W/FRAD056
_NAW_0006.pdf" actuate="none" role="" arcrole="hasprovenance" show="none"
title="">
    <relationentry>Morbihan. Direction départementale des
renseignements généraux</relationentry>
    </relation>
    <relation relationtype="resourcerelation">
    <relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
    <placeEntry>Morbihan, département du (France)</placeEntry>
    </relation>
</relations>

```
- ```

3. <relations>
 <relation relationtype="resourcerelation"

```

```

href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
role="role" arcrole="arcrole" show="embed" title="Vince Price papers">
 <relationentry>Vincent Price papers</relationentry>
 <descriptivenote>
 <p>The papers consist of correspondence, memorabilia, working
scripts, writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual arts.</p>
 </descriptivenote>
 <placeentry latitude="41.3113" longitude="-72.9291">New Haven,
CT</placeentry>
 </relation>
</relations>

```

## <repository> Repository

### Description:

The institution or agency responsible for providing intellectual access to the materials being described. The <corpname> element may be used within <repository> to encode the institution's proper name.

Although the repository providing intellectual access usually also has physical custody over the materials, this is not always the case. For example, an archives may assume responsibility for long-term intellectual access to electronic records, but the actual electronic data files or systems may continue to reside in the office where they were created and maintained, or they may be held for long-term storage by a unit such as a data library that is able to provide the appropriate technical facilities for storage and remounting.

See also:

- When it is clear that the physical custodian does not provide intellectual access, use <physloc> to identify the custodian and <repository> to designate the intellectual caretaker. When a distinction cannot be made, assume that the custodian of the physical objects also provides intellectual access to them and should be recognized as the <repository>.
- The <repository> element is comparable to MARC21 field 852.

### Old Examples:

```

1. <archdesc type="inventory" level="subgrp">
<did>

```

```

<head>Overview of the Records</head>
<repository label="Repository:"><corpname>Minnesota Historical
Society</corpname></repository>
<origination label="Creator:">Minnesota. Game and Fish
Department</origination>
<unittitle label="Title:">Game laws violation records,
</unittitle>
<unitdate label="Dates:">1908-1928</unitdate>
<abstract label="Abstract:">Records of prosecutions for and seizures of
property resulting from violation of the state's hunting and fishing laws.
</abstract>
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3
boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box
location</physloc>
</did>
</archdesc>

```

2. Note: The Public Record Office of the United Kingdom uses a 7 level system of intellectual units devised specifically for that repository. In that system "lettercode" is the equivalent of "fonds" and "class" is the equivalent of "series."

```

<archdesc level="otherlevel" otherlevel="Lettercode">
<did>
<unitid>EW</unitid>
<unittitle>Records of the Department of Economic Affairs</unittitle>
<origination><corpname>Department of Economic Affairs</corpname>
</origination>
<unitdate>1945-1979</unitdate>
<physdesc><extent>28 </extent>
<genreform>classes</genreform>
</physdesc>
<repository><corpname>Public Record Office, Kew</corpname></repository>
</did>
</archdesc>

```

## <representation> Representation

### Description:

An optional, repeatable element within <control> that can be used to link to a deliverable version of an EAD instance, for example an HTML or PDF version. Use the href attribute to record the URL of the representation. If desired, locale or role can be used to

differentiate multiple <representation> elements.

Do not confuse with the instanceurl attribute on <recordid>, used to record the URL of the XML version of the EAD.

### Example:

```
<control>
 <recordid
instanceurl="http://drs.library.yale.edu:8083/fedora/get/beinecke:hayward/EAD"
>beinecke.hayward</recordid>
<representation href="http://hdl.handle.net/10079/fa/beinecke.hayward"
localtype="html" role="text/html">HTML version of finding aid</representation>
<representation
href="http://drs.library.yale.edu:8083/fedora/get/beinecke:hayward/PDF"
localtype="pdf" role="application/pdf">PDF version of finding
aid</representation>

. . .
</control>
```

## <row> Table Row

### Description:

A formatting element that contains one or more <thentry> or <entry> elements (horizontal cells) in a table. By convention, a rule specified by the ROWSEP attribute prints or displays below the row. Vertical rules are specified by the COLSEP attribute in <table> or one of its column-related subelements; external rules are specified by the FRAME attribute available on the <table> element.

See also related element <table>.

### Example:

```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
```

```

<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
</table>

```

## <scopecontent> Scope and Content

### Description:

A prose statement summarizing the range and topical coverage of the described materials, often mentioning the form and arrangement of the materials and naming significant organizations, individuals, events, places, and subjects represented. The purpose of the <scopecontent> element is to assist readers in evaluating the potential relevance of the materials to their research. It may highlight particular strengths of, or gaps in, the described materials and may summarize in narrative form some of the descriptive information entered in other parts of the finding aid.

Additional <scopecontent> elements may be nested inside one another when a complex collection of materials is being described and separate headings are desired. For example, when a collection is received and processed in installments, individual scope and content notes may be created for each installment. Nested <scopecontent> elements might also occur when an institution decides not to use the <abstract> element to generate a MARC summary note (field 520\$a), and instead encodes the first paragraph of a long scope and content note as a separate summary <scopecontent> with an ENCODINGANALOG attribute set to MARC21 field 520\$a.

The <scopecontent> element is comparable to ISAD(G) data element 3.3.1 and MARC21 field 520.

### Old Examples:

```

1. <archdesc level="collection">
<did>[...]</did>
<scopecontent>
<head>Scope and Content Note</head>
<scopecontent encodinganalog="520$a">
<p>The papers of university professor and economist Mark Perlman span the
dates 1952-1994, with most of the papers being dated between 1967 and 1989.
The papers consist chiefly of professional correspondence to and from Perlman,

```

indexes to these letters, and a small number of subject files, but include none of his personal papers. The collection documents Perlman's career as an economist and author at <corpname normal="Cornell University">Cornell, </corpname><corpname normal="Johns Hopkins University">Johns Hopkins, </corpname>and the <corpname>University of Pittsburgh </corpname>and reflects his interest in work arbitration, trade unions, and the economics of public health. Among correspondents are many noted economists, including <persname>Moses Abramovitz,</persname> <persname>Martin Shubik, </persname>and <persname>Martin Bronfenbrenner. </persname> While many of the letters are personal in nature, others contain considerable information about Perlman's work, particularly in the years around the publication of his works <title render="italic">Judges in Industry: A Study of Labor Arbitration in Australia</title> <date type="publication">(1954) </date>and <title render="italic">Spatial, Regional, and Population Economics: Essays in Honor of Edgar M. Hoover</title> <date type="publication">(1972). </date> Additional correspondence relates to the publication of the <title render="italic">Journal of Economic Literature.</title></p>

</scopecontent>

<p>[...]</p>

[other possible elements and text... ]

</scopecontent>

[other possible elements and text... ]

</archdesc>

2. <dsc type="combined">

<head>Detailed Description of the Collection</head>

<c01 level="series">

<did>

<unittitle>Record of Prosecutions, </unittitle>

<unitdate>1916-1927. </unitdate>

<physdesc>3 volumes.</physdesc>

</did>

<scopecontent>

<p>Information provided in each entry: date of report, name and address of person arrested, location where offense was committed, date of arrest, nature of offense, name of judge or justice, result of trial, amounts of fine and court costs, number of days served if jailed, name of warden, and occasional added remarks. Types of offenses included hunting or fishing out of season or in unauthorized places, exceeding catch or bag limits, taking undersized fish, illegal fishing practices such as gill-netting or dynamiting, illegal hunting practices such as night-lighting, killing non-game birds, fishing or hunting without a license, and hunting-related offenses against persons such as fraud and assault.</p>

</scopecontent>

</c01>

</dsc>

## <script> Script

### Description:

An element within <langdeclaration> and <languageset> for naming the writing script for a language.

Use the `@scriptcode` attribute to capture the standardized code for the script from the ISO 15924 list.

### Attribute notes:

The `SCRIPTCODE` attribute may be used to provide the three-letter ISO15924 code.

`LANG` and `SCRIPT` attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.

### See also:

Use <language> to specify the corresponding language.

### Examples:

1. 

```
<langdeclaration>
 <language languagecode="eng">English</language>
 <script scriptcode="Latn">Latin</script>
</langdeclaration>
```
2. 

```
<langmaterial>
 <languageset>
 <language langcode="jpn">Japanese</language>
 <script scriptcode="Hira">hiragana</script>
 <script scriptcode="Kana">katakana</script>
 </languageset>
</langmaterial>
```
3. 

```
<langmaterial>
 <languageset>
 <language lancode="eng">English</language>
 <language lancode="fre">French</language>
 <script scriptcode="Latn">Latin</script>
 </languageset>
</langmaterial>
```

```

4. <langmaterial>
 <language lancode="eng">English</language>
 <language lancode="fre">French</language>
 <languageset>
 <language langcode="jpn">Japanese</language>
 <script scriptcode="Hira">hiragana</script>
 <script scriptcode="Kana">katakana</script>
 </languageset>
</langmaterial>

```

## **<separatedmaterial> Separated Material**

### **Description:**

Information about materials that are associated by provenance to the described materials but that have been physically separated or removed. Items may be separated for various reasons, including the dispersal of special formats to more appropriate custodial units; the outright destruction of duplicate or nonessential material; and the deliberate or unintentional scattering of fonds among different repositories. Do not confuse with `<relatedmaterial>`, which is used to encode descriptions of or references to materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Items encoded as `<relatedmaterial>` are not related to the described material by provenance, accumulation, or use.

The `<separatedmaterial>` element is comparable to ISAD(G) data element 3.5.3 and MARC21 field 544 with indicator 0.

### **Old Examples:**

#### **1. <separatedmaterial>**

```

<head>Materials Cataloged Separately</head>
<p>Photographs have been transferred to Pictorial Collections of The Bancroft
Library.</p>
</separatedmaterial>

```

#### **2. <separatedmaterial>**

```

<p>Photographs and sound recordings have been transferred to the appropriate
custodial divisions of the Library where they are identified as part of these
papers. Among the sound recordings are the following broadcasts:</p>
<list>[...]</list>
</separatedmaterial>

```

**<separatedmaterial>**

<p>Other papers of Earl Warren, which relate chiefly to his early years and public service in California, are held by the California State Archives in Sacramento.</p>

**</separatedmaterial>**

<relatedmaterial>

<p>Records relating to the Warren Commission are held in the National Archives and Records Administration.</p>

</relatedmaterial>

**<seriesstmt> Series Statement****Description:**

A wrapper element within the <filedesc> portion of <control> that groups information about the published monographic series, if any, to which an encoded finding aid belongs. The <seriesstmt> may contain just text, laid out in Paragraphs <p>, or it may include the <titleproper> and <num> elements, which allow for more specific tagging of names or numbers associated with the series.

**Old Example:**

<filedesc>

<titlestmt>[...]</titlestmt>

**<seriesstmt>**<titleproper encodinganalog="440\$a">Archival Inventories and Guides of the World;</titleproper>

<num encodinganalog="440\$v">no. 148</num>

**</seriesstmt>**

</filedesc>

**<source> Source****Description:**

An element for identifying a particular source of evidence used in describing the archival material. A reference for the source must be included as a textual description in the <sourceentry> element. Use the optional <descriptivenote> for any additional notes about the source.

A <source> in this context should not be confused with the <citation> element which is used in <conventiondeclaration> and <localtypedecoration> elements to point to any rules and

conventions applied in the description.

A link to the source may be made, and the user experience controlled, by using the Linking attributes [(which ...? the specification at <http://www.w3.org/TR/xlink/>)] and the last date and time that the source was verified can be given in the @lastdatetimestamp attribute.

### Example:

```
<sources>
 <source>
 <sourceEntry>HMC, Principal Family and Estate Collections: Family
 Names L-W, 1999</sourceEntry>
 </source>
 <source>
 <sourceEntry>HMC, Complete Peerage, 1936</sourceEntry>
 </source>
</sources>
```

### <sourceentry> Source Entry

#### Description:

The <sourceentry> element provides a textual description of a source used in the construction of the EAD instance. The <sourceentry> element may be used within the <source> element.

### Example:

```
<sources>
 <source>
 <sourceEntry>HMC, Principal Family and Estate Collections: Family
 Names L-W, 1999</sourceEntry>
 </source>
 <source>
 <sourceEntry>HMC, Complete Peerage, 1936</sourceEntry>
 </source>
</sources>
```

### <sources> Sources

#### Description:

A wrapper element within <control> used to group one or more sources consulted in

creating the description of the in the EAD instance.

### Example:

```
<sources>
 <source>
 <sourceEntry>HMC, Principal Family and Estate Collections: Family
 Names L-W, 1999</sourceEntry>
 </source>
 <source>
 <sourceEntry>HMC, Complete Peerage, 1936</sourceEntry>
 </source>
</sources>
```

### <sponsor> Sponsor

#### Description:

Name(s) of institution(s) or individual(s) who endorsed, financed, or arranged the acquisition, appraisal, and processing of the described materials or the preparation and distribution of the finding aid. The <sponsor> element is available in the required <titlestmt> portion of <control>.

Do not confuse with <author>, which is used to denote the persons or institutions responsible for the intellectual content of the finding aid, or with <repository>, which is used to identify the institution or corporate body providing intellectual access to the described materials.

The <sponsor> element is comparable to MARC21 field 536.

#### Old Example:

```
<filedesc>
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, <date
type="span">1978-1993</date></titleproper>
<subtitle encodinganalog="245$b">A Guide to the Holden Papers at the
University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National Historical
Publications and Records Commission, grant number 94-0123</sponsor>
</titlestmt>
[other possible elements and text...]
```

</filedesc>

## <subject> Subject

### Description:

For indicating a topic reflected in the described materials.

The <subject> element contains a <part> element for encoding one or more parts of a subject term, e.g.,

Part 1: Boats

Part 2: California

Part3: 20th Century

<subject> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <subject> element is analogous to MARC fields 650 and 690.
- @identifier for linking to the authority record for the subject term used.
- @rules to specify the descriptive rules followed for forming the subject term.
- @source to indicate the vocabulary from which the subject term has been taken.

Personal, corporate, family and geographic names used as subjects are tagged as <persname>, <corpname>, and <geogname>, respectively. The ROLE attribute should be subject when indicating a personal name, corporate name, family, or geographic name is a subject of the materials being described.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <genreform>, <name>, <geogname>, <occupation>, <persname>, <title>, and the child element <part>.

### Examples:

<controlaccess>

```

 <subject encodinganalog="650" source="lcs"
 identifier="http://lccn.loc.gov/sh98001430">
 <part localtype="a" localtypesource="">African American political
 activists.</part>
 </subject>
 <subject encodinganalog="650" source="lcs"
 identifier="http://lccn.loc.gov/sh85014587">
 <part localtype="a" localtypesource="">Black militant
 organizations</part>
 <part localtype="z" localtypesource="">Connecticut</part>
 <part localtype="z" localtypesource="">New Haven.</part>
 </subject>
 </controlaccess>

<controlaccess>
 <subject>
 <part>Gardening.</part>
 </subject>
</controlaccess>

```

## <subtitle> Subtitle

### Description:

A secondary or subsidiary name of an encoded finding aid that is subordinate to the main name encoded in <titleproper>. The <subtitle> element is available only within <titlepage> and <titledsmnt> to capture bibliographic aspects of the finding aid. Subtitles of monographs, serials, paintings, and other such works mentioned in the finding aid are not separately encoded, but they may be listed as part of the <title> element.

### Old Example:

```

<filedesc>
<titlestmt>
<titleproper>Tom Stoppard</titleproper>
<subtitle>An Inventory of His Papers at the Harry Ransom Humanities Research
Center</subtitle>
<author>Finding aid written by Katherine Mosley</author>
</titlestmt>
<publicationstmt>
<publisher>The University of Texas at Austin, Harry Ransom Humanities Research
Center</publisher>
<date>2000</date>
</publicationstmt>

```

```
</filedesc>
```

## **<table> Table**

### **Description:**

A wrapper element for formatting information in a row and column display.

The application of the <table> element is based on the XML Exchange Table Model, an XML expression of the Exchange subset of the full CALS table model DTD. This model is promulgated by the Organization for the Advancement of Structured Information Standards (OASIS) to promote interoperability among vendor products.

### **Example:**

```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
```

## **<term> Term**

### **Description:**

An element used to encode the value of the entry defined by the @localtype attribute in <localcontrol>.

### **Example:**

```
<localcontrol localtype="levelofdetail">
 <term>Minimum</term>
</localcontrol>
```

**<thentry>****Description:**

An element for column headers within a row in a table.

**Example:**

```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
```

**<title> Title****Description:**

The formal name of an intellectual work, such as a monograph, serial, or painting, listed in a finding aid. Subtitles of such works are not separately encoded but may instead be listed as part of the <title> element.

The <title> element contains a <part> element for encoding one or more parts of a title statement, e.g.,

Part 1: Private eyeballs

Part 2: A golden history of bad taste

<title> allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <title> element is analogous to MARC fields 130, 240, 245, 630, 730, and 740.
- @identifier for linking to the authority record for the title statement used.
- @rules to specify the descriptive rules followed for forming the title statement.
- @source to indicate the vocabulary from which the title statement has been taken.

See also the parent element <controlaccess>, related sibling ~~children~~-elements <corpname>, <famname>, <function>, <genreform>, <name>, <geogname>, <occupation>, <persname>, <subject>, and the child element <part>.

Do not confuse with <titleproper>, which is used for the title of the encoded finding aid. Also do not confuse with <unittitle>, which is used to encode the name of the described materials, such as the title of a collection, record group, fonds, series, file, or item. Do not confuse with the **title** attribute which is found in several linking elements. The <title> element may be used inside of <unittitle>, and it is possible that a <unittitle> may contain no text other than that which is further specified by the <title> element. (See examples below.)

The <title> element is comparable to MARC21 fields 130, 240, 245, 630, 730, and 740.

### Old Examples:

```
1. <c01>
<did>
<unittitle>Short stories, </unittitle>
<unitdate>1946-1954</unitdate>
</did>
<c02>
<did>
<unittitle><title render="italic">The Lottery</title>
</unittitle>
</did>
</c02>
</c01>
```

2.           <bibref>  
 <title render="italic">Library of Congress Acquisitions: Manuscript Division,  
 <date>1982,</date></title> p. 29.  
 </bibref>

3. <controlaccess>  
     <title encodinganalog="630" vocabulary="naf"  
 identifier="http://lccn.loc.gov/no2006019517">  
       <part localtype="a" localtypesource="">Moby Dick (Motion picture :  
 1956)</part>  
     </title>  
 </controlaccess>

4. <controlaccess>  
     <title>  
       <part>Silent Spring</part>  
     </title>  
 </controlaccess>

## <titleproper> Title Proper of the Finding Aid

### Description:

The name of the finding aid or finding aid series. The <titleproper> element is required within the <titlestmt> subelement of <filedesc>, part of the <control>. To encode the name of a finding aid series, <titleproper> may be used in the optional <seriesstmt> subelement of <filedesc>.

The <titlestmt> relates to the finding aid and should not be confused with Title <title>, used to encode the formal names of works such as monographs, serials, paintings, etc., listed in the finding aid, or with Title of the Unit <unittitle>, used to encode the name of the described materials.

### Old Examples:

1.   <filedesc>  
 <titlestmt>  
 <titleproper>Inventory of the Kingsley Amis Papers,  
 <date>1941-1995</date></titleproper>  
 <author>Processed by Sara S. Hodson; machine-readable finding aid created by  
 Xiuzhi Zhou</author>  
 </titlestmt> . . .  
 </filedesc>

2.   <filedesc>

```

<titlestmt>[...]</titlestmt>
[other possible elements and text...]
<seriesstmt>
<titleproper encodinganalog="440$a">Archival Inventories and Guides of the
World; </titleproper>
<num encodinganalog="440$v">no. 148</num></seriesstmt>
[other possible elements and text...]
</filedesc>

```

## **<titlestmt> Title Statement**

### **Description:**

A required wrapper element within the <filedesc> portion of <control> that groups information about the name of an encoded finding aid and those responsible for its intellectual content.

Its subelements must adhere to the following prescribed sequence: a required <titleproper>, followed by an optional <subtitle>, optional <author>, and optional <sponsor>.

The <titlestmt> relates to the finding aid and should not be confused with Title <title>, used to encode the formal names of works such as monographs, serials, paintings, etc., listed in the finding aid. Also do not confuse with Title of the Unit <unittitle>, used to encode the name of the described materials.

### **Example:**

```

<filedesc>
<titlestmt>
<titleproper>Inventory of the Kingsley Amis Papers,
<date>1941-1995</date></titleproper>
<author>Processed by Sara S. Hodson; machine-readable finding aid created by
Xiuzhi Zhou</author>
</titlestmt> . . .
</filedesc>

```

## **<today>**

### **Description:**

For expressing the ending date in a date range.

May contain actual or approximate dates expressed as a month, day, or year in any format.

<todate> allows the following attributes:

- @standarddate attribute for specifying the standard numerical form of the date (YYYY-MM-DD, etc.).
- @notbefore for providing a standard numerical form of an approximate date for which an earliest possible date is known.
- @notafter for providing a standard numerical form of an approximate date for which the latest possible date is known.

See also the sibling element <fromdate>.

### Example:

```
<daterange>
<fromdate standarddate="1868">1868</fromdate>
<todate standarddate="1936">1936</todate>
</daterange>
```

## <unitdate> Date of the Unit

### Description:

For indicating the date (year, month, day) or dates the described materials were created, issued, copyrighted, broadcast, etc.

The <unitdate> 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> allows use of the following attributes:

- @unitdatetype for indicating if the <unitdate> represents inclusive dates or bulk (predominant) dates.

- **@certainty** for indicating if the date has been supplied or estimated by the archivist.
- **@datechar** for characterizing the nature of the dates, such as creation or accumulation.
- **@calendar**, which has a default value of "gregorian," for specifying the calendar from which the date stems.
- **@era**, which has a default value of "ce", for indicating the era that contextualizes the date.
- **@normal**, which allows for standardized expression of dates for indexing purposes, following the ISO 8601 Representation of Dates and Times

Use `<unitdate>` to express relevant dates in a non-machine-processable form, and use the `<unitdatestructured>` element to express relevant dates in a machine-processable form.

Do not confuse `<unitdate>` and `<unitdatestructured>` with the `<date>` element, which is used to encode dates not related to creation, etc., of the records being described.

This element is comparable to ISAD(G) element 3.1.3, and MARC fields 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c.

### Old Examples:

```
1. <archdesc level="collection">
<did>
<head>Collection Summary</head>
<origination label="Creator"><corpname encodinganalog="110">National
Association for the Advancement of Colored People</corpname>
</origination>
<unittitle label="Title" encodinganalog="245">Visual Materials from the
National Association for the Advancement of Colored People Records (Library of
Congress)</unittitle>
<unitdate label="Dates" type="inclusive" encodinganalog="260">ca. 1838-1969,
</unitdate>
<unitdate type="bulk">bulk 1944-1955</unitdate>
</did>
</archdesc>

2. <dsc type="analyticcover">
<c level="subseries">
```

```

<did>
<unittitle>Documentary Movies, </unittitle>
<unitdate type="inclusive" normal="1952/1964">1952-1964</unitdate>
<physdesc><extent>2.5 linear ft.</extent></physdesc>
<abstract>Includes scores, arranged alphabetically by movie title, and some
correspondence, arranged chronologically.</abstract>
</did>
</c> . . .
</dsc>

```

## <unitdatestructured> Structured Date of the Unit

### Description:

For indicating the date (year, month, day) or dates the described materials were created, issued, copyrighted, broadcast, etc.

The <unitdatestructured> element must contain one or more of the following child elements: <datesingle>, <daterange>, and <dateset>.

<unitdatestructured> allows the following attributes:

- @unitdatetype for indicating if the <unitdate> represents inclusive dates or bulk (predominant) dates.
- @certainty for indicating if the date has been supplied or estimated by the archivist.
- @datechar for characterizing the nature of the dates, such as creation or accumulation.
- @calendar, which has a default value of "gregorian," for specifying the calendar from which the date stems.
- @era, which has a default value of "ce", for indicating the era that contextualizes the date.

Use the <unitdatestructured> element to express relevant dates in a machine-processable form, and use <unitdate> to express relevant dates in a non-machine-processable form.

Do not confuse <unitdatestructured> and <unitdate> with the <date> element, which is used to encode dates not related to creation, etc., of the records being described.

This element is comparable to ISAD(G) element 3.1.3, and MARC fields 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c.

### Example:

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<to date standarddate="1974-04-30">30 April 1974</to date>
</daterange>
</dateset>
</unitdatestructured>
```

### <unitid> ID of the Unit

#### Description:

Any alpha-numeric text string that serves as a unique reference point or control number for the described material, such as a lot number, an accession number, a classification number, or an entry number in a bibliography or catalog. An important subelement of the Descriptive Identification <did>, the <unitid> is primarily a logical designation, which sometimes secondarily provides location information, as in the case of a classification number.

#### See also:

Use other <did> subelements, such as <physloc> and <container>, to designate specifically the physical location of the described materials.

Do not confuse <unitid>, which relates to the archival materials, with <eadid>, which is used to designate a unique identification string for the finding aid. [is eadid kaput?]

#### Attribute usage:

- Although not required, the COUNTRYCODE and REPOSITORYCODE attributes should be used in <unitid> at the <archdesc><did> level to comply with ISAD(G) element 3.1.1.

- REPOSITORYCODE specifies the ISO 15511 code for the institution that has custody of the materials described, while COUNTRYCODE provides the ISO 3166-1 code for the country in which that institution is located.
- IDENTIFIER should contain a machine-readable unique identifier, containing a value similar to the text in the <unitid> element.
- The LOCALTYPE attribute may be used to indicate the system from which the <unitid> was derived, e.g., accessioning system, record group classification scheme, records retention scheduling system, etc.

### Old Example:

```
<archdesc level="collection">
<did>
<head>Descriptive Summary</head>
<unittitle label="Title">Donald C. Stone, Jr. Papers, </unittitle>
<unitdate type="inclusive">1971-1983</unitdate>
<unitid countrycode="us" repositorycode="cbgtu" label="Accession number">GTU
2001-8-03</unitid>
<origination label="Creator"><persname source="lcnaf">
Stone, Donald C., Jr.</persname></origination>
<physdesc label="Extent"><extent>4 boxes, </extent><extent>4 linear
ft.</extent> </physdesc>
<repository label="Repository">The <corpname>Graduate Theological
Union</corpname> <address><addressline>Berkeley,
California</addressline></address></repository>
<abstract label="Abstract">The papers document Donald C. Stone's work with
Ornstein and Swencionis on the <emph render="italic">est</emph> Outcome
Project, and the development of his doctoral research, including his various
publications on the human potential movement, up to the completion of his
doctoral dissertation.</abstract>
<physloc label="Shelf location">5/D/4-5</physloc>
</did> . . .
</archdesc>
```

### <unittitle> Title of the Unit

#### Description:

The name, either formal or supplied, of the described materials. May consist of a word or phrase. As an important subelement of the Descriptive Identification <did>, the <unittitle> encodes the name of the described materials at both the highest unit or <archdesc> level

(e.g., collection, record group, or fonds) and at all the subordinate Component `<c>` levels (e.g., subseries, files, items, or other intervening stages within a hierarchical description).

Attribute usage: normal attribute? Claire – for normalizing titles with initial articles.

See also:

- Do not confuse `<unittitle>` with Title `<title>`, a more general element used to encode the formal names of works such as monographs, serials, paintings, etc.
- Also do not confuse with Title Proper of the Finding Aid `<titleproper>`, used to designate the name of a finding aid, or a finding aid series encoded in EAD.
- This element is comparable to ISAD(G) element 3.1.2 and MARC field 245.

### Old Example:

```
<c level="subseries">
<did>
<unittitle>Documentary Movies, </unittitle>
<unitdate type="inclusive">1952-1964</unitdate>
<physdesc><extent>2.5 linear ft.</extent></physdesc>
<abstract label="Summary:">Includes scores, arranged alphabetically by movie
title, and some correspondence, arranged chronologically.</abstract>
</did>
</c>
```

### `<unittype>` Unit Type

#### Description:

Within a structured statement of physical description, indicates the nature of the unit being quantified.

The `<unittype>` element may contain text and/or one or more of the following child elements: `<dimensions>`, `<physfacet>`, and `<genreform>`.

`<unittype>` allows the following attributes:

- `@rules` to specify the descriptive rules followed for forming the unit type.

- **@source** for specifying the controlled vocabulary in which the term in unit type is listed.

### Examples:

```
1. <parallelphysdescset>
<physdescstructured coverage="whole" physdescstructuredtype="spaceoccupied">
 <quantity>12</quantity>
 <unittype>linear feet</unittype>
</physdescstructured>
```

```
<physdescstructured coverage="whole" physdescstructuredtype="carrier">
 <quantity>24</quantity>
 <unittype>boxes</unittype>
</physdescstructured>
</parallelphysdescset>
```

```
2. <parallelphysdescset>
<physdescstructured coverage="part" physdescstructuredtype="spaceoccupied">
 <quantity>6</quantity>
 <unittype>terabytes</unittype>
</physdescstructured>
```

```
<physdescstructured coverage="part" physdescstructuredtype="carrier">
 <quantity>24</quantity>
 <unittype>3 ½" floppy disks</unittype>
</physdescstructured>
```

```
<physdescstructured coverage="part" physdescstructuredtype="materialtype">
 <quantity>1800</quantity>
 <unittype>electronic files</unittype>
</physdescstructured>
</parallelphysdescset>
```

### <userrestrict> Conditions Governing Use

#### Description:

Information about conditions that affect use of the described materials after access has been granted. May indicate limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency regarding reproduction, publication, or quotation of the described materials. May also indicate the absence of restrictions, such as when copyright or literary rights have been dedicated to the public. Do not confuse with Conditions Governing Access <accessrestrict>, which designates information about

conditions affecting the availability of the described materials. Preferred Citation <prefercite> may be used in conjunction with <userrestrict> to encode statements specifying how the described materials should be referenced when reproduced, published, or quoted by patrons.

The <userrestrict> element is comparable to ISAD(G) data element 3.4.2 and MARC field 540.

### Old Examples:

**1. <userrestrict>**

```
<p>Until 2015 permission to photocopy some materials from this collection has
been limited at the request of the donor. Please ask repository staff for
details if you are interested in obtaining photocopies from Series 1:
Correspondence.</p>
```

**</userrestrict>**

**2. <userrestrict>**

```
<p>Copyright to the collection has been transferred to the Regents of the
University of Michigan.</p>
```

**</userrestrict>**