

UMA EAD Best Practices Training

A Guide to Practical Application

What is the UMA EAD Best Practice Guide?

- A document that describes how Encoded Archival Description (EAD) will be applied by the six institutions participating in the LSTA grant.
- The BPG describes how to set up the structure of a finding aid. It is used in conjunction with DACS which describes how the content of the finding aid should be formulated.
- The UMA EAD BPG was produced by members of the Utah Manuscripts Association (UMA) participating in the LSTA grant.
- It was approved by the UMA LSTA grant executive committee in August 2007 and is to be applied to all new finding aids produced by consortial partners.

Purposes of the UMA EAD BPG

- Ensure a common baseline of encoding between the UMA institutions,
- Promote cooperation between the UMA institutions,
- Facilitate the placement of finding aids online, and
- Enable users to more easily access descriptions of materials held by UMA institutions.

Component parts of the BPG

The BPG consists of the following components:

- General guidelines
 - \circ Dates
 - \circ Linking within the finding aid and to external items
 - \circ Formatting issues
 - use of white space, punctuation, etc.
 - \circ File saving protocol

File saving protocol

The UMA EAD BPG mandates that files produced by the consortium be saved in the following format:

 UU_MS608.xml UU is the MARC code for the University of Utah, MS608 is the collection number assigned to the collection by the University of Utah Special Collections

The MARC codes for each of the institutions follows:

 UPB--Brigham Young University, UU--University of Utah, ULA--Utah State University, U-Ar--Utah State Archives, UHi--Utah State Historical Society, UOW--Weber State University.

Component parts, cont.

Tables describing the various elements of EAD and their accepted use by consortial members

 Table 1: <ead>, <eadheader>, and <frontmatter>
 Table 2: <archdesc> Top Level information
 Table 3: <dsc> Component Hierarchy

Component parts, cont.

Each table consists of the name of the tag, a description of that tag and its use status.

The use status has four values:

- **1. Required (REQ)** This tag must be present in all finding aids without exception.
- 2. Mandatory if applicable (MA) This tag must be present if it is applicable.
- 3. Recommended (REC) The use of this tag is strongly recommended
- 4. Optional (Opt.)

What's New?

- Application of DACS requirements and guidelines
- Encoding
 - Removal of <frontmatter> section
 - \circ Date normalization
 - \circ Access term encoding
 - \circ Increased level of description in <dsc>

Template Training

Applying the BPG in my work

<ARCHDESC> template

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<eadheader> Finding Aid Information

- <eadheader> is a "wrapper element for bibliographic and descriptive information about the finding aid document rather than the archival materials being described"
- Attribute values should be set in template to defaults:
 - o langencoding="iso639-2b"
 - o scriptencoding="iso15924"
 - o related encoding="dc"
 - o repositoryencoding="iso15511"
 - o countryencoding="iso3166-1"
 - o dateencoding="iso8601"

<eadid>

<eadid> is the tag for the EAD identifier. The content of this element, together with its attributes, most uniquely identify the finding aid document. This information should be in a template.

Elements of an <eadid>:

- countrycode="US"
- mainagencycode="US-UU"
- publicid="-//University of Utah:: Special Collections//TEXT (US: US-UPB::[[[Unique file identifier]]].xml::[[[Name of collection]]])//EN"
 - Unique file identifier is equivalent to the file saving protocol
- encodinganalog="identifier"

<titleproper>

 <titleproper encodinganalog="title">Register of the {Name of materials}</titleproper>

Example:

 <titleproper encodinganalog="title">Register of the Ernest L. Wilkinson papers</titleproper>

<titleproper><date>

 <date type="inclusive" encodinganalog="date" normal=" xxxx/xxxx" era="ce" calendar="gregorian">{Inclusive dates of materials}</date>

Example:

 <date type="inclusive" encodinganalog="date" normal=" 1926/1978" era="ce" calendar="gregorian">1926-1978</date>

Another possible attribute for dates is *certainty* (="circa")

<date>/<unitdate> normal attribute

The date and unitdate elements provide two versions of date information. The one designated with the *normal* attribute is computer-readable while the actual element value is primarily for display.

Schema and Best Practices Guidelines require that dates be entered in ISO 8601 format

Schema enforces a limited subset of ISO 8601

- Does not allow entry by week
- Does not allow time (minutes/seconds) entry
- Does not allow ordinal dates
- Does not allow truncated year entry

<date>/<unitdate> normal attribute

Formulating normal attribute values:

Year

• YYYY (e.g., 1875)

Year and month

• YYYY-MM (e.g., 1875-10)

Year, month, and day

• YYYY-MM-DD or YYYYMMDD (e.g., 1875-10-16 or 18751016)

Date spans

• [Date 1]/[Date 2] (e.g., 1875/1975)

<titleproper> filing title

Rule:

 <titleproper type="filing" altrender="nodisplay">{Filing title of materials}</titleproper>

Example:

 <titleproper type="filing" altrender="nodisplay">Wilkinson (Ernest L.) papers</titleproper>

<author> (MA)

<author encodinganalog="creator">{Creator of finding aid}</author>

Example:

• <author encodinganalog="creator">Clint Walker</author></a

<sponsor>

 <sponsor encodinganalog="contributor"> {Sponsor of collection processing}</sponsor>

Example:

 <sponsor encodinganalog="contributor"> Library Services and Technology Act grant, 2007-2008</sponsor>

<publicationstmt>

<publicationstmt> is a "wrapper for information about
publication or distribution of the finding aid." This information
should be in a template:

- <publisher> is the name of the publisher or distributor of the finding aid
- <address> is a "wrapper for the lines of address that that comprise the address of the repository"
 - <addressline>--multiple <addressline> tags should be used to encode the address of the repository

<publicationstmt> example

<publicationstmt> <publisher encodinganalog="publisher">L. Tom Perry Special Collections</publisher> <address> <addressline>Harold B. Lee Library</addressline> <addressline>Brigham Young University</addressline> <addressline>Provo, Utah 84602</addressline> </address> <date encodinganalog="date" era="ce" calendar="</pre> gregorian" normal="XXXX">{Finding aid publication date}</date> </publicationstmt>

<publicationstmt><date>

 <date encodinganalog="date" normal="xxxx/xxxx" era="ce" calendar="gregorian">{Finding aid publication date}</date>

Example:

 <date encodinganalog="date" normal="2007" era="ce" calendar="gregorian">2007</date>

<profiledesc>

<profiledesc> is a "wrapper element for information about encoded version and language(s) of the finding aid. This information should be included in a template with fill in the blanks.

Information in the <profiledesc> includes:

- <creation>
- <date>
- <langusage>
 - o <language>
- <descrules>
 - <title>

<profiledesc> example

<profiledesc>

<creation>Encoded by {Name of encoder},

<date encodinganalog="date" era="ce" calendar="
gregorian" normal="XXXX">{Date of encoding}</date>.
</creation>

<langusage>Finding aid written in

<language encodinganalog="language" langcode="eng"
scriptcode="Latn">English</language> in Latin script.
</language>

<descrules>Finding aid based on DACS (

<title render="italic">Describing Archives: A Content

Standard</title>).</descrules>

</profiledesc>

<creation> (MA)

• <creation>Encoded by {Name of encoder}.</creation>

Example:

• <creation>Encoded by Ben Crowder.</creation>

<creation><date>

 <date encodinganalog="date" normal="xxxx" era="ce" calendar="gregorian">{Date of encoding}</date>

Example:

 <date encodinganalog="date" normal="2007" era="ce" calendar="gregorian">2007</date>

<descrules> (MA)

Rule:

<descrules>Finding aid based on {Name of standard used}.
 </descrules>

Example:

 <descrules>Finding aid based on DACS (<title render=" italic">Describing Archives: A Content Standard</title>).
 </descrules>

<archdesc> Upper Level Information

- <archdesc> includes information that "describes the content, context, and extent of a body of archival materials, including administrative and supplemental information that facilitates use of the materials"
- Top level of description, usually used for collection-level description
 - May be used for item-level description for single-item "collections"
- Core information held in a <did> wrapper element
- Collection components are described in an included <dsc> element

A top-level record

- <dsc> is not required in <archdesc>, and should only be used when needed
- Top-level records only include <eadheader> and top-level <archdesc> description

<archdesc> attributes

- Since level described in the <archdesc> is not necessarily the collection-level, level attribute needs to be set
 Value generally will be "collection", "recordgrp", "file", or "item"
- Other values are defaults, and should not be changed

 type attribute should always be "inventory"
 related encoding attribute should always be "dc"
- Example:

<archdesc level="collection" type="inventory" related encoding="dc">

<repository><subarea> (MA)

Rule:

 <subarea encodinganalog="publisher"> {Institution subarea}</subarea>

Example:

 <subarea encodinganalog="publisher"> University Archives</subarea>

<unitid>

Rule:

 <unitid encodinganalog="identifier" countrycode="US" repositorycode="US-UPB">{Call number}</unitid>

Example:

 <unitid encodinganalog="identifier" countrycode="US" repositorycode="US-UPB">UA 5308</unitid>

<origination> (MA)

- <origination> is a wrapper element for elements holding the name of archival creators
 - \circ Possible children elements include <persname>,
 - <corpname>, or <famname>

<persname>, <corpname>, or <famname>

- Content of name elements should be taken from LC/NAF authority file (<u>http://authorities.loc.gov/</u>) where possible
- If not in LC/NAF, use rules attribute to declare whether DACS or AACR2 was used to formulate the heading
- role attribute value may be used, if appropriate

Rule:

 <persname source="lcnaf" encodinganalog="creator"> {Name of creator}</persname>

Example:

 <persname source="lcnaf" encodinganalog="creator"> Popper, Charles, b. 1840</persname>

<unittitle>

<unittitle encodinganalog="title">{Title of materials}
 </unittitle>

Example:

 <unittitle encodinganalog="title">BYU Women scrapbook</unittitle>

<unitdate>

 <unitdate type="inclusive" encodinganalog="date" normal=" xxxx/xxxx" era="ce" calendar="gregorian">{Inclusive dates of collection}</unitdate>

Example:

 <unitdate type="inclusive" encodinganalog="date" normal=" 1926/1978" era="ce" calendar="gregorian">1926-1978</unitdate>

Other possible attributes for dates include *datechar* and *certainty*

ysdesc><extent>

ohysdesc>

<extent encodinganalog="format">{Size of materials} </extent> </physdesc>

Example:

<physdesc>
 <extent encodinganalog="format">6 cartons</extent></physdesc>

Other <physdesc> elements available for further description (i. e., <dimensions>, <physfacet>)

Parallel <physdesc><extent>

Parallel statements of extent are entered in the same <physdesc> element

Rule:

<physdesc>
 <extent encodinganalog="format">{Number containers}
 </extent>
 </extent encodinganalog="format">({Number linear ft.})</extent>
 </physdesc>

Example:

ohysdesc>

<extent encodinganalog="format">6 cartons</extent> <extent encodinganalog="format">(9 linear ft.)</extent> </physdesc>

Multiple <physdesc><extent>

Multiple statements of extent are entered in separate <physdesc> elements

Example:

osdesc>

<extent encodinganalog="format">2 boxes</extent>

</physdesc>

<physdesc>

<extent encodinganalog="format">1 oversize box</extent> </physdesc>

<abstract>

<abstract> should contain a *brief* description of the collection's *content* -- complete content described in <scopecontent> Rule:

 <abstract encodinganalog="description"> {Abstract}</abstract>

Example:

 <abstract encodinganalog="description">
 One binder containing various newspaper clippings and photographs. All of the items document the history of the Brigham Young University women's organization from 1975 until 1977.</abstract>

<langmaterial><language>

Statement of language(s) used in the materials being described, should be adjusted from the default when necessary

Rule:

 <langmaterial>Materials in <language langcode="eng" encodinganalog="language">English</language>.
 </langmaterial>

Additional <language> elements may be used for multilingual or mixed materials

<bioghist>

 <bioghist encodinganalog="description"> <head>{Type of history}</head>
 {Historical note}</bioghist>

Example:

 <bioghist encodinganalog="description"> <head>Biographical History</head>George Washington (1732-1799) was a soldier, plantation owner, and politician from Virginia. He served as commander of the American forces in the Revolutionary War, and later as the first president of the United States of America....

<scopecontent>

Rule:

 <scopecontent encodinganalog="description"> {Scope/content note} </scopecontent>

Example:

- <scopecontent encodinganalog="description"> Diaries document the activities of Sidney A. Coray during his mission to the Hawaiian Islands for the Church of Jesus Christ of Latter-day Saints between 1880 and 1883.
 ...
 - </scopecontent>

<accessrestrict>

Rule:

<accessrestrict encodinganalog="rights"></access restriction note}</p></accessrestrict>

Example:

• <accessrestrict encodinganalog="rights">

Privacy restricted until 2081; permission to use item must be obtained from the Supervisor of Reference Services. </accessrestrict>

<userestrict> (MA)

Rule:

 <userestrict encodinganalog="rights">{Use restriction note}</userestrict>

Example:

 <userestrict encodinganalog="rights">It is the responsibility of the researcher to obtain any necessary copyright clearances. Permission to publish material from Sidney A. Coray journals must be obtained from the Supervisor of Reference Services and/or the L. Tom Perry Special Collections Board of Curators.

<controlaccess>

- <controlaccess> is a wrapper element for both other
 <controlaccess> tags, and for access point elements
 O Access point elements include:
 - <persname>
 - <corpname>
 - <famname>
 - subject>
 - <geogname>
 - <genreform>
 - <function>
 - <occupation>
 - <title>
- At a minimum, BPG requires two UMA subject terms per record

<controlaccess> attributes

Element does not use attribute values, encodinganalog attributes are used for each heading term instead

<controlaccess>

For each type of <controlaccess>-wrapped access point, headings should be included in separate <controlaccess> wrappers

Example:

• <controlaccess>

<persname source="lcnaf" encodinganalog="subject">Cumming,
Alfred, 1802-1873</persname>

<persname source="lcnaf" encodinganalog="subject">Johnston,
Albert Sidney, 1803-1862</persname>

</controlaccess>

<controlaccess>

<geogname source="lcsh" encodinganalog="subject">United
States--Foreign relations--19th century--Sources</geogname>
</controlaccess>

UMA <controlaccess>

Rule:

<controlaccess>

<subject source="umabroad" altrender="nodisplay" encodinganalog="subject">{UMA broad term}</subject> <subject source="umanarrow" altrender="nodisplay" encodinganalog="subject">{UMA narrow term}</subject> </controlaccess>

Example:

 <controlaccess encodinganalog="subject"><subject source="umabroad" altrender="nodisplay">Social Life and Customs</subject><subject source="umanarrow" altrender="nodisplay">Social Life and Customs</subject></controlaccess>

Subordinate Components

The BPG does not require a <dsc> component. The <dsc> component contains the description of the subordinate components of the collection (i.e., series, box, folder, item, etc.). All of the elements discussed are available at these lower levels. Consult the BPG for determining when the elements are required, MA, recommended or optional.

<dsc> attributes

The <dsc> is a wrapper element that holds component descriptions.

The *type* attribute describes how the components are arranged

Possible values include:

combined

Combination of intellectual and physical descriptions (i.e., mixed series/subseries and file/item components) analyticover

Description of intellectual divisions only (i.e., MPLP) in-depth

Straight item lists of collection materials



The container elements are numbered based on hierarchal position, and contain subordinate units

<c0x> tags *level* attribute defines hierarchical level and role

Common values include:

- subgrp
- series
- subseries
- file
- item

<container> (MA)

Provides type and sequential number of a container or item in a collection

Type of container used in description specified in *type* attribute, including:

- box
- carton
- folder
- box-folder
- item
- reel
- frame
- oversize

- reel-frame
- volume
- album
- page
- map-case
- folio
- verticalfile

<c0x>//<unittitle> (Rec)

It is recommended that each component have a title, unless it is the same as the component it appears in

Example:

Series level: Rico Parra correspondence

Folder level: --

- or -Rico Parra correspondence on missile defense

<c0x>//<unitdate> (Rec)

It is recommended that each component have an associated date, unless it is the same as the component it appears in

Example:

Folder level: 1861

Item level:

- or -1861 April 12

The Validators

Or, Did I get this right?

EAD Report Card

http://umaead.lib.byu.edu/



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Req	1	Line 11	<eadheader> <filedesc> did not contain required <sponsor>.</sponsor></filedesc></eadheader>	
Rec	4	Line 12	<date> did not contain recommended certainty attribute.</date>	
Rec	1	Line 26	<date> did not contain recommended normal attribute.</date>	
Rec	1	Line 30	<eadheader> <profiledesc> <date> did not contain recommended <i>encodinganalog</i> attribute.</date></profiledesc></eadheader>	
Rec	1	Line 38	<archdesc> did not contain recommended <altformavail>.</altformavail></archdesc>	
Rec	1	Line 38	<archdesc> did not contain recommended <custodhist>.</custodhist></archdesc>	
Rec	1	Line 38	<archdesc> did not contain recommended <separatedmaterial>.</separatedmaterial></archdesc>	
Rec	1	Line 38	<archdesc> did not contain recommended <otherfindaid>.</otherfindaid></archdesc>	
Rec	1	Line 38	<archdesc> did not contain recommended <relatedmaterial>.</relatedmaterial></archdesc>	
Rec	1	Line 39	Top-level <did> did not contain recommended <physicc>.</physicc></did>	
MA	1	Line 40	Top-level <did> <repository> element did not contain mandatory where applicable <subarea>.</subarea></repository></did>	
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UMA BPGilyzer 0.91

A.M.

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Questions?