

center for digital initiatives

brown university library

CREATING EAD DOCUMENTS USING NOTETAB

```
<?xml version="1.0" encoding="UTF-8"?>
<ead audience="external" relatedencoding="MARC21">
<eadheader audience="external" countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b">
<eadid>mscdi</eadid>
<filedesc>
<titlestmt>
<titleproper encodinganalog="245">Guide to the Brown University Center for Digital
Initiatives Collection</titleproper>
<author>Finding aid prepared by Josiah Carberry</author>
</titlestmt>
<publicationstmt>
<publisher>Brown University Library</publisher>
<address><addressline>Box A</addressline><addressline>Brown
University</addressline><addressline>Providence, RI 02912</addressline>
<addressline>Tel: 401-863-2162</addressline><addressline>Fax: 401-863-
1272</addressline><addressline><extptr actuate="onload"
href="mailto:rock@brown.edu"/>
email: rock@brown.edu</addressline></address>
</publicationstmt>
</filedesc>
<profiledesc>
<creation>Finding aid encoded by Josiah Carberry
<date normal="20050314">2005 Mar 14</date>
</creation>
<language><language langcode="eng">English</language></language>
</profiledesc>
<revisiondesc>
<change>
<date normal="20050504">2005 May 4</date>
<item>Revised to local encoding standards by Jennifer Betts and Sarah Shaw</item>
</change>
</revisiondesc>
</eadheader>
</ead>
```

Prepared by:

Judy Dowling, Jaime Radke, Natalie Wall, and Phil McWade

Revised by:

Sarah Shaw and Jennifer Betts

Last updated:

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PART I: Introduction

This document will guide you through the process of creating an Encoded Archival Description (EAD) for an archival collection, according to the standards adopted by the Brown University Center for Digital Initiatives (CDI).

Finding aids are formal descriptions of items, such as manuscripts and letters found in institutional archives. The EAD Document Type Definition (DTD) is a standard for encoding archival finding aids using the Standard Generalized Markup Language (SGML) and Extensible Markup Language (XML). The official EAD documentation is available on the Library of Congress website: <http://www.loc.gov/ead>.

The Brown University CDI utilizes the NoteTab Pro editor to create an XML file for each finding aid. Within NoteTab Pro, the CDI has created the EAD Clip Library to facilitate the creation of an XML EAD file. The EAD Clip Library is comprised of a series of clips which prompt the user to enter descriptive data, from which the appropriate XML code is automatically generated.

General Tips:

- In NoteTab Pro, the cursor position dictates where the tag will be inserted in the XML document. Before clicking on any of the tags within the EAD Clip Library (in the left-hand column), you must place your cursor where you want the tags to be inserted into the XML file.
- EAD documents require specific formats for individual dates, approximate dates, and date ranges. Examples of these formats are included in Appendix A of this document. Refer to this Appendix to obtain the correct format for each date field.
- EAD uses the concept of 'normalization' for most name fields and date fields. This simply means most name fields and date fields have two formats: one format is displayed to the user (examples: John M. Smith or 2003 March 17) and the other format is used internally by the software to sort and search (examples: Smith, John M. or 20030317). The terms 'normal' and 'normalized' always refer to the internal format.
- Periodically use the **Parse and Validate** option, described on page 7. This tool will check for errors and will save your work. Errors in XML code are easier to fix the sooner they are discovered.

As you progress through this document to create your EAD, you may find it helpful to refer to the Library of Congress website for additional information concerning specific tags and fields. The two sections of the Library of Congress website which are most relevant to the process are:

EAD Tag Library: <http://www.loc.gov/ead/tglib/index.html>

EAD Elements by Element Name: http://www.loc.gov/ead/tglib/element_index.html

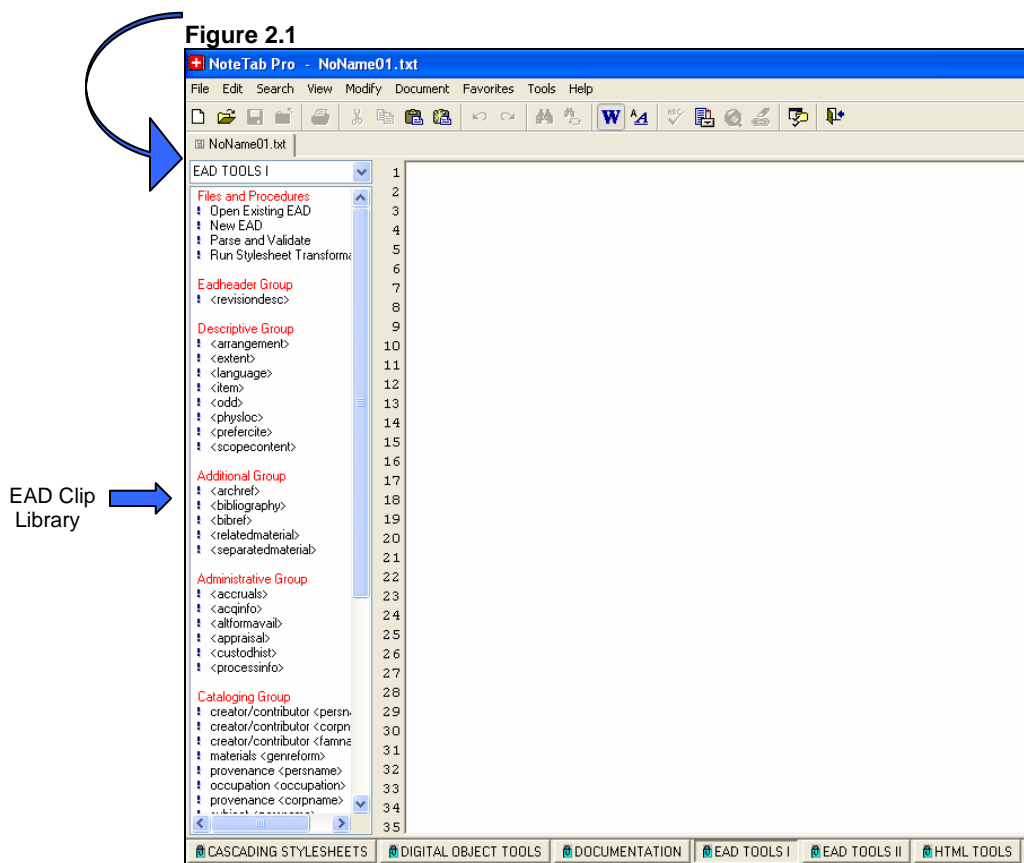
PART II: EAD Header

The EAD Header `<eadheader></eadheader>` should include the tags:

`<eadid>` `<filedesc>` `<profiledesc>`

The additional tag `<revisiondesc>` may be used within the EAD Header as needed.

1. Open NoteTab Pro and verify that the title of the left drop down menu bar says “EAD TOOLS I”, indicating the EAD Clip Library is open (Figure 2.1).



2. Double-click the **New EAD** option, located under the “Files and Procedures” heading in the EAD Clip Library.
 - A Template Wizard will appear, which includes a series of four pop-up windows. Completion of all four pop-up windows is required for the initial XML code to be generated.
3. In the “EAD: Header fields” wizard, enter the following fields (Figure 2.2):

Title of collection or papers

Enter the full title of the collection as it is written on the cover of the print finding aid.

- Example: Frederic Denison Papers

Collection Call No.

For Manuscript Division call numbers, enter "Ms." followed by the call number. Consult the Josiah record to determine correct call number. Regardless of capitalization in Josiah or the finding aid, always use the format "Ms.". The Collection Call No. should include a space between "Ms." and the following name or call number.

- Examples: Ms. Denison
Ms. 78.8
MS-1C-1 (University Archives structure)

Unique Identifier or Reference Number

Manuscript Division

Enter the msname or msnumber. This name/number can be found on the original finding aid or in the call number field of the Josiah record. All letters in this field are lowercase.

Do not put a space between ms and the following name or call number.

- Examples: msdenison
ms78.8

University Archives

Enter the Unique Identifier in the manner of the examples shown below:

- Examples: ms-1c-1
ms-1u-t3

Title of EAD Finding Aid

Enter the title of the finding aid. Always begin with the words "Guide to the...". Use the front page of the finding aid for guidance.

- Example: Guide to the Frederic Denison Papers

Filing Title of EAD Finding Aid

Enter the filing title of the finding aid. For organizations, this entry will be their proper title. For individuals, reverse the first and last name of the individual so that the last name appears first:

- Example: Denison (Frederic) Papers

4. Upon completing these fields, click OK.

Figure 2.2

EAD: Header fields

Please complete the following fields.

Title of collection (ex: Clement Wood Papers):
Frederic Denison Papers

Collection Call No. (ex: Ms. Wood; leave blank if none):
Ms. Denison

Unique Identifier or Reference Number (ex: ms78.8):
msdenison

Title of EAD (ex: Guide to the Clement Wood Papers):
Guide to the Frederic Denison Papers

Filing Title of EAD (ex: Wood (Clement) Papers):
Denison (Frederic) Papers

OK Cancel

5. In the “EAD: Names fields” wizard, enter the following fields (**Figure 2.3**):

Creator of collection or papers

Enter the name of the individual who is the original compiler or creator of the collection. Include individual’s year of birth and year of death, if applicable.

- Example: Denison, Frederic, 1819-1901

Creator of collection or papers (Normalized)

Enter the normalized form of the preceding name. Include individual’s year of birth and year of death, if applicable. As a suggestion, refer to the “Coded Display” of the Josiah record that corresponds to the collection you are encoding for help normalizing names and subjects.

- Example: Denison, Frederic,|d1819-1901

Type

Enter the type of name of the creator of the collection or papers. The drop down menu provides the choices of persname (individuals), famname (families), or corpname (organizations).

- Example: persname

Author of finding aid

Enter the name of the archivist who created the original finding aid, using the format Firstname Lastname. If this information cannot be found on the print finding aid, leave this field blank.

- Example: John Doe

Encoder of finding aid

Enter your name in the following format: Firstname Lastname.

- Example: Natalie Wall

6. Upon completing these fields, click OK.

Figure 2.3

The screenshot shows a dialog box titled "EAD: Name fields" with a yellow pencil icon. It contains the following fields and values:

- Creator of collection (ex: Lastname, Firstname):** Denison, Frederic, 1819-1901
- Creator of collection (Normalized):** Denison, Frederic,|d1819-1901
- Type:** A dropdown menu with options: corpname, famname, and persname (highlighted).
- Author of finding aid (ex: Firstname Lastname):** John Doe
- Encoder of finding aid (ex: Firstname Lastname):** Natalie Wall

At the bottom of the dialog are two buttons: "OK" and "Cancel".

7. In the “Date and Extent fields” wizard, enter the following fields (**Figure 2.4**):

Inclusive dates of collection or papers

Enter in the form: YEAR-YEAR or ca. Year. Refer to Appendix A for additional explanation of date formats.

- Examples: 1880-1883
ca. 1895

Inclusive dates of collection or papers (Normalized)

Enter normalized form of the preceding date, in the format: YEAR/YEAR or ca. Year. Refer to Appendix A for additional explanation of date formats.

- Examples: 1880/1883
ca. 1895

Bulk dates of collection or papers

Enter bulk dates if there is a predominance of collection materials in a date range within the inclusive dates. Use the same format as inclusive dates: YEAR-YEAR or ca. Year. Refer to Appendix A for additional explanation of date formats.

Bulk dates of collection or papers (Normalized)

Enter normalized form of the preceding date, in the same format as inclusive dates (normalized): YEAR/YEAR or ca. Year. Refer to Appendix A for additional explanation of date formats.

Extent statement for the collection

Enter the numeric quantity.

- Examples: 80
ca. 73

Select the expression of physical extent from the drop-down list

- Examples: cubic feet, items, linear feet, or reels

Language of materials

Select the language of the collection materials; the default is English. If more than one language needs to be selected, it should be inserted using line coding once the top-level of the finding aid had been completed.

8. Upon completing these fields, click OK.

Figure 2.4

EAD: Date and Extent fields

Please complete the following fields.

Inclusive dates of collection:
1880-1883

Inclusive dates of collection (Normalized):
1880/1883

Bulk dates of collection:

Bulk dates of collection (Normalized):

Extent or volume of collection:
80

(Extent Unit:
boxes
cubic feet
items
linear feet

Language of Materials:
English
French
German
Italian

OK Cancel

9. In “EAD: Abstract and Biog/Hist” wizard, enter the following fields (Figure 2.5):

Abstract

The abstract should serve as a brief summary of the materials being described. It generally includes abridged statements about the scope, content, and arrangement.

- **Example of Frederic Denison abstract:**
The Denison Papers consist of letters, manuscripts, and printed items for the period 1880-1883. The material contains biographical and genealogical material about Connecticut Baptists.
- **Example of Edward Fenner abstract:**
The Edward Fenner papers consist of correspondence, deeds, invoices, and other documents relating to Fenner's life and to the town of Johnston, Rhode Island.

Biographical/Historical note

The biography/history contains a concise essay and/or chronology that places the archival materials in context by providing information about their creator(s). Frequently, this information can be pulled directly from the “biographical note” section of the print finding aid.

- **Example of Frederic Denison biographical/ historical note:**
Frederick Denison, a Baptist clergyman and author, was born in Stonington, Connecticut on September 28, 1819. He graduated from Brown in 1847 and the following year married Amey Randall Marston. Denison was the pastor of several Baptist churches throughout his life and also served as a chaplain in the Union Army during the Civil War. He was, for a time, president of the Rhode Island Veteran Citizen's Historical Association. Denison made his home in Providence, Rhode Island, where he died in 1901.

Scope/Content note

The scope/content provides an overview of the range and topical materials contained in the collection or papers. Often important individuals or organizations are mentioned in this text.

- **Example of Frederic Denison scope/content note:**
One manuscript box of letters, manuscripts, and a few printed items collected by Denison for preparation of *The Baptist Encyclopedia*, edited by William Cathcart, Philadelphia, 1881. The material contains biographical and genealogical material about Connecticut Baptists.

Arrangement statement

The arrangement statement lists the series into which the collection or papers are divided. The statement also explains how each series has been arranged (alphabetically or chronologically).

- **Example of Frederic Denison arrangement statement:**
The collection consists of one section.

Additional text explaining the arrangement will be added to the XML coding once the templates have been completed. See Part V. Descriptive Metadata for additional information.

- **Example of additional text for Frederic Denison arrangement statement:**
 - Letters received by Frederic Denison

Items are ordered alphabetically by author, then ordered chronologically.

10. Upon completing these fields, click OK.

Figure 2.5

The dialog box contains the following text in its fields:

Please complete the following fields.

Enter abstract:
The Denison Papers consist of letters, manuscripts, and printed items for the period 1880-1883. The material contains biographical and genealogical material about Connecticut Baptists.

Enter biographical/historical note:
married Amey Randall Marston. Denison was the pastor of several Baptist churches throughout his life and also served as a chaplain in the Union Army during the Civil War. He was, for a time, president of the Rhode Island Veteran Citizen's Historical Association. Denison made his home in Providence, Rhode Island, where he died in 1901.

Enter scope/content note:
One manuscript box of letters, manuscripts, and a few printed items collected by Denison for preparation of The Baptist Encyclopedia, edited by William Cathcart, Philadelphia, 1881. The material contains biographical and genealogical material about Connecticut Baptists.

Enter arrangement statement (list will follow):
The collection consists of one section.

Buttons: OK, Cancel

- You will now see the actual XML code appear in NoteTab. The code will include the information you have just entered along with information that is standard to all CDI EAD documents. The code that has been generated will serve as the core of the EAD Document you are working to create.
11. Locate the section of XML code within the `<bioghist encodinganalog="545">` and `</bioghist>` tags. Place your cursor directly after the `<bioghist encodinganalog="545">` tag and enter `<dao href="X"/>` where **X** is the address of an image associated with the collection you are processing.
 12. Double-click the **Parse and Validate** option, located under the “Files and Procedures” heading in the EAD Clip Library options. The **Parse and Validate** function checks the source code for errors and saves the file.
 - When you **Parse and Validate**, the following two actions occur:
 1. A file will automatically be created on the C drive (C:\xmlfiles\documents\lead) using the Unique Identifier as the title, and adding the .xml extension.
 - Examples: msdenison.xml
ms78.8.xml.
 2. A list of errors, if any, will be noted on a new screen entitled error.txt. To fix any errors, simply click on the tab bearing the name of your file (Examples: msdenison.xml or ms78.8.xml) to view and edit the code. Fix any problems and repeat the **Parse and Validate** function until no errors are found.

REVISION DESCRIPTION

The Eadheader Group in the EAD Clip Library contains an optional field for `<revision description>`. If you significantly change an existing EAD file, you should create a `<revisiondesc>` element. For example, when the existing EAD files were updated to correspond with the new format of version 2002 by the Library of Congress, `<revisiondesc>` elements were used to indicate this process. A `<revisiondesc>` element is not necessary for minor changes.

1. Place the cursor within the `<eadheader>` tags, at the end of this section. Double-click the `<revisiondesc>` option, located in the Eadheader Group in the EAD Clip Library. This action will open a template wizard entitled “<revisiondesc>”.
2. In the “<revisiondesc>” wizard, enter the following three fields (**Figure 2.6**):

Today's date

Enter today's date in the format Year Month Day, using a 3-letter month abbreviation.

- Example: 2003 Mar 8

Today's date (Normalized)

Enter today's date in the format YYYYMMDD.

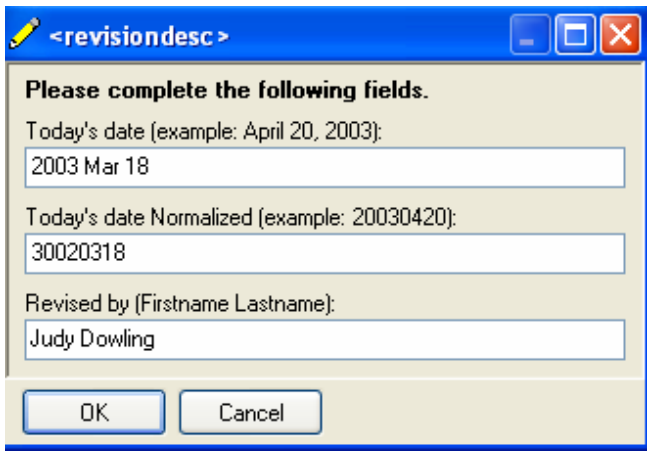
- Example: 20030308

Revised by

Enter your name in the format Firstname Lastname.

- Example: Judy Dowling
3. Upon completing these fields, click OK.
 4. Select **Parse and Validate**. Fix errors as necessary.

Figure 2.6

 <p>Please complete the following fields.</p> <p>Today's date (example: April 20, 2003): 2003 Mar 18</p> <p>Today's date Normalized (example: 20030420): 30020318</p> <p>Revised by (Firstname Lastname): Judy Dowling</p> <p>OK Cancel</p>	<pre> <revisiondesc> <change> <date normal="20030318">2003 Mar 18</date> <item>Revised to EAD 2002 standard by Judy Dowling</item> </change> <change> <date normal="20031107">2003 Nov 7</date> <item>Revised by Phil McWade</item> </change> </revisiondesc> </pre>
---	---

NOTE: If an EAD document is additionally revised place the cursor directly after the </change> tag within the <revisiondesc> section of the XML code. Enter the fields as indicated above and click ok. After completing these steps go into the XML code and delete the tag “<revisiondesc>” which is located directly above the data that you just entered.

PART III: Descriptive Metadata

The Descriptive Metadata Group `<descgrp type="descriptive"></descgrp>` should include the tags:

`<head>` `<accessrestrict>` `<userrestrict>`
`<prefercite>` `<arrangement>` `<scopecontent>`

The additional tags

`<odd>` `<physloc>` `<relatedmaterial>` `<separatedmaterial>`
 may be used within the Descriptive Metadata Group as needed.

HEAD

1. Locate the section of XML code within the `<descgrp type="descriptive">` and `</descgrp>` tags.
2. The template wizard above should have inserted the appropriate `<head>` tag within the `<descgrp type="descriptive">` and `</descgrp>` tags. Verify the `<head>` tag exists as follows:
 - Example: `<head>Collection Information</head>`
3. After verifying this information, select **Parse and Validate**. Fix errors as necessary.

CONDITIONS GOVERNING ACCESS

The `<accessrestrict>` field provides information about conditions that affect the availability of the materials being described.

1. While still within the `<descgrp type="descriptive">` and `</descgrp>` tags, scroll down to the set of tags entitled `<accessrestrict encodinganalog="506">`. A default statement has been entered within these `<accessrestrict>` tags. Verify this default statement agrees with the ACCESS intent specified on the print finding aid. Edit if necessary.
2. After verifying this information, select **Parse and Validate**. Fix errors as necessary.
 - Example of default `<accessrestrict>` statement:


```
<accessrestrict encodinganalog="506">
<p>There are no restrictions on access, except that the collection can only
be seen by prior appointment. Some materials may be stored off-site and
cannot be produced on the same day on which they are requested.</p>
</accessrestrict>
```
 - Example of edited `<accessrestrict>` (must be approved by Curator/Archivist):


```
<accessrestrict encodinganalog="506">
<p>There are no restrictions on access and an advance appointment is not
necessary to see the collection.</p>
</accessrestrict>
```

CONDITIONS GOVERNING USE

The `<userrestrict>` field provides information about conditions that affect use of the described materials after access has been granted.

1. While still within the `<descgrp type="descriptive">` and `</descgrp>` tags, scroll down to the set of tags entitled `<userrestrict encodinganalog="540">` and `</userrestrict>` tags. A default statement has been entered within these `<userrestrict>` tags. Verify this statement agrees with the USE intent of the finding aid. Edit if necessary.
2. After verifying this information, select **Parse and Validate**. Fix errors as necessary.
 - Example of default `<accessrestrict>` statement:

```
<userrestrict encodinganalog="540">
<p>Researchers are advised that express written permission to reproduce, quote,
or otherwise publish any portion or extract from this collection must be obtained
from the Curator of Manuscripts at the Brown University Library. Although Brown
University has physical ownership of the collection and the materials contained
therein, it does not claim literary rights to these materials. Consequently, the
researcher has the additional responsibility of determining the owner of these
rights and obtaining any necessary permission over and above that of the
University.</p>
</userrestrict>
```

PREFERRED CITATION

The `<prefercite>` field provides information about how users should identify the described materials when referring to them in published credits.

1. While still within the `<descgrp type="descriptive">` and `</descgrp>` tags, scroll down to the set of tags entitled `<prefercite>` and `</prefercite>`. The value should contain the Title of the Collection, the Subtitle of the EAD, and the Publisher.
2. After verifying this information, select **Parse and Validate**. Fix errors as necessary.

```
<prefercite encodinganalog="524">
<p>Frederic Denison Papers,
Ms. Denison, Brown University Library.</p>
</prefercite>
</descgrp>
```

ARRANGEMENT

The `<arrangement>` element exists for information on how the described materials have been subdivided into smaller units. It is used to identify the logical or physical groups of the described materials within a hierarchical structure.

1. Scroll down to the `<arrangement encodinganalog="351">` tag. The text you entered in the `<arrangement>` window should be located here. The subunits within the `<arrangement>` element may be presented in a list format. In this case, each subunit name should be set between `<item>` tags, and the full list of items should be nested within `<list>` tags. The

subunit names should be taken directly from the print finding aid; the titles are generally located at the top of each subunit page.

- For the first item, place your cursor after `<item>` and type in the first series. Subsequent series may be added by positioning your cursor on the line below `</item>` and double clicking on `<item>` in the “Inline Encoding Elements” section of the EAD Clip Library.
 - Example of an `<arrangement>` entry without a list:

```

<arrangement encodinganalog="351">
<p>This collection is organized by genre.</p>
</arrangement>
```

- Example of an `<arrangement>` entry with a list:

```

<arrangement encodinganalog="351">
<p>The collection is divided into five series:
<list>
  <item>Series 1. Correspondence</item>
  <item>Series 2. Deeds</item>
  <item>Series 3. Miscellaneous manuscripts</item>
  <item>Series 4. Genealogy</item>
  <item>Series 5. Materials not part of the Florence
    Backus Gift</item>
</list>
</p>
</arrangement>
```

2. Select **Parse and Validate**. Fix errors as necessary.

SCOPE AND CONTENT

The `<scopecontent>` element consists of a 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.

1. Scroll down to the `<scopecontent encodinganalog="520">` tag. The text you entered in the `<scopecontent>` window should be located here.
2. After reviewing this field and making any necessary changes, click OK.
3. Select **Parse and Validate**. Fix errors as necessary.

Optional Descriptive Metadata

The Descriptive Metadata Group may include the additional tags `<odd>` and `<physloc>`.

NOTE: The Descriptive Group in the EAD Clip Library includes options for both of these additional tags. These elements reside within the `<descgrp type="descriptive">` and `</descgrp>`. When inserting these elements, place the cursor immediately prior to the `</descgrp>` tag. The following is a brief overview of each of the optional descriptive fields.

OTHER DESCRIPTIVE DATA

The `<odd>` element contains information about the described materials that is not easily incorporated into one of the other named elements.

PHYSICAL LOCATION

The `<physloc>` element contains 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.

Additional Descriptive Metadata

The Additional Metadata Group may include the additional tags `<relatedmaterial>` and `<separatedmaterial>`.

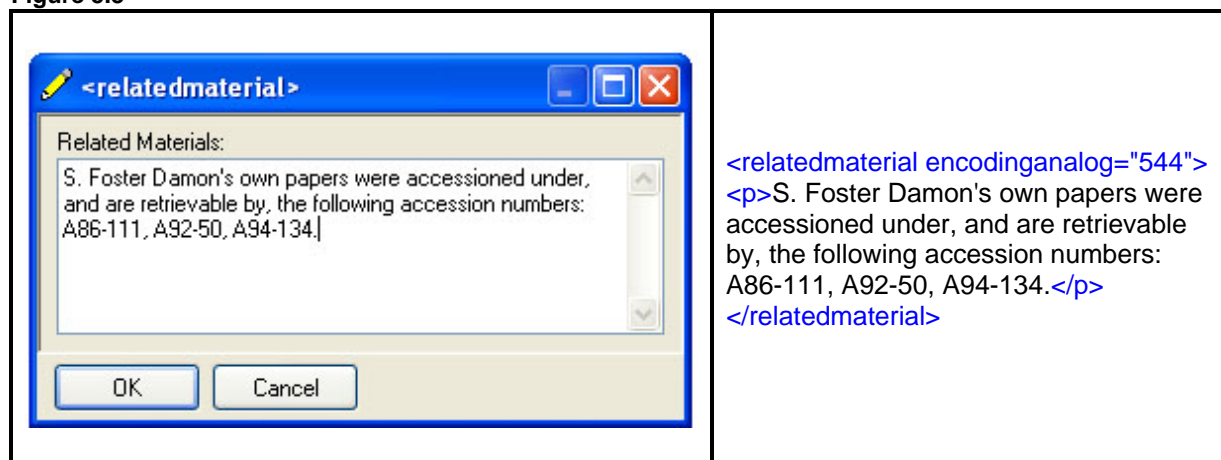
NOTE: The Descriptive Group in the EAD Clip Library includes options for both of these additional tags. **Additional Descriptive Metadata** appear at the end of the finding aid, after `<dsc>` but within `<descgrp type="add">` and `</descgrp>`. When inserting these elements, place the cursor immediately after the `<dsc>` and type `<descgrp type="add">`. Once you have added your elements, close out the tag with `</descgrp>`.

RELATED MATERIAL

The `<relatedmaterial>` element contains 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 (Figure 5.3).

- Example of `<relatedmaterial>` from S. Foster Damon (msdamon):

Figure 5.3

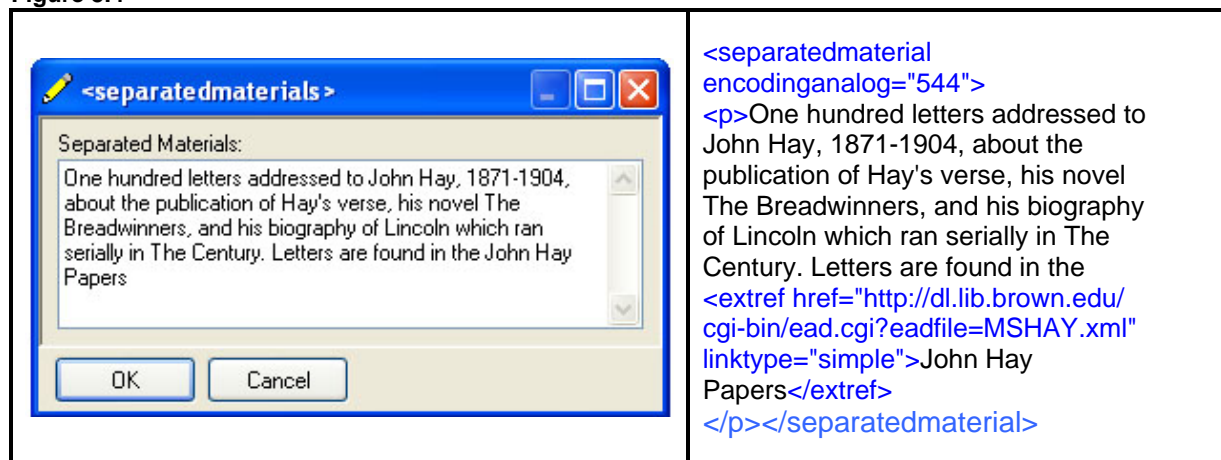


SEPARATED MATERIAL

The `<separatedmaterial>` element contains information about materials that are associated by provenance to the described materials but that have been physically separated or removed (Figure 5.4).

- Example of `<separatedmaterial>` from Richard Watson Gilder (msgilder):

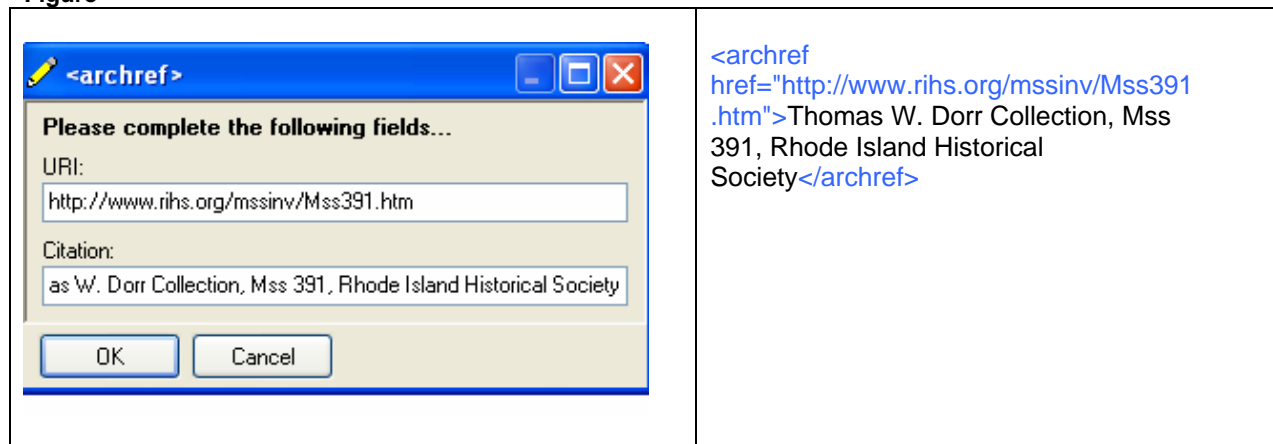
Figure 5.4



ARCHIVAL REFERENCE

The `<archref>` element contains hyperlinks to collections or information at other repositories.

Figure



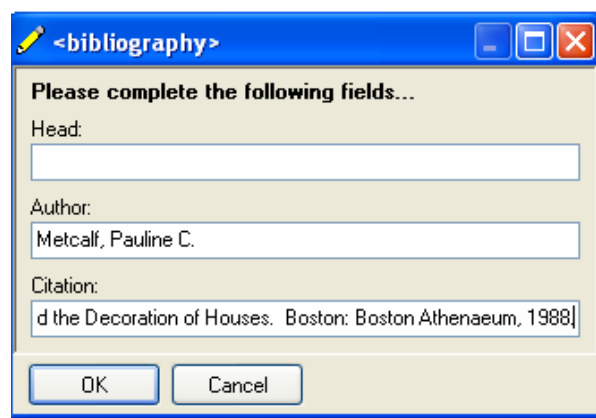
BIBLIOGRAPHY

The `<bibliography>` element contains a list of published materials related to the creator of the collection or papers.

BIBLIOGRAPHIC REFERENCE

The `<bibref>` element encodes each published item in a bibliography. `<bibref>` should be used for each bibliographic reference after the initial reference has been established with `<bibliography>`.

Figure

 <p>The screenshot shows a dialog box titled "<bibliography>". It contains three text input fields: "Head:" (empty), "Author:" (containing "Metcalf, Pauline C."), and "Citation:" (containing "d the Decoration of Houses. Boston: Boston Athenaeum, 1988"). There are "OK" and "Cancel" buttons at the bottom.</p>	<pre> <bibliography> <bibref> Metcalf, Pauline C. Ogden Codman and the Decoration of Houses. Boston: Boston Athenaeum, 1988. </bibref> </pre>
--	---

PART IV: Administrative Metadata

The Administrative Metadata Group `<descgrp type="administrative"></descgrp>` should include the tag: `<acqinfo>`

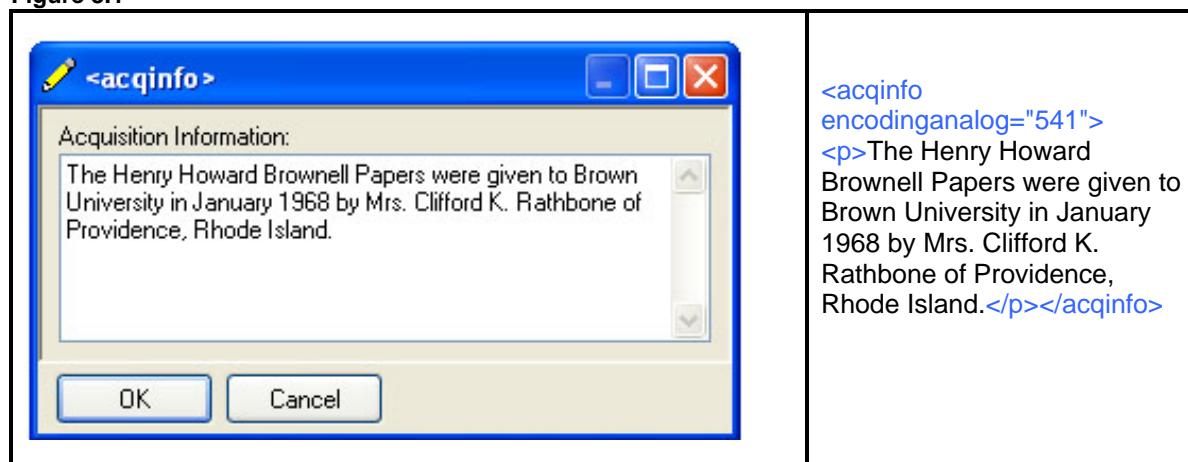
The additional tags
`<accruals>` `<altformavail>` `<appraisal>` `<custodhist>` `<processinfo>`
 may be used within the Administrative Metadata Group as needed.

ACQUISITION INFORMATION

The `<acqinfo>` element contains the immediate source of the materials being described and the circumstances under which they were received. This information includes donations, transfers, purchases, and deposits.

1. Locate the section of XML code within the `<descgrp type="administrative">` and `</descgrp>` tags.
2. With your cursor placed before the `</descgrp>` tag, double-click the `<acqinfo>` option, located under the "Administrative Group" heading in the EAD Clip Library. This action will open a template wizard entitled `<acqinfo>`. (Figure 3.1).
 - Example of `<acqinfo>` from Henry Howard Brownell (ms78.8):
3. Upon completing these fields, click OK.
4. Select **Parse and Validate**. Fix errors as necessary.

Figure 3.1



NOTE: The Administrative Group in the EAD Clip Library includes an option for each of the additional tags. These elements reside within the `<descgrp type="administrative">` and `</descgrp>`. When inserting these elements, place the cursor immediately prior to the `</descgrp>` tag. The following is a brief overview of each of the additional descriptive fields.

ACCRUALS

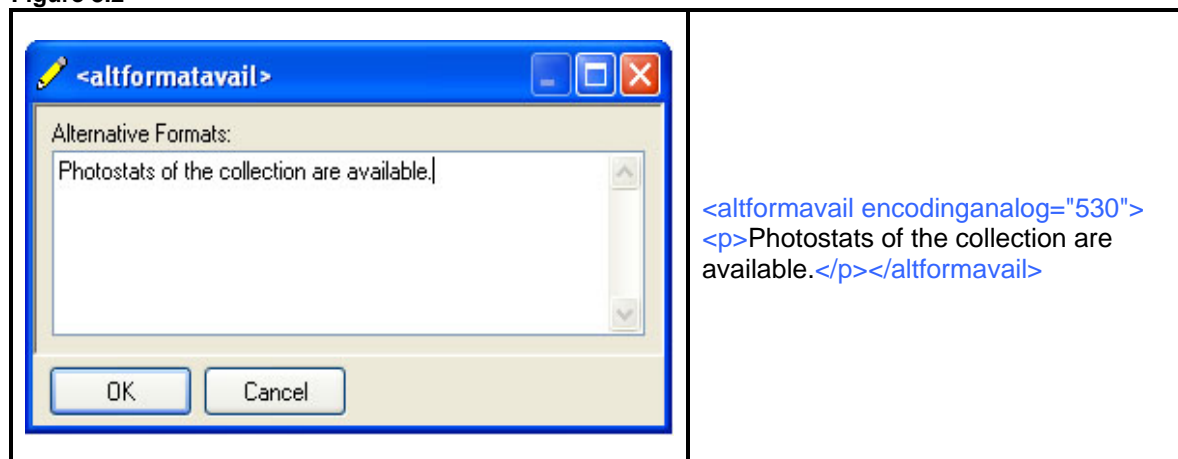
The **<accruals>** element contains information about anticipated additions to the materials being described. This field can indicate quantity and frequency. It can also be used to indicate that no additions are expected.

ALTERNATIVE FORM AVAILABLE

The **<altformavail>** element contains 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 (Figure 3.2).

- Example of **<altformavail>** from Anne Charlotte Botta (msbotta):

Figure 3.2



APPRAISAL INFORMATION

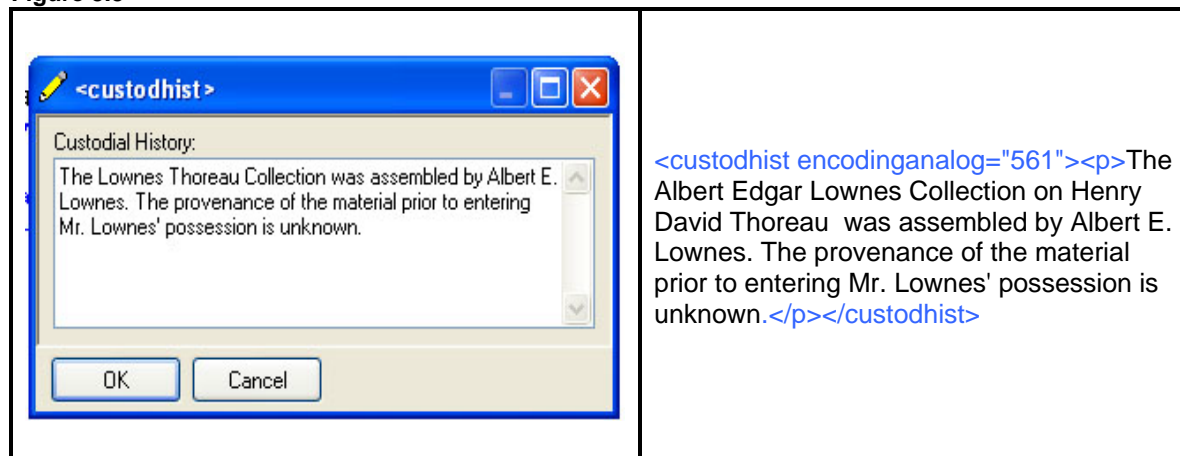
The **<appraisal>** element contains information about the process of determining the archival value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records.

CUSTODIAL HISTORY

The **<custodhist>** element contains 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 (Figure 3.3).

- Example of `<custodhist>` from Henry David Thoreau (ms80.1):

Figure 3.3

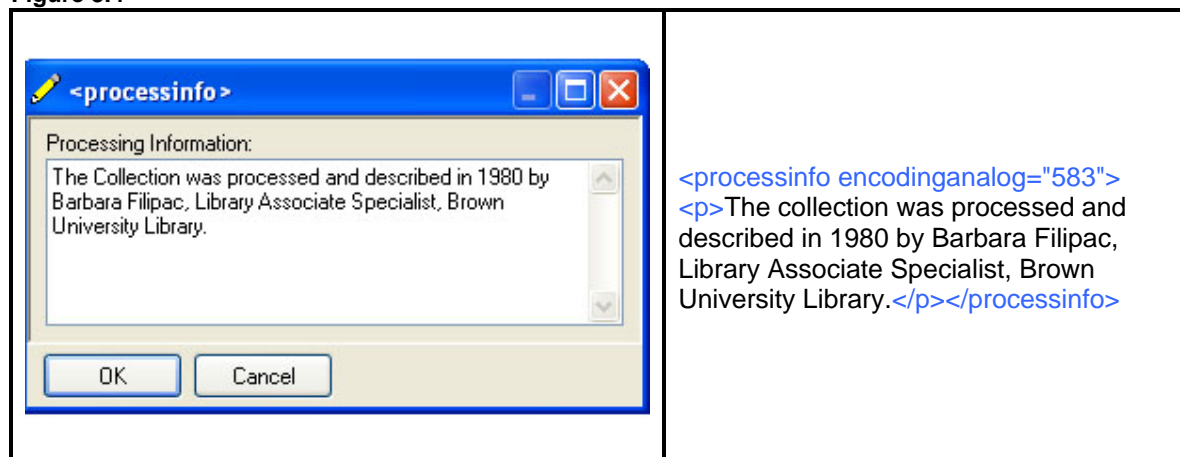


PROCESSING INFORMATION

The **<processinfo>** element contains 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>**, or **<physloc>**).

- Example of **<processinfo>** from Henry David Thoreau (ms80.1):

Figure 3.4



NOTE: After entering the appropriate information, select **Parse and Validate**. Fix errors as necessary.

PART V: Cataloging Metadata

The Control Access element `<descgrp type="cataloging"></descgrp>` may include a series of `<controlaccess>` tags containing any of the following tags:

`<corpname> <famname> <genreform>
<geogname> <persname> <subject> <title>`

The `<controlaccess>` element is a wrapper element that designates key access points for the described materials and enables authority-controlled searching across finding aids.

The `<controlaccess>` element designates terms comparable to those found in the 1xx, 6xx, and 7xx fields of MARC catalog records (MARC records can be viewed in Josiah by selecting “Coded Display”). 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.

SELECT APPROPRIATE HEADINGS

Using the print finding aid and, when applicable, the corresponding Josiah record, select the headings that are of greatest significance to research and are likely to retrieve additional documents in other search interfaces. Terms to consider for inclusion in the `<controlaccess>` element are personal names, family names, organization names, titles, topics, places, and genres (formats).

VERIFY THE HEADING FORMS

Names (1xx, 7xx)

Search Josiah and use the form found in one of the following sources, listed in order of preference:

1. name authority record found in the LC file at Innovative or in WorldCat
2. name authority record found in Josiah
3. local authority record (1xx)
4. bibliographic record (1xx, 7xx)
5. legacy finding aid form

NOTE: For instructions on accessing the LC File at Innovative of WorldCat, refer to the following section entitled “Checking Authority and Subject Heading Files.”

Subjects (600, 610, 630, 650, 651)

Search Josiah and use the form found in one of the following sources, listed in order of appearance:

1. name authority file or LSCH in Josiah (1xx, 650, or 651).
2. name authority file or Library of Congress subject heading in the LC file at Innovative or in WordCat (1xx).
3. local authority record (1xx).
4. bibliographic record (1xx, 7xx)
5. finding aid form

- Search under the main part of the subject heading (subfield a), excluding standard and free-floating subdivisions. When the main part of a subject heading is too general, an authority record includes subdivisions. For example, countries are subdivided by time periods.
 - Examples:

610	20	Trinity College (Hartford, Conn.) xPoetry
650	0	Authors, American y19th century

Genre Terms (655)

Find the appropriate genre term(s) in the following sources, listed in order of preference:

1. Art & Architecture Thesaurus, available online at http://www.getty.edu/research/conducting_research/vocabularies/aat/
2. Genre Terms: A Thesaurus for Use in Rare Book and Special Collections Cataloguing 2nd Edition, available only in print.
3. In some rare cases, a locally-defined genre term may be used.

CHECKING AUTHORITY & SUBJECT HEADING FILES

To look up and verify name authority files and subject heading authority files:

1. Double click on the Josiah icon (Staff Mode) or select Run from under the Start Menu of the Windows Operating System.
2. If you selected the “Run” option, type in “telnet josiah.brown.edu” and select OK.

SEARCHING AUTHORITY FIELDS IN JOSIAH

To check headings within the Josiah database, select (S) for “SEARCH the catalog”:

- Select (A) for AUTHORITY Record.
- If checking an author name authority file select (A) for AUTHOR and type the name.
 - Example: Hay John
- If checking a subject heading, select (S) for SUBJECT and type the subject.
 - Example: Providence

NOTE: If you are searching for a name that is used as a subject heading, use select (S).

SEARCHING AUTHORITY FILES IN INNOVATIVE:

To check authority files within Innovative’s national database, select (D) for “Catalog DATABASE Maintenance”.

- You will be prompted to type in your initials: cdistudent
password: student
- Select (A) for “Search AUTHORITY File at Innovative”.
- Type the name or subject as indicated by Innovative.

ENTERING CONTROL ACCESS HEADINGS

Once appropriate headings have been found and decided upon, they need to be entered into the XML document.

Each control access subelement should include:

- the TYPE of heading: corpname, famname, genreform, geogname, persname, subject, or title.
 - the MARC ENCODING value.
 - the NORMAL attribute: a standardized form of the heading.
 - the ROLE of the individual(s) or group vis a vis the manuscript collection. **NOTE:** the ROLE attribute is used with persname, famname, and corpname headings only.
 - the SOURCE for the authorized form of heading.
1. If you haven't already, click on the tab in Notetab bearing the name of your file to view the XML code in NoteTab.
 2. Locate the section of XML code within the `<descgrp type="cataloging">` and `</descgrp>` tags.
 3. Within these `<descgrp>` tags, locate the five sections of `<controlaccess>` tags. Each section contains a different value for the `<head>` tag, such as "Names," "Types of materials," "Subjects," and "Titles."
 - Each heading determined and verified in the previous section will need to be entered in the `<controlaccess>` section with the appropriate `<head>` element.

CREATOR AND CONTRIBUTORS / NAMES

1. Enter the creator/contributor headings in the `<controlaccess>` section with `<head>Names</head>`. With your cursor placed before the `</controlaccess>` tag, double-click the appropriate creator/contributor option, located under the "Cataloging Group" heading in the EAD Clip Library.

NOTE: There are three creator/contributor options, one each for `<persname>`, `<corpname>`, and `<famname>`. The template wizard boxes for each are identical. However, different XML code is generated for each option.

2. A template wizard window will appear, with the following fields. Enter data in each field. Do not leave any fields blank (Figure 4.1).

Role

From the drop-down list, select one of the following: annotator, contributor, creator, editor, illustrator, inscriber, recipient, signer, or translator.

- Example: creator

Name

Enter the name of the individual or group.

- Example: Denison, Frederic, 1819-1901

Name (Normalized)

Enter the normalized form of the name of the individual or group.

- Example: Denison, Frederic,|d1819-1901

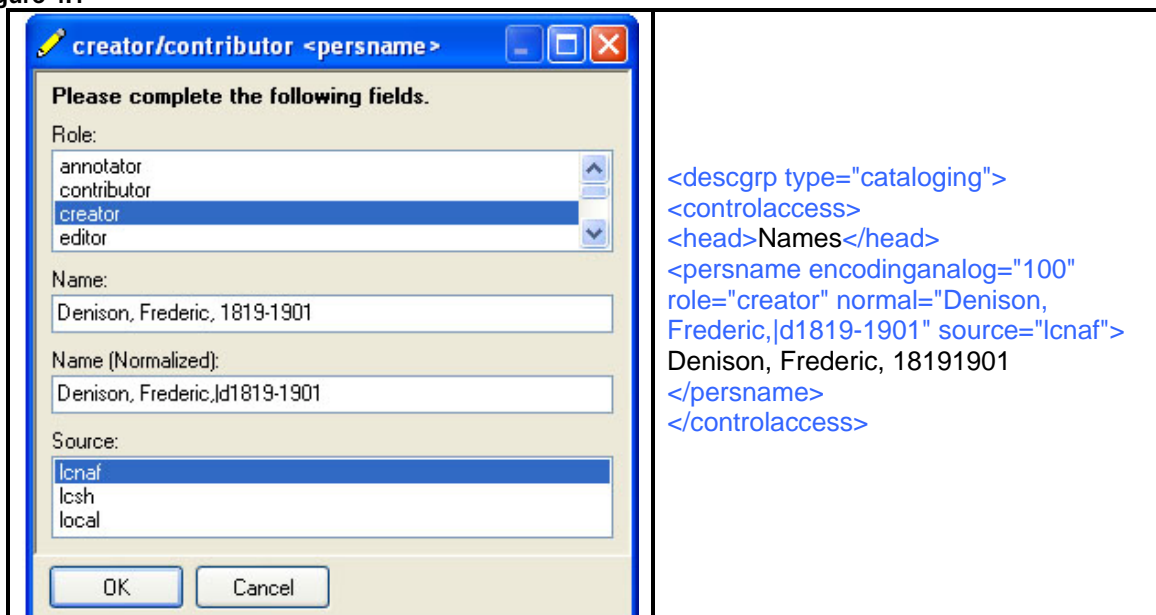
Source

From the drop-down list, select one of the following: lcnaf, lcsh, or local.

- Example: lcnaf

3. Upon completing these fields, click OK.
4. Select **Parse and Validate**. Fix errors as necessary.

Figure 4.1

**SUBJECTS**

1. Enter the subject headings in the `<controlaccess>` section with `<head>Subject</head>`. With your cursor placed before the `</controlaccess>` tag, double-click the appropriate creator/contributor option, located under the "Cataloging Group" heading in the EAD Clip Library.

NOTE: There are five subject options, one each for `<persname>`, `<corpname>`, `<famname>`, `<geogname>`, and `<subject>`. The template wizard boxes for each are identical. However, different XML code is generated for each option.

2. A template wizard window will appear, with the following fields. Enter data in each field. Do not leave any fields blank (Figure 4.2).

Name

Enter the name of the subject.

- Example: Cathcart, William, 1826-1908. Baptist encyclopedia

Name (Normalized)

Enter the normalized form of the name of the subject.

- Example: Cathcart, William,|d1826-1908.|tBaptist encyclopedia

Source

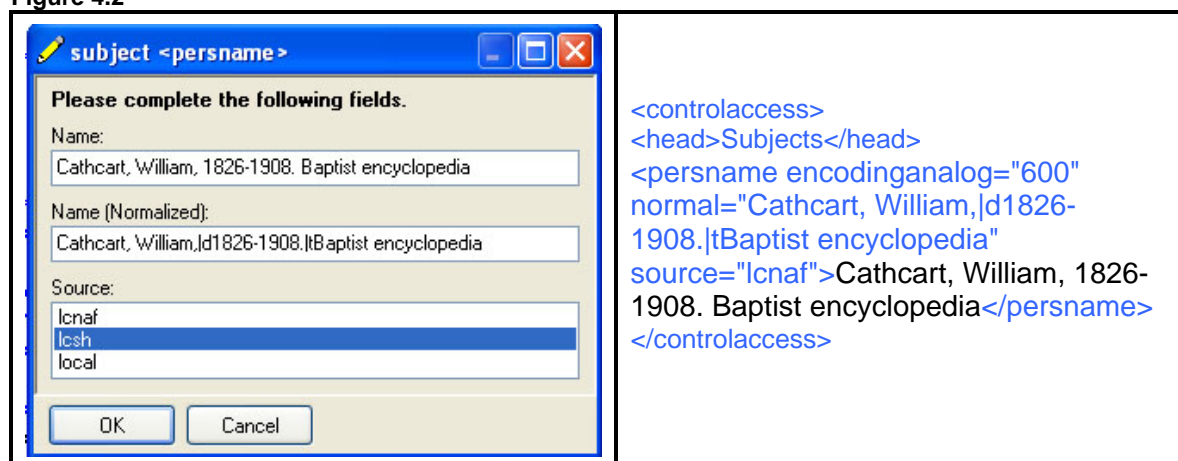
From the drop-down list, select one of the following: lcnaf, lcsh, or local.

- Example: lcsh

3. Upon completing these fields, click OK.

4. Select **Parse and Validate**. Fix errors as necessary.

Figure 4.2

**TYPE OF MATERIALS / GENRE TERMS**

1. Enter the materials headings in the `<controlaccess>` section with `<head>`Types of materials`</head>`. With your cursor placed before the `</controlaccess>` tag, double-click the materials `<genreform>` option, located under the “Cataloging Group” heading in the EAD Clip Library.
2. A template wizard window will appear, with the following fields. Enter data in each field. Do not leave any fields blank (Figure 4.3).

Source

From the drop-down list, select one of the following: aat or rbgenr.

- Example: aat

Genre

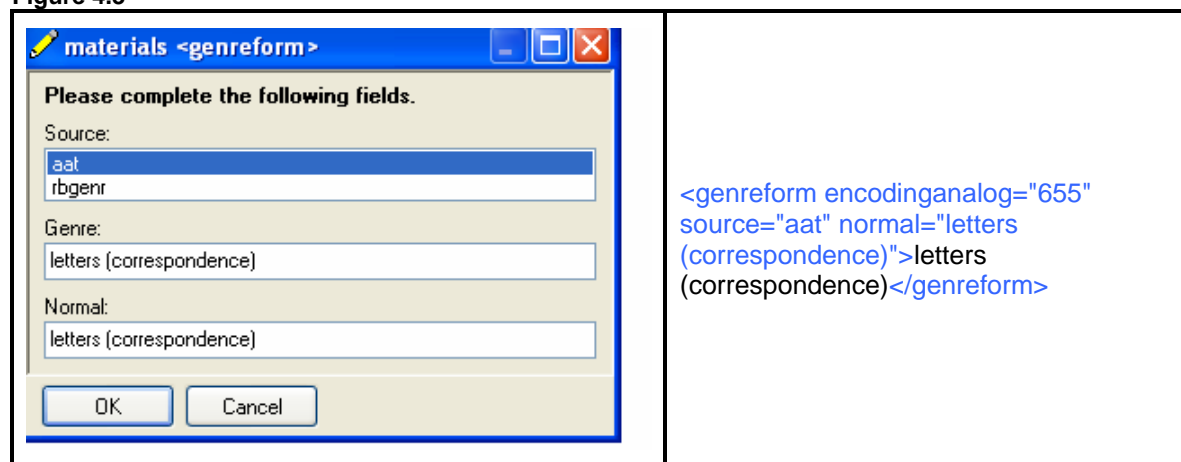
Enter the name of the genre.

- Example: letters (correspondence)

3. Upon completing these fields, click OK.

4. Select **Parse and Validate**. Fix errors as necessary.

Figure 4.3



TITLE

1. Enter the title headings in the `<controlaccess>` section with `<head>Titles</head>`. With your cursor placed before the `</controlaccess>` tag, double-click the title option, located under the “Cataloging Group” heading in the EAD Clip Library.
2. A template wizard window will appear, with the following fields. Enter data in each field. Do not leave any fields blank (Figure 4.5).

Title

Enter the name of the title.

- Example: Walden

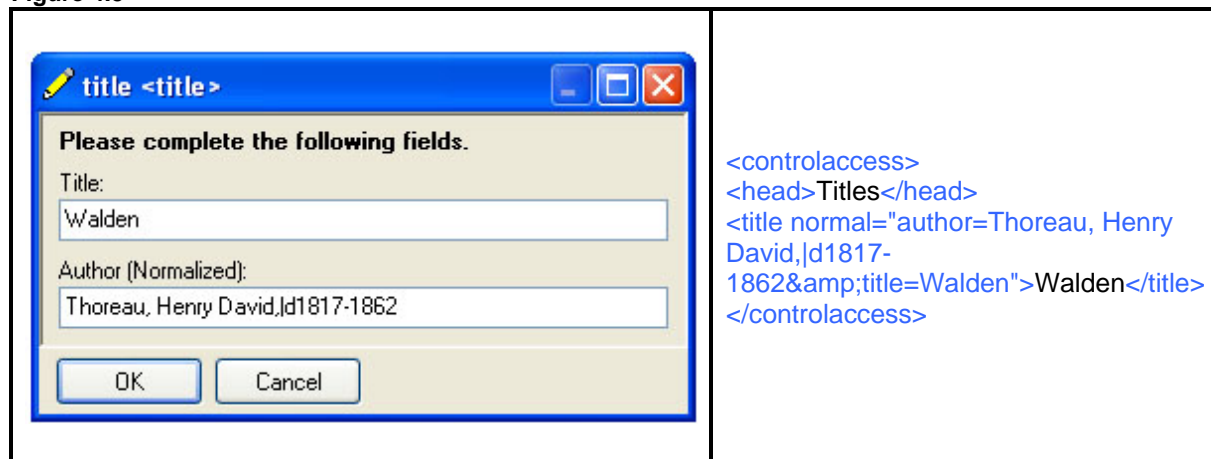
Author (Normalized)

Enter the normalized form of the name of the author.

- Example: Thoreau, Henry David,|d1817-1862

3. Upon completing these fields, click OK.
4. Select **Parse and Validate**. Fix errors as necessary.

Figure 4.5



ADD TERM

Alternatively, headings may be added with the Add Term option. Whereas the preceding options default the MARC encoding analog and display the default roles and sources, the Add Term option simply creates an empty element.

1. With your cursor placed within the appropriate `</controlaccess>` tag, double-click the add term option, located under the “Cataloging Group” heading in the EAD Clip Library.
2. A template wizard window entitled will appear, with a drop-down list of controlled access tags. The options are `<corpname>` `<famname>` `<genreform>` `<geogname>` `<persname>` `<subject>` and `<title>`.
3. Choose the appropriate tag for the type of data you wish to enter. Click OK. The appropriate tag will display in the XML code, with blanks for the attribute values.
4. Enter the appropriate attribute values. For a list of the subelements used at Brown, go to the EAD `<controlaccess>` tag table, below.
5. Select **Parse and Validate**. Fix errors as necessary.

PART VI: Component Metadata

The Component Metadata Group `<dsc type="combined"><c></c></dsc>` should include a series of `<c>` and `<did>` tags.

The additional tags `<acqinfo>` `<container>` `<corpname>` `<extent>` `<genreform>` `<geogname>` `<persname>` `<scopecontent>` `<subject>` may be used within the `<c>` tags in the Component Metadata as needed.

- Change the title of the left drop down menu bar to “EAD TOOLS II”.
- Locate the section of XML code within the `<dsc type="combined">` and `</dsc>` tags.
- The component `<c>` element provides information about the content, context, and extent of a subordinate body of materials. Each `<c>` element identifies an intellectually logical section of the described materials. Components may be subdivided into smaller and smaller components (example: series or subseries) and may eventually reach the level of a single item (example: letter or manuscript). A component `<c>` element is always nested within the `<dsc type="combined">` tags and is often nested within another `<c>` element.
- The EAD Clip Library provides two categories for entering the `<c>` elements:

1. Simple component

The “simple component” option can be used to enter a series-, subseries-, or file-level component which includes minimal information.

2. Detailed components

The “detailed component” options should be used to enter components which contain more information:

- A. Correspondence
- B. Manuscripts
- C. Published

NOTE: Select the “simple component” option if only the title of the component is available. Select one of the “detailed components” options if any of the following fields are available: genre, creator, recipient, geographic location, or date.

SIMPLE COMPONENT

The “simple component” option is used when only the title of the component is available. This case often applies to the series level components of a collection.

1. Place the cursor within the `<dsc>` tags, and double-click the “<c> simple” option, located in the Component Group in the EAD Clip Library. This action will open a Template Wizard window entitled “<c> simple”. Enter the following fields: (Figure 6.1)

Level

Enter the level of the entry: series, subseries, file, or item

- Example: series

Title

Enter the title of the series or item.

- Example: Correspondence

Date

Enter the date of the item.

- Example: 1900-1920

Date (Normalized)

Enter the date of the item.

- Example: 1900/1920

Extent

Enter the quantity of materials.

- Example: 1 box

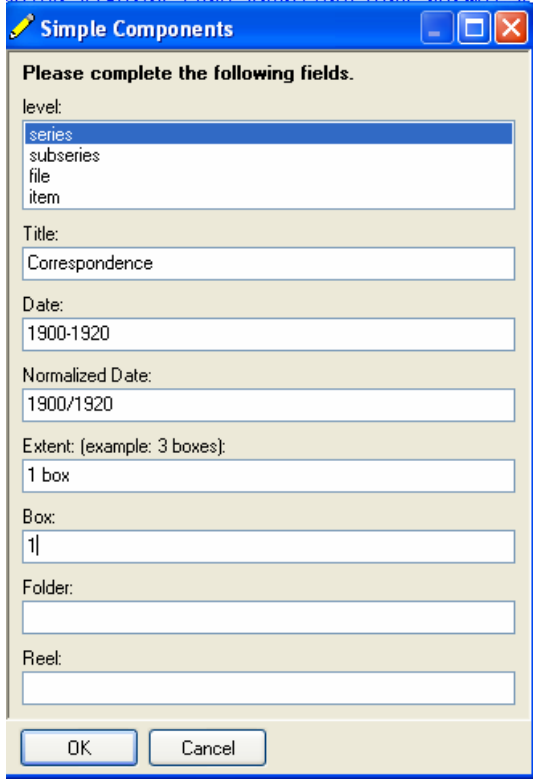
Box/Folder/Reel

Enter the box, folder, or reel information, as needed.

- Example: 1

2. Upon completing these fields, click OK.
3. Select **Parse and Validate**. Fix errors as necessary.

Figure 6.1

	<pre data-bbox="906 436 1360 936"><c id="c1" level="series"> <did> <container type="box" label="Box">1</container> <unittitle>Correspondence <unitdate encodinganalog="245\$f" type="inclusive" normal="1900/1920">1900- 1920</unitdate> </unittitle> <physdesc> <extent>1 box</extent> </physdesc> </did> </c></pre>
--	---

DETAILED COMPONENT

The “detailed component” option is used to enter components which contain more information, such as the genre, creator, recipient, geographic location, or date. This case may apply to either the series level or the item level of a collection.

1. If the item is part of a larger series, place the cursor within the `<c>` tags for the series component. Otherwise, place the cursor within the `<dsc>` tags. Double-click the “<c> detailed” option, located in the Component Group in the EAD Clip Library.
2. A template wizard window entitled “<c> detailed” will appear, with the following fields. If the information for a field is unavailable, leave the field blank (Figure 6.2).

Title

In the case of a letter, leave this field blank (because the title will be automatically generated based on the names of the correspondents). For series or other items (such as a manuscript), enter the title of the component.

- Example of the title of a series: Autograph poem manuscripts
- Example of the title of a manuscript: To the Comet

Creator/From

Enter the name of the individual who created the component, in the format Lastname Firstname Middlename. In the case of a letter, the creator is the person who wrote the letter.

- Example: Jabes, Armstrong

To

Enter the name of the individual who received the component, in the format Lastname Firstname Middlename. In the case of a letter, the recipient is the person who received the letter (correspondence only).

- Example: Denison, Frederic

Publisher

Name of publisher (published material only).

- Example: E.W. Wilcox

Place

Enter the geographic location where the component was created.

- Example: Danbury, CT

Date

Enter the date the component was created, in the format Year Month Day. Refer to Appendix A for additional examples of appropriate date formats.

- Examples: 1870 May 22

Date (Normalized)

Enter the normalized form of the date the component was created, in the format YYYYMMDD. Refer to Appendix A for additional examples of normalized dates.

- Example: 18700522

Genre

Enter the genre code.

- Example: autograph letter signed
- Example: typed manuscript

Edition

Enter edition of published material.

Extent

Enter the extent of the component.

- Example: 1 page

Box/Folder/Reel

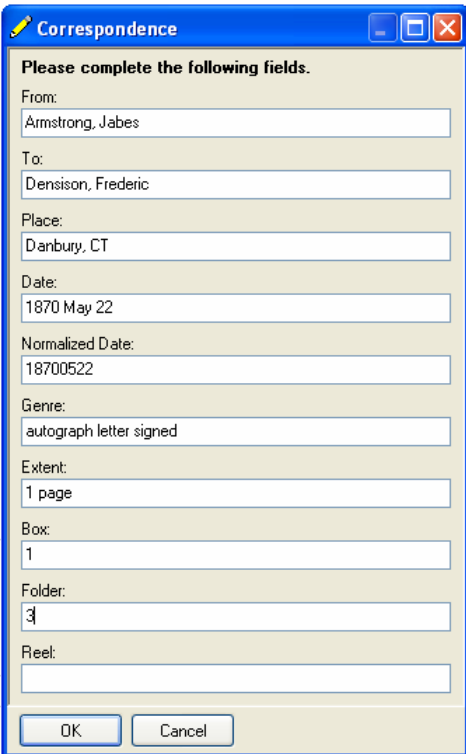
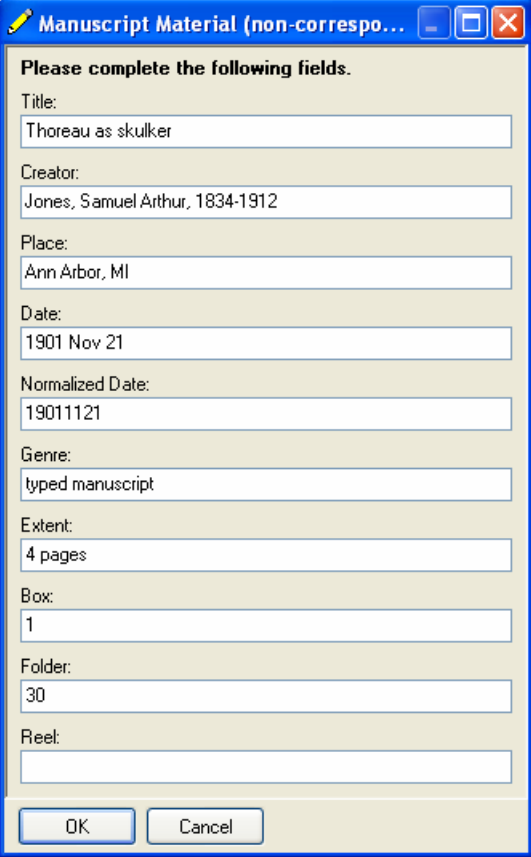
Enter the box, folder, or reel information, as needed.


- Example: [Box] 1
[Folder] 3

3. Upon completing these fields, click OK.

4. Select **Parse and Validate**. Fix errors as necessary.

Figure 6.2

 <p>Correspondence</p> <p>Please complete the following fields.</p> <p>From: Armstrong, Jabes</p> <p>To: Denison, Frederic</p> <p>Place: Danbury, CT</p> <p>Date: 1870 May 22</p> <p>Normalized Date: 18700522</p> <p>Genre: autograph letter signed</p> <p>Extent: 1 page</p> <p>Box: 1</p> <p>Folder: 3</p> <p>Reel:</p> <p>OK Cancel</p>	<pre><c id="c3" level="item"> <did> <container type="box" label="Box">1</container> <container type="folder" label="Folder">2</container> <physdesc> <genreform normal="letters (correspondence)">autograph letter signed</genreform> <extent>1 page</extent> </physdesc> <unittitle>Armstrong, Jabes to Denison, Frederic <unitdate encodinganalog="245\$f" type="inclusive" normal="18700522">1870 May 22</unitdate> <geogname>Danbury, CT</geogname> </unittitle> </did> <controlaccess> <persname role="creator">Armstrong, Jabes</persname> <persname role="recipient">Denison, Frederic</persname> </controlaccess> </c></pre>
 <p>Manuscript Material (non-correspo...</p> <p>Please complete the following fields.</p> <p>Title: Thoreau as skulker</p> <p>Creator: Jones, Samuel Arthur, 1834-1912</p> <p>Place: Ann Arbor, MI</p> <p>Date: 1901 Nov 21</p> <p>Normalized Date: 19011121</p> <p>Genre: typed manuscript</p> <p>Extent: 4 pages</p> <p>Box: 1</p> <p>Folder: 30</p> <p>Reel:</p> <p>OK Cancel</p>	<pre><c id="c4" level="item"> <did> <container type="box" label="Box">1</container> <container type="folder" label="Folder">30</container> <physdesc> <genreform normal="manuscripts">typed manuscript</genreform> <extent>4 pages</extent> </physdesc> <unittitle>Thoreau as a skulker <unitdate encodinganalog="245\$f" type="inclusive" normal="19011121">1901 Nov 21</unitdate> <geogname>Ann Arbor, MI</geogname> </unittitle> </did> <controlaccess> <persname role="author">Jones, Samuel Arthur, 1834-1912</persname> </controlaccess> </c></pre>

	<pre data-bbox="860 336 1299 1039"> <c id="c5" level="item"> <did> <container type="box" label="Box">27</container> <container type="folder" label="Folder">15</container> <unittitle> <title>Tinkling tunes with rhymes and runes</title> </unittitle> <imprint> <geogname>New York</geogname> <publisher>E.W. Wilcox</publisher> <date encodinganalog="260\$c" type="publication" normal="1928">1928</date> </imprint> </did> <controlaccess> <persname role="creator">Taylor, Jean</persname> </controlaccess> </c> </pre>
--	---

DESCRIPTIVE IDENTIFICATION

The `<did>` element is a required wrapper element that bundles other elements identifying core information about the described materials in the `<c>` tag. This element is automatically created by the `<c>` template wizards described above.

Since the `<did>` element is created automatically, the following example is included for informational purposes.

- Example of `<did>` element:

```

<c id="1">
<did>
<unittitle><title>Manuscripts</title></unittitle>
<physdesc><extent>3 folders</extent></physdesc>
</did>
</c>

```

NOTES: The following elements can be used to enter additional information for any component, regardless of whether the <c> element was created with the “simple component” option or the “detailed component” option.

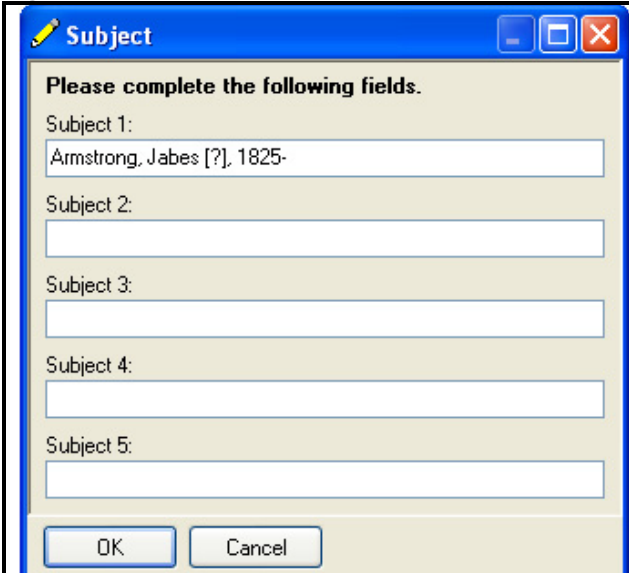
- Each of these elements can be used for either a series level component (example: a collection of letters) or an item level component (example: an individual letter).
- With two exceptions, each of the following elements must reside inside a <c> component element. One exception is the <container> element, which resides inside a <did> element, which is nested in a <c> container element. The second exception is the <bibref> element, which resides inside a <unittitle> element inside a <did> element inside a <c> element.

SUBJECT

The <subject> element identifies a topic associated with the described materials. A <subject> element is always nested within a <c> element.

- Do not confuse the **Subject** with the **Scope and Content**. Refer to the Scope and Content description below.
1. Place the cursor within the <c> tags for the component. Double-click the “<subject> of c” option, located in the Component Group in the EAD Clip Library. This action will open a template wizard box entitled “<subject> of c”.
 2. The template wizard contains five fields for subject. Enter up to five subjects, with one subject in each field. Most components will not have subject information at this level (Figure 6.4).
 - Example: Armstrong, Jabes [?], 1825-
 3. Upon completing these fields, click OK.
 4. Select **Parse and Validate**. Fix errors as necessary.

Figure 6.4

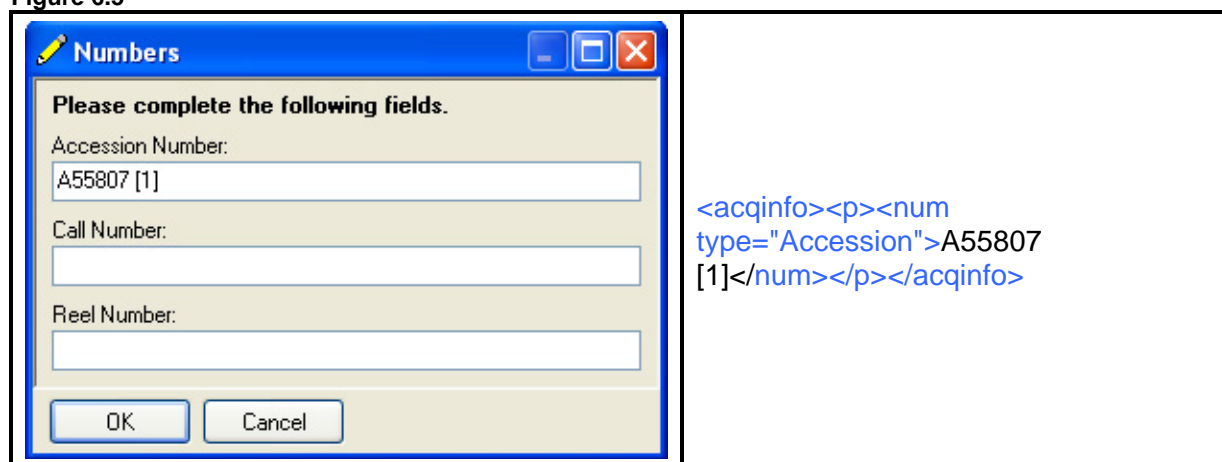
	<pre data-bbox="860 1533 1299 1659"><controlaccess> <subject>Armstrong, Jabes [?], 1825- </subject> </controlaccess></pre>
---	--

ACQUISITION INFORMATION

The `<acqinfo>` element identifies an immediate source of the component being described. This field may contain an accession number, a call number, or a reel number. An `<acqinfo>` element is nested within a `<c>` element.

1. Place the cursor within the `<c>` tags for the component. Double-click the “numbers of c” option, located in the Component Group in the EAD Clip Library. This action will open a template wizard box entitled “numbers”.
2. The template wizard contains three fields for Accession Number, Call Number, and Reel Number. Enter the applicable information. Most components will have at most an Accession Number (Figure 6.5).
 - Example: A55807 [1]
3. Upon completing these fields, click OK.
4. Select **Parse and Validate**. Fix errors as necessary.

Figure 6.5



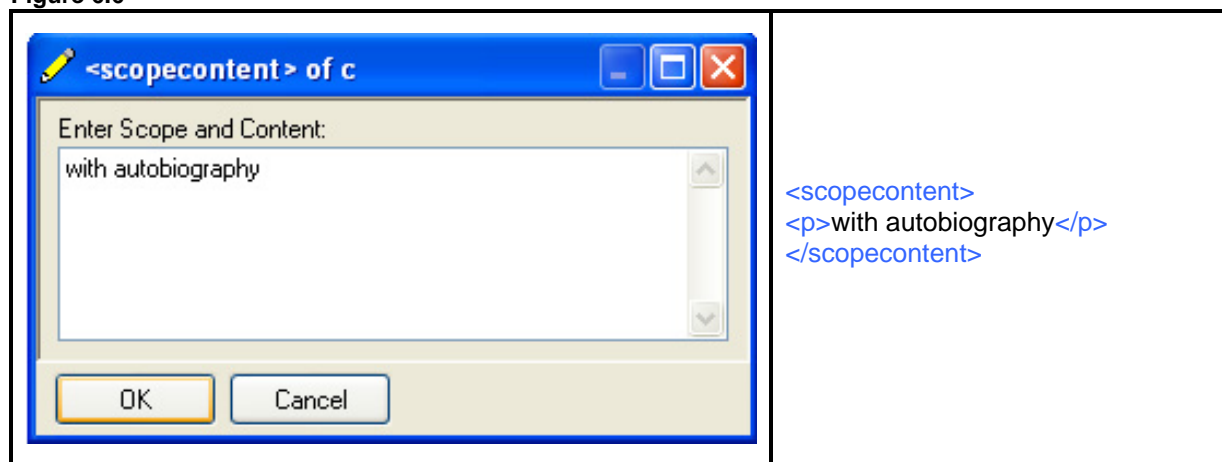
The figure shows a dialog box titled "Numbers" with a pencil icon in the top-left corner. The dialog box contains the text "Please complete the following fields." and three input fields: "Accession Number:" with the value "A55807 [1]", "Call Number:" (empty), and "Reel Number:" (empty). At the bottom are "OK" and "Cancel" buttons. To the right of the dialog box, the XML output is shown: `<acqinfo><p><num type="Accession">A55807 [1]</num></p></acqinfo>`

SCOPE AND CONTENT

The `<scopecontent>` element is a prose statement summarizing the range and topical coverage of the component. A `<scopecontent>` element is nested within a `<c>` element.

1. Place the cursor within the `<c>` tags for the component. Double-click the “`<scopecontent>` of c” option, located in the Component Group in the EAD Clip Library. This action will open a template wizard box entitled “`<scopecontent>` of c”.
2. The template wizard contains one text field for the scope and content notes. Enter the applicable information (**Figure 6.6**).
 - Example: with autobiography
 - Example from the Lovecraft collection: Incomplete, page 1 only Typed on UAPA stationery. A belated "reply to your letter of December 30th" which mentions attending the recent UAPA Convention. This may be from Howard R. Conover. Marked in the upper right-hand corner by HPL: "Please Return." On verso of HPL Poetry: "Christmas Fragments"
3. Upon completing these fields, click OK.
4. Select **Parse and Validate**. Fix errors as necessary.

Figure 6.6



BIBLIOGRAPHIC REFERENCE

The `<bibref>` element provides a citation and/or electronic link for a published work such as a book, article, dissertation, motion picture, or sound recording. The `<bibref>` element is nested within a `<unittitle>` element, inside a `<did>` element, inside a `<c>` component element.

1. Place the cursor within the `<unittitle>` tags for the component. Double-click the “`<bibref>` of unittitle” option, located in the Component Group in the EAD Clip Library.
2. This action will open a template wizard box entitled “`<bibref>` of unittitle”. If the information for a field is unavailable, leave the field blank (**Figure 6.6**).

Title

Enter the title of the reference.

- Example: The Writings of Henry David Thoreau

Edition

Enter the edition of the reference.

- Example: Manuscript edition

Publisher Name

Enter the publisher of the reference.

- Example: Houghton Mifflin and Company

Publisher Location

Enter the place of publication of the reference.

- Example: Boston and New York

Publication Date

Enter the date of publication of the reference.

- Example: 1906 January

Publication Date (Normalized)

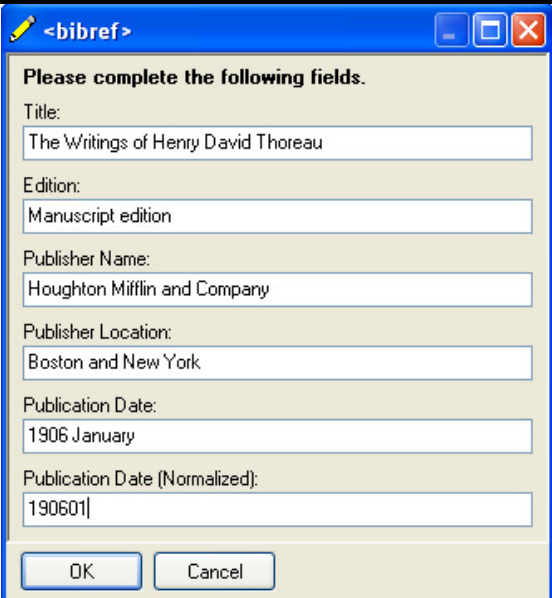
Enter the normalized form of the publication date of the reference.

- Example: 190601

3. Upon completing these fields, click OK.

4. Select **Parse and Validate**. Fix errors as necessary.

Figure 6.6

 <p><bibref></p> <p>Please complete the following fields.</p> <p>Title: The Writings of Henry David Thoreau</p> <p>Edition: Manuscript edition</p> <p>Publisher Name: Houghton Mifflin and Company</p> <p>Publisher Location: Boston and New York</p> <p>Publication Date: 1906 January</p> <p>Publication Date (Normalized): 190601</p> <p>OK Cancel</p>	<pre> <bibref> <title>The Writings of Henry David Thoreau</title> <edition>Manuscript edition</edition> <imprint> <publisher>Houghton Mifflin and Company</publisher> <geogname>Boston and New York</geogname> <date normal="190601">1906 January</date> </imprint> </bibref> </pre>
---	--

SET COMPONENT IDS

The 'set component ids' tool sequentially numbers all the component elements in the file (and saves you from manually entering all the component numbers).

When you have completed entering all the components for the series and items, you will need to run this utility. You will also need to perform this step if you add a new component or reorder any of the components. This step can be repeated as often as necessary.

The 'set component ids' tool is one of the few steps where your cursor position in the EAD document is irrelevant. Double-click the **set component ids** option, located in the Component Group in the EAD Clip Library.

You will see the XML text scroll as the components are automatically renumbered.

When the 'set component ids' function is completed, select **Parse and Validate**. Fix errors as necessary.

PREVIEWING THE DISPLAY OF YOUR EAD DOCUMENT

After completing the encoding of your document preview the web display of the finding aid that you are processing.

1. Double-click the "Run Stylesheet Transformation" option, located in the "Files and Procedures" heading in the EAD Clip Library.
2. This action will open a template wizard box entitled "Run Stylesheet Transformation", with the following fields (**Figure 6.7**).

XML document name

Enter the name of your document.

- Example: msdenison.xml

XSL name

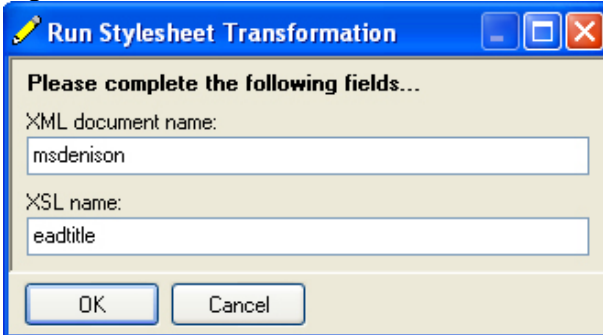
Enter the name of the appropriate stylesheet. The following four stylesheets can be applied:

- eadaccess
- eadaddinfo
- eadadmin
- eadarr
- eadbiog
- eadcontent1
- eadcontent2
- eadoverview
- eadrunner
- eadscope
- eadsubject
- eadtitle

Note: All letters in this field are lowercase and without internal spacing

3. Click the “View In Browser” option, located on the Notetab toolbar.

Figure 6.7



The image shows a dialog box titled "Run Stylesheet Transformation" with a blue header bar containing a pencil icon and standard window controls. The main area is light beige and contains the text "Please complete the following fields...". Below this are two text input fields: the first is labeled "XML document name:" and contains the text "msdenison"; the second is labeled "XSL name:" and contains the text "eadtitle". At the bottom of the dialog are two buttons: "OK" and "Cancel".

EAD <controlaccess> tag table:

EAD Tag/ Label	Encoding analog	Subfields	Role	Source Code
<persname>/ Personal Name	100 Forename Surname	a Name d Date q Qualifier	creator	lcnaf local
	600 Forename Surname	a Name d Date q Qualifier	subject	
	700 Forename Surname	a Name d Date q Qualifier	annotator correspondent collector donor editor former owner illustrator recipient translator	
<famname>/ Family Name	100	a Name	creator	lcnaf local
	600	a Name	subject	
	700	a Name	collector donor former owner recipient	
<corpname>/ Organization	110 110	a Name b Subordinate unit	creator	lcnaf local
	610 610	a Name b Subordinate unit	subject	
	710 710	a Name b Subordinate unit	collector correspondent donor editor former owner illustrator recipient translator	
<title>/ Title	130	a Uniform title		lcnaf local
	630	a Uniform title	subject	
	730	a Uniform title		
<subject>/ Topics	650	a Topical term v Genre x General Subdiv. y Time Subdiv. z Place Subdiv.		lsc
<geogname>/ Places	651	a Place name v Genre x General y Time Subdiv. z Place Subdiv.		lcs lcnaf

Appendix A: Date Formats

Definition	Date from source	Normalization	EAD input
probable date	[1892?]	1892	1892?
approximate date	[ca. 1892]	1887/1897	ca. 1892
span of dates	Jan. 1956-July 1956	195601/195607	1956 Jan-1956 Jul
one year or the other	1814 or 1815	1814/1815	1814 or 1815
decade certain	[189-]	1890/1899	189-
decade uncertain	[189-?]	1890/1899	189-?
century certain	[18--]	1800/1899	18--
century uncertain	[18--?]	1800/1899	18--?
date certain	July 3, 1956	19560703	1956 Jul 3
span of dates	1893-1950	1893/1950	1893-1950
broken span of dates	1935, 1937-1945	1935, 1937/1945	1935, 1937-1945
open date	1999-	1999/9999	1999-
century	19th cent.	1801/1900	19th century
no date	n.d.		undated

Examples:

<unitdate normal="1892">1892?</unitdate>
 <unitdate normal="1887/1897">ca. 1892</unitdate>
 <unitdate normal="195601/195607">1956 Jan-1956 Jul</unitdate>
 <unitdate normal="1814/1815">1814 or 1815</unitdate>
 <unitdate normal="1890/1899">189-</unitdate>
 <unitdate normal="1890/1899">189-?</unitdate>
 <unitdate normal="1800/1899">18--</unitdate>
 <unitdate normal="1800/1899">18--?</unitdate>
 <unitdate normal="19560703">1956 Jul 3</unitdate>
 <unitdate normal="1893/1950">1893-1950</unitdate>
 <unitdate normal="1935">1935</unitdate>
 <unitdate normal="1937/1945">1937-1945</unitdate>
 <unitdate normal="1999/9999">1999-[ongoing]</unitdate>
 <unitdate normal="1801/1900">19th century</unitdate>
 <unitdate>undated</unitdate>

Appendix B: Sample EAD Document

Guide to the Nancy Luce Papers (Ms. Luce)

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE ead PUBLIC "-//Society of American Archivists//DTD ead.dtd (Encoded Archival Description (EAD)
Version 1.0)//EN" "/xmlfiles/dtds/ead.dtd">
```

```
<ead audience="external" relatedencoding="MARC21">
<eadheader audience="external" countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b">
<eadid countrycode="us" mainagencycode="rpb">msluce</eadid>
```

```
<filedesc>
<titlestmt>
<titleproper encodinganalog="245">Guide to the Nancy Luce Papers</titleproper>
</titlestmt>
<publicationstmt>
<publisher>Brown University Library</publisher>
<address><addressline>Box A</addressline><addressline>Brown
University</addressline><addressline>Providence, RI 02912</addressline><addressline>Tel: 401-863-
2162</addressline><addressline>Fax: 401-863-1272</addressline><addressline><extptr actuate="onload"
href="mailto:rock@brown.edu"/>email: rock@brown.edu</addressline></address>
</publicationstmt>
</filedesc>
```

```
<profiledesc>
<creation>Finding aid encoded by Jennifer Long on
<date normal="20021001">2002 Oct 1</date>
</creation>
<language><language langcode="eng">English</language></language>
</profiledesc>
```

```
<revisiondesc>
<change>
<date normal="20031024">2003 Oct 24</date>
<item>Revised to EAD 2002 standard by Phil McWade</item>
</change>
<change>
<date normal="20050307">2005 Mar 7</date>
<item>Revised to local encoding standards by Jennifer Betts</item>
</change>
</revisiondesc>
</eadheader>
```

```
<archdesc level="collection" type="inventory">
<did>
<repository encodinganalog="852">
<corpname>John Hay Library</corpname>
<address><addressline>Box A</addressline><addressline>Brown
University</addressline><addressline>Providence, RI 02912</addressline><addressline>Tel: 401-863-
2146</addressline><addressline>Fax: 401-863-2093</addressline><addressline><extptr actuate="onload"
href="mailto:hay@brown.edu"/>email: hay@brown.edu</addressline></address>
</repository>
```

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

```
<origination>
<persname encodinganalog="100" role="creator" normal="Luce, Nancy,|d1814-1890" source="lcnaf">Luce,
Nancy, 1814-1890</persname>
</origination>
```

```
<unittitle>Nancy Luce Papers
<unitdate type="inclusive" normal="1725/1964">1725-1964</unitdate>
<unitdate type="bulk" normal="1833/1889">(bulk 1833-1889)</unitdate></unittitle>
<unittitle type="filing">Luce (Nancy) Papers
<unitdate type="inclusive" normal="1725/1964">1725-1964</unitdate>
<unitdate type="bulk" normal="1833/1889">(bulk 1833-1889)</unitdate></unittitle>
<unitid encodinganalog="099">Ms. Luce</unitid>
<physdesc encodinganalog="300"><extent>300 items</extent>
</physdesc>
```

```
<abstract encodinganalog="520">
The Luce Papers consist of approximately three hundred letters, journals, manuscripts, account books, bills,
receipts, family papers, photographs, and other items for the period 1725-1964.
</abstract>
</did>
```

```
<bioghist encodinganalog="545">
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/graphics/luce.jpg"/>
<p>Nancy Luce was an eccentric resident of <geogname>Martha's Vineyard, Massachusetts</geogname> who
kept pet hens in her house and wrote free verse about them. Her "hen-elegies" went through several printings
which she sold to tourists. She died on April 9, 1890.</p>
</bioghist>
```

```
<descgrp type="administrative">
<acqinfo encodinganalog="541"><p>The Luce Papers were a gift of Professor <persname
role="donor">Benjamin C. Clough</persname> and Mr. <persname role="donor">Henry Beetle
Hough</persname> in 1964.</p></acqinfo>
</descgrp>
```

```
<descgrp type="cataloging">
<controlaccess>
<head>Names</head>
<persname encodinganalog="100" role="creator" normal="Luce, Nancy,|d1814-1890" source="lcnaf">Luce,
Nancy, 1814-1890</persname>
</controlaccess>
</descgrp>
```

```
<descgrp type="cataloging">
<controlaccess>
<head>Subjects</head>
<geogname encodinganalog="651" normal="Martha's Vineyard (Mass.)" source="lcsh">Martha's Vineyard
(Mass.)</geogname>
<geogname encodinganalog="651" normal="West Tisbury (Mass.)" source="lcsh">West Tisbury
(Mass.)</geogname>
<famname encodinganalog="600" normal="Luce family" source="lcsh">Luce family</famname>
</controlaccess>
</descgrp>
```

```

<descgrp type="cataloging">
<controlaccess>
<head>Types of materials</head>
<genreform encodinganalog="655" source="aat" normal="poems">poems</genreform>
<genreform encodinganalog="655" source="aat" normal="account books">account books</genreform>
<genreform encodinganalog="655" source="aat">genealogies</genreform>
<genreform encodinganalog="655" source="aat">letters (correspondence)</genreform>
<genreform encodinganalog="655" source="aat">diaries</genreform>
<genreform encodinganalog="655" source="aat">photographs</genreform>
</controlaccess>
</descgrp>

```

```

<descgrp type="descriptive">
<head>Collection Information</head>

```

```

<accessrestrict encodinganalog="506">
<p>There are no restrictions on access, except that the collection can only be seen by prior appointment. Some materials may be stored off-site and cannot be produced on the same day on which they are requested.</p>
</accessrestrict>

```

```

<userrestrict encodinganalog="540">
<p>Researchers are advised that express written permission to reproduce, quote, or otherwise publish any portion or extract from this collection must be obtained from the Curator of Manuscripts at the Brown University Library. Although Brown University has physical ownership of the collection and the materials contained therein, it does not claim literary rights to these materials. Consequently, the researcher has the additional responsibility of determining the owner of these rights and obtaining any necessary permission over and above that of the University.</p>
</userrestrict>

```

```

<arrangement encodinganalog="351">
<p>The collection is divided into six sections:
<list>
<item>Series 1. Nancy Luce papers and writings</item>
<item>Series 2. Luce family papers</item>
<item>Series 3. Other papers</item>
<item>Series 4. Printed materials</item>
<item>Series 5. Graphics</item>
<item>Series 6. Museum objects</item>
</list></p>
<p>Items within the Nancy Luce papers and writings are ordered alphabetically by author of the letter for correspondence and ordered chronologically for her writings and other papers. The Luce family papers and Other papers are ordered chronologically. The Printed materials, Graphics, and Museum objects are in no defined order.</p>
</arrangement>

```

```

<prefercite encodinganalog="524">
<p>Nancy Luce Papers, Ms. Luce, Brown University Library.</p>
</prefercite>

```

```

<scopecontent encodinganalog="520">
<p>The Luce Papers consist of more than three hundred pieces including her manuscript journal and poems, home-made manuscript booklets of verse (some done in artistic penmanship), account books, bills, receipts, prescriptions, letters and family papers dating from 1725, newspaper clippings, photographs, and a wood-block engraving of Nancy Luce holding two pet hens.
</p>
</scopecontent>
</descgrp>

```

```
<dsc type="combined">
```

```
<c id="c1" level="series">
```

```
<did>
```

```
<unittitle>Series 1. Nancy Luce papers and writings
```

```
<unitdate normal="1833/1888">1833-1888</unitdate>
```

```
</unittitle>
```

```
</did>
```

```
<c id="c2" level="subseries">
```

```
<did>
```

```
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce1.pdf"/>
```

```
<unittitle>Incoming correspondence
```

```
<unitdate normal="1833/1888">1833-1888</unitdate>
```

```
</unittitle>
```

```
<physdesc>
```

```
<extent>16 items</extent>
```

```
</physdesc>
```

```
</did>
```

```
<scopecontent>
```

```
<p>Inventory not completely encoded. PDF version available.</p>
```

```
</scopecontent>
```

```
</c>
```

```
<c id="c3" level="subseries">
```

```
<did>
```

```
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce2.pdf"/>
```

```
<unittitle>Outgoing correspondence
```

```
<unitdate normal="1836/1883">1836-1883</unitdate>
```

```
</unittitle>
```

```
<physdesc>
```

```
<extent>22 items</extent>
```

```
</physdesc>
```

```
</did>
```

```
<scopecontent>
```

```
<p>Inventory not completely encoded. PDF version available.</p>
```

```
</scopecontent>
```

```
</c>
```

```
<c id="c4" level="subseries">
```

```
<did>
```

```
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce3.pdf"/>
```

```
<unittitle>Journals
```

```
<unitdate normal="1844/1865">1844-1865</unitdate>
```

```
</unittitle>
```

```
<physdesc>
```

```
<extent>7 items</extent>
```

```
</physdesc>
```

```
</did>
```

```
<scopecontent>
```

```
<p>Inventory not completely encoded. PDF version available.</p>
```

```
</scopecontent>
```

```
</c>
```

```
<c id="c5" level="subseries">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce4.pdf"/>
<unittitle>Loose writings
<unitdate normal="1839/1885">1839-1885</unitdate>
</unittitle>
<physdesc>
<extent>12 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
```

```
<c id="c6" level="subseries">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce5.pdf"/>
<unittitle>Accounts
<unitdate normal="1851/1889">1851-1889</unitdate>
</unittitle>
<physdesc>
<extent>18 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
```

```
<c id="c7" level="subseries">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce6.pdf"/>
<unittitle>Bills and receipts
<unitdate normal="1823/1877">1823-1877</unitdate>
</unittitle>
<physdesc>
<extent>12 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
</c>
```

```
<c id="c8" level="series">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce7.pdf"/>
<unittitle>Series 2. Luce family papers
<unitdate normal="1725/1814">1725-1814</unitdate>
</unittitle>
<physdesc>
<extent>12 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
```

```
<c id="c9" level="series">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce8.pdf"/>
<unittitle>Series 3. Other papers
<unitdate normal="1893/1964">1893-1964</unitdate>
</unittitle>
<physdesc>
<extent>4 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
```

```
<c id="c10" level="series">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce9.pdf"/>
<unittitle>Series 4. Printed materials
</unittitle>
<physdesc>
<extent>4 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
```

```
<c id="c11" level="series">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce10.pdf"/>
<unittitle>Series 5. Graphics
</unittitle>
<physdesc>
<extent>7 items</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>
```

```
<c id="c12" level="series">
<did>
<dao role="temporary" href="http://dl.lib.brown.edu/bamco/pdf_files/luce11.pdf"/>
<unittitle>Series 6. Museum objects
</unittitle>
<physdesc>
<extent>1 item</extent>
</physdesc>
</did>
<scopecontent>
<p>Inventory not completely encoded. PDF version available.</p>
</scopecontent>
</c>

</dsc>

</archdesc>
</ead>
```