

Strategies for the Creation and Maintenance of EAD XML Finding Aids

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What is EAD?

Encoded Archival Description (EAD) is a metadata standard that is used to describe a resource (i.e., archival/manuscript materials)

In other words, it is a standard format for expressing archival finding aids.

The standard is maintained by the Library of Congress and the Society of American Archivists (SAA)

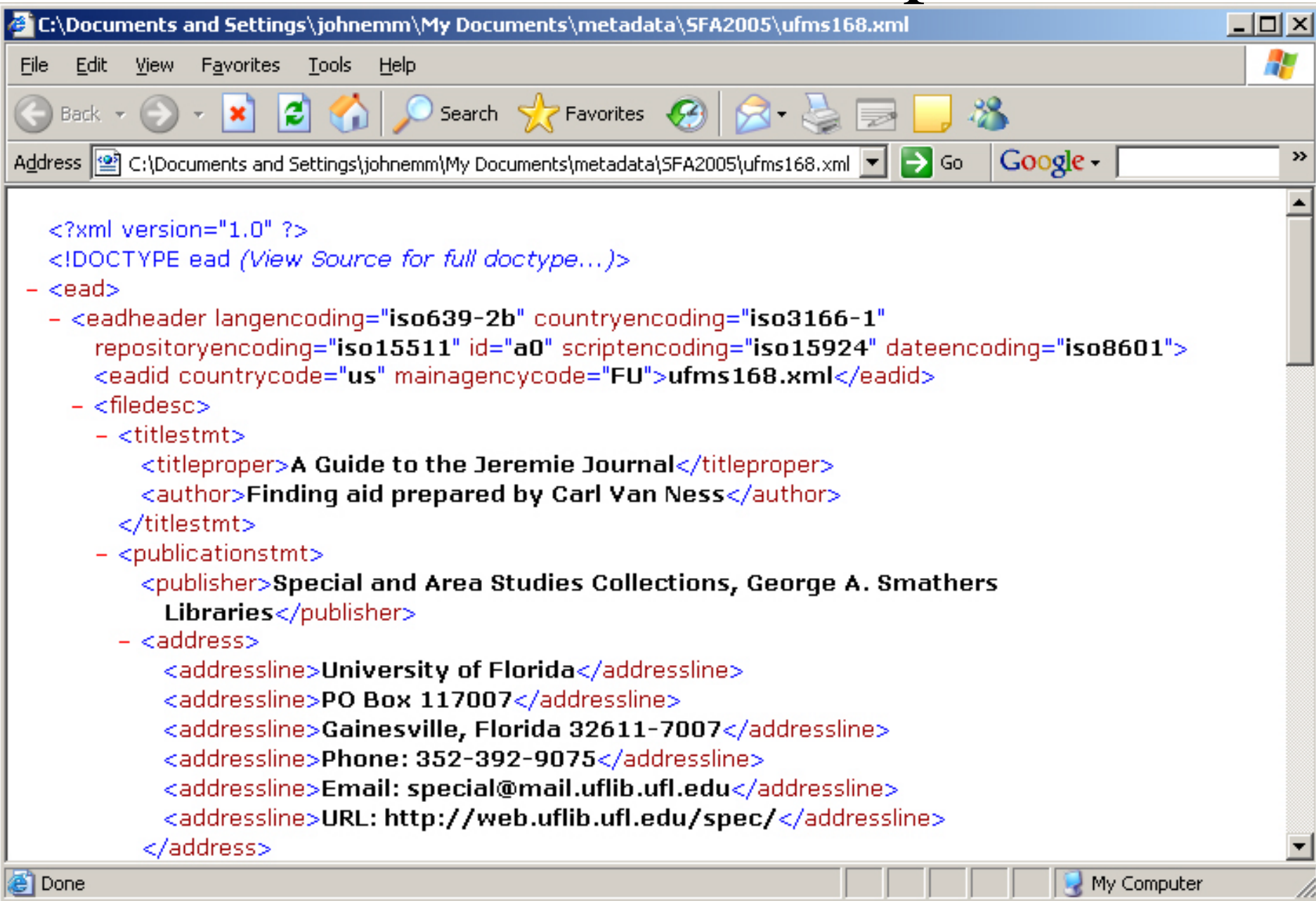
Origins of EAD

- No real standardization prior to EAD (e.g., MARC-AMC was around, but severely limited)
- Compelled by limitations of old descriptive frameworks, members of the archival/library community in the mid 1990s set out to define a standard electronic finding aid
- Enabled by new technologies: Intended for XML (XML and EAD have practically “grown up” together)

Extensible Markup Language (XML):

- You can define your own XML to meet your needs
- Do this by creating Document Type Definitions (DTDs) or XML schema
- Data is marked up using XML elements, or tags (e.g., <duration> </duration>)
- Data is separate from presentation instructions, which are in a “style sheet” (you can create your own style sheet, adapt an existing one – there are multiple flavors online)

EAD XML Example



The screenshot shows a web browser window with the address bar displaying the file path: C:\Documents and Settings\johnemm\My Documents\metadata\SFA2005\ufms168.xml. The browser's address bar includes a search field with the Google logo and a 'Go' button. The main content area displays the XML code for the file, which is an EAD (Encoded Archival Description) document. The XML code is color-coded, with tags in red and content in black. The document structure is as follows:

```
<?xml version="1.0" ?>
<!DOCTYPE ead (View Source for full doctype...)>
- <ead>
- <eadheader langencoding="iso639-2b" countryencoding="iso3166-1"
  repositoryencoding="iso15511" id="a0" scriptencoding="iso15924" dateencoding="iso8601">
  <eadid countrycode="us" mainagencycode="FU">ufms168.xml</eadid>
- <filedesc>
- <titlestmt>
  <titleproper>A Guide to the Jeremie Journal</titleproper>
  <author>Finding aid prepared by Carl Van Ness</author>
</titlestmt>
- <publicationstmt>
  <publisher>Special and Area Studies Collections, George A. Smathers
  Libraries</publisher>
- <address>
  <addressline>University of Florida</addressline>
  <addressline>PO Box 117007</addressline>
  <addressline>Gainesville, Florida 32611-7007</addressline>
  <addressline>Phone: 352-392-9075</addressline>
  <addressline>Email: special@mail.uflib.ufl.edu</addressline>
  <addressline>URL: http://web.uflib.ufl.edu/spec/</addressline>
</address>
```

The browser's status bar at the bottom shows 'Done' on the left and 'My Computer' on the right.

Once an EAD XML file has been created you can...

- Transform it to HTML for the Web
- Contribute it to a union database/online search system such as RLG's Archival Resources (contributed as an XML file)
- Put it into an XML database for local or online access
- Transform it into PDF for printing
- Use it to generate MARC catalog record

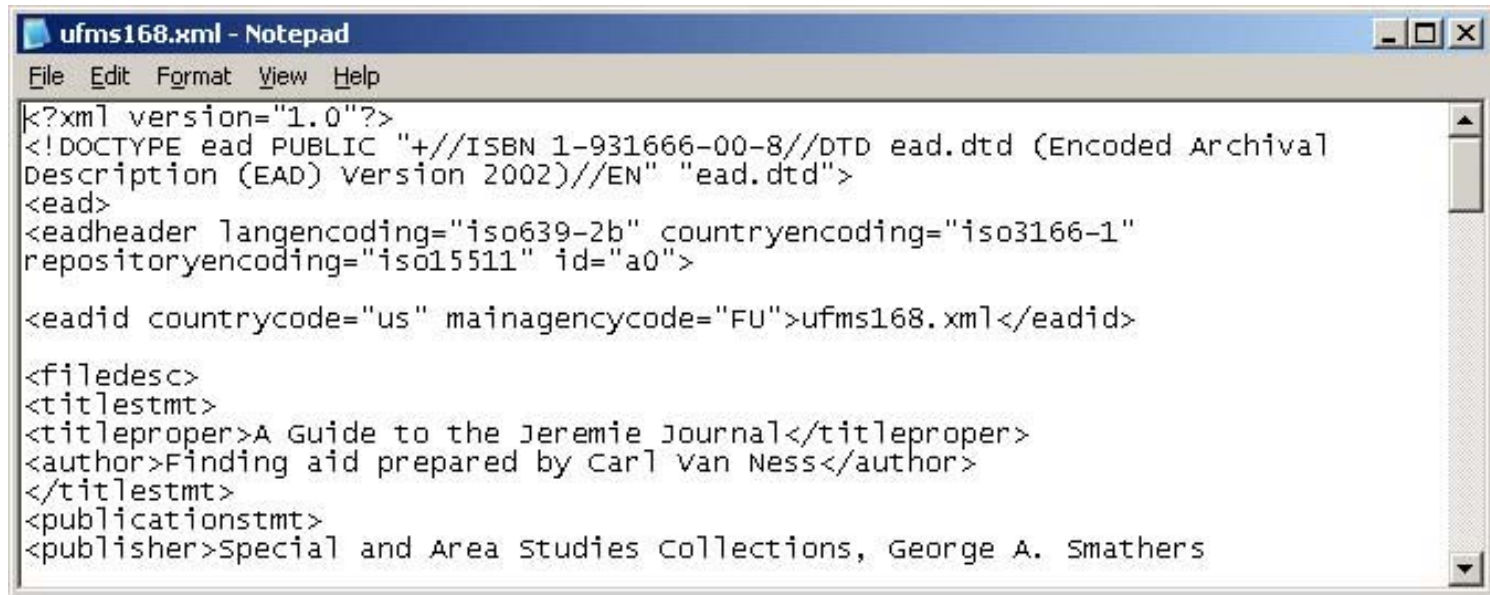
The key to all of these options are the style sheets used to transform and/or display the metadata in a useful format (i.e., without the tags).

Getting started with EAD:

- EAD web site: <http://www.loc.gov/ead/>
- *EAD Application Guidelines*
- *EAD Tag Library*
- “EAD Cookbook” by Michael Fox
- Best practice guidelines (RLG, NCEAD, Florida, etc.)

How do we create EAD?

- An XML file basically is a plain text file, so an EAD finding aid can be created using any basic text editor, such as Notepad (e.g., type it in as a .txt file and then save it with an .xml extension)

A screenshot of a Notepad window titled "ufms168.xml - Notepad". The window contains XML code for an EAD finding aid. The code includes a DOCTYPE declaration, an ead header with encoding information, an eadid element with country and agency codes, and a filedesc element with title, author, and publisher information.

```
<?xml version="1.0"?>
<!DOCTYPE ead PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival
Description (EAD) Version 2002)//EN" "ead.dtd">
<ead>
<eadheader langencoding="iso639-2b" countryencoding="iso3166-1"
repositoryencoding="iso15511" id="a0">

<eadid countrycode="us" mainagencycode="FU">ufms168.xml</eadid>

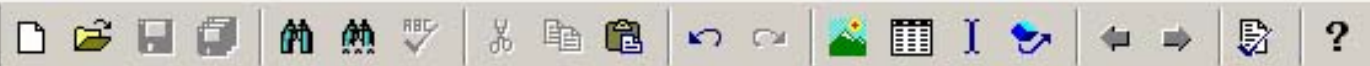
<filedesc>
<titlestmt>
<titleproper>A Guide to the Jeremie Journal</titleproper>
<author>Finding aid prepared by Carl Van Ness</author>
</titlestmt>
<publicationstmt>
<publisher>Special and Area Studies Collections, George A. Smathers
```

- Drawbacks: You have to type in every single <element></element> tag set, in addition to the actual descriptive data.

One Solution – XML editors

- XMetaL
- Oxygen
- XML Spy
- Wordperfect

Easier authoring of EAD finding aids because these editors can supply EAD tags automatically using templates or macros



B *I* U [List Icon] [List Icon]

```

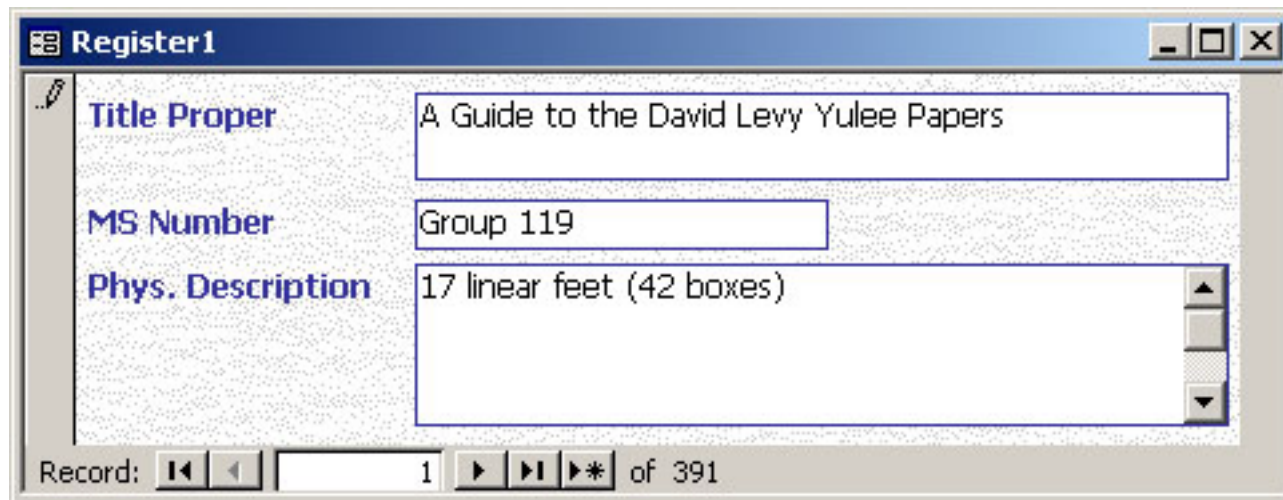
1: <?xml version="1.0"?>
2: <?xml-stylesheet type="text/xsl" href="ufspccb_pky.xsl"?>
3: <!DOCTYPE ead PUBLIC "+//ISBN 1-931666-00-8//DTD ead.dtd (Encode
4: <ead>
5: <eadheader langencoding="iso639-2b" countryencoding="iso3166-1"
6:
7: <eadid countrycode="us" mainagencycode="FU">fug_fh_201</eadid>
8:
9: <filedesc>
10: <titlestmt>
11: <titleproper>& Guide to the C. Farris Bryant Papers</titleproper>
12: <author>Finding aid prepared by James R. Mathis, 1988; Updated k
13: </titlestmt>
14: <publicationstmt>
15: <publisher>Special and Area Studies Collections, George A. Smath
16: <address>
17: <addressline>University of Florida</addressline>
18: <addressline>PO Box 117007</addressline>
19: <addressline>Gainesville, Florida 32611-7007</addressline>
20: <addressline>Phone: 352-392-9075</addressline>
21: <addressline>Email: special@mail.uflib.ufl.edu</addressline>

```

eadheader	
id	a0
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audience	
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dateenco	
countryen	iso3166-1
repository	iso15511
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Another Solution – Databases

- For example, each field in the database corresponds to an EAD element



The image shows a screenshot of a database record form titled "Register1". The form has three main fields:

- Title Proper:** A Guide to the David Levy Yulee Papers
- MS Number:** Group 119
- Phys. Description:** 17 linear feet (42 boxes)

At the bottom of the form, there is a navigation bar with the text "Record: 1 of 391" and several navigation icons (back, forward, search, etc.).

You can create a form/report in the database that supplies the correct EAD tags automatically. For example, the above “Title Proper” field would be output as:

```
<titleproper>A Guide to the David Levy Yulee Papers</titleproper>
```

Another Solution – Templates

- Automated templates or special applications in which you input only the descriptive data and the application supplies the correct EAD tags.
- The templates can either be forms you fill out (very similar to a database approach) or they can be interactive templates that prompt you for data.

One method for creation: NoteTab

- Free text editor that has built-in language for creating templates.
- EAD creation is automated – we enter the descriptive data and the template supplies the correct EAD tags (minimal typing)
- Ability to automate other processes as well: transforming to HTML using style sheets



NoName01.txt

UF EAD

About the EAD Template

Finding Aid Wizards

- Start Collection Wizard
- Start Audio Recording Wizard

EAD Manual Markups

Managing EAD Files

- Create New EAD
- Open Existing EAD
- Save Current EAD As...

XML to HTML

- Create HTML
- View XML in Browser



NoName01.txt

UF EAD

XML to HTML

- ! Create HTML
- ! View XML in Browser

Common <archdesc> Elements

- + <scopecontent>
- + <bioghist>
- + <accessrestrict>
- + <acqinfo>
- + <arrangement>
- + <prefercite>
- + <processinfo>
- + <relatedmaterial>
- + <separatedmaterial>
- + <userestrict>

Other <archdesc> Elements

- + <accruals>
- + <altformavail>
- + <appraisal>
- ! <chronlist> (for Bio Notes)



.xml

UF EAD

About the EAD Template

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- Create HTML
- View XML in Browser

Template Wizard: .xml

What type of collection:

- University Archives
- General Manuscripts**
- Florida History Mss

OK Cancel



.xml

F EAD

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```
<?xml version="1.0"?>
<?xml-stylesheet type="text/xsl" href="ufspccb_pky.xsl"?>
<!DOCTYPE ead PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded
Archival Description (EAD) Version 2002)//EN" "ead.dtd">
<ead relatedencoding="MARC21">
<eadheader langencoding="iso639-2b" countryencoding="iso3166-1"
repositoryencoding="iso15511" dateencoding="iso8601"
scriptencoding="iso15924" id="a0">

</archdesc>
</ead>
```

Template Wizard: .xml

Identification for EAD file (e.g. ufms14, ufarchms55, ufarchrs75)?

OK Cancel

NoteTab Light - .xml

File Edit Search View Modify Document Favorites Tools Help

.xml

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```
<?xml version="1.0"?>
<?xml-stylesheet type="text/xsl" href="ufspccb_pky.xsl"?>
<!DOCTYPE ead PUBLIC "+//ISBN 1-931666-00-8//DTD ead.dtd (Encoded
Archival Description (EAD) Version 2002)//EN" "ead.dtd">
<ead relatedencoding="MARC21">
<eadheader langencoding="iso639-2b" countryencoding="iso3166-1"
repositoryencoding="iso15511" dateencoding="iso8601"
scriptencoding="iso15924" id="a0">

<eadid countrycode="us" mainagencycode="FU" publicid="-//us::FU//TEXT
us::FU::ufms14.xml//EN">ufms14</eadid>

</archdesc>
</ead>
```

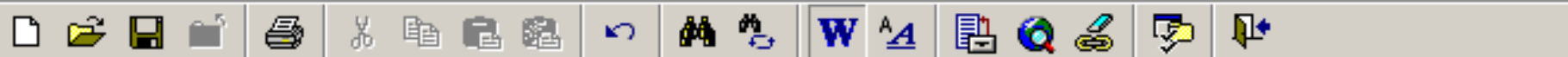
Template Wizard: .xml

Collection Title (e.g. Enoch Soames Papers)?

OK Cancel

FTP HTML HTML-ar PasteClips RemindMe SampleCode Smilies TopStyle UF EAD

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.xml

F EAD

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```

<?xml version="1.0"?>
<?xml-stylesheet type="text"
<!DOCTYPE ead PUBLIC "+//IS
Archival Description (EAD)
<ead relatedencoding="MARC2
<eadheader langencoding="is
repositoryencoding="iso155
scriptencoding="iso15924"

<eadid countrycode="us" mainagencycode="FU" publicid="-//us::FU//TEXT
us::FU::ufms14.xml//EN">ufms14</eadid>

<filedesc>
<titlestmt>
<titleproper>A Guide to the Enoch Soames Papers</titleproper>
</archdesc>
</ead>

```

Template Wizard: .xml

Finding aid author (If unsure, use "Dept. Staff")?

OK Cancel

NoteTab Light - C:\uf_ead\ufms119.xml

File Edit Search View Modify Document Favorites Tools Help

ufms119.xml

UF EAD

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- Save Current EAD As...

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- Create HTML
- View XML in Browser

Common <archdesc> Elements

```
<?xml version="1.0"?>
<?xml-stylesheet type="text/xsl"
href="ufspccb_pky.xsl"?>
<!DOCTYPE ead PUBLIC "-//ISBN 1-931666-00-8//DTD
ead.dtd (Encoded Archival Description (EAD) Version
2002)//EN" "ead.dtd">
<ead relatedencoding="MARC21">
<eadheader langencoding="iso639-2b"
countryencoding="iso3166-1"
repositoryencoding="iso15511" dateencoding="iso8601"
scriptencoding="iso15924" id="a0">

<eadid countrycode="us" mainagencycode="FU"
publicid="-//us::FU//TEXT us::FU::ufms119.xml//EN">
ufms119</eadid>

<filedesc>
<titlestmt>
<titleproper>A Guide to the David Levy Yulee Papers
</titleproper>
```

FTP HTML HTML-ar PasteClips RemindMe SampleCode Smilies TopStyle UF EAD

1:1 Ins Create HTML

“Create HTML” transforms the currently open EAD XML document into HTML

- Prompts user to select a style sheet (we have multiple style sheets for General Mss, Florida History, UF Archives)
- Opens a transformation application: Saxon
- Tells Saxon to transform the EAD file using the selected style sheet
- Saxon outputs an HTML with same name as XML file (EAD elements have been marked up using HTML tags)

Transforming XML Metadata

XML Metadata document
(EAD)



Transformation Application
(Web Browser, Saxon, etc.)
with style sheet (separate or built-in)



HTML version, MARC record,
PDF version, etc.

EAD XML > HTML Example

- Diary described using EAD XML (Created using a NoteTab template – no tags were keyed in)
- HTML version of that EAD document (produced using style sheet – no HTML tags were keyed in)

Where does it go? Does it live around here?

EAD finding aids...

- can be converted to other formats (HTML, PDF) which are then published online (or just used locally)
- can reside as individual XML files (on a server or locally)
- can reside in databases (on a server or locally)
- can be harvested for inclusion in an online search system

EAD XML > Union Database

PALMM Archival Collections Cross-Collection Search - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS Feeds

Address <http://findaid11.fcla.edu/cgi/f/findaid/findaid-idx?sid=9eae3b85a9071b8c6968c88ab26b9440;yg=1;pa> Go Links >>

Google palmm Search Web Options palmm

Archival COLLECTIONS

Home Search My Finding Aids Help

Basic Search

Groups Menu
Select a collection group from the menu options below to search that group.

View [descriptions](#) for all collection groups

Collection Groups

Other searches: **Boolean search**

Search for:

within

Done Internet

Archival Resources: enoch soames beerbohm - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites Media Print Mail News RSS Feeds

Address http://eureka.rlg.org/cgi-bin/arr_prod.pl?db=0&mode=or&SearchFor=enoch+soames+beerbohm&SESS Go Links

Google palmm Search Web Options palmm

RLG's Eureka® Archival Resources [Home](#) [Advanced](#) [Feedback](#) [Help](#) [Exit](#)

Any of these words Search

Your search for **enoch soames beerbohm** found 459 finding aids.
< Previous | [Next](#) > Displaying 1 - 25 of **459** finding aids.

- [Max Beerbohm Collection](#)
Yale University Library, Beinecke Rare Book and Manuscript Library
EXTENT Total Boxes: 2 Other Storage Formats: Oversize Linear Feet: 2.25
This listing encompasses accessions of single manuscripts and small groups of manuscripts pertaining to Max Beerbohm. Materials acquired prior to January 1995 have been arranged in three series. Series I, Letters, consists of letters by Max Beerbohm and is alphabetically arranged by recipient. Series II, Writings, contains writings by Max Beerbohm and is arranged alphabetically by title. Series III, Artwork, contains drawings and sketches by Max Beerbohm and is arranged alphabetically by title of work.
- [University of Delaware: BBC THIRD PROGRAMME RADIO SCRIPTS](#)
Web site provided by University of Delaware

http://eureka.rlg.org/cgi-bin/arr_prod.pl?COMMAND=home&SESSION_ID=13309&LOGOFF= Internet

Matches

- + Descriptive Summary
- + Administrative Information 2
- Description of the Papers 4
- Description of Series/Container List 3

YALE UNIVERSITY
BEINECKE RARE BOOK AND MANUSCRIPT
LIBRARY
GENERAL COLLECTION OF RARE BOOKS AND
MANUSCRIPTS

MAX BEERBOHM COLLECTION

GEN MSS 133

by Timothy Young

New Haven, Connecticut

December 1994

Last Updated: December 1997

[Search in this guide](#)

enoch or **soames** or
beerbohm

[View Descriptive Summary](#)

On the Horizon...a Toolkit?

- The Mellon Foundation is funding an effort by UC San Diego, NYU, and the Five Colleges to develop the *Archivists' Toolkit*
- The *Toolkit* will be a suite of applications for processing and managing archival information, including the creation of EAD finding aids.

On the Horizon... Training?

- *Opening Archives: Improving Access to Primary Sources in Florida* – an LSTA grant proposed for 2005-2006
- Partnership between the Florida Center for Library Automation (FCLA), the State Archives, FIU, FSU, UCF, UF, and the Tampa Bay Library Consortium.
- Goal is to train archivists, librarians, and curators to create EAD finding aids
- Train 60 people in three regional workshops
- Publish best practices guidelines for EAD creation in Florida
- Encourage submission of EAD finding aids to the PALMM union database *Archival Collections*
- Create regional EAD experts and continue EAD training in future years

More info...

Library of Congress official EAD web site:

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

EAD Help Pages:

<http://jefferson.village.virginia.edu/ead/sitesann.html>

(includes the EAD Cookbook and an annotated list of EAD sites on the web)