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Introduction

What is EAD?

Encoded archival description is a standard for encoding archival findings aids. It is an encoding language expressed in XML (eXtensible Markup Language) for representing finding aids online. It supports the general structure of finding aids used by archivists and comprises three primary groups of information:

- Administrative Information: Repository details, how the collection was acquired, access/usage restrictions, etc.
- Descriptive Information: Biographical or historical note about the creator of the collection, scope note, control access terms.
- Folder List: A list of the materials that make up the collection, by box, folder, item, or other designation.

Why is EAD important?

EAD has become popular among the archival community and is currently being implemented by repositories throughout world. Written in XML, EAD is platform-independent, adaptable to the World Wide Web, and flexible enough to be used with a variety of collections. Daniel Pitti, the founder of EAD, initiated the following requirements of EAD: 1) ability to present extensive and interrelated descriptive information found in archival finding aids, 2) ability to preserve the hierarchical relationships existing between levels of description, 3) ability to represent descriptive information that is inherited by one hierarchical level from another, 4) ability to move within a hierarchical informational structure, and 5) support for element-specific indexing and retrieval (see: http://www.loc.gov/ead/eaddev.html)

As an emerging standard, EAD is compatible with MARC and ISAD(G). Since many archival collections are accessed through online catalogs, MARC remains an important navigational source for brief descriptions of archival collections. The two standards are connected via the "encodinganalog" attribute found in many of the EAD elements.

The use of encoding analogs provides the potential for repositories to consolidate EAD encoding and MARC cataloging into a single activity by generating a basic MARC record automatically from EAD; the opposite also can be accomplished by importing a MARC record into an EAD finding aid in order to add collection-level descriptive
information and controlled access points to an existing container listing. Either activity would be accomplished by means of a programming script (see section 4.3.4 for more information). A MARC record exported from an EAD finding aid potentially could be uploaded into a larger MARC system, such as RLIN, OCLC, or a local online catalog. Repositories following this course would still retain the option of further editing the resulting MARC records using whatever MARC-based editing software they normally utilize. Automated routines have not yet been developed for these processes, but repositories wishing to explore these options are advised to consult the MARC-to-EAD crosswalk found in Appendix B to identify concordances between data elements. (Source: EAD Application Guidelines for Version 1.0 available online at: http://www.loc.gov/ead/ag/)

ISAD(G), General International Standard Archival Description, was adopted by the International Council on Archives (ICA) in 1993 in an attempt to retrieve consistency in archival description in order to exchange this information across repositories worldwide.

**What software application is used to display the EAD finding aids online?**

Starting in the summer of 2007, the Digital Library Program implemented eXtensible Text Framework (XTF) created by the California Digital Library (CDL). More information about XTF and the CDL may be found at the following URLs: http://www.cdlib.org/services/access_publishing/publishing/tools/xtf/ & http://www.cdlib.org/.

**What is XML?**

XML is a simplified version of Standard Generalized Markup Language (SGML), an International Organization for Standards (ISO) system for organizing and describing the content of an electronic document. A Document Type Definition (DTD) provides the rules for a specific implementation of XML. The DTD states what elements (also called tags) and attributes (additional information about an element) may be used, where and how each tag may be used, and which elements are allowed to occur within other elements (also called nesting).

The following is a brief introduction to XML elements and attributes; for an introduction to the EAD elements, see “Overview of EAD Tags” below.

**Element:** An element describes the data it contains. Elements are enclosed by angle brackets. Each use of an element must include both an opening tag and a closing tag. For example (elements are in bold):

- `<unittitle>`The Title of a Finding Aid Unit</unittitle>`
- `<unitdate>`5 March 1997</unitdate>`
- `<physdesc>`This collection includes 300 items.</physdesc>`
- `<processinfo>`Collection processed by John Doe.</processinfo>`
• `<persname>John Quincy Adams</persname>`

**Attribute:** Attributes provide additional information about elements. An attribute name must be followed by an equals sign (=) and the value of the attribute must be enclosed in double quotation marks ("). For example (attributes are in bold):

  • `<container type="Box">4</container>`
  • `<unitdate normal="1997-03-05">March 5, 1997</unitdate>`
  • `<persname source="lcnaf" encodinganalog="600" role="subject" normal="Adams, John Quincy, 1767-1848">John Quincy Adams</persname>`
  • For names and subjects, if claiming @source (like lcnaf), make sure content is actual authorized form
    o Likewise, if not using authorized form or no authorized form available, either no @source or source="local"
    o If using the authority file to acquire authorized name form, obtain id number from authority file and adds as @authfilenumber (limited to the control access terms/indexing section in archdesc/controlaccess)

*Note:* **XML is case-sensitive.** For example, `<PersName>` is not the same element as `<persname>`.
DTD/Updating to Schema

The EAD DTD is flexible and allows for various levels of detail. While the Archives and the Lilly use mostly the same tags, there are some differences. To simplify the following overview of the EAD elements used in the IU template, closing tags are omitted. For a complete description of all EAD tags, see the EAD Version 2002 Tag Library at http://www.loc.gov/ead/tglib/index.html.

DTD/How to Update to Schema

To update an old finding aid to the EAD 2002 Schema, remove the following DTD from the top of the Oxygen file (it appears in blue color): `<!DOCTYPE ead PUBLIC "-//Society of American Archivists//DTD ead.dtd (Encoded Archival Description (EAD) Version 2002)//EN" "ead.dtd">`.

Next, insert a space after the ead in the `<ead>` tag, and insert the following:

```
xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd"
```

so it appears within the ead tag like this:

```
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
```

Schema Changes

The EAD 2002 Schema is available in two syntaxes: Relax NG Schema (RNG) and W3C Schema (XSD). The XSD EAD requires the EAD XLink Schema.

The Xlink compatible elements and attributes in the DTD have been made compliant by implementing XML Namespace. As a result, DTD compliant instances containing ANY of the XLink tags and attributes will not validate against the Schema. These instances must be converted into XLink compliant tags and attributes. The EAD Schema WG has provided an Alpha XSLT for this conversion. A parameter on line 51 allows the user to specify whether the resulting schema should have RNG or W3C addressing information. For links to these examples, see the EAD Official Site: http://www.loc.gov/ead/eadschema.html

The following elements and their XLink-specific attributes are impacted by this change:

- arc archref
- bibref
- dao daogrp daoloc
- extptr extptrloc extref extrefloc
- linkgrp
- ptr ptrloc
For example, the following DTD compliant tag:

```xml
<extptr
    linktype="simple"
    href="myimage.jpg"
    show="embed"
    actuate="onload"/>
```

Must be converted to the following:

```xml
<extptr
    xlink:type="simple"
    xlink:href="myimage.jpg"
    xlink:show="embed"
    xlink:actuate="onLoad"/>
```

Do note also that while RNG does support external entities, XSD does not. Thus @entityref must be resolved and converted to @xlink:href on XLink "locator" tags. Do note also that @xlink:href is a required attribute on XLink "locator" tags, and thus using RNG will require the presence of this attribute on the relevant tags.

With the exception of the XLink tags and attributes, a Schema valid instance will be a DTD valid instance. However, because of the imposition of datatype constraints on specific attribute values, a DTD valid instance may not be Schema valid.

The following attributes are impacted by the imposition of datatype constraints:
- @normal on <unitdate> and <date>: constrained to date and date range subset of ISO 8601
- @repositorycode: constrained to ISO 15511 (ISIL)
- @mainagencycode: constrained to ISO 15511 (ISIL)
- @langcode: constrained to ISO 639-2 alpha-3 code list
- @scriptcode: constrained to ISO 15924 code list
- @countrycode: constrained to ISO 3166-1 alpha-2 code list
Overview of EAD Tags

The basic sections of an EAD finding aid

The three basic sections of an EAD finding aid are:

- **EAD header `<eadheader>`**: This section provides information about the electronic finding aid itself. It contains elements regarding the title of the collection, the processor and the encoder. It also includes revision details. This section is for internal use only.

- **Frontmatter `<frontmatter>`**: This section provides information for a printed copy of the finding aid. Many of the elements in the header are repeated here.

- **Archival Description `<archdesc>`**: This section is the core of the EAD finding aid. It includes administrative and descriptive information about the collection.

Basic overview of the Archives template

```
<ead> Outermost wrapper of the finding aid
  <eadheader> Wrapper for description of the electronic finding aid (not of the collection itself)
    <eadid> Unique identifier of the electronic finding aid
    <filedesc> Description of the electronic finding aid. Includes title, date, processor
    <profiledesc> Description of how the electronic finding aid was created: date, encoder
    <revisiondesc> Records any changes to the electronic finding aid
  <archdesc> Wrapper for the description of the collection itself
    <did> Descriptive identification: bundles core information about the described materials
      <repository> Name, address, phone, email of repository
      <origination> Creator of the collection in catalog authority form
      <unititle> Title of the collection
      <unitdate> Dates of the collection
      <unitid> Collection number
      <physdesc> Size of the collection
        <extent> Number of linear feet and/or number of items always use the same terminology
          within a single repository to describe extent
        <langmaterial> Language of the described unit (can apply to the finding aid itself (within `<eadheader>`) or the language of the collection if it occurs within `<archdesc>`)  
      <abstract> Summary of the collection's scope
    <accessrestrict> Restrictions on access to the collection
    <bioghist> Biographical or historical note about the creator of the collection
    <p> Paragraph designation, where the text is placed
    <chronlist> Chronological list of relevant dates or events
    <arrangement> The organization and/or arrangement of the collection
        <p>
    <scopecontent> Scope and content note
        <p>
    <controlaccess> Wraps key access points to the collection
```
Basic overview of the Lilly template

<ead> Outermost wrapper of the finding aid
<eadheader> Wrapper for description of the electronic finding aid (not of the collection itself)
<eadid> Unique identifier of the electronic finding aid
<filedesc> Description of the electronic finding aid. Includes title, date, processor
<profiledesc> Description of how the electronic finding aid was created: date, encoder
<revisiondesc> Records any changes to the electronic finding aid
<archdesc> Wrapper for the description of the collection itself
<did> Descriptive identification: bundles core information about the described materials
<repository> Name, address, phone, email of repository
<origination> Creator of the collection in catalog authority form
<unittitle> Title of the collection
<unitdate> Dates of the collection
<unitid> Collection number
<physdesc> Size of the collection
<extent> Number of linear feet and/or number of items
<langmaterial> Language of the described unit (can apply to the finding aid itself (within <eadheader>) or the language of the collection if it occurs within <archdesc>)
<abstract> Summary of the collection’s scope
<accessrestrict> Restrictions on access to the collection
<bioghist> Biographical or historical note about the creator of the collection
<p> Paragraph designation, where the text is placed
<chronlist> Chronological list of relevant dates or events
<arrangement> The organization and/or arrangement of the collection
<p>
<scopecontent> Scope and content note
<p>
<controlaccess> Wraps key access points to the collection
<p>
<persname> Personal name
<corpname> Corporate name
<famname> Family name
<genreform> Genre form
<geogname> Geographical name
<occupation> Occupation
<subject> Subject terms
<separatedmaterial> Material that has been removed from the collection (i.e. photos, duplicates, etc.)
<relatedmaterial> Related collections
<descgrp> Description group – wraps groups of elements
<acqinfo> Acquisition information (mode of acquisition, accession #)
<userestrict> Usage restrictions
<prefercite> Preferred citation for researchers
<custodhist> Provenance
<appraisal> Appraisal decisions
<processinfo> Processing information (name of collection processor, date)
<dsc> Description of subordinate components
<c01> Component, first level (usually a series)
<did> Descriptive identification (required wrapper element)
<unittitle> Title of component (series, subseries, file, etc.)
<unitdate> Corresponding dates
<c02> Component 2nd level (e.g. subseries, file, or item)
<did> Descriptive identification (required wrapper element)
<container> Container types such as box, folder, oversize, etc.
<unittitle>
<unitdate>
<c03> etc.
Using Oxygen to Encode Finding Aids

As of April 2010, repositories at IU use Oxygen XML Editor to encode EAD documents. The software application is easy to learn and use. Despite its complex appearance, only a small number of functions are needed and used to encode the finding aids.

Opening Oxygen

- Double click the Oxygen icon on your desktop to start the program.
- Once you have opened Oxygen, open your repository's template.
  - **Archives:** This may be found on the H-Drive at the following location: EAD > eadfiles/template_archives.xml
  - **Lilly:** This may be found on the H-Drive at the following location: Tech Services > Ead/EAD2002/template_lilly.xml
  - These templates may also be found on the IUB Libraries Wiki.
- Before you begin working, save the document using "Save As" to avoid making changes to the template.
  - **Archives:** Save the file as the unique ID for the collection. The file should be saved in the folder called “eadfiles”
    - File name example: InU-Ar-VAB3828.xml
  - **Lilly:** Save the file as the finding aid’s unique ID/eadid number, followed by the collection’s name. The file should be saved in your own folder, located at H:/Tech Services/Ead/EAD files/Intern Folders/.
    - File name example: InU-Li-VAB1234HahnIV
  - **Note:** While the unique ID number will have already been generated by the Archives, you will need to generate it at the Lilly. Visit [http://www.dlib.indiana.edu/cgi-bin/testtrackedit/filename.pl](http://www.dlib.indiana.edu/cgi-bin/testtrackedit/filename.pl), click “Generate” and use the number provided. These instructions may also be found on the IUB Libraries Wiki.

Encoding a new finding aid

It is unlikely that you will ever create a finding aid from “scratch,” or without having a Word document or HTML file to copy & paste the information from, though it has been known to happen. At the **Archives**, you will be primarily copying and pasting information from MS Word documents, while at the **Lilly** you will primarily be using HTML files to create your finding aids.

Regardless, while you may print out the HTML & MS Word finding aids and retype the information, this is not encouraged. Instead, copying and pasting the information is quicker, easier, and helps limit typos (this is not to say the HTML & MS Word documents are typo-free; please correct these as you find them).
Working from an existing HTML finding aid

If the finding aid you're working on has already been published online in HTML form, here are some things to consider:

- Is there a MARC record?
  - **Archives:** Your supervisor will provide you the collection’s administrative folder that should contain the MARC record. This information will be in IUCAT, so you may copy and paste the information rather than re-key it.
  - **Lilly:** Not all collections have MARC records; check IUCAT and ask your supervisor. If the collection does not have a MARC record, fill in as much information as you can in the <eadheader>, <frontmatter>, <descgrp>, and sections preceding the <dsc> section.

- Gather accession information you will need for completing the EAD file.
  - **Archives:**
    - Check the completed checklists to find the name of the processor and the date completed (this information should also be listed in the MS Word document).
    - The Word document should also include the accession number(s), whether copyright rights have been transferred (has a deed of gift been signed?), and if any materials have been removed.
  - **Lilly:**
    - At the Lilly, check for the LMC number of the collection. These numbers may be found on the Lilly’s H-Drive, in the folder called “Mss Location List”, the file called “Mss. Locations list.doc” (this information can also be found in the IUCAT record for the collection, if one exists).
    - Also visit the Lilly’s website: [http://www.indiana.edu/~liblilly/collections.shtml](http://www.indiana.edu/~liblilly/collections.shtml) to locate additional information about the collection. Typically, this is where you will find the collection’s inventory list.

Using the MARC-to-EAD Plugin

Oxygen includes a plugin to allow you to create an EAD file automatically by uploading the MARC record for a collection. The plugin will automatically convert the MARC information into EAD. Instructions on how to do this can be found on the EAD Wiki site at [https://wiki.dlib.indiana.edu/confluence/display/EADWG/Converting+a+MARC+record+to+an+EAD+file](https://wiki.dlib.indiana.edu/confluence/display/EADWG/Converting+a+MARC+record+to+an+EAD+file).

For this procedure you will use a blank XML document, not the EAD template. While this procedure does fill in a lot of information for you, it is still important to look through all of the generated information. Don’t assume that all the information coming from the MARC record will be error-free, or that the MARC record will be complete. Check the information against what is given in the HTML finding aid for Lilly.
collections or the text file for Archives collections. Once you have reviewed the information that the plugin has generated, continue to fill in the container list and any other necessary information.

**Tips for Using Oxygen**

- To view the available elements that may be nested within any given element, simply insert a “<” and scroll down the list that appears.

- If it is not already set up, you can enable a line wrap to keep long lines on the main screen. Select Options from the main menu, then “Preferences,” then select “Editor,” and finally select “Text.” The option will appear in the right-hand box area.

- Copying and Pasting via right-clicking can become quite tedious and time consuming. Becoming familiar with Ctrl + C (copy) and Ctrl + V (paste), make copying and pasting between documents a lot easier. Some other hot keys that may make things go quicker:
  - Ctrl + A (select all)
  - Ctrl + F (find, search and replace)
  - Ctrl + L (go to a specific line number)
  - Ctrl + S (save)
  - Ctrl + X (cut)
  - Ctrl + Z (undo)

- To reformat your finding aid in Oxygen, click the Format and Indent button on the Documents toolbar.

- For easier navigation, especially in long finding aids, consider using the “Bookmark” feature. This will become very useful if there is a line or two that you know you want to refer back to for copying and pasting purposes (such as a `<container>` or `<unitdate>` with or without the “type” attribute). To set a bookmark, place your cursor where you would like the bookmark to appear, then click the column to the left of the line number. A small numbered icon will appear to the left of the line number (in the following image, see the “1”). Click on the number to remove the bookmark.
To jump to a specific bookmark either click: Edit > Bookmarks > Go To > [the appropriate number], or simply press Ctrl + the appropriate number.

- The encoding process can be sped up by using Ctrl-e. Highlight the text you would like to enclose in a tag and press Ctrl-e. This will bring up a tag text box. Start typing your tag and it will fill in the rest of the tag. When you have the correct tag, press Enter and Oxygen will enclose that text in your chosen tag.

- See Appendix A for a screen shot of the most frequently used menu buttons.
Special Characters

Oxygen requires some special characters to appear in ISO standard form.

<table>
<thead>
<tr>
<th>Character</th>
<th>ISO 8879 equi.</th>
</tr>
</thead>
<tbody>
<tr>
<td>&amp;</td>
<td>&amp;</td>
</tr>
<tr>
<td>&lt;</td>
<td>&lt;</td>
</tr>
<tr>
<td>&gt;</td>
<td>&gt;</td>
</tr>
<tr>
<td>'</td>
<td>'</td>
</tr>
<tr>
<td>&quot;</td>
<td>&quot;</td>
</tr>
</tbody>
</table>

While the first three must appear in ISO standard form in IU finding aids, the apostrophe and quotation marks may not need to be converted to the standard. **Note:** The quotation marks copied and pasted from MS Word documents using the Times New Roman font (" ") render differently than Oxygen’s non-ISO quotation marks (" ") causing an error. The error can be fixed by using the ISO standard form or replacing all MS Word quotation marks with Oxygen’s non-ISO quotation marks.

Additional special characters, such as à, é, and ò may also require ISO standard coding. These codes may be found at the following site: [http://www.webmonkey.com/2010/02/special_characters/](http://www.webmonkey.com/2010/02/special_characters/).

Abbreviations

When possible, abbreviations, such as "ca." for circa and "mss." for manuscripts should be spelled out for easier finding aid readability.

Comparing Documents

On occasion, there may be some confusion as to which file is the most recent or correct version. When in doubt, Oxygen offers a helpful feature that compares two files side-by-side. To open this feature, select Tools > Compare Files...
From the next screen, navigate to each file (make sure they either have different names or are in two different locations) to open them in the left and right window panes. For easier scrolling, click the synchronize scroll button (the one that looks like an “H” on the tool bar).
Using Excel to simplify encoding

Encoding large finding aids can become quite tedious and monotonous. Finding aids with exceptionally long container lists may seemingly take forever as you move between Oxygen and the HTML/Word document copying and pasting text. In order to speed up the process, using Excel is an option. Excel is effective because of its ability to use macros and drag and copy text. Please see EAD Excel Manual and EAD Excel Template for more details on this process.
Final Procedures for Encoding Finding Aids

Once the finding aid has been encoded, there are a few checks that need to be made to ensure its accuracy. After these checks have been made, the file may be moved to its designated folder and the next finding aid may be started.

Add EAD Identifiers

Once you have completed the encoding of the finding aid, you need to add EAD identifiers to each component. To do this, right click on the document in Oxygen, select Plugins from the menu that appears, and choose Add EAD Identifiers. (See image below.)

Oxygen should display a message asking ”Start assigning ids with VAB####-00001?” in which VAB#### is the last part of the ead identifier. (See image below.) If this
message looks correct, select Ok. If more components are added, this tool can be run multiple times. Oxygen will start assigning new id numbers after the last id number. NOTE: Never add or change ids by hand. We do not conserve numbers or worry about their order for the ids; if a component is deleted or moved, it does not matter if some id numbers are out of order or skipped. This number is assigned simply to give each component a unique id for the purposes of digitization.

Validating your document using Oxygen

An XML document is considered “valid” if it conforms to its schema. Oxygen validates as you type so you know immediately if the document is valid or not. It is always a good idea to verify the document’s validation by clicking the “Reset Cache and Validate” button on the Validation toolbar (see Appendix A).
Validating the document according to IU’s EAD Best Practice Guidelines

DCS/LT has created a program that checks each finding aid to the IU EAD Best Practice Guidelines agreed upon by the Lilly and Archives. These guidelines represent slight variations to the RLG Best Practice Guidelines. To run this check, see the procedure as outlined in Appendix B.

Checklist

Before finishing a file and having it ready for your supervisor to examine, verify that you have preformed the following steps:

1. Validate the document.
2. Run a spell check of the file
   **Note:** You may *not* want to do this for all files, especially if they contain a copious amount of names and foreign terms.
3. Make sure you have added the appropriate spaces within the <controlaccess> items.
   - Check that there is a space between the term and the hyphens. You want them to appear like: Indiana --Archives (space before the double hyphen); not: Indiana--Archives (as they appear in IUCat).
4. Make sure you have set all the c0X (c01-c012) to the appropriate level (i.e. series, file, etc.).
5. Make sure you have the complete and correct accession information for your finding aid.
6. Make sure you have added the unique ID number to the <eadid> identifier attribute.
7. Make sure to update the <revisiondesc> tag to indicate when you have completed encoding the finding aid.
8. Run the XTF Validator and fixed any flagged errors (See Appendix B) (if an error appears that should not be an error, inform DCS/LT).
9. Preview the finding aid and fix any typos, punctuation errors, or other errors that you find. (See Appendix C)

Finding Aid Completed

Move the file to the appropriate folder. The Archives & Lilly have similar procedures when a finding aid is completed.

**Archives**

- Place the file in the appropriate intern folder in the “Ready to be Reviewed” folder on the H-Drive.
- Sign your initials and date the EAD sections in the paperwork located in the collection’s administrative folder
- Inform your supervisor that the finding aid has been completed and return the administrative folder to him/her.
- Your supervisor will review the finding aid and let you know if additional changes need to be made or if it has been sent to DCS/LT.

**Lilly**
• Place the file in the “Ready to be Reviewed” folder.
• Inform your supervisor that the finding aid has been completed and is ready to be reviewed by him/her.
• Your supervisor will review the finding aid and let you know if additional changes need to be made. If not, you may be required to submit the file to Xubmit (instructions below and on the Wiki). To ensure that a backup of the file remains, place a copy of the file in the “Sent to DLP” folder, in the folder with the appropriate month and year (this folder may have to be created).

Using Xubmit

Submitting finding aids to Digital Collection Services/Library Technologies

Digital Collection Services and Library Technologies (DCS/LT) provide an online system, Xubmit (pronounced "submit") to assist you with encoding your EAD files and sending them to the DCS/LT for online delivery. Xubmit is located at http://textproc.dlib.indiana.edu/xubmit/ This is an internal link that requires login to IU’s Central Authentication Service (CAS). After login, you’ll be asked to choose your repository. If you find you do not have access, contact your supervisor or DCS/LT at diglib@indiana.edu.

To submit a finding aid, or a newly revised version of a finding aid, that is ready for public display, follow these steps in Xubmit:

1. Log in.
2. Select the correct repository.
3. Click "Open Collection."
4. Click "Submit File".
5. Click the "Browse" button, and locate the EAD XML file on your workstation or local network.
6. Click the "Upload" button.
7. If you did not validate the file before submitting it, you may choose to do this now. Click "Use Schematron to Validate." The XML file will be validated against the EAD2002 XML Schema. The results of the validation will appear on the next screen, separated into "errors" and "warnings." You can still submit files if you have errors, but be careful about doing this as markup not conforming to expectations may display strangely.
8. If you did not preview the file before submitting it, you may choose to do this now. Click the "Preview" button to see how your file will look in the Finding Aids delivery System.
9. The Add Log Message and Set Record Status screen allows you to enter comments about the file. These comments will appear in the retrieval interface. Comments in the "Log" box and "Status" are required.
10. Click "Submit" to submit the file, or "Cancel" to cancel your submission.
11. If everything went smoothly, you should see a screen confirming the submission was made.
The finding aid you’ve submitted will appear in Archives Online at Indiana University the next day.

**Retrieving and Updating Finding Aids**

When you need to make changes to a finding aid that has been delivered to end-users, always get the most up-to-date version of the EAD file from Xubmit before you start editing. The system is here to save you from having to maintain up-to-date versions yourself. Follow these steps to get a file from Xubmit:

1. Log in.
2. Select the correct repository.
3. Click "Open Collection."
4. You will see a list of the files from your repository that have been submitted to DCS/LT. You can re-sort this list by clicking any of the column headings.
5. Click the file you wish to retrieve. Its row should turn blue.
6. Click the "Download" button at the top left of the screen.
7. Save the file using the normal method for your Web browser, to whatever location you wish.
Frequently Asked Questions

1. What if I notice some problems with the folder arrangement or folder labels when encoding the finding aid?

Ask your supervisor about any flags you raise with the collection. Often, some collections need more attention to make them more compliant to EAD standards; this may involve fixing typos, verifying folder names, or addressing arrangement issues. Do not always take the HTML or Word finding aids as the final say. If something does not make sense or does not seem correct (no matter the size or implications of the query), ask!

2. When encoding Lilly finding aids, what are some of the possible concerns and challenges often encountered?

Due to the variety of materials contained in the Lilly Library, finding aids for manuscript collections tend to vary in format and content based on individual collections. As legacy inventories and finding aids are converted into EAD, difficulties may arise in conforming them to the standard structure required by the DTD. You may encounter difficulties with the following concepts:

- Designating the organization of a collection into series, record group, subseries, etc.
  - Sometimes Lilly finding aids are simply inventories or a list of contents without a clear structural organization. In this case, one option is to encode the entire container list within a `<c01>` and designate its level as "collection" or "inventory" or "otherlevel."

- Determining physical containers
  - Since EAD is rigorous about assigning materials to a physical container, it is sometimes necessary to look at collections in order to determine whether or not their contents are located within a box or folder, etc. For example, when encoding the Gawsworth mss. collection, it could not be determined (from the HTML finding aid) whether or not the items described were all contained in one folder or one box. The intern had to physically look at the collection before encoding it.

- Coping with inconsistencies
  - Inconsistencies are inevitable whether you are working with Lilly finding aids (due to the variety of collections) or with University Archives finding aids (due to the number of people processing the collections). It is important to try and stick with one approach (for example, italicizing all titles or capitalizing all container types, and documenting that approach for future collections. Continually refer to the EAD Decisions section on the Wiki and update it when a decision has been made (take nothing for granted and add to the list regardless of how small the decision may be).
Bibliography of EAD Resources

Quick Links

Indiana University Links:

IUB Libraries Wiki: http://wiki.dlib.indiana.edu/confluence/display/EADWG/Home

Finding Aids: http://www.dlib.indiana.edu/collections/findingaids/
Archives:
http://webapp1.dlib.indiana.edu/findingaids/search?repository=archives&sort=title
Lilly:
http://webapp1.dlib.indiana.edu/findingaids/search?repository=lilly&sort=title

Unique IDs: http://www.dlib.indiana.edu/cgi-bin/testtrackedit/filename.pl

Xsubmit: http://textproc.dlib.indiana.edu/xsubmit/

Other Helpful Links:

EAD Home Page: http://lcweb.loc.gov/ead/


MARC21 Concise Format: http://www.loc.gov/marc/bibliographic/

LOC Authorities: http://authorities.loc.gov/

Print and Online Resources:


Appendix A: Oxygen Toolbars

XPath Search Area
When validating, place XPath here to go directly to the line that contains the error.

Validation Button
If green, document is valid.
If red, document is not valid.

Format and Indent Button
Appendix B: XTF Validation Procedure

Right-click to display menu options.

Select Plugins. Click XTF Validator...
Select the proper repository...

Save the file to the desktop. You must add the ".html" extension to each file name.

Your default browser will open and the HTML report will display.

When you are finished, this file can be deleted.
The Schematron report will look like similar to this:

Reports contain both errors and warnings with a short explanation of the error, what is missing, or what text should be used. Error messages are in red and must be fixed before the file is submitted to Xubmit. Warning messages are in yellow and do not have to be corrected for the file to be submitted to Xubmit.
To go directly to error, copy the entire Xpath including the first “/”...
And place it in the XPath Box in Oxygen...

Press Return.

Another window in Oxygen will appear at the bottom of the screen...
Click the line to be taken to the line/section in Oxygen....

![Screenshot of Oxygen XML Editor]

Make the necessary changes, save the Oxygen file and then, after all errors corrected, re-run the Validation (you may just save over the original .html file name).

You may close the XPath message box by clicking the “X” in the lower-right side of the screen.
Upgrading Legacy Finding Aids

When the new XTF-based EAD site was launched in August 2007 we simultaneously switched to a new EAD template. For finding aids encoded before this switch, you will likely see a number of errors in the EAD Schematron report. These are the result of the new template – don’t panic! All of these flags are easy to fix. Below are some of the flags you might see over and over again.

The new template utilized the EAD2002 W3C Schema instead of the older-style DTD. To make this change, remove this line from the EAD file:

```
<!DOCTYPE ead PUBLIC "-//Society of American Archivists//DTD ead.dtd (Encoded Archival Description (EAD) Version 2002)//EN" "ead.dtd">
```

Add the following attributes inside the root EAD element:

```xml
xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd"
```

Please note that the Schema provides tighter validation than the DTD, so after you perform this upgrade, you will need to re-validate the EAD file.

The old EAD template put `<accessrestrict>` and `<bioghist>` within `<descgrp>`, while the new template puts these elements directly within the `<archdesc>`. You’ll likely just need to move these elements from one location to the other. Use the new EAD template to see what order the elements in the `<archdesc>` should appear.
The new EAD template includes encodinganalog attributes on various elements, according to the RLG EAD encoding guidelines. These attributes will assist us in mapping EAD to other metadata formats in the future. Elements in the <eadheader> will have encodinganalog values in the Dublin Core Metadata Element Set, and elements in the <archdesc> will have encodinganalog values in MARC. Simply add in the missing attribute as indicated in the Schematron flag.

The old DLXS-based EAD site displayed the value from the <publisher> element too prominently, overshadowing the repository name. Early finding aids therefore put the repository name in publisher, instead of the more correct value of the Digital Library Program. With the new site, we have much more control over the display of this element, so we want to upgrade older finding aids to include the more correct publisher value.
Appendix C: Previewing Finding Aids

Right-click to display menu options.

Go to Plugins. Select XTF Preview.

Select the proper repository (All previews should be viewed in “IU Finding Aids, Integrated”. All other options will soon be removed) ...
The finding aid will open in your default browser...
Guide to the Dunkin mss., 1942-1977

Summary Information

Repository:
Lilly Library (Indiana University, Bloomington)
Lilly Library
Indiana University
1200 E. Seventh St.
Bloomington, IN 47405-5500
Phone: 812-855-2452
Fax: 812-855-3143
Email: lplib@indiana.edu

Creator:
Dunkin, Paul Shaner, 1905-

Title:
Dunkin mss., 1942-1977

Collection No.:
LMC 2274

Extent:
ca. 3,000 items

Language:
Materials are in English

Abstract:
The Dunkin mss., 1942-1977, consists of the papers of librarian and library science professor Paul Shaner Dunkin, 1905-1975.
Appendix D: Encoding Guidelines

Encoding Collections using the Lilly Template

Key to the template:
All comments that already exist in the template as instructions within <!--comment tags--> are green (the same color as in the actual XML template).
All tags are blue. These are the EAD elements.
All attributes are orange.
All of my additional instructions are purple.
All text (what the encoder inputs) is black.
Anything additional (that you do not have to worry about) is gray.

<?xml version="1.0" encoding="UTF-8"?>
<!-- Indiana University EAD template draft: 2003-Jan-2, revised 2004-09-15 JLR; revised fall 2006 and spring/summer 2007 JLR w/ EAD Working Group added repository code to /ead/archdesc/did/repository/@id, 4/1/09 JLR -->
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
     xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
    <!-- value of @findaidstatus should be 'originaldraft', 'inprogressdraft', 'editinprogress', or 'editedfulldraft' -->
    Do not worry about anything above this point.

    <eadheader relatedencoding="dublincore" audience="external" langencoding="iso639-2b"
              scriptencoding="iso15924" repositoryencoding="iso15511" countryencoding="iso3166-1"
              dateencoding="iso8601" findaidstatus="edited-full-draft">
        The attributes for <eadheader> are standard and do not need to be changed.

        <!-- replace [uniqueid] with collection LMC number -->
        <eadid encodinganalog="identifier" identifier="InU-Li-[uniqueid]" countrycode="US"
              mainagencycode="InU-Li">InU-Li-[uniqueid]</eadid> The identifier and main agency code depend on the repository. For the Lilly Library, it is InU-Li. The unique id is the number generated using the DCS/LT's "Unique ID Generator" (for example, VAA9672). In this case, the eadid would be InU-Li-VAA9672. Don't forget to fill in the identifier attribute, which would also be InU-Li-VAA9672.

    </eadheader>

    <filedesc>
        <!-- This is a description of the electronic finding aid, not the original finding aid or the collection -->
        <!-- Make title "The John Doe Papers, 1919-1965" rather than "The Papers of John Doe, 1919-1965" to eliminate potential confusion about the meaning of the dates -->
        <titlestmt>
            <titleproper encodinganalog="title">Guide to the [title of collection], Ex.: Gordimer mss.,</titleproper>
            <date normal="yyyy/yyyy">yyyy-yyy</date>
        </titlestmt>
Finding aid prepared by [...] Insert processor's here.

(A statement about normalizing dates: It is easier if you normalize ALL dates as a general rule so that users can always search with that option. In EAD2002, the type attribute only refers to "inclusive" and "bulk" dates. If you have a single date (1989, December 1989, December 22, 1989) do not include a type attribute. For more information about normalizing dates, please see the RLG guidelines at: http://www.oclc.org/content/dam/research/activities/ead/bpg.pdf)

Publisher of the encoded finding aid. Indiana University Libraries

Trustees of Indiana University. All rights reserved. Enter the year.

Description is in [language]. If the actual finding aid is in English, then use "eng" as the ISO code.

Revisiondesc is required -->

Record when the finding aid is initiated in first 'change' element, with subsequent changes listed below the first, and the final 'change' element indicating date finding aid completed -->
This is the first version of the encoded finding aid.

These attributes are standard and generally do not need to be changed.

From now on, you'll notice many encodinganalog attributes. These all correspond to MARC fields.

This is the proper name of the repository.

These are standard in the template and do not need to be changed unless necessary.

[Creator of the collection in catalog authority form]

[Creator of the collection in catalog authority form]

This is the proper title of the collection and the inclusive dates. This is also how it would appear in a MARC record.

This is the proper title of the collection and the inclusive dates. This is also how it would appear in a MARC record.
<unitid label="Collection No." encodinganalog="099">LMC xxxx</unitid>  This refers to the unique number of the collection. For Lilly, all manuscript collections look like this:  LMC xxxx.  Ex:  LMC 2009

<physdesc label="Extent" encodinganalog="300">
  <extent># items</extent>
<!-- if both linear feet and number of items included, separate by lb tag -->
</physdesc>  This describes the size of the collection either in cubic or linear feet or in number of items.

<!-- langmaterial element replaces langmaterial attribute on eadheader element in 2002 DTD -->
<!-- if collection includes significant non-English material add code to langmaterial element -->
<langmaterial encodinganalog="546" label="Language">Materials are in <language langcode="3-character-language-code" encodinganalog="546">[language of collection]</language></langmaterial>  Use this element to describe the primary language(s) of the actual materials.

<abstract label="Abstract" encodinganalog="520">Consists of […]</abstract>  This is a brief summary about the collection that includes a little biographical (or historical) information and a little detail about the scope and contents of the collection. Start abstract with "Consists of…”
</did>

<!-- required even if unrestricted -->
<accessrestrict encodinganalog="506">
  <head>Access Restrictions</head>  All <head> tags are used to add a title or caption for a section of text.
  <p>This collection is open for research.</p>  If there are no restricted files in the collection, then state that it is open.  If there are restricted files, make a note of that.
</accessrestrict>

<!-- required, can be short -->
<bioghist encodinganalog="545">
  <head>Biographical/Historical Note</head>
  <p>Biographical-historical note paragraphs</p>  Use Biographical Note if it is a personal collection and Historical Note if the collection is made up of institutional records.  This note should be brief.
</bioghist>

<!--optional -->
<!-- element organization deprecated in DTD version 2002; @encodinganalog may be used to differentiate between 351 subfield a (organization) and subfield b (arrangement). -->
<arrangement encodinganalog="351">
  <head>Arrangement/Organization</head>
  <p>The collection is organized into the following series: […]</p>  Describe the organization and arrangement of the collection.  For example:  The collection is organized in 3 series:  Subject files, Writings, and Correspondence.  The Subject files series is arranged alphabetically, the
Writings series is arranged chronologically and the Correspondence series is arranged alphabetically.
</arrangement>

<scopecontent encodinganalog="520">
<head>Scope and Content Note</head>
<p>This is a description of the contents of the collection. It may include a list of the series and subseries found in the collection as well as a description of the subjects and materials found. Repeat what is in the <abstract> at the beginning of your scope note.</p>
</scopecontent>

<controlaccess>
<head>Indexing Terms</head>
<list>
<item>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/laughlin+james+1914-1997{su}" encodinganalog="600" source="lcnaf" role="subject"> </extref>
</item>
<item>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}" encodinganalog="610" source="lcnaf" role="subject"> </extref>
</item>
<item>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}" encodinganalog="100" source="lcnaf"> </extref>
</item>
</list>
</controlaccess>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"/>
<subject encodinganalog="650" source="lcsh"> </subject>
</extref>
</item>
</list>
</controlaccess>

<controlaccess>
<head>Places</head>
<list>
<item>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"/>
<geogname encodinganalog="651" source="aacr2"> </geogname>
</extref>
</item>
</list>
</controlaccess>

<controlaccess>
<head>Genres</head>
<list>
<item>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"/>
<genreform encodinganalog="655" source="lcsh"> </genreform>
</extref>
</item>
</list>
</controlaccess>

<controlaccess>
<head>Titles</head>
<list>
<item>
<extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"/>
<title encodinganalog="630" source="aacr2" role="subject"> </title>
</extref>
</item>
</list>
</controlaccess>

<!-- required, if appropriate -->
<separatedmaterial encodinganalog="544">
<head>Separated Material</head>
</separatedmaterial>
<p>[note about separated materials]</p> Use this tag if anything has been removed from the collection, such as duplicates or photographs that have been moved to a separate file. This is rarely used by the Lilly.

</separatedmaterial>

<!-- optional, if applicable -->
<relatedmaterial encodinganalog="544 1">
<head>Related Material</head>
<p>[note about related materials]</p> This alerts researchers to related collections. This is used fairly frequently at the Lilly. If one collection references another collection, make sure the other collection also contains the appropriate reference. For example, the Hahn mss. should reference Hahn mss. II, Hahn mss. III, and Hahn mss. IV. The Hahn mss. II should reference the Hahn mss., Hahn mss. III and IV. These references should be displayed in this format: "[name of related collection]; also located at the Lilly Library, Indiana University, Bloomington, Indiana."
</relatedmaterial>

<!-- required; 'descgrp' element replaces admininfo element in 2002 DTD -->
<descgrp>
<head>Administrative Information</head>
<!-- recommended for manuscript collections, if known -->

<!-- include if appropriate -->
<accurals encodinganalog="584">
<head>Accrual Information</head>
<p>[accrual information]</p> If additional materials are expected, indicate the schedule on which they will arrive.
</accurals>

<!-- required -->
<acqinfo encodinganalog="541">
<head>Acquisition Information</head>
</acqinfo>

<!-- required even if unrestricted -->
<userestrict encodinganalog="540">
<head>Usage Restrictions</head>
<p>Prior arrangements are not necessary before coming to the Library, however, patrons from out of town are encouraged to communicate with the Library in advance of their visits to ascertain availability of materials.</p>
<p>Photocopying permitted only with permission of the Curator of Manuscripts, Lilly Library.</p></userestrict>

<prefercite encodinganalog="524$a">
<head>Preferred Citation</head>
<p>[Item], [Title of collection], Lilly Library, Indiana University, Bloomington, Indiana.</p></prefercite> This tells researchers how to cite their sources in published documents. Here is an example: [Item], Gordimer mss., Lilly Library, Indiana University, Bloomington, Indiana.
<!--optional -->
<custodhist encodinganalog="561">
  <head>Provenance</head>
  <p>[provenance note]</p>
</custodhist>

<appraisal encodinganalog="583$a">
  <head>Appraisal</head>
  <p>[note on appraisal]</p>
</appraisal>

<!--required by Archives and Lilly -->
<processinfo encodinganalog="583">
  <head>Processing Information</head>
  <p>Processed by xxxx.</p>
  <p>Completed in <date normal="yyyy">yyyy</date></p>
</processinfo>

</descgrp>

dsc type="combined" This begins the "Folder or Container List" part of the EAD finding aid. It can be a box list, folder list, item list, etc. This section is flexible so that you can include many of the elements found above within the components, such as <scopenote>, any of the <controlaccess> elements, and any of the <admininfo> elements such as <accessrestrict>.  
<!-- unittitle is the only required element within component --> 
<!-- possible values for @level include: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries -->
<c01 level="series"> This is almost always a series level, but it can have other values such as "collection."
  <did>
    <!-- optional -->
  </did>
  <!-- repeat 'container' element as appropriate -->
  <!-- value of @type could be 'box', 'folder', 'item', etc. -->
  
  <unittitle>xxxx, <unitdate type="inclusive"> yyyy/yyyy</unitdate></unittitle>
  This title and date are attached to the <c01> component and is often the title of a series. Remember that ALL dates need to be normalized.
</did>

<scopecontent>
  <head>Scope and Content</head>
  <p>[scopecontent of component]</p>
  This is optional and may be used if you want to include a description of the component. For example, the series you are working on may have a description about its contents or how it was arranged.
</scopecontent>

<c02 level="subseries"> Sometimes this is a subseries if the collection you are working on is organized in that way. However, it is often a "file" (for a folder) or "item."
  <did>
<container type="Box" label="Box">xxx</container> This refers to the physical container housing the record, be it box, folder, legal-sized document box, etc. In this example, it is a box.

You can use up to 12 <c0> components in this section of the finding aid. This helps to "nest" items that are related. For example, if you have several folders with the title "Minutes" with different dates, you might want to encode it like this:

```xml
<did>
<unititle>Minutes</unititle>
</did>
```

This will appear as such in the EAD finding aid online:

Minutes
1989
1990-1992

For example, if you have a list of 15 correspondents, you may encode them like this:

```xml
<did>
<unititle>Correspondence</unititle>
<note>
<p>Correspondents Include:</p>
<list>
  <item><persname>Randolph Adams</persname></item>
  <item><persname>Edward Alexander</persname></item>
  <item><persname>Charles Ambler</persname></item>
  <item><persname>John Andressohn</persname></item>
  <item><persname>Paul McClelland Angle</persname></item>
  <item><persname>Robert Allen Armstrong</persname></item>
  <item><persname>Frederick Binkerd Artz</persname></item>
  <item><persname>Hugh Ayer</persname></item>
  <item><persname>John Edwin Bakeless</persname></item>
</list>
</note>
```
This will appear as a list of ten names with a link to view all 15:

Correspondence

Correspondents Include:
View All (15)
Randolph Adams
Edward Alexander
Charles Ambler
John Andressohn
Paul McClelland Angle
Robert Allen Armstrong
Frederick Binkerd Artz
Hugh Ayer
John Edwin Bakeless
Richard Elwell Banta

Richard Elwell Banta
Elmore Barce
Hugh Arthur Barnhart
James Phinney Baxter III
Mrs. Mary (Ritter) Beard
A. Beeler

</c02>
</c01>
</dsc>
</archdesc>
</ead>
Encoding Collections using the Archives Template

Key to the template:
All comments that already exist in the template as instructions within <!---->comment tags</--> are green (the same color as in the actual xml template).
All tags are blue. These are the EAD elements.
All attributes are orange.
All of my additional instructions are purple.
All text (what the encoder inputs) is black.
Anything additional (that you do not have to worry about) is gray.

<?xml version="1.0" encoding="UTF-8"?>
<!-- Indiana University EAD template draft: 2003-Jan-2, revised 2004-09-15 JLR; revised fall 2006 and spring/summer 2007 JLR w/ EAD Working Group added repository code to /ead/archdesc/did/repository/@id, 4/1/09 JLR -->
<!-- value of @findaidstatus should be 'originaldraft', 'inprogressdraft', 'editinprogress', or 'editedfulldraft' -->
Do not worry about anything above this point.

<eadheader relatedencoding="dublincore" audience="internal" langencoding="iso639-2b" scriptencoding="iso15924" repositoryencoding="iso15511" countryencoding="iso3166-1" dateencoding="iso8601" findaidstatus="edited-full-draft"> The attributes for <eadheader> are standard and do not need to be changed.
<!-- replace [uniqueid] with collection ID number -->
<eadid encodinganalog="identifier" identifier="InU-Ar-[uniqueid]" countrycode="US" mainagencycode="InU-Ar">InU-Ar-[uniqueid]</eadid> The identifier and main agency code depend on the repository. For the Archives, it is In U-Ar. The unique id is the number generated using the DCS/LT's "Unique ID Generator" (for example, VAA9672). Remember that for the Archives, the Unique ID will be given to you in the folder for the collection. You do not need to generate it yourself like at the Lilly. In this case, the eadid would be InU-Ar-VAA9672. Don't forget to fill in the identifier attribute, which would also be InU-Ar-VAA9672.

<filedesc>
<!-- This is a description of the electronic finding aid, not the original finding aid or the collection -->
<!-- Make title "The John Doe Papers, 1919-1965" rather than "The Papers of John Doe, 1919-1965" to eliminate potential confusion about the meaning of the dates -->
<titlestmt>
<titleproper encodinganalog="title">[title of collection], <date normal="yyyy/yyyy">yyyy-yyyy</date></titleproper>
Ex: Indiana University Auditorium - Manager's records,
If the collection has a bulk date, do not include it here.
(A statement about normalizing dates: It is easier if you normalize ALL dates as a general rule so that users can always search with that option. In EAD2002, the type attribute only refers to
"inclusive" and "bulk" dates. If you have a single date (1989, December 1989, December 22, 1989) do not include a type attribute. For more information about normalizing dates, please see the RLG guidelines at: http://www.oclc.org/content/dam/research/activities/ead/bpg.pdf

A Guide to [his/her Papers] {Manuscripts} {the Records} at the Indiana University Archives Depending on the type of collection you are encoding.

Finding aid prepared by [...] Insert the name of the processor here.

Publisher of the encoded finding aid.

Indiana University Libraries

© yyyy

Trustees of Indiana University. All rights reserved. Enter the year.

Description is in English, then use "eng" as the ISO code.

Finding aid encoded by [...] July 2002.

Your name and the date you began (or completed) the encoded finding aid.

XML finding aid derived from [HTML version through cutting and pasting] [Microsoft Word document] [paper by means of scanning and OCR] [OCR file edited for typographical errors before encoding] [typescript by rekeying] [word processing program and version number] [HTML collection description].

This is the date of the original finding aid (when it was first processed). In general, we write a month and a year: July 2002.

Your name and the date you began (or completed) the encoded finding aid.
<!-- record when the finding aid is initiated in first 'change' element, with subsequent changes listed below the first, and the final 'change' element indicating date finding aid completed -->

<revisiondesc>
<change audience="internal">
<date normal="yyyy-mm-dd"></date>
=item>Date the finding aid was started.</item>
</change>
</revisiondesc>
</eadheader>

<archdesc level="collection" audience="external" type="inventory" relatedencoding="marc21"> The attributes are standard and generally do not need to be changed.
<!-- @type value may alternatively be 'bulk' -->
<!-- use the label attribute for these elements to determine what label is displayed -->
<did>
<head>Summary Information</head>
<!-- record the name of the repository even if its display is to be suppressed -->
<repository encodinganalog="850" label="Repository:" id="archives">
Use the label attribute when you want directly label something in the published XML finding aid.
<corpname source="lcnaf" normal="Indiana University, Bloomington. Office of University Archives and Records Management">Indiana University Office of University Archives and Records Management</corpname> The source attribute refers to the source of the controlled vocabulary for the term. lcnaf stands for Library of Congress Name Authority File
<address>
  <addressline>1320 East Tenth Street</addressline>
  <addressline>Herman B Wells Library E460</addressline>
  <addressline>Bloomington, IN 47405-7000</addressline>
  <addressline>Phone: 812-855-1127</addressline>
  <addressline>Fax: 812-855-8104</addressline>
  <addressline>Email: archives@indiana.edu</addressline>
</address>
</repository>
These are standard in the template and do not need to be changed unless necessary.

<origination label="Creator:"> Use <persname> for personal papers, manuscripts. Use <corpname> for university records.
<!-- may be <persname> with @encodinganalog value 100 or <corpname> with @encodinganalog value 110 -->

You must only have one of the following two tags.

<corpname source="lcnaf" encodinganalog="110">Use this tag if the creator of the collection is an organization (e.g. Indiana University Glee Club)</corpname>
<persname source="lcnaf" encodinganalog="100">Use this tag if the creator of the collection is a person (e.g. Smith, Bob.) in catalog authority form]</persname>

From this point on, you will notice many encodinganalog attributes. These all correspond to MARC fields and are used in mapping EAD and MARC.
This is the proper title of the collection and the inclusive dates. This is also how it would appear in a MARC record.

The word "Bulk" needs to be added for it to appear on the finding aid. Enclose the text in parentheses or separate the regular dates from the bulk dates with a comma. Bulk dates are dates that comprise the majority of the material.

This refers to the unique number of the collection. For the Archives, do not include the # in collection numbers. Always capitalize the "c" that precedes the collection number (e.g. C201).

This describes the size of the collection either in cubic or linear feet or in number of items. The Archives uses cubic feet, which should always be spelled out. For example: 3 cubic feet (3 boxes)

Use this element to describe the primary language(s) of the actual materials. "English" is the default answer.

This is a brief summary about the collection that includes a little biographical (or historical) information and a little detail about the scope and contents of the collection. Use the information in the Note field in IUCat. You may also use additional information from IUCat.

This collection is open for research. Advance notice required. Use this if collections are unrestricted. However, if there are restrictions, write: The xxx Series (or Box, or File, etc.) is closed to researchers. Advance notice required.
flagged here? Shouldn’t it say something like: “certain files are restricted throughout the collection”
</accessrestrict>

<bioghist encodinganalog="545">
<head>Biographical/Historical Note</head>
Use "Biographical Note" if it is a personal papers collection. Use "Historical Note" if it is a collection of university records.
<p>Biographical-historical note paragraphs</p>
The <p> tag may be repeatable. Use it as many times as you need to. You may also include a chronological list or just a regular list in this section. Those tags are available to you here.
</bioghist>

<!--optional -->
<!-- element organization deprecated in DTD version 2002; @encodinganalog may be used to differentiate between 351 subfield a (organization) and subfield b (arrangement). -->
<arrangement encodinganalog="351">
<head>Arrangement/Organization</head>
<p>arrangement/organization note</p>
Describe the organization and arrangement of the collection. For example: Records Organized in two series: Administration and Events.
</arrangement>

<!-- required for collection level; optional for lower levels -->
<scopecontent encodinganalog="520">
<head>Scope and Content Note</head>
<p>[scope and content note paragraphs]</p>
This is a description of the contents of the collection. It may include a list of the series and subseries found in the collection as well as a description of the subjects and materials found.
</scopecontent>

<!-- recommended; this information would be included for marc amc record -->
<!-- should include all personal and corporate names, and subject headings -->
<controlaccess> This section of the finding aid includes subject terms that researchers can use to search for collections. All of these elements correspond to MARC fields 6xx and 7xx. Only include sections that are relevant to the particular finding aid being encoded. When entering the search terms into the href URL, make sure all words are lowercase and concatenated with a "+". (For example - <extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/loughlin+james+1914-1997{su}"/>
<head>Indexing Terms</head>
<controlaccess>
<head>Names</head>
<li>
  <item>
    <extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"/>
    <persname encodinganalog="600" source="lcnaf" role="subject"> </persname>
  </extref>
  </item>
  </item>
</extref>
</item>
</controlaccess>
</scopecontent>
Use this tag if anything has been removed from the collection, such as duplicates or photographs that have been moved to a separate file or to the photographs collection.

This alerts researchers to related collections.

All <head> tags are used to add a title or caption for a section of text.

If accruals are expected, indicate the schedule on which they will arrive.

Include accession numbers and any other relevant information.

If the Archives has a deed of gift for a collection or if it consists of university
records from a department, state that copyright interests have been transferred. Otherwise, use
have not been transferred. Typically the finding aid has this information on it. Check with your
supervisor if it does not.

</userestrict>

<!-- required -->
<prefercite encodinganalognumber="524$a">
<head>Preferred Citation</head>
<p>[Item], [Title of collection], [Collection Number], Indiana University Archives</p>
This tells researchers how to cite their sources in published documents. For example:
Indiana University Auditorium Manager's records, Collection C201, Indiana University
Archives.
</prefercite>

<!-- optional -->
<custodhist encodinganalognumber="561">
<head>Provenance</head>
<p>[provenance note]</p> Use this if there is information about the chain of ownership of a
particular collection. We rarely (if ever) use this tag, but if something on the Word document
may warrant being placed here, ask your supervisor. If this tag is not applicable, delete it.
</custodhist>

<!-- optional -->
<appraisal encodinganalognumber="583$a">
<head>Appraisal</head>
<p>[appraisal note]</p> Use this if there is information about how the collection was
appraised, how its value was determined. We rarely (if ever) used this tag, but if something on
the Word document may warrant being placed here, ask your supervisor. If this tag is not
applicable, delete it.
</appraisal>

<!-- required by Archives and Lilly -->
<processinfo encodinganalognumber="583">
<head>Processing Information</head>
<p>Processed by xxxx.</p> Use this to include information about who processed the collection
and when it was completed.
<p>Completed in <date>yyyy</date>.</p>
</processinfo>
</dscgrp>

<dsc type="combined"> This begins the "Folder or Container List" part of the EAD finding aid.
It can be a box list, folder list, item list, etc. This section is flexible so that you can include
many of the same elements found above within the c0x components, such as <scopenote>, any of
the <controlaccess> elements, and any of the <admininfo> elements such as <accessrestrict>.
<!-- unittitle is the only required element within component -->
<!-- possible values for @level include: class, collection, file, fonds, item, otherlevel, recordgrp,
series, subfonds, subgrp, subseries -->
<co1 level="series"> This is almost always a series level, but it can have other values.
<did>
<unittitle>xxxx <unitdate type="xxx" normal="xxxx/xxxx">xxxx/xxxx</unitdate></unittitle>
<!-- optional -->
</did>
<!-- optional -->
<scopecontent>
<p>[scopecontent of component]</p> Use this if you want to describe an entire series, subseries, or other grouping of records. It is preferred over <abstract>.
</scopecontent>
<c02 level="subseries"> This is sometimes a subseries, but other times a file level. It depends on the collection.
<did> <!-- repeat 'container' element as appropriate -->
<container type="xxx">xxx</container> We do not include <container> in the <c01> because the <container> element is not associated with a component. In other words, in archival finding aids materials are not grouped by box or folder, but rather by the intellectual series they belong in. Therefore we associate the <container> with a file and will put it either in the <c02> (if it is NOT a subseries) or <c03>, etc.
</did>
<!-- optional -->
<scopecontent>
<p>[scopecontent of component]</p>
</scopecontent>
</c02>
<c02 level="subseries">
<did>
<unititle>xxxx <unitdate normal="xxxx">xxxx</unitdate></unititle>
<!-- optional -->
</did>
</note>
<p>[such as a transcription]</p>
</note>
</did>
<!-- optional -->
<scopecontent>
<p>[scopecontent of component]</p>
</scopecontent>
</c02>
</c02>
<note>
This is optional and may be used if you have a long list of more than 10 names. This will allow you to display those names as a collapsible list. It can be used at any <c0> level.
<p>xxxx</p>
</note>
For example, if you have a list of 15 correspondents, you may encode them like this:
<c02 level="subseries"><did><unittitle>Correspondence</unittitle></did>
<note>
<p>Correspondents Include:</p>
</note>
<list>
<item><persname>xxxx</persname></item>
<item><persname>xxxx</persname></item>
</list>
This will appear as a list of ten names with a link to view all 15:

Correspondence

Correspondents Include:
  View All (15)
  Randolph Adams
  Edward Alexander
  Charles Ambler
  John Andressohn
  Paul McClelland Angle
  Robert Allen Armstrong
  Frederick Binkerd Artz
  Hugh Ayer
  John Edwin Bakeless
  Richard Elwell Banta
  Elmore Barce
  Hugh Arthur Barnhart
  James Phinney Baxter III
  Mrs. Mary (Ritter) Beard
  A. Beeler
  A. Beeler
  Richard Elwell Banta
Appendix E: Usable Templates

Archives EAD Template:

```xml
<?xml version="1.0" encoding="UTF-8"?>
<!-- Indiana University EAD template draft: 2003-Jan-2, revised 2004-09-15 JLR; revised fall 2006 and spring/summer 2007 JLR w/ EAD Working Group added repository code to /ead/archdesc/did/repository/@id, 4/1/09 JLR added repository web address and changed form of collection title in eadheader, June 2009, Valerie Higgins -->

  <eadheader relatedencoding="dublincore" audience="external" langencoding="iso639-2b" scriptencoding="iso15924" repositoryencoding="iso15511" countryencoding="iso3166-1" dateencoding="iso8601" findaidstatus="edited-full-draft">
    <eadid encodinganalog="identifier" identifier="InU-Ar-[]" countrycode="US" mainagencycode="InU-Ar->InU-Ar-[]"></eadid>
  </eadheader>
  <filedesc>
    <!-- This is a description of the electronic finding aid, not the original finding aid or the collection -->

    <!-- Make title "The John Doe Papers, 1919-1965" rather than "The Papers of John Doe, 1919-1965" to eliminate potential confusion about the meaning of the dates -->
    <titlestmt>
      <titleproper encodinganalog="title">[], <date normal="yyyy/yyyy" >yyyy-yyyy</date></titleproper>
      <subtitle>A Guide to his/her Papers/the Records at the Indiana University Archives</subtitle>
      <author encodinganalog="creator">Finding aid prepared by [...]</author>
    </titlestmt>

    <publicationstmt>
      <publisher encodinganalog="publisher">Indiana University Libraries</publisher>
      <date encodinganalog="date" normal="yyyy" type="publication">© yyyy</date>
    </publicationstmt>
  </filedesc>
</ead>
```

<!-- Change date to date of first publication, change rights statement if other entity claims rights over the finding aid (not the collection)-->
© yyyy</date> Trustees of Indiana University. All rights reserved.</p></note>
</notestmt>
</filedesc>
<profiledesc>
<creation><!--description of how the finding aid was created, for example: -->
Machine-readable finding aid derived from copying and pasting from Microsoft Word document <lb/>date of source: <date normal="yyyy-mm-dd" type="source">month dd, yyyy</date><lb/>Finding aid encoded
by [...], Library/Archives, Indiana University, <date normal="2014-mm-dd">month dd, yyyy</date></creation>
<langusage> Description is in <language encodinganalog="language" langcode="eng">English</language></langusage>
</profiledesc>
<revisiondesc>
<change audience="internal">
<date normal="yyyy-mm-dd">month dd, yyyy</date>
</change>
</revisiondesc>
</eadheader>

<archdesc level="collection" audience="external" type="inventory" relatedencoding="marc21">
<!-- The TYPE attribute can be used to categorize the finding aid as an inventory, register, or other format. -->
<did>
<head>Summary Information</head>
<repository encodinganalog="850" label="Repository" id="archives">
<corpname source="lcnaf">
Indiana University Office of University Archives and Records Management
</corpname>
</repository>
懑address>
<addressline>1320 East Tenth Street</addressline>
<addressline>Herman B Wells Library E460</addressline>
</address>
<addressline>Bloomington, IN 47405-7000</addressline>
<addressline>Phone: 812-855-1127</addressline>
<addressline>Email: archives@indiana.edu</addressline>
<extref xlink:href="http://www.libraries.iub.edu/archives">
>http://www.libraries.iub.edu/archives</extref>

<origination label="Creator">
<!-- Or <persname encodinganalog="100">, <meeting encodinganalog="111">, with source="lcnaf" if appropriate -->
<corpname source="lcnaf" encodinganalog="110">[Creator of the collection in the form from the name authority file]</corpname>
</origination>

<!-- per RLG guidelines recommendation, do not nest unitdate element within unittitle element -->
<unittitle encodinganalog="245$a" label="Title">[title of collection]</unittitle>
<unitdate normal="yyyy/yyyy" type="inclusive" encodinganalog="245$f">
>[yyyy-yyyy]</unitdate>

<!-- do not include separating punctuation between the unit title and the unit date. The stylesheets will supply a comma where appropriate. -->
<!-- unitdate may be repeated if both bulk and inclusive dates are recorded -->
<!-- record the type of date - bulk or inclusive - in the type attribute. if date is bulk, change encodinganalog to 245$g -->
<!-- recommended -->

<unitid encodinganalog="099" label="Collection No.">[Collection number/unique id]</unitid>

<physdesc encodinganalog="300" label="Extent">
  <extent>[Number of linear feet and/or number of items]</extent>
</physdesc>

<!-- if collection includes significant non-english material add code to langmaterial element -->
<langmaterial encodinganalog="546" label="Language">Materials are in <language langcode="eng">English</language></langmaterial>

<abstract encodinganalog="520" label="Abstract">[...]</abstract>

<!-- required even if unrestricted -->
<accessrestrict encodinganalog="506">
  <head>Access Restrictions</head>
  <p>[...]</p>
</accessrestrict>
<!-- required; can be short -->
<bihist encodinganalog="545">
  <head>Biographical Note/Administrative History</head>
  <p>Biographical-historical note paragraphs</p>
</bihist>
<!--optional -->
<arrangement encodinganalog="351">
  <head>Arrangement</head>
  <p>arrangement note</p>
</arrangement>
<!-- required for collection level; optional for lower levels -->
<scopecontent encodinganalog="520">
  <head>Scope and Content Note</head>
  <p>[scope and content note paragraphs]</p>
</scopecontent>
<!-- recommended; this information would come from the marc record -->
<!-- should include all personal and corporate names, and subject headings -->
<controlaccess>
  <head>Indexing Terms</head>
  <p>The following terms have been used to index the description of this collection in <extref xlink:href="http://www.iucat.iu.edu">IUCAT</extref>, the IU Libraries' online catalog. Materials about related topics, persons or places can be found by searching the catalog using these terms.</p>
</controlaccess>
<controlaccess>
  <head>Names</head>
  <list>
    <item>
      <extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"
        encodinganalog="610" source="lcnaf" role="subject">
      </extref>
    </item>
  </list>
</controlaccess>
<controlaccess>
  <head>Topics</head>
  <list>
    <item>
      <extref xlink:href="http://purl.dlib.indiana.edu/iudl/iucat/[search terms]{su}"
        encodinganalog="650" source="lcsh">
      </extref>
    </item>
  </list>
</controlaccess>
<appraisal encodinganalog="583$a">
  <head>Appraisal</head>
  <p>[note on appraisal]</p>
</appraisal>

<!--required by Archives, optional for Lilly -->

<processinfo encodinganalog="583">
  <head>Processing Information</head>
  <p>Processed by xxxx.</p>
  <p>Completed in <date normal="yyyy">yyyy</date></p>
</processinfo>

<dsc type="combined">
  <head>Container List</head>

  <!-- unittitle is the only required element within component -->
  <!-- possible values for @level include: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries -->

  <c01 level="series">
    <did>
      <!-- optional -->
      <container type="xxx" label="Box">xx</container>
      <!-- add type="bulk" or type="inclusive" to unitdate if appropriate -->
    </did>
    <unittitle>
      [Title of unit],<unitdate type="inclusive" normal="yyyy-yyyy">[yyyy-yyyy as part of title]</unitdate></unittitle>
    <langmaterial encodinganalog="546">Materials are in <language langcode="[3-character-language-code]">[language of collection]</language></langmaterial>

    <!-- optional -->
    <accessrestrict encodinganalog="506">
      <head>Access Restrictions</head>
      <!-- Only include accessrestrict here if it is different from parent -->
    </accessrestrict>
  </c01>

  <c02 level="subseries">
    <did>
      <!-- optional -->
      <!-- add type="bulk" or type="inclusive" to unitdate if appropriate -->
    </did>
    <unitdate normal="yyyy-yyyy">yyyy-yyyy</unitdate>
    <langmaterial encodinganalog="546">Materials are in <language langcode="[3-character-language-code]">[language of collection]</language></langmaterial>

    <!-- optional -->
    <accessrestrict encodinganalog="506">
      <head>Access Restrictions</head>
      <!-- Only include accessrestrict here if it is different from parent -->
    </accessrestrict>
  </c02>
</dsc>
Lilly EAD Template:

<?xml version="1.0" encoding="UTF-8"?>
<!-- Indiana University EAD template draft: 2003-Jan-2,
    revised 2004-09-15 JLR;
    revised fall 2006 and spring/summer 2007 JLR w/ EAD Working Group
    added repository code to /ead/archdesc/did/repository/@id, 4/1/09 JLR
-->
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
     xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
     xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
    <eadheader relatedencoding="dublincore" audience="external" langencoding="iso639-2b"
              scriptencoding="iso15924" repositoryencoding="iso15511" countryencoding="iso3166-1"
              dateencoding="iso8601" findaidstatus="edited-full-draft">
        <eadid encodinganalog="identifier" identifier="InU-Li-[]" countrycode="US"
               mainagencycode="InU-Li[""></eadid>
        <!-- The value of eadid should follow the pattern of archive or library code, and then a
            unique number for the collection, e.g. InU-Li-VAA1234. Put this full identifier both in the identifier
            attribute and in the value of the eadid element. -->
        <!-- Generate a unique number for the collection at http://www.dlib.indiana.edu/cgi-bin/testtrackedit/filename.pl -->

    </eadheader>

    <filedesc>
        <!-- This is a description of the electronic finding aid, not the
            original finding aid or the collection -->

        <!-- Make title "The John Doe Papers, 1919-1965" rather than "The
            Papers of John Doe, 1919-1965" to eliminate
            potential confusion about the meaning of the dates -->
        <titlestmt>
            <titleproper encodinganalog="title">xxx,<date type="inclusive"
              normal="yyyy/yyyy">yyyy</date></titleproper>

        </titlestmt>
        <publicationstmt>
<archdesc level="collection" audience="external" type="inventory" relatedencoding="marc21">
  <!-- The TYPE attribute can be used to categorize the finding aid as an inventory, register, or other format. -->
  <did>
    <head>Summary Information</head>
    <repository encodinganalog="852" label="Repository" id="lilly">
      <corpname source="lcnaf" normal=""Lilly Library (Indiana University, Bloomington)"

</did>
<Lilly Library (Indiana University, Bloomington)</corpname>

<address>
<Lilly Library</addressline>
<Indiana University</addressline>
<1200 E. Seventh St.</addressline>
<Bloomington, IN 47405-5500</addressline>
<Phone: 812-855-2452</addressline>
<Fax: 812-855-3143</addressline>
>Email: liblilly@indiana.edu</addressline>
</address>
</repository>

<origination label="Creator">
<!-- Or <corpname encodinganalog="110">, <meeting encodinganalog="111">, with source="lcnaf" if appropriate -->
<persname source="lcnaf" encodinganalog="100"></persname>
</origination>
<!-- per RLG guidelines recommendation, do not nest unitdate element within unittitle element -->
<uunititle encodinganalog="245$a" label="Title">[]</uunititle>
<uunitdate normal="yyyy" type="inclusive" encodinganalog="245$f">
>yyyy</uunitdate>

<!-- do not include separating punctuation between the unit title and the unit date. The stylesheets will supply a comma where appropriate. -->
<!-- unitdate may be repeated if both bulk and inclusive dates are recorded -->
<!-- record the type of date - bulk or inclusive - in the type attribute. if date is bulk, change encodinganalog to 245$g -->
<!-- recommended -->

<unitid encodinganalog="099" label="Collection No."></unitid>

<physdesc encodinganalog="300" label="Extent">
<extent>_ items</extent></physdesc>
<!-- if both linear feet and number of items included, repeat extent-->

<!-- if collection includes significant non-english material add code to langmaterial element -->
<langmaterial encodinganalog="546" label="Language">Materials are in <language langcode="eng">English</language>.</langmaterial>

<abstract encodinganalog="520" label="Abstract"></abstract>
</did>
Access Restrictions

This collection is open for research.

Biographical Note

[scope and content note paragraphs]

Indexing Terms

Names

Topics
</controlaccess>
<!-- <persname encodinganalog="600" source="lcnaf">
[remove source attribute if name
does not come from an authority file]</persname> -->
<!-- <corpname encodinganalog="610" source="lcnaf">
[remove source attribute if name
does not come from an authority file]</corpname> -->
<!-- <famname encodinganalog="600" source="lcnaf">
[remove source attribute if name
does not come from an authority file]</famname> -->
<!-- <subject encodinganalog="650" source="lcsh">
</subject> -->
<!-- <occupation encodinganalog="656" source="lcsh">
</occupation> -->
<!-- <geogname encodinganalog="651" source="aacr2">
</geogname> -->
<!-- <genreform encodinganalog="655" source="lcsh">
</genreform> -->
<!-- <function encodinganalog="657" source="lcsh"/>
</function> -->
<!-- <title encodinganalog="630">
</title> -->
</controlaccess>

<!-- required, if appropriate -->
<separatedmaterial encodinganalog="544">
<head>Separated Material</head>
<p>[note about separated materials]</p>
</separatedmaterial>

<!-- optional, if applicable -->
<relatedmaterial encodinganalog="544 1">
<head>Related Material</head>
<p>[note about related materials], also located at the Lilly Library, Indiana University, Bloomington, Indiana.</p>
</relatedmaterial>

<descgrp>
<head>Administrative Information</head>

<!-- include if appropriate -->
<accruals encodinganalog="584">
<head>Accrual Information</head>
<p>[Accrual information...]</p>
</accruals>

<!-- required -->
<acqinfo encodinganalog="541">
<head>Acquisition Information</head>
<p>Acquired: [insert date]</p>
</acqinfo>
<!-- required even if unrestricted -->
Prior arrangements are not necessary before coming to the Library, however, patrons from out of town are encouraged to communicate with the Library in advance of their visits to ascertain availability of materials.

Photocopying permitted only with permission of the Curator of Manuscripts, Lilly Library.

Preferred Citation
[Item], [Collection Title], Lilly Library, Indiana University, Bloomington, Indiana.

[provenance note]

[note on appraisal]

Processed by xxxx.
Completed in yyyy.

[Title of unit], yyyy-yyy as part of title
<!-- optional -->
<container label="xxx" type="xxx">xx</container>

<!-- add type="bulk" or type="inclusive" to unitdate if appropriate -->
<unitdate><unitdate normal="yyyy-yyyy">yyyy-yyyy</unitdate></unitdate></unittitle>
</did>
</c02>
</c01>
</dsc>
</archdesc>
</ead>
EAD Decisions

Inconsistencies are inevitable when you are working with finding aids. As updates are made, noticeable differences in coding will be observed depending on when it was coded and who did the encoding. While previous coding practices may be used as examples, what is key is to maintain consistency among each finding aid and then strive to carry these practices to additional finding aids. This section of the manual is devoted to keeping track of the decisions as they are made by the intern, his/her supervisors, and DCS/LT.

For examples of encoding decisions made by members of the EAD Working Group, please follow this link to the Wiki:

https://wiki.dlib.indiana.edu/display/EADWG/EAD+Encoding+Decisions

Login, and then in the Confluence Page, click on EAD Working Group. From there, click on EAD Encoding Decisions to view decisions made by the group about container labels and types, indexes, added entries/additional access terms, and lists.

Acquisition Information
- <acqinfo>: When listing the information for this tag use all available information including donor, date of gift, and the accession number:

  Archives: Accession 99/043
  Lilly: Acquired: 2004

Restricted Items
- If individual folders (or series, etc.) are restricted, in the container list (c02, c03, etc.) before the closing tag, click on <accessrestrict>, <emph render="bold">Restricted</emph>, and type Restricted (the word “Restricted” should not be placed in all caps as found in some finding aids).

  <c02 level="file">
    <did>
    </did>
    <accessrestrict><p><emph render="bold">Restricted</emph></p></accessrestrict>
  </c02>

Tag spacing
- Spacing is an issue when there are consecutive `<unitdate>` tags. In these cases, there should be no space after the first comma and the subsequent tags:

  `<unitdate>1960-1962</unitdate> <unitdate>undated</unitdate>`

- If spaces are added to the coding, the line will render with funky spaces depending on where the spaces were placed in the coding.

**Tag placement:**

- `<physdesc>`: The `<physdesc>` tag should always follow the `</unittitle>` tag and precede any `<note><p>` tags and the `</did>` tag; and the text within it should be placed in parentheses:

  ```xml
  <c04 level="file">
    <did>
      <unittitle>Eastern Trip, <unitdate normal="1959">1959</unitdate></unittitle>
      <physdesc>(2 folders)</physdesc>
      <note><p>Some text may go here</p></note>
    </did>
  </c04>
  ```

- `<note><p>`: The `<note><p>` tags should always precede the `</did>` tag (see previous example).

**Dates:**

- 1957-1958, not 1957-58 (Archives only; for the Lilly, follow the style that is on the Word or HTML document)

- If a folder only has a date, it should be enclosed within the `<unittitle>` tag:

  `<unittitle><unitdate normal="1954">1954</unitdate></unittitle>`

- Single years only have the “normal” attribute while span years contain the “type” attribute:

  ```xml
  <unitdate normal="1954">1954</unitdate>
  <unitdate normal="1954-02">February 1954</unitdate>
  <unitdate normal="1954-02/1954-07">February-July 1954</unitdate>
  ```

- Dates that contain only a month and a year should not have a comma separating them (Archives only; for the Lilly, follow the style that is on the Word or HTML document):
January 1971
May-June 1970

- At the Archives, for collections that do not have many dates, attach a `<unitdate>` to every folder. The normalized dates should be set as the span dates of the collection.

  `<unitdate type="inclusive" normal="1954/1974">undated</unitdate>` (Archives)
  `<unitdate type="inclusive" normal="1954/1974">n.d.</unitdate>` (Lilly)

**General:**
- If certain elements in the `<frontmatter>` and `<dscgrp>` sections do not apply to your collection (like `<separatedmaterial>`, `<author>`, etc.), delete the element. However, only delete those elements that are listed as “optional”; if an element is required and you do not have the necessary information, ask your supervisor.

- There are several elements used for display purposes that are not included in the template. One example is `<emph>` (which is used to highlight some text in bold, underline, italics, quotes, etc. through the render attribute). Consult the EAD Tag Library for information on any elements not included in the template.

- Be as specific as possible with the coding. It is encouraged to use elements such as `<physdesc>`, `<arrangement>`, and `<accessrestrict>` in the component lists.

- Cutting and Pasting: When you are cutting and pasting from an HTML finding aid, there are several things to remember:
  - Go back to `<controlaccess>` terms and add a space after the subject term and before the hyphen. Example: Poets, American --Correspondence. This applies to all of the tags in this section.
  - Please keep an eye out for special characters and symbols because sometimes they don’t translate well when you’re cutting and pasting. Always delete the symbol from the HTML file and re-add it using the ISO coding standard symbol. This guarantees that the symbol will display properly in the online EAD finding aid. Some common symbols to watch out for include: é, ô, ù, as well as funny looking quotation marks and apostrophes.

- At the Lilly, if there is no date associated with a file or item, do not add a `<unitdate>undated</unitdate>`. At the Archives, consult your supervisor to confirm whether the object should/should not have “undated”.

- When encoding titles of works (books, articles, stories) in the component lists, be consistent about the way they are rendered. For the most part, render them in italics.

**Publications:**
Use the Chicago manual of style for citing magazine articles, reviews, books, etc.
When all the information is not presented, do your best with the information you have to adhere as closely as possible to the Chicago style.

The following are some examples of how to encode publications that are in the Chicago Style.

Note in the following examples which parts receive the <title render="italic"> versus the <emph render="italic">. Typically, book and journal titles that are directly connected to the creator of the collection (i.e. the author or publisher) receive the former, where the latter is coded when the book or journal title is additional information. (The reason for the discrepancy pertains to what users may be able to search for if a "title" search feature is ever implemented.)

**Journal Article**


<c02 level="file"><did><unittitle>Kirkwood, Daniel. <title render="doublequote">On Certain Harmonies of the Solar System.</title> <emph render="italic">American Journal of Science and Arts</emph> 38, no 112 <unitdate normal="1864-07">(July 1864)</unitdate>: 1-18.</unittitle></did></c02>

**Journal Article, No journal name**


<c02 level="file"><did><unittitle>Kirkwood, Daniel. <title render="doublequote">On the Shower of November, Meteors as Observed at Bloomington, Indiana, November 13-14, 1868.</title> <unitdate normal="1868">(1868)</unitdate>: 541-542.</unittitle></did></c02>

**Journal Article, photocopy**


<c03 level="file"><did><unittitle>Kirkwood, Daniel. <title render="doublequote">The Asteroids, or Minor Planets.</title> <emph render="italic">Indiana Student</emph> 3, no. 4 <unitdate normal="1868-12-15">(December 15, 1868)</unitdate>: 1.</unittitle> <physdesc>(Photocopy)</physdesc></did></c03>

**Article published in a report or yearbook**


Book Title (also a photocopy)


Review
