

EAD3 Tag Library

Draft, May 2014

Note: This is not the final version of the EAD3 Tag Library, but a draft provided to assist with schema testing by the EAD community. We have worked to make sure that entries are accurate and up to date, but errors may exist.

@abbr Abbreviation

An abbreviation for a word or phrase that is expressed in an expanded form in the text; used for searching and indexing purposes. Available only in the <expan> element.

Data type: [text]

@actuate Actuate

A control that defines whether a link occurs automatically (onload) or must be requested by the user (on request). It is used in conjunction with the SHOW attribute to determine link behavior.

Values: onload, on request

@align Alignment

Horizontal position of the text within a column, indicating whether text should be flush left, flush right, centered in the column, or flush both left and right. Available in <colspec> , <entry>, and <tgroup>.

Values: left, right, center, justify

@althead Alternative Heading

An alternative short form of the heading element <head> that may be used, for example, to create a running header.

Data Type: [text]

@altrender Alternative Render

Specifies how the content of the element should be displayed or printed. May be used if the element is to be displayed or printed differently than the rendering established in a style sheet for other occurrences of the element, and the values available for @render are insufficient. See also RENDER.

Data Type: [text]

@approximate Approximate

Indicates that the value provided is not exact. Available in <quantity>.

Values: no, yes

@arcrole Arc Role

A URI that describes the nature of the relation between the materials described and a remote resource.

Data Type: anyURI

@audience Audience

An attribute that helps control whether the information contained in the element should be available to all viewers or only to repository staff. Available for all elements except <lb> and <colspec>. The audience attribute can be set to "external" in <archdesc> to allow access to all the information about the materials being described in the finding aid, but specific elements within <archdesc> can be set to "internal" to reserve that information for repository access only. This feature is intended to assist application software in restricting access to particular information by explicitly coding data that is potentially sensitive or may otherwise have a limited audience. Special software capability may be needed, however, to prevent the export of an element marked "internal" when a whole finding aid is displayed in a networked environment.

Values: external, internal

@base Base

Used to specify a base URI that is different than the base URI of the EAD instance. This allows any relative URIs provided on attributes of the element or its descendents to be resolved using the URI provided in that element's @base. Available on <archdesc>, <c>, <c01>, <c02>, <c03>, <c04>, <c05>, <c06>, <c07>, <c08>, <c09>, <c10>, <c11>, <c12>, <control>, <daoset>, <ead>, <relations>, <sources>.

Data Type: anyURI

@calendar Calendar

System of reckoning time, such as the Gregorian calendar or Julian calendar. The value "gregorian" is the default. Available in <date>, <unitdate>, and <unitdatestructured>.

Data Type: NMTOKEN

@certainty Certainty

The level of confidence for the information given in a <date>, <unitdate>, or <unitdatestructured> element, e.g., approximate or circa.

Data Type: NMTOKEN

@char Character

Used for horizontal alignment of a single character, such as decimal alignment. This attribute names the character on which the text will be aligned, for example a decimal point, an asterisk, or an em-dash. Available in <colspec> and <entry>.

Data Type: [text]

@charoff Character Offset

Used with horizontal character alignment, such as decimal alignment. When the ALIGN attribute value is "char," this is the percentage of the current column width to the left edge of the alignment character. Value is a number or starts with a number. Available in <colspec> and <entry>.

Data Type: NMTOKEN

@colname Column Name

Name of a column in which an entry appears. Value is one character string made up of letters and numbers with no spaces inside it. Available in <colspec> and <entry>.

Data Type: NMTOKEN

@colnum Column Number

The number of the column, counting from 1 at the left of the table. Value is a number. Available in <colspec>.

Data Type: NMTOKEN

@cols Columns

The number of columns in a table. Required in <tgroup>.

Data Type: NMTOKEN

@colsep Column Separator

Used to indicate if the columns in the table are to be separated by vertical rules: 1 specifies display of a rule to the right of the column, 0 specifies no rule is to be displayed. Available in <colspec>, <entry>, <table>, and <tgroup>.

Values: 0, 1

@colwidth Column Width

Width of the column measured in fixed units or relative proportions. For fixed width, use a number followed by unit. Possible unit values are "pt" for point, "cm" for centimeters, "in" for inches, etc. (i.e., "2in" for 2 inches). Proportional width can be indicated with a number and asterisk (i.e., "5*" for five times the proportion). All integers are positive. Use values that are appropriate to the software that governs the display of the resulting table such as a web browser or XSL format objects processor. Available in <colspec>.

Data Type: [text]

@containerid Container ID

An identifier for a <container> that unambiguously identifies it within an EAD instance. Unlike @id, the value of @containerid need not be unique within the document, and does not have to conform to the rules for the ID data type.

Data Type: NMTOKEN

@coordinatesystem Coordinate System

A commonly used code for the system used to express geographic coordinates, for example WGS84, OSGB36, or ED50. Required in <geographiccoordinates>.

Data Type: [text]

@countrycode Country Code

A unique code for the country in which the materials being described are held. Codes are to be taken from ISO 3166-1 *Codes for the Representation of Names of Countries*, column A2. Available in <maintenanceagency> and <unitid>.

Data Type: NMTOKEN

@countryencoding Country Encoding

The authoritative source or rules for values supplied in @countrycode in <maintenanceagency> and <unitid>. Available only in <control>.

Values: iso3166-1, othercountryencoding

@coverage Coverage

Specifies if a statement of physical description or digital archival object(s) relates to the entire unit of description or only a part thereof. Required in <daoset> and <physdescstructured>, optional in <dao>.

Values: part, whole

@daotype Digital Archival Object Type

Specifies the origin of a digital archival object, whether born digital, digitized by the repository, other, or not known. Required in <dao>.

Values: borndigital, derived, otheraotype, unknown

@datechar Date Characterization

Term characterizing the nature of dates, such as dates of creation, accumulation, or modification. Available in <unitdate> and <unitdatestructured>.

Data Type: [text]

@dateencoding Date Encoding

The authoritative source or rules for values provided in @normal in <date> and <unitdate>.

Values: iso8601, otherdateencoding

@dsctype Description of Subordinate Components Type

An optional attribute in <dsc> that indicates the approach used in describing components within a finding aid.

Values: analyticover, combined, in-depth, otherdsctype

@encodinganalog Encoding Analog

A field or element in another descriptive encoding system to which an EAD element or attribute is comparable. Mapping elements from one system to another may help build a single user interface that can index comparable information across multiple schemas. The mapping designations may also help a repository harvest selected data from a finding aid, for example, to build a basic catalog record, or OAI-PMH compliant Dublin Core record. When possible, subfields as well as fields @relatedencoding is not used in <ead>, <control>, or <archdesc> to identify the encoding system from which fields are specified in @encodinganalog, then include the system designation @encodinganalog.

Example:

```
<origination><corpname encodinganalog="MARC21 110">Waters  
Studio</corpname></origination>
```

or

```
<archdesc relatedencoding="MARC21"><origination> <persname  
encodinganalog="100$a$q$d$e" source="lcnaf">Waters, E. C. (Elizabeth Cat),  
1870-1944, photographer</persname>  
</origination></archdesc>
```

Data Type: [text]

@entityref Entity Reference

The name of a nonparsed entity declared in the declaration subset of the document that points to a machine-readable version of the cited reference. Available in <dao>.

Data Type: ENTITY

@era Era

Period during which years are numbered and dates reckoned, such as A.D. or C.E. The value "ce" is the default. Available in <date>, <unitdate>, and <unitdatestructured>.

Data Type: NMTOKEN

@expan Expansion

The full form of an abbreviation or acronym found in an element's text; used for indexing and searching purposes. Available only in the <abbr> element.

Data Type: [text]

@frame Frame

An indication of the position of the external borders (rules) surrounding a table when displayed. Available in <table>.

Values: all, bottom, none, sides, top, topbot

@href Hypertext Reference

The locator for a remote resource in a link. When linking to an external document, @href takes the form of a Uniform Resource Identifier (URI). If no URI is specified, the locator is assumed to be within the document that contains the linking element.

Data Type: [text]

@id ID

An identifier used to name the element so that it can be referred to, or referenced from, somewhere else. Each ID within a document must have a unique value. The ID attribute regularizes the naming of the element and thus facilitates building links

between it and other resources. IDs can be specified in the EAD document, or generated by an XSLT stylesheet.

Data Type: ID

@identifier Identifier

On <unitid>, a machine-readable unique identifier. On access terms and other elements whose content is drawn from an authority file, the unique identifier for the term being used. If this attribute is used, @source should also be used to identify the authority file. Available in <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, <unittype>.

Data Type: [text]

@instanceurl Instance URL

The URL for the EAD instance itself (as opposed to HTML or other derivatives, which may be captured in <representation> elements. Available on <recordid>.

Data Type: anyURI

@label Label

A display label for an element. Use when a meaningful label cannot be derived by the style sheet from the element name or when a heading element <head> is not available. This attribute is available in all <did> subelements, as well as <language> and <script>.

Data Type: [text]

@lang Language

Indicates the language of the content of an element. Content of the attribute should be a code taken from ISO 639-2b. May be used consistently in a multi-lingual finding aid to specify which elements are written in which language. Available on all non-empty elements.

Data Type: NMTOKEN

@langcode Language Code

The three-letter code for the language of the EAD instance and the language of the materials provided as text in <language>. The codes should be taken from the controlled list that is specified in @langencoding.

Data Type: NMTOKEN

@langencoding Language Encoding

Specifies which standard list of codes is used to identify the language of the EAD instance and languages represented in the materials. The codes themselves are specified in the LANGCODE attribute in <language>. Available in <control>.

Values: iso639-1, iso639-2b, iso639-3, otherlangencoding

@lastdatetimestamp Last Date and Time Verified

Last date or last date and time the linked resource was verified. Verification may include link resolution as well as verification of the version of the linked object. Available in <citation>, <relation>, <source>, and <term>.

Data Type: [text]

@level Level

The hierarchical level of the materials being described by the element. This attribute is available in <archdesc>, where the highest level of material represented in the finding aid must be declared (e.g., collection, fonds, record group), and in <c> and <c01-12> (e.g., subgroup, series, file). If none of the values in the semi-closed list are appropriate, the value "otherlevel" may be chosen and the term specified in @otherlevel.

Values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries

@linkrole Link Role

Information that explains to application software the part that a remote resource plays in a link.

Data Type: anyURI

@linktitle Link Title

Information that serves as a viewable caption which explains to users the part that a resource plays in a link.

Data Type: [text]

@listtype List Type

Specifies the type of list. Available only on <list>

Values: deflist, ordered, unordered

@localtype Local Type

An optional attribute allowing a general type to be recorded for local use.

Data Type: [text]

@mark Mark

For lists with a @listtype value "unordered," @mark may be used to indicate the character to be used in marking each list entry. Values are drawn from the CSS "list-style-type" property list.

Values: disc, circle, square, decimal, decimal-leading-zero, lower-roman, upper-roman, lower-greek, lower-latin, upper-latin, armenian, georgian, lower-alpha, upper-alpha, none, inherit

@morerows More Rows

Number of additional rows in a vertical straddle. Value is a number; default value is "0" to indicate one row only, no vertical span. Available in <entry> only.

Data Type: NMTOKEN

@nameend Name End

Name of the rightmost column of a span. The value must be a column name, as defined by @colname on a <colspec> element. Available in <entry> only.

Data Type: NMTOKEN

@namest Name Start

Name of leftmost column of a span. The value must be a column name, as defined by @colname on a <colspec> element. The extent of a horizontal span is determined by naming the first column (namest) and the last column (nameend) in the span. Available in <entry> only.

Data Type: NMTOKEN

@normal Normal

A standardized form, usually from a controlled vocabulary list, of the content of the following elements can be provided to facilitate retrieval: <corpname>, <famname>,

<function>, <genreform>, <geogname>, <name>, <occupation>, <persname>, <subject>, and <title>. In <date> and <unitdate>, @normal follows ISO 8601 *Representation of Dates and Times*. In <unittitle>, @normal may be used to provide a sorting form of a unit title with initial articles.

Data Type: [text]

@notafter Not After

A standard numerical form of an approximate date for which a latest possible date is known. Available in <datesingle>, <fromdate>, and <todate>.

Data Type: [text]

@notbefore Not Before

A standard numerical form of an approximate date for which an earliest possible date is known. Available in <datesingle>, <fromdate>, and <todate>.

Data Type: [text]

@numeration Numeration

For lists with a @listtype value of "ordered," @numeration specifies the type of numeration.

Values: Arabic, upperalpha, loweralpha, upperroman, lowerroman

@otherdaotype Other Digital Archival Object Type

The type of digital archival object captured in a <dao>, when @daotype is set to "otherdaotype."

Data Type: [text]

@otherdsctype Other Description of Subordinate Components Type

The @dsctype in <dsc> has a semi-closed list, of which one of the values is "otherdsctype." If the format of the <dsc> is not one of the types in the semi-closed list, one can be specified in @otherdsctype.

Data Type: NMTOKEN

@otherlevel Other Level

The hierarchical level of the materials described in <archdesc>, <c>, and <c01-12>-can be specified when the semi-closed list in @level does not contain an appropriate term. Set @level to "otherlevel" and then supply the preferred term in @otherlevel.

Data Type: NMTOKEN

@otherphysdescstructuredtype Other Structured Physical Description Type

Used to specify the type of physical description provided in <physdescstructured>, when @physdescstructuredtype is set to "otherphysdescstructuredtype."

Data Type: [text]

@otherrelationtype Other Relation Type

The type of relation provided in a <relation> element can be specified when the semi-closed list in @relationtype does not contain an appropriate term. Set @relationtype to "other" and supply the preferred term in @otherrelationtype.

Data Type: [text]

@parent Parent

A pointer to another container that holds the container item being described in the current element, e.g., points to the element that describes the box in which a folder is housed. Available in <container> and <physloc>.

Data Type: IDREFS

@pgwide Page Wide

INDICATES whether a table runs the width of the page or the width of the text column. The value 1 indicates the width of the page; 0 indicates the text column only.

Values: 0, 1

@physdescstructuredtype Structured Physical Description Type

A required attribute of <physdescstructured> that specifies the nature of the statement being provided, whether number of containers, the type and/or number of the material types, the two- or three-dimensional volume of the materials, or other.

Values: carrier, materialtype, otherphysdescstructuredtype, spaceoccupied

@relatedencoding Related Encoding

A descriptive encoding system, such as MARC21, ISAD(G), or Dublin Core, to which certain EAD elements can be mapped using @encodinganalog. Available in <ead>, <control>, and <archdesc>; the <control> elements and <archdesc> elements may be mapped to different encoding systems, for example <control> mapped to Dublin Core and <archdesc> mapped to MARC21 or ISAD(G) instead.

Data Type: [text]

@reliontype Relation Type

A required attribute of <relation> used to indicate how the entity specified is related to the materials being described in the EAD instance.

Values: cpfrelation, resourcerelation, functionrelation, otherrelation

@relator Relator

A contextual role or relationship that a controlled access term has with the materials described. For example, a <persname> may have a @relator value of 'creator' or 'photographer.' Available on all children of <controlaccess>.

Data Type: [text]

@render Render

Controls the formatting of the content of an element for display and print purposes. Available in <emph>, <foreign>, <title>, and <titleproper>. See also @altrender.

Values: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline

@repositorycode Repository Code

A unique code in <unitid> indicating the repository responsible for intellectual control of the materials being described. The code should be taken from ISO/DIS 15511 *Information and documentation—International Standard Identifier for Libraries and Related Organizations (ISIL)*.

Data Type: [text]

@repositoryencoding Repository Encoding

The authoritative source or rules for values supplied in the <agencycode> element and @repositorycode in the <unitid> element. Available only in <control>.

Values: iso15511, otherrepositoryencoding

@rowsep Row Separator

Specifies whether the rows in a table are to be separated by horizontal rules. A value of '0' indicates that no rule is displayed, and '1' indicates that a rule should be displayed below the row.

Values: 0, 1

@rules Rules

Name of the descriptive rules or conventions that govern the formulation of the content of the element. Available in <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, <unittype>.

Data Type: NMTOKEN

@script Script

Indicates the writing script of the content of an element. Available on all non-empty elements.

Data Type: NMTOKEN

@scriptcode Script Code

The code for the writing script used with a given language. The code should be taken from ISO 15924 *Code for the Representation of Names of Scripts*. Available in <script>.

Data Type: NMTOKEN

@scriptencoding Script Encoding

The authoritative source or rules for values supplied in @scriptcode in <script>. Available only in <control>.

Values: iso15924, otherscriptencoding

@show Show

A control that defines whether a remote resource that is the target of a link appears in a new window, replaces the local resource that initiated the link, appears at the point of the link, initiates some other action, or causes no target resource to display. It is used in conjunction with @actuate to determine link behavior.

Values: new, replace, embed, other, none

@source Source

The controlled vocabulary that is the source of the term contained in the element. Available in <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, <unittype>.

Data Type: [text]

@standarddate Standard Date

The standardized form of a <singledate>, <fromdate>, or <todate>. For example, 2011-07-22, 1963, or 1912-11.

Data Type: [text]

@standarddatetime Standard Date Time

A standard form of the date or date and time of a specific maintenance event expressed in the <eventdatetime>. For example, 2009-12-31, 2009, 2009-12, 2009-12-31T23:59:59. Available only in <eventdatetime>.

Data Type: [text]

@target Target

A pointer to the ID of another element.

Data Type: IDREF

@transliteration Transliteration

A value designating the transliteration scheme used in representing converting one script into another script.

Data Type: NMTOKEN

@unit Unit

The type of measurement used to calculate the value provided in the <dimensions> element.

Data Type: [text]

@unitdatatype Unit Date Type

Identifies the type of date expressed in a <unitdate> or <unitdatestructured>.

Values: bulk, inclusive

@valign Vertical Alignment

Vertical positioning of the text within a table cell.

Values: top, middle, bottom

@value Value

General attribute, used in a number of children of <control>, that provides controlled terminology related to the management of an EAD instance.

Values in <eventtype>: created, revised, deleted, cancelled, derived, updated, unknown

Values in <agenttype>: human, machine, unknown

Values in <publicationstatus>: inprocess, approved, published

Values in <maintenancestatus>: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived

@xpointer XPOINTER

The locator for a remote resource in a simple or locator link. Takes the form of a Uniform Resource Identifier plus a reference, formulated in XPOINTER syntax, to a sub-resource of the remote resource. XPOINTER enables linking to specific sections of a document that are relative, i.e., based on their position in the document or their content, rather than by reference to a specific identifier such as an ID.

Data Type: [text]

<abbr> Abbreviation

Summary:

An element for encoding the shortened form of a word or phrase.

May Contain:

[text]

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, conventiondeclaration, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, label, localtypeddeclaration, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
expan	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Used to record the abbreviated form of a word or phrase, for example, an acronym.

Use <abbr> within <conventiondeclaration> to identify the code for a thesaurus, controlled vocabulary, or another standard used in creating the EAD description. To improve interoperability, it is recommended that the value be selected from an authorized list of codes such as the MARC Description Convention Source Codes (<http://www.loc.gov/standards/sourcelist/descriptive-conventions.html>).

In other elements, use <abbr> with @expan to encode abbreviations as they occur within the description, if you wish to use an abbreviation while also providing its fuller form.

Attribute usage:

- Use @expan to provide the full form of the abbreviation, which may be given for indexing or searching purposes.

See also:

- The related element <expan> with @abbr, which can be used to encode the full form of a name while providing the abbreviation in an attribute for indexing or searching purposes.

Availability:

Within <conventiondeclaration>: Optional, not repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

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

```
<conventiondeclaration>
    <abbr>DACS</abbr>
    <citation>Describing Archives: A Content Standard (Chicago:
Society of American Archivists)</citation>
</conventiondeclaration>
```

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

<abstract> Abstract

Summary:

A child element of <did> for providing a brief characterization of the materials.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

An <abstract> is used primarily to encode biographical or historical information about the creator and an abridged statement about the scope, content, arrangement, or other descriptive details about the archival unit or one of its components.

Within the <archdesc><did>, the <abstract> is derived from the longer descriptions found in <bioghist> and <scopecontent>. Its purpose is to help readers identify quickly those materials they need to explore at greater length. Within the component <did>, the <abstract> may describe unique characteristics of an individual component.

Attribute usage:

- Use of the @localtype and @encodinganalog on <abstract> may assist in transforming information for such MARC21 equivalents as summary note (520\$a) or biographical or historical data (545\$a).

- @lang can be used when abstracts are provided in more than one language.

Availability:

Optional, repeatable

References: None

Examples:

<accessrestrict> Conditions Governing Access

Summary:

An element for information about conditions that affect the availability of the materials being described.

May Contain:

accessrestrict, blockquote, chronlist, head, list, p, table

May Occur Within:

accessrestrict, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Record in <accessrestrict> information about the availability of the described materials, whether due to the nature of the information in the materials being described, the physical condition of the materials, or the location of the materials. Examples include restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff. May also indicate that the materials are not restricted.

See also:

- Do not confuse with <userrestrict>, which is for recording information about limitations on the use of the described materials after access has been granted.

Availability:

Within <accessrestrict>: At least one child element is required, repeatable
Within other elements: Optional, repeatable

References:

N/A

Examples:

<accruals> Accruals

Summary:

An element for information about anticipated additions to the materials being described.

May Contain:

accruals, blockquote, chronlist, head, list, p, table

May Occur Within:

accruals, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Used to indicate anticipated additions to the material already held by the repository.
May indicate quantity and frequency of the accruals. The element may also be used to indicate no additions are expected.

Availability:

Within <accruals>: At least one child element is required, repeatable
Within other elements: Optional, repeatable

References:

N/A

Examples:

<acqinfo> Acquisition Information

Summary:

An element for encoding the immediate source of acquisition of the materials being described.

May Contain:

acqinfo, chronlist, blockquote, head, list, p, table

May Occur Within:

acqinfo, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <acqinfo> to identify the source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits.

See also:

- Note that the accession number may be encoded in <unitid> within a <did>.
- The <separatedmaterial> element should be used for indicating items acquired as part of a collection and then subsequently removed from the collection.
- Do not confuse with the <custodhist> element, which should be used for information about the chain of ownership before the materials reached the repository.

Availability:

Within <acqinfo>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<address> Address

Summary:

A parent element that binds together one or more <addressline> child elements that provide contact information for a repository or publisher.

May Contain:

addressline

May Occur Within:

publicationstmt, repository

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use to record information about the place where a repository or publisher is located and may be contacted. Examples include a postal address, electronic mail address, and/or phone number.

Use <address> within <repository> when encoding the contact information of the institution or agency providing intellectual access to the materials being described. Use <address> within <publicationstmt> when it contains the address of the publisher of the encoded archival description.

Consider using a style sheet to store address information that occurs in many archival descriptions, as it is easier to update the information when located in a single, shared file.

Availability:

Within <publicationstmt>: One of <address>, <date>, <num>, <p>, or <publisher> is required, repeatable

Within <repository>: Optional, not repeatable

References:

N/A

Examples:

```
<publicationstmt>
  <publisher>The British Library</publisher>
  <address>
    <addressline>96 Euston Road</addressline>
    <addressline>London</addressline>
    <addressline>NW1 2DB</addressline>
    <addressline>United Kingdom</addressline>
  </address>
</publicationstmt>

<repository>
  <corpname>
    <part>University of California, Irvine. Library. Special
    Collections and Archives.</part>
  </corpname>
  <address>
    <addressline>Irvine, California 92623-9557</addressline>
  </address>
</repository>
```

<addressline> Address Line

Summary:

A generic element for recording one line of an address, whether postal or other.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

address

Attributes

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <addressline> element may be repeated as many times as necessary to enter all parts of an address.

Attribute usage:

- Use @localtype, if local use requires specification of the type of information contained in the line.

Availability:

Required, repeatable

References:

N/A

Example:

Old Example:

<publicationstmt>

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

<agencycode> Agency Code

Summary:

A child element of <maintenanceagency> that provides a code for the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

May Contain:

[text]

May Occur Within:

maintenanceagency

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <agencycode> to record a code indicating the institution or service responsible for the creation, maintenance and/or dissemination of the EAD instance. Use of <agencycode> is recommended, as the combination of <agencycode> and the required <recordid> provide a globally unique identifier for the instance.

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

See also:

- Use <agencyname> to record the name of the agency.
- Use <otheragencycode> to record any alternative codes representing the agency.
- <recordid>, which together with <agencycode> provides a globally unique identifier for the EAD instance.

Availability:

Optional, not repeatable

References:

ISAD(G) 3.1.1

MARC

MODS <recordContentSource>

Examples:

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

<agencyname> Agency Name

Summary:

A required child element of <maintenanceagency> that provides the name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

May Contain:

[text]

May Occur Within:

maintenanceagency

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <agencyname> to record the name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Examples include the repository name or name of an aggregation service.

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

Attribute usage:

- Use @localtype if local use requires recording the type of name.

See also:

- Use <agencycode> to record a code for representing the agency, and <otheragencycode> for any alternative codes.
- <recordid>, which together with <agencycode> provides a globally unique identifier for the EAD instance.

Availability:

Required, not repeatable

References:

ISAD(G)

MARC
MODS <recordContentSource>

Examples:

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

<agent> Agent

Summary:

A required child element of <maintenanceevent> that provides the name of a person, institution, or system responsible for the creation, modification, or deletion of an EAD instance.

May Contain:

[text]

May Occur Within:

maintenanceevent

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <agent> to indicate the person, institution, or system responsible for a maintenance event. Examples include the name of the author or encoder, the database responsible for creating the EAD instance, and the stylesheet used to update an instance to a new version of EAD.

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

See also:

- Use the sibling element <agenttype> to indicate the type of agent.

Availability:

Required, not repeatable

References:

Examples:

```
<maintenancehistory>
  <maintenanceevent>
```

```

    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-
05:00">Generated: Thu, 16 February 2012 11:09:22 AM
EST</eventdatetime>
    <agenttype value="machine"/>
        <agent>vlv2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl
    </eventdescription>
</maintenanceevent>
<maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010
April</eventdatetime>
    <agenttype value="human"/>
        <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>

```

<agenttype> Agent Type

Summary:

An empty, required child element of <maintenanceevent> for indicating the type of agent responsible for the creation, modification, or deletion of an EAD instance.

May Contain:

[text]

May Occur Within:

maintenanceevent

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional
value	Required (values limited to: human, machine, unknown)

Description and Usage:

Use <agenttype> and the @value to indicate the type of agent responsible for the creation, modification, or deletion of an EAD instance, as captured in a <maintenanceevent> element.

Attribute usage:

- <agenttype> requires use of the @value, which must be set to "human," "machine," or "unknown," and should correspond to the information recorded in <agent>. For example, if the <agent> is Jane Marshall, the value of <agenttype> should be set to "human." If the <agent> is a database, stylesheet, or other system, the value of <agenttype> should be set to "machine." The value of <agenttype> may also be set to "unknown" if the agent and/or type of agent cannot be determined.

See also:

- Use the sibling element <agent> to encode the agent's name.

Availability:

Required, not repeatable

Examples:

```

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

```

<altformavail> Alternative Form Available

Summary:

An element for indicating the existence of copies of the materials being described.

May Contain:

altformavail, blockquote, chronlist, head, list, p, table

May Occur Within:

altformavail, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

See also:

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

Availability:

Within <altformavail>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<appraisal> Appraisal Information

Summary:

An element for asserting the archival value of the materials being described.

May Contain:

appraisal, blockquote, chronlist, head, list, p, table

May Occur Within:

appraisal, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A statement of the rationale for decisions related to appraisal and disposition of the materials being described. Such decisions may be based upon the records' current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records. May include information about destruction actions, sampling, and disposition schedules.

Availability:

Within <appraisal>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<archdesc> Archival Description

Summary:

A required child element of <ead> that binds together all of the archival descriptive information in an EAD instance.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, userrestrict

May Occur Within:

ead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Required (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
relatedencoding	Optional
script	Optional

Description and Usage:

An element for binding together the bulk of an EAD document instance, which typically should include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental information that facilitates use of the materials. The elements are organized in hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts. Descriptive information is inherited downward, from one hierarchical level to the next.

The <archdesc> element contains a required <did> element that provides core information about the overall unit being described in the finding aid. This may be followed by a variety of notes and controlled access elements that describe or provide administrative information about the whole of the materials being described. The <archdesc> element may also include information about subordinate units,

which are bound together within a <dsc> element containing one or more levels of subordinate components. Data elements available at the <archdesc> are repeatable in components (<c> or <c0x> elements) within the <dsc>.

Attribute usage:

- The required @level identifies the type of aggregation being described in the EAD instance: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, or subseries. If 'otherlevel' is used as a value for @level, the @otherlevel should be used to provide an alternative term.

Availability:

Required, not repeatable

References:

N/A

Examples:

<archref> Archival Reference

Summary:

An element for binding child elements that cite and/or provide a hyperlink to other materials.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

bibliography, otherfindaid, relatedmaterial, separatedmaterial

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

The <archref> element is used to cite separately described archival materials of potential interest to the researcher, such as a series described separately from its record group or a collection that is related topically or by provenance.

Use the <archref> element to cite archival materials in a <bibliography>, <relatedmaterial>, or <separatedmaterial> element, or in other notes as needed. Also, the <archref> element may be used with a <ref> element to link to another EAD instance.

See also:

- Do not confuse with the <bibref> element, which is used to cite published works or other materials that are not archival in nature.

Availability:

One of <archref>, <bibref>, <blockquote>, <chronlist>, <head>, <list>, <p>, <table> is required, repeatable

References:

N/A

Examples:

<arrangement> Arrangement

Summary:

An element for describing the organization or filing sequence of the records.

May Contain:

arrangement, blockquote, chronlist, head, list, p, table

May Occur Within:

archdesc, arrangement, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <arrangement> to record the logical or physical groupings within a hierarchical structure and their relationships. This includes how the described materials have been subdivided into smaller units, e.g., record groups into series. May also indicate the filing sequence of the described materials, for example chronological or alphabetical arrangement.

Availability:

Within <arrangement>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References: N/A

Examples:

<author> Author

Summary:

An optional child element of <titlestmt> that provides the name(s) of the institution(s) or individual(s) responsible for compiling the intellectual content of the EAD instance.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

titlestmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <author> to record the name(s) of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid, as well as any additional information about the roles of the author(s) a repository wants to display to users. <author> may include a term or brief statement indicating the role of the author(s), for example, archivist, collections processor, or records manager.

Attribute usage:

- Use @localtype if local use requires recording the type of author.

See also:

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

Availability:

Optional, repeatable

References:

Examples:

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

<bibliography> Bibliography

Summary:

For citing works based on the use or analysis of the materials being described.

May Contain:

archref, bibliography, bibref, blockquote, chronlist, head, list, p, table

May Occur Within:

archdesc, bibliography, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <bibliography> identifies works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials occurs.

The works may be encoded in <bibref> or <archref> elements, as a <table>, <list>, or <chronlist>, or in a series of <p> elements.

See also:

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

Availability:

Within <bibliography>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<bibref> Bibliographic Reference

Summary:

An element binding together child elements that support citing and/or linking to a published work.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

bibliography, otherfindaid, relatedmaterial, separatedmaterial

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <bibref> to identify and/or link to a published work such as a book, article, dissertation, motion picture, or sound recording. The work may be based on, about, or related in some other way to the materials described.

A <bibref> may contain text, controlled access elements, or formatting elements, and may use a <ptr> or <ref> element to link to the published work. Multiple <bibref> elements may be grouped into a <bibliography>.

See also:

- Do not confuse with the <ref> element, which provides links both internal to a finding aid or from the finding aid to external content.
- Use the more specific <archref> element to cite or link to separately described archival materials.

Availability:

One of <archref>, <bibref>, <blockquote>, <chronlist>, <head>, <list>, <p>, <table> is required, repeatable

References:

N/A

Examples:

<bioghist> Biography or History

Summary:

For recording biographical or historical information about the creator(s) of the materials being described.

May Contain:

bioghist, blockquote, chronlist, head, list, p, table

May Occur Within:

archdesc, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A concise essay or chronology that places the archival materials in context by providing information about their creator(s). Includes significant information about the life of an individual or family, or the administrative history of a corporate body. Use a series of <p> elements to capture a narrative history, and/or a <chronlist> element to match dates and date ranges with associated events (and, optionally, places).

Availability:

Within <bioghist>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

Examples:

<blockquote> Block Quote

Summary:

A generic formatting element that designates an extended quotation.

May Contain:

chronlist, list, p, table

May occur within:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

An extended quotation or other lengthy text to be set off from the main text by spacing or other typographic distinction, for example, by adding additional line spaces above and below the block quote and by indenting the left margin of the block quote.

<blockquote> is equivalent to the element <q> in HTML.

See also:

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

Availability:

Optional, repeatable

References:

Old Example:

<bioghist>

<head>Administrative History</head>

<p>The Brewster presidential administration's primary objective was to raise academic standards comprehensively throughout Yale University. This required the substantial revision of certain existing policies and disciplines, as well as the development of new programs, schools, and departments.</p>

<p>President Brewster began this process in the 1960s by significantly increasing the size of the faculty and by actively recruiting renowned non-Yale scholars to fill the positions. According to Brewster, previous Yale administrations tended to overlook high caliber academicians who graduated and specialized outside the university. [. . .]</p>

<p>As the size of the Yale faculty increased, Brewster's new admissions policies caused the make up of the undergraduate body to shift. By the early 1960s, most undergraduates had prepared at private schools, and many were sons of Yale alumni. As with the faculty, Brewster felt that Yale was consistently overlooking some of the best intellectual student talent necessary to maintain the highest levels of academic excellence. In a 1965 speech to alumni, Brewster summarized his administration's revised recruitment policy by stating that Yale would only seek students

<blockquote>

<p>whose capacity for intellectual achievement is outstanding and who also have the motivation to put their intellectual capacities to creatively influential use, in thought, in art, in science, or in the exercise of public or private or professional responsibility.</p>

</blockquote>

</p> . . .

</bioghist>

<c> Component (Unnumbered)

Summary:

An element that designates a subordinate part of the materials being described.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May occur within:

c, dsc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

As a parent for a set of elements, <c> provides information about the content, context, and extent of a subordinate body of materials. It is always a child of <dsc> and often a child of another <c> element. Each <c> element identifies a logical section, or level, of the described materials. The physical filing separations between components need not always coincide with the intellectual separations. For example, a <c> that designates dramatic works might end in the same box in which the next <c> begins with short stories. Also, not every <c> directly corresponds to a folder or other physical entity. Some <c> elements simply represent a logical point in a hierarchical description.

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

Attribute usage:

In addition to common attributes, <c> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.
- @otherlevel to specify the level of a component for which the @level has been set to "otherlevel."

Availability:

Optional, repeatable

References:

Old Example:

```
<dsc type="combined">
<c level="series">
  <did>
<unitid>Series 1</unitid>
<unittitle>Correspondence</unittitle>
</did>
<scopecontent>[...]</scopecontent>
<c level="subseries">
<did>
<unitid>Subseries 1.1</unitid>
<unittitle>Outgoing Correspondence</unittitle>
</did>
<c level="file">
```

```
<did>
<unittitle>Abbingner-Aldrich</unittitle>
</did>
</c> ...
</c>
<c level="subseries">
<did>
<unitid>Subseries 1.2</unitid>
<unittitle>Incoming Correspondence</unittitle>
</did>
<c level="file">
<did>
<unittitle>Adams-Ayers</unittitle>
</did>
</c> ...
</c>
</c>
</dsc>
```


<c01> Component (First Level)

Summary:

An element that designates the top or first-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c02, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

dsc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

Attribute usage:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which the @level has been set to "otherlevel."

See also:

- The description under <c>.

Availability:

Optional, repeatable

References:

Old Example:

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

<unittitle>Minutes</unittitle>
<unitdate type="inclusive" normal="1925/1930">1925-1930</unitdate>
</did>
</c03>
<c03 level="file">
<did>
<unittitle>Newsletters</unittitle>
<unitdate type="inclusive" normal="1919/1932">1919-1932</unitdate>
</did>
</c03>
</c02> . . .
</c01>
</dsc>

<c02> Component (Second Level)

Summary:

An element that designates a second-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c03, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c01

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c02> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which the @level has been set to "otherlevel."

See also:

- The description under <c> and <c01>.

Availability:

Optional, repeatable

References:

Examples:

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

<c03> Component (Third Level)

Summary:

An element that designates a third-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c04, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c02

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c03> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c02>.

Availability:

Optional, repeatable

References:

Examples:

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

<c04> Component (Fourth Level)

Summary:

An element that designates a fourth-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c05, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c03

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c04> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c03>.

Availability:

Optional, repeatable

References:

Examples:

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

<c05> Component (Fifth Level)

Summary:

An element that designates a fifth-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c06, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c04

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c05> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c04>.

Availability:

Optional, repeatable

References:

Examples:

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

<c06> Component (Sixth Level)

Summary:

An element that designates a sixth-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c07, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c05

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c06> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c05>.

Availability:

Optional, repeatable

References:

Examples:

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

<c07> Component (Seventh Level)

Summary:

An element that designates a seventh-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c08, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c06

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c07> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c06>.

Availability:

Optional, repeatable

References:

Examples:

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

<c08> Component (Eighth Level)

Summary:

An element that designates an eighth-level subordinate part of the materials.

May contain;

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c09, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c07

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c08> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c07>.

Availability:

Optional, repeatable

References:

Examples:

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

<c09> Component (Ninth Level)

Summary:

An element that designates a ninth-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c10, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c08

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c09> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c08>.

Availability:

Optional, repeatable

References:

Examples:

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

<c10> Component (Tenth Level)

Summary:

An element that designates a tenth-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c11, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c09

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c10> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c09>.

Availability:

Optional, repeatable

References:

Examples:

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

<c11> Component (Eleventh Level)

Summary:

An element that designates an eleventh-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c12, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c10

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c11> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c10>.

Availability:

Optional, repeatable

References:

Examples:

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

<c12> Component (Twelfth Level)

Summary:

An element that designates a twelfth-level subordinate part of the materials.

May Contain:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

May Occur Within:

c11

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel	Optional
script	Optional

Description and Usage:

Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

In addition to common attributes, <c12> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is

recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

- @otherlevel to specify the level of a component for which @level has been set to "otherlevel."

See also:

- The description under <c> and <c11>.

Availability:

Optional, repeatable

References:

Examples:

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

<chronitem> Chronology List Item

Summary:

A formatting parent element that pairs a date with an associated event or group of events within a <chronlist>.

May Contain:

chronitemset, daterange, dateset, datesingle, event, geogname

May Occur Within:

chronlist

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

An item within a chronological list, <chronitem> must contain a date or set of dates and an event or set of events. It may also contain a place. Use <dateset> to record multiple dates and <chronitemset> to record multiple events within a single <chronitem>.

Attribute usage:

- @localtype, if local use requires specification of the type of chronological item.

Availability:

Required, repeatable

References:

Example: (old)

<bioghist>

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

<chronitemset> Chronology Item Set

Summary:

An element for binding together one or more <event> child elements and zero or more <geogname> child elements within <chronitem>.

May Contain:

event, geogname

May Occur Within:

chronitem

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <chronitemset> within <chronitem> when it is necessary to associate either multiple <event> elements or multiple <geogname> elements. Possible combinations include a single event associated with multiple locations, multiple events associated with a single location, or multiple events associated with multiple locations. <chronitemset> may be repeated within <chronitem> when necessary to associate multiple instances of such combinations with the date or dates recorded within the <chronitem>.

Availability:

Within <chronitem>: either <chronitemset> or <event> is required, repeatable

References:

N/A

Examples:

<chronlist> Chronology List

Summary:

An element for designating the temporal sequence of significant past events associated with the entity or material described.

May Contain:

chronitem, head, listhead

May Occur Within:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A chronological sequence of events, <chronlist> provides a structured display to list dates and events. Each <chronlist> contains <chronitem>s that pair one or more dates with one or more events.

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

Attribute usage:

- @localtype, if local use requires specification of the type of chronological list.

Availability:

Optional, repeatable

References:

Old Example:

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

<citation> Citation

Summary:

A required child element of <conventiondeclaration> and <localtypeddeclaration> for identifying any rules and conventions applied in the compilation of the description.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

conventiondeclaration, localtypeddeclaration

Attributes:

actuate	Optional (values limited to: onload, onrequest, other, none)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
href	Optional
id	Optional
lang	Optional
lastdatetimestamp	Optional
linkrole	Optional
linktitle	Optional
script	Optional
show	Optional (values limited to: embed, new, none, other, replace)

Description and Usage:

Use <citation> to indicate any information about any rules and conventions used in creating the description. Examples include content standards, controlled vocabularies, and thesauri.

Use <citation> to cite an external resource in human and/or machine-readable form. Provide the formal title or name of the resource, using the <emph> element to specify any formatting (such as italic or bold, etc.) deemed useful. A link to the resource cited may be made by using the <ref> element.

See also:

- Use <source> to cite a source of evidence used in describing the archival materials.
- Use <bibliography> to provide one or more citations for a published work based on, about, or related to the materials being described.

Availability:

Required, not repeatable

References:

ISAD(G) 3.7.2

MARC

MODS <descriptionStandard>

Examples:

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

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


<colspec> Table Column Specification

Summary:

An empty formatting element that specifies the position and size of a single column in a table.

May Contain:

[empty]

May Occur Within:

tgroup

Attributes:

align	Optional (values limited to: center, char, justify, left, right)
char	Optional
charoff	Optional (cannot be empty)
colname	Optional (cannot be empty)
colnum	Optional (cannot be empty)
colsep	Optional (cannot be empty)
colwidth	Optional
rowsep	Optional (cannot be empty)

Description and Usage:

Use <colspec> to specify the position, size, and display aspects of a column. Attributes specify the unique name of the column, its unique number within the table, its width and rules, and the horizontal alignment of text within the column. Note that the quantity of columns in a <table> is determined by the @cols of the <tgroup> element, not by the number of <colspec> elements present. The values set for <colspec> override any values implied from <tgroup> or <thead> elements.

Attribute usage:

- See Tabular Display Attributes for more information.

See also:

- Related elements <table> and <tgroup>.

Availability:

Optional, repeatable

References:

N/A

Examples:

<container> Container

Summary:

A child element of <did> for indicating the kind of container in which the material being described is housed, e.g., box, folder.

May Contain:

abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
containerid	Optional
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
parent	Optional
script	Optional

Description and Usage:

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

Consistency in the use of <container> and its attributes is essential to enabling a style sheet to properly display the information, which often consists of a tabular listing of boxes, folders, and contents. For example, <container localtype="Box"> is not the same as <container localtype="box"> to a style sheet. Also keep in mind that a style sheet can automatically display column headings based on the @localtype

value. It is important to establish one method of expressing values in @localtype and be consistent within and across your institution's finding aids.

Attribute usage:

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

See also:

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

Availability:

Optional, repeatable

References: None

Examples:

<control> Control

Summary:

A required child element of <ead> for recording bibliographic and administrative information about an EAD instance.

May Contain:

conventiondeclaration, filedesc, languagedeclaration, localcontrol, localtypedeclaration, maintenanceagency, maintenancehistory, maintenancestatus, otherrecordid, publicationstatus, recordid, representation, sources

May Occur Within:

ead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
base	Optional
countryencoding	Optional
dateencoding	Optional
id	Optional
lang	Optional
langencoding	Optional
relatedencoding	Optional
repositoryencoding	Optional
script	Optional
scriptencoding	Optional

Description and Usage:

Use <control> to record any bibliographic information about an EAD instance and administrative information necessary to manage it. <control> can include information about the identity, creation, maintenance, and status of the instance as well as about the languages, rules and authorities used in the composition of the description.

<control> must contain the following information about the EAD instance:

- A unique identifier within the <recordid> element. (Other associated identifiers may be given in <otherrecordid>.)
- Bibliographic information in <filedesc>.
- A description of the agency responsible for creation and maintenance in <maintenanceagency>.
- Statements about current drafting status in <maintenancestatus>.
- Information related to creation, maintenance, and disposition in <maintenancehistory>.

Additional, optional child elements include three elements to declare languages, rules, and conventions used in the EAD instance. The <langagedeclaration> element may be used to provide information on the language(s) and script(s) used in the description. The <conventiondeclaration> element provides information on the authorities or controlled vocabularies used in the instance. The <localtypedeclaration> element declares the local conventions and controlled vocabularies used in the localtype attribute.

Child elements of <control> must be provided in a specific order. The order of all child elements (both required and optional) is:

- <recordid>
- <otherrecordid>
- <representation>
- <filedesc>
- <maintenancestatus>
- <publicationstatus>
- <maintenanceagency>
- <langagedeclaration>
- <conventiondeclaration>
- <localtypedeclaration>
- <localcontrol>
- <maintenancehistory>
- <sources>

Many of these elements are repeatable, allowing the recording of multiple languages and conventions, for example.

Attribute usage:

- @base specifies a URI (other than the base URI of the EAD instance) to be used for resolving relative URIs within the EAD instance.
- @countryencoding provide the ISO 3166-1 standard code representing the country in which the materials being described are held. The values are to be taken from the list of ISO 3166-1 Codes for the Representation of Names of Countries. The list can be downloaded from the website of ISO 3166.
Maintenance Agency
http://www.iso.org/iso/country_codes/iso_3166_code_lists.htm.
- @dateencoding indicates the source or rules for values provided in the @normal in date elements. The @dateencoding should be set to "iso8601."
- @langencoding specifies the language encoding. As EAD instances subscribe to ISO 639-2b Codes for the Representation of Names of Languages, so the @langencoding value in <eadheader> should be "iso639-2b."
- @relatedencoding indicates the descriptive encoding system to which encodinganalog attributes are mapped.

- @repositoryencoding identifies the authoritative source or rules for values supplied in the <agencycode> element and @repositorycode in <unitid>. This attribute should be set to "iso15511."
- @scriptencoding designates rules for values supplied in @scriptcode in <language>. The @scriptencoding should be set to "iso15924."

Availability:

Required, not repeatable

References:

Examples:

```
<control>
  <recordid>AddMS88938</recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of James Graham
        Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
  <maintenancestatus value="derived">derived</maintenancestatus>
  <publicationstatus value="approved">approved</publicationstatus>
  <maintenanceagency>
    <otheragencycode localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
  <languagedeclaration>
    <language langcode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
  </languagedeclaration>
  <conventiondeclaration>
    <abbr>ISAD(G)</abbr>
    <citation>ISAD(G): General International Standard Archival Description,
      second edition, Ottawa 2000</citation>
  </conventiondeclaration>
  <conventiondeclaration>
    <abbr>NCARules</abbr>
    <citation>National Council on Archives, Rules for the Construction of
      Personal, Place and Corporate Names, 1997</citation>
  </conventiondeclaration>
  <localtypedeclaration>
    <citation>IAMS Cataloguing Guidelines Part 1: Describing Archives and
      Manuscripts</citation>
  </localtypedeclaration>
  <localcontrol localtype="levelofdetail">
    <term>Minimum</term>
  </localcontrol>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"/>
    </maintenanceevent>
  </maintenancehistory>
</control>
```

```
        <eventdatetime standarddatetime="2013-04-20T16:19:24"/>
        <agenttype value="machine">machine</agenttype>
        <agent>IAMS</agent>
    </maintenanceevent>
</maintenancehistory>
</control>
```


<controlaccess> Controlled Access Headings

Summary:

An element that binds together child elements containing access headings for the described materials.

May Contain:

blockquote, chronlist, controlaccess, corpname, famname, function, genreform, geogname, head, list, name, occupation, p, persname, subject, table, title

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, controlaccess

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <controlaccess> to bundle in a single group access points—names, topics, places, functions, occupations, titles, and genre terms—that represent the contexts and contents of the materials described. Although <controlaccess> is often used within <archdesc> to provide significant access terms for the entirety of the materials described, it may be used at the component level to provide terms specific to a component if so desired.

The <controlaccess> element helps to enable authority-controlled searching across finding aids, particularly when its children contain terms drawn from nationally or internationally controlled vocabularies.

Availability:

Within <controlaccess>: At least one child element is required, repeatable
Within all other parent elements: Optional, repeatable

References:

N/A

Examples:

<controlnote> Control Note

Summary:

A child element of <notestmt>, used to provide a general note related to the EAD instance.

May Contain:

blockquote, chronlist, list, p, table

May Occur Within:

notestmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <controlnote> to record general descriptive information about a finding aid. <controlnote> is similar to the "general notes" in traditional bibliographic descriptions. Use repeated <controlnote> elements if it is necessary to capture multiple but separate general statements about the finding aid.

Attribute usage:

- Use @localtype if local use requires recording the type of note.

See also:

- Use <descriptivenote> for general information about the materials being described.

Availability:

Required, repeatable

References:

Examples:

```
<notestmt>
<controlnote>
```

```
<p>Contact information: <ref xlink:type="simple" xlink:show="new"
xlink:actuate="onrequest"
link:href="http://hdl.loc.gov/loc.mss/mss.contact">
http://hdl.loc.gov/loc.mss/mss.contact</ref>
</p>
</controlnote>

<controlnote>
<p>Catalog Record: <ref xlink:href="http://lcn.loc.gov/mm82036905"
xlink:actuate="onrequest" xlink:title="MARC record for collection"
xlink:type="simple">http://lcn.loc.gov/mm82036905</ref>
</p>
</controlnote>
</notestmt>
```

<conventiondeclaration> Convention Declaration

Summary:

An optional child element of <control>, used to bind together one or more <citation> elements that identify rules or conventions applied in compiling the description.

May Contain:

abbr, citation, descriptivenote

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

A statement about any rules or conventions used in constructing the description. Examples include content standards, controlled vocabularies, or thesauri.

Use <conventiondeclaration> to:

- record any rules used to formulate the content of elements such as <physdesc> and <physdescstructured>, <unittype>, and controlled terms.
- identify any controlled vocabularies identified in the source attribute of <controlaccess>, <unittype>, and <placeentry> elements.
- specify any standards used to formulate data elements or provide codes. For example, ISO 8601 for dates, ISO639-2b language codes, or ISO 3166-1 alpha-2 country codes.

Each additional rule or set of rules, controlled vocabulary, or standard should be contained in a separate <conventiondeclaration> element.

Any notes relating to how these rules or conventions have been used may be given within a <descriptivenote> element. The <abbr> element may be used to identify the standard or controlled vocabulary in a coded structure.

See also:

- Use <localconventiondeclaration> to identify any local conventions and controlled vocabularies used in localtype attributes.

Availability:

Optional, repeatable

References:

ISAD(G) 3.7.2

MARC

MODS <descriptionStandard>

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival Description,
second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<conventionDeclaration>
<citation>ISO 8601 - Data elements and interchange formats - Information
interchange - Representation of dates and times, 2nd ed., Geneva:
International Standards Organization, 2000</citation>
</conventionDeclaration>
<localtypedeclaration>
<citation>IAMS Cataloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
```

```
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
```

<corpname> Corporate Name

Summary:

An element for identifying the name of an organization or group of people.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

Identifies an organization or group of people that act as an organizational entity. Examples include names of associations, institutions, business firms, nonprofit enterprises, governments, government agencies, projects, programs, religious bodies, churches, conferences, athletic contests, exhibitions, expeditions, fairs, and ships.

The <corpname> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the corporate name, e.g.,

Part 1: Yale University

Part 2: Dept. of Astronomy

Use the <corpname> element within <controlaccess> for encoding corporate names as defined by controlled vocabularies or according to appropriate rules. You may also use the <corpname> element for encoding corporate names as they appear within text.

Attribute usage:

- Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- Use @identifier for linking to the authority record for the corporate name used.
- Use @localtype, if local use requires specification of the type of corporate name.
- Use @normal to identify a standardized form the corporate name if not provided in the element itself.
- Use @relator to specify, either as a URI or a string, other relationship(s) the corporate name has to the described materials, for example, "compiler," "creator," "collector," or "subject." The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- Use @rules to specify the descriptive rules followed for forming the corporate name.
- Use @source to indicate the vocabulary from which the corporate name has been taken.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References: TBD

Examples:

<custodhist> Custodial History

Summary:

An element for information about the chain of ownership or custody of the materials being described, before they reached the archives.

May Contain:

blockquote, chronlist, custodhist, head, list, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, custodhist

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <custodhist> element may be used to describe both physical possession and intellectual ownership, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

See also:

- Use <acqinfo> to record information about the immediate source of the described materials and the circumstances under which they were received by the repository.

Availability:

Within <custodhist>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<dao> Digital Archival Object

Summary:

A child element of <did> used for linking to a digital representation of materials being described.

May Contain:

descriptivenote

May Occur Within:

did

Attributes:

actuate	Optional
audience	Optional (values limited to: external, internal)
coverage	Optional (values limited to: part, whole)
daotype	Required (values limited to: borndigital, derived, unknown, other)
href	Optional
id	Optional
lang	Optional
linkarcrole	Optional
linkrole	Optional
linktitle	Optional
localtype	Optional
otherdaotype	Optional
script	Optional
show	Optional
xpointer	Optional

Description and Usage:

The <dao> is a linking element that uses the @href to connect to electronic representations of the described materials. The <dao> element allows the content of an archival collection or record group to be incorporated into the finding aid.

These digital representations include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text. The objects can be selected examples, or digital surrogates of all the materials in a collection, fonds, or an individual file.

Attribute usage:

- The required @daotype must be used to specify if the <dao> is born digital (“borndigital”), was digitized by the repository from physical holdings (“derived”), if the type is unknown, or other. If selecting other, then use @otherdaotype to further specify the type.

See also:

- The description for the item linked to using <dao> can be described in the child element <descriptivenote> if <unittitle> is insufficient.

Availability:

Optional, repeatable

References:

Example:

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

<daoset> Digital Archival Object Set

Summary:

A element for binding together links to digital archival objects.

May Contain:

dao, descriptivenote

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
coverage	Optional (values limited to: part, whole)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <daoset> to group multiple links to digital representations of the materials being described. The <dao> and <daoset> elements allow the content of an archival collection or record group to be incorporated into the finding aid. These digital representations include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text. The objects can be selected examples, or digital surrogates of all the materials in a collection, fonds, or an individual file.

Attribute usage:

- Use @coverage to indicate whether the set is part of or the whole of the object.

See also:

- <dao> for linking to a single digital archival object.

Availability:

Optional, repeatable

References:

TBD

Examples:

```
<daoset label="Digital Objects" coverage="part">
<dao daotype="derived" href="xxx" title="Chapter 1"/>
<dao daotype="derived" href="xxx" title="Chapter 2"/>
<descriptivenote><p>Scans of two of twelve chapters.</p></descriptivenote>
</daoset>
```

<date> Date

Summary:

An element used to express a date in any format.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

abstract, archref, bibref, entry, event, item, p, physfacet, publicationstmt, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
calendar	Optional
certainty	Optional
encodinganalog	Optional
era	Optional
id	Optional
lang	Optional
localtype	Optional
normal	Optional
script	Optional

Description and Usage:

Use <date> to express any dates that merit encoding, with the exception of dates of the materials being described, which are encoded in <unitdate> or <unitdatestructured>. Examples of such dates are a person's birth date, the date the materials were acquired, or the date of an event in a chronology. These dates may be entered in the form of text or numbers, and may consist of a single date or range of dates.

Attribute usage:

- A standard numeric form of the date (YYYYMMDD) can be expressed with @normal to facilitate machine comparison of dates for searching, for example, 19480101/19980401 (YYYYMMDD/YYYYMMDD), or 1948/1998 (YYYY/YYYY).
- @localtype can be used to supply a more specific designation, for example, "life," "flourish," "depiction," "publication," or "acquisition."

- @certainty may be used to indicate the degree of precision in the dating, for example, "circa," "approximately," or "after."
- @calendar, which has a default value of "gregorian," indicates the calendar from which the date stems.
- The value "ce" (common or Christian era) is the default for @era.

See also:

- Do not confuse with <unitdate> and <unitdatestructured>, which provide the date of creation and other relevant dates of the described materials.

Availability:

Optional, repeatable

References:

Examples:

[old]

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


<daterange> Date Range

Summary:

A parent element for binding together a <fromdate> and a <todate> that represent a range of dates.

May Contain:

fromdate, todate

May Occur Within:

chronitem, dateset, localcontrol, relation, unitdatestructured

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <daterange> to express a range of dates in the creation, contextual history, or local control of the described materials, or their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. A <daterange> contains a <fromdate> and/or a <todate>, and therefore may express a range of dates as a starting point with no end point, a start and end point, or an end point with no starting point. The content of the <daterange> element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the @standarddate should be used to record the date in machine-readable form as well.

Attribute usage:

- Use @localtype to supply a more specific characterization of the date range.

See also:

- If the event or relationship has a single date, use <datesingle>.
- Record a complex date (for example, one that includes single dates and date ranges) in a <dateset>.
- For the date and time of a maintenance event in the history of the EAD instance, use <eventdatetime>.

Availability:

Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable

Within <dateset>: One of <daterange> or <datesingle> is required, repeatable
Within <localcontrol> and <relation>: Optional, not repeatable

References:

TBD

Examples:

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

<chronitem>
  <daterange>
    <fromdate>1819</fromdate>
    <todate>1820</todate>
  </daterange>
  <event>Studies theology at Yale College</event>
</chronitem>
```

<dateset> Date Set

Summary:

A parent element for encoding complex dates that cannot be adequately represented in one <datesingle> or <daterange> element.

May Contain:

daterange, datesingle

May Occur Within:

chronitem, relation, unitdatestructured

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

Availability:

Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable
Within <relation>: Optional, not repeatable

References: TBD

Example:

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

<datesingle> Date Single

Summary:

An element for encoding an individual date related to the materials being described.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

chronitem, dateset, localcontrol, relation, unitdatestructured

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
notafter	Optional
notbefore	Optional
script	Optional
standarddate	Optional

Description and Usage:

<dateset is an element for expressing a single date in the creation, contextual history, or local control of the described materials, or in their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. <datesingle> may contain actual or approximate dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the @standarddate should be used to record the date in machine-readable form as well.

Attribute usage:

- Use @localtype to supply a more specific characterization of the date range.
- Use @notafter and @notbefore to capture the earliest and latest possible dates in cases when the date is uncertain.
- Use @standarddate to provide a machine-readable form of the date, formulated according to the ISO 8601 standard. Note that this attribute is for a single date, while the @normal available on <unitdate> can express a single date or date range.

See also:

- If the event or relationship has a range of dates, use <daterange>.

- Record a complex date (for example, one that includes single dates and date ranges) in a <dateset>.
- For the date and time of a maintenance event in the history of the EAD instance, use <eventdatetime>.

Availability:

Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable

Within <dateset>: One of <daterange> or <datesingle> is required, repeatable

Within <localcontrol> and <relation>: Optional, not repeatable

References:

TBD

Examples:

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

<chronitem>
  <datesingle>1793 May 24</datesingle>
  <placeentry>Deerfield, Mass</placeentry>
  <event>Born</event>
</chronitem>
```

<defitem> Definition List Item

Summary:

A parent element for creating lists with pairs of labels and items.

May Contain:

item, label

May Occur Within:

list

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

An element, used within a definition list, that pairs a required <label> and <item>.

The item may be an expansion of the label, as in a list of abbreviations. Definition lists are often displayed in two columns.

Availability:

Within <list>: One of <defitem>, <head>, <item>, or <listhead> is required, repeatable

References:

Examples:

[old example]

```
<list type="deflist">
<listhead>
  <head01>Abbreviation</head01>
  <head02>Expansion</head02>
</listhead>
```

<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
<defitem>
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>

<descriptivenote> Descriptive Note

Summary:

An child element available in a number of elements, some of which are used to provide machine-readable codes, such as <langmaterial> and <conventiondeclaration>. It is used to provide general descriptive information related to its parent element.

May Contain:

p

May Occur Within:

conventiondeclaration, dao, daoset, langmaterial, languagedeclaration, languageset, localtypedeclaration, maintenanceagency, physdescstructured, relation, source

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

<descriptivenote> should be used in <langmaterial> to provide a statement specifying the languages present in the described materials that will display to users.

See also:

- Do not confuse with <odd>, which is used for other descriptive data that is not easily incorporated into other named elements within <archdesc> and <c>.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<conventiondeclaration>
  <abbr>AU-CRS</abbr>
  <citation>Australia's Commonwealth Records Series (CRS)
    System</citation>
  <descriptivenote>
```



```

        <p>Series controlled and described under the rules of the
        National Archives of Australia's Commonwealth Records Series
        (CRS) System.</p>
    </descriptivenote>
</conventiondeclaration>

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

```

<did> Descriptive Identification

Summary:

A parent element that encloses information essential for identifying the material being described.

May Contain:

abstract, container, dao, didnote, head, langmaterial, materialspec, origination, parallelphysdescset, physdesc, physdescstructured, physloc, repository, unitdate, unitdatestructured, unitid, unittitle

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

The <did> binds together other elements that provide core information needed for identifying the described materials. The <did> occurs in either <archdesc> or a <c>, <c01>, ..., <c12>. The various <did> child elements are intended for brief, clearly designated statements of information and therefore do not include <p>.

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

The <did> in <archdesc> is sometimes called the high level <did>, because it describes the collection as a whole. Consider using the following child elements in the high level <did>: <head>, <origination>, <unittitle>, <unitdate> or <unitdatestructured>, <physdesc> or <physdescstructured>, <repository>, and <abstract>. The <unitid> and <physloc> elements are suggested if applicable to a

repository's practice. A <did> within components can have fewer elements, and might have only a <container> or <unitid> and a <unittitle>.

Availability:

Within <archdesc>: Required, not repeatable

Within <c>, <c01>-<c12>: Required, not repeatable

References:

Old Examples:

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

<did>

<head>Overview of the Records</head>

<repository label="Repository:">Minnesota Historical Society</repository>

<origination label="Creator:">Minnesota. Game and Fish Department</origination>

<unittitle label="Title:">Game laws violation records,

</unittitle>

<unitdate label="Dates:" normal="1908/1928" type="inclusive">1908-1928</unitdate>

<abstract label="Abstract:">Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws.</abstract>

<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>

<physloc label="Location:">See Detailed Description section for box location</physloc>

</did> . . .

</archdesc>

2. <archdesc level="fonds">

<did>

<head>Descriptive Summary</head>

<unittitle label="Title">Richard Egan manuscript maps of Orange County</unittitle>

<unitdate type="inclusive" normal="1878/1879">Circa 1878-1879</unitdate>

<unitid countrycode="us" repositorycode="cu-i" label="Collection number">MS-R72</unitid>

<origination label="Creator">

<persname rules="aacr2r">Egan, Richard, 1842-1923</persname>

</origination>

<physdesc label="Extent">

<extent>1 linear foot (1 box)</extent>

</physdesc>

<repository label="Repository">

<corpname rules="aacr2r">University of California, Irvine. Library. Special Collections and Archives.</corpname>

</repository>

<abstract label="Abstract">Four manuscript survey maps and one plat map depicting areas of Orange County and attributed to the noted surveyor and judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are undated and unsigned but it is likely that he drew them during these years. These maps primarily depict subdivisions of non-rancho tracts of land occupying what is now Orange County, with the addition of some topographical details.**</abstract>**

</did> . . .

</archdesc>

<didnote> Descriptive Identification Note

Summary:

A child element of <did> that can express any kind of explanatory information.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A <didnote> can be used to for an explanatory statement in the context of the <did>, perhaps in lieu of <scopecontent>. This information may have aspects of <arrangement>, <bioghist>, <physdesc> or <physdescstructured>, and <scopecontent>, which is not substantive enough to tag individually under those elements.

Availability:

Optional, repeatable

References:

ISAD(G) 3.6.1
MARC 500
MODS

Old Example:

<archdesc level="collection">

<did> . . .

<repository label="repository" encodinganalog="852">

<corpname>Library of Congress, <subarea>Prints and Photographs
Division,</subarea></corpname> Washington, D.C. 20540

</repository>

<didnote>

<p>For information about Prints and Photographs Division collections and services, see
the Prints and Photographs Division's Reading Room Home Page: <extptr

actuate="onrequest" href="<http://lcweb.loc.gov/rr/print.htm>" show="new">

</p>

</didnote>

</did> . . .

</archdesc>

<dimensions> Dimensions

Summary:

A child of <physdescstructured> that provides information about the size of the material being described.

May Contain:

[text], abbr, dimensions, emph, expan, foreign, lb, ptr, ref

May Occur Within:

dimensions, physdescstructured

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional
unit	Optional

Description and Usage:

<dimensions> usually includes numerical data. Express measurements in any convenient unit. Multiple dimensions, for example, height-by-width, can be encoded in a single <dimensions> element or in separate <dimensions> with distinctive attribute values.

Attribute usage:

- If the kind of measurement is not clear in the text, @unit may be used to specify this information, for example, "inches" or "centimeters."
- If desired, @localtype may be used to capture the kind of dimensions being measured, such as "height" or "circumference."

See also:

- Do not confuse with the <extent> element, which is used to encode the quantity of described materials.

Availability:

Optional, repeatable

References:

TBD

Examples:

<dsc> Description of Subordinate Components

Summary:

A parent element that bundles information about the hierarchical groupings of the materials being described.

May Contain:

blockquote, c, c01, chronlist, head, list, p, table, thead

May Occur Within:

archdesc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
dsctype	Optional (values limited to: analyticover, combined, in-depth, otherdsctype)
encodinganalog	Optional
id	Optional
lang	Optional
otherdsctype	Optional
script	Optional

Description and Usage:

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

Availability:

Optional, repeatable

References:

Old Examples:

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

```

<did>
<container type="box">1</container>
<unittitle>Expressive Arts, </unittitle>
<unitdate>1970</unitdate>
</did>
</c02> . . .
</c01> . . .
</dsc>

```

2. <dsc dsctype="analyticcover">

```

<c01 level="series">
<did>
<unitid>1-429-1</unitid>
<unittitle>Forest Stand Maps by Township and Basemap </unittitle>
<unitdate type="inclusive">1958-1979</unitdate>
<physdesc><extent>36 ft. (approx. 1700 sheets)</extent> of <genreform>cartographic
records.</genreform>
</physdesc>
<materialspec>Scale: predominantly 4 inches to 1 mile (1:15,840)</materialspec>
</did>
<scopecontent><p>Series consists of forest stand maps. A map sheet was created for
each township of the surveyed section of the province and for each basemap area in
unsurveyed areas.</p> . . .
</scopecontent>
</c01>
<c01 level="series">
<did>
<unitid>RG 1-429-2</unitid>
<unittitle>Forest Stand Map Composites</unittitle>
<unitdate type="inclusive">1958-1971</unitdate>
<physdesc><extent>ca.70</extent><genreform>maps
</genreform></physdesc>
<materialspec>Scale: 1 inch to 1 mile</materialspec>
</did>
<scopecontent><p>Series consists of composite maps of the forest resource inventory
data from all the townships within a Forestry Management Unit. The composites offer a
broader view of an area than the township/basemaps, however the forest stand
statistics are quite small and difficult to read.</p> . . .
</scopecontent>

```

</c01> . . .
</dsc>

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

<c01 level="series">
<did>
<unittitle>Series 1: Administrative Records, </unittitle>
<unitdate type="inclusive">1912-1956.</unitdate>
</did>
<c02>
<did>
<container id="mss92-894c-bx1" type="box">Box 1</container>
<container parent="mss92-894c-bx1" label="Folder" type="folder">7-8 </container>
<unittitle>Annual reports, </unittitle>
<unitdate type="inclusive">1912-16, 1922</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">9 </container>
<unittitle>Board of Directors—Minutes and correspondence, </unittitle>
<unitdate type="inclusive">1947-1949</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">10 </container>
<unittitle>Contracts and specifications for construction of nurses' quarters, </unittitle>
<unitdate>ca. 1947</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">11 </container>
<unittitle>Marin County Reports, </unittitle>
<unitdate type="inclusive">1955-1956</unitdate>
</did>
</c02>

```
</c01>
<c01 level="series">
  <did>
    <unittitle>Series 3: Philip King Brown, </unittitle>
    <unitdate type="inclusive">1910-1931, n.d.</unitdate>
  </did>
  <c02>
    <did>
      <container parent="mss92-894c-bx1" label="Folder" type="folder">21 </container>
      <unittitle>Correspondence, </unittitle>
      <unitdate type="inclusive">1910-1931</unitdate>
    </did>
  </c02>

  <c02>
    <did>
      <container parent="mss92-894c-bx1" label="Folder" type="folder">22 </container>
      <unittitle>Writings, </unittitle>
      <unitdate>n.d.</unitdate>
    </did>
  </c02> . . .
</c01>
</dsc>
```

<ead> Encoded Archival Description

Summary:

The required root element of an EAD instance.

May Contain:

archdesc, control

May Occur Within:

ROOT

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
relatedencoding	Optional
script	Optional

Description and Usage:

The <ead> element binds together all other elements in an Encoded Archival Description document or finding aid. Also referred to more specifically as an inventory or register, a finding aid establishes physical and intellectual control over many types of archival materials and helps researchers understand and access the materials being described. The <ead> element must contain a <control> element followed by an <archdesc> element.

Attribute usage:

- The @audience value may be set to "external" to display data in all subelements, unless the value is changed for a specific element.

Availability:

Required, not repeatable

References:

N/A

Examples:

<edition> Edition

Summary:

An child element of <editionstmt> for recording the version of an EAD instance.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

editionstmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <edition> to indicate the version of an EAD instance. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

Availability:

One of <edition> or <p> is required, repeatable

References:

TBD

Examples:

```
<editionstmt>
  <edition>2nd ed.</edition>
  <p>This edition reflects substantial additions to the collection in
    1994.</p>
</editionstmt>
```

<editionstmt> Edition Statement

Summary:

An child element of <filedesc>, used to provide information about the version of an EAD instance.

May Contain:

edition, p

May Occur Within:

filedesc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <editionstmt> to indicate the version of an EAD instance, as well as providing any related narrative information. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<filedesc>
  <titlestmt>
    <titleproper>Register of the Emily Higby Collection</titleproper>
  </titlestmt>
  <editionstmt>
    <edition>2nd ed.</edition>
    <p>This edition reflects substantial additions to the collection in
      1994.</p>
  </editionstmt>
</filedesc>
```


<emph> Emphasis

Summary:

A formatting element for marking words or phrases that are emphasized.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
script	Optional

Description and Usage:

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

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

Availability:

Optional, repeatable

References:

Examples:

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

<entry> Table Entry

Summary:

A formatting element that designates the contents of a cell in a table.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

row

Attributes:

align	Optional (values limited to: center, char, justify, left, right)
altrender	Optional
audience	Optional (values limited to: external, internal)
char	Optional
charoff	Optional
colname	Optional
colsep	Optional
id	Optional
lang	Optional
morerows	Optional
nameend	Optional
namest	Optional
rowsep	Optional
script	Optional
valign	Optional (values limited to: bottom, middle, top)

Description and Usage:

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

Attribute usage:

Three attributes are used together to force horizontal alignment on a specific character, such as a decimal point.

- @align must be set to "char" (align="char").
- @char should be set to the specific character on which the text will align (for example the decimal point, char=".").

- `@charoff` controls the position of the alignment by naming the percentage of the current column width that is to the left of the alignment character (for example, `charoff="30"`).
- The extent of a horizontal span is determined by naming the first column using `@namestart` and the last column using `@nameend` in the span.
- By convention, the specified rule is printed or displayed to the right of the column. External rules are specified using `@frame` of the `<table>` element, horizontal rules are specified using `@rowsep`.

See also:

- Related elements `<table>`, `<tbody>`, `<tgroup>`, and `<thead>`.

Availability:

Required, repeatable

References:

N/A

Examples:

<event> Event

Summary:

A child of <chronitem> or <chronitemset> that describes something that happened.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

chronitem, chronitemset

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <event> within <chronitem> to pair a description of the event with one or more dates. If one or more events occurred related to the date(s) in question, use <chronitemset> to bundle multiple <event> elements.

Availability:

Within <chronitem>: One of <date>, paired with <chronitemset>, <event>, or <geogname> is required, not repeatable

Within <chronitemset>: Required, repeatable

References:

N/A

Examples:

<eventdatetime> Event Date and Time

Summary:

A child element of <maintenanceevent> that records the date and time of a specific maintenance action for an EAD instance.

May Contain:

[text]

May Occur Within:

maintenanceevent

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional
standarddatetime	Optional

Description and Usage:

<eventdatetime> is for recoding the date and time that a maintenance event occurred. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance. If desired, record the date and time may be captured in natural language in the element.

Attribute usage:

- Use @standarddate to provide a machine-readable expression of the date, formulated according to the ISO 8601 standard.

Availability:

Required, not repeatable

References:

TBD

Examples:

```
<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00"/>
<agenttype value="machine"/>
</maintenanceevent>
<maintenanceevent>
<eventtype value="updated">updated</eventtype>
```

```
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated: Thu,
16 February 2012 11:09:22 AM EST</eventdatetime>
<agenttype value="machine"/>
<agent>vlv2002_4.xsl</agent>
<eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised">revised</eventtype>
<eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
<agenttype value="human"/>
<agent>Jon Smith</agent>
<eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>
```

<eventdescription> Event Description

Summary:

An optional child element of <maintenanceevent>, used to provide a description of the maintenance activity.

May Contain:

[text]

May Occur Within:

maintenanceevent

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <eventdescription> to record a full description of a maintenance event. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance.

Attribute usage:

- @localtype if local use requires recording the type of description.

See also:

- Use the required <eventtype> element to provide a basic definition of the maintenance event.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<maintenanceevent>
  <eventtype value="updated">updated</eventtype>
  <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated:
    Thu, 16 February 2012 11:09:22 AM EST</eventdatetime>
```



```
<agenttype value="machine"/>
<agent>vlv2002_4.xsl</agent>
  <eventdescription>Transformed with dtd2schema.06.xsl</eventdescription>
</maintenanceevent>
```

```
<maintenanceevent>
  <eventtype value="revised">revised</eventtype>
  <eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
  <agenttype value="human"/>
  <agent>Jon Smith</agent>
  <eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
```

<eventtype> Event Type

Summary:

A child element of <maintenanceevent> that provides a controlled list of values for recording the type of maintenance activity.

May Contain:

[text]

May Occur Within:

maintenanceevent

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional
value	Required (values limited to: created, revised, deleted, cancelled, derived, updated, unknown)

Description and Usage:

Use <eventtype> to indicate the type of maintenance events that have taken place on an EAD instance during the course of its history. In addition to commonly occurring events such as the creation, update, or revision of an instance, you may also record activities such as the cancellation or deletion of an instance, as this information may be useful in shared systems.

Attribute usage:

Meanings for the required @value are:

- created: the initial creation of the EAD instance
- revised: any type of modification to the EAD instance
- deleted: indication that the instance has been deleted from the system
- cancelled: marks an instance as not current (obsolete or rejected), but retained for reference
- derived: indicates that the instance was derived from another descriptive system
- updated: when an instance has been brought up to date with changes to the materials being described or to the version of EAD used in encoding
- unknown: when the type of event is not known

See also:

- Use <eventdescription> to provide a fuller description of the maintenance event.

Availability:

Required, not repeatable

References:

TBD

Examples:

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

<expan> Expansion

Summary:

A generic element for designating the full form of a word.

May Contain:

[text]

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

abbr	Optional
altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

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

See also:

- Abbreviation <abbr>.

Availability:

Optional, repeatable

References: TBD

Examples:

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

</didnote>

<famname> Family Name

Summary:

An element for identifying a group of people with blood relations, or persons who form a household.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

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

The <famname> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the family name, e.g.,

Part 1: Butts family

Part 2: 1810

Part 3: Long Beach, CA

Use the <famname> element within <controlaccess> for encoding family names as defined by controlled vocabularies or according to appropriate rules. You may also use the <famname> element for encoding family names as they appear in inline text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the family name used.
- @localtype, if local use requires specification of the type of family name.
- @normal to identify a standardized form the family name if not provided in the element itself
- @relator to specify, either as a URI or a string, other relationship(s) the family name has to the described materials, for example, "compiler," "creator," "collector," or "subject." The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the family name.
- @source to indicate the vocabulary from which the family name has been taken.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References: TBD

Examples:

<filedesc> File Description

Summary:

A required child element of <control> that binds together bibliographic information about an EAD instance.

May Contain:

editionstmt, notestmt, publicationstmt, seriesstmt, titlestmt

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <filedesc> to record a bibliographic description of the finding aid itself, including its author, title, subtitle, sponsor, edition, publisher, publishing series, and related notes. The child elements of <filedesc> must occur in this order: a required <titlestmt>, an optional <editionstmt>, an optional <publicationstmt>, an optional <seriesstmt>, and an optional <notestmt>.

See also:

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

Availability:

Required, not repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
```



```

<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival Description,
second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedeclaration>
<citation>IAMS Cataloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>

```

<fileplan> File Plan

Summary:

An element for information about any classification scheme used by the original creator to arrange, store, and retrieve the materials described.

May Contain:

blockquote, chronlist, fileplan, head, list, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, fileplan

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

See also:

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

Availability:

Within <fileplan>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<footnote> Footnote

Summary:

An element used for citing the source of a fact, quotation, etc.

May Contain:

blockquote, chronlist, list, p, table

May Occur Within:

abstract, archref, bibref, entry, event, item, p, physfacet, ref, unittitle

Attributes:

actuate	Optional (values limited to: onload, onrequest)
altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
script	Optional
show	Optional (values limited to: new, embed)

Description and Usage:

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

Attribute usage:

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

Availability:

Optional, repeatable

References:

Examples:

<foreign> Foreign

Summary:

An element that indicates that the language and/or script of the encoded word(s) is different from that in the surrounding text.

May Contain:

[text]

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
script	Optional

Description and Usage:

Use <foreign> to indicate a language and/or script that differs from that of the text surrounding it. Use <foreign> if you wish to render or otherwise process such text. For example, encoding a phrase <foreign> and including the script attributes allows a machine to process the script differently than that of the script around it.

Attribute usage:

- Use @lang to indicate the language and @script to identify the script of the encoded text.
- @render specifies formatting of the encoded text for display and print purposes.

Availability:

Optional, repeatable

References:

TBD

Examples:

<fromdate> From Date

Summary:

An optional child element of <daterange> that records the starting point in a range of dates.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

daterange

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
notafter	Optional
notbefore	Optional
script	Optional
standarddate	Optional

Description and Usage:

Use <fromdate> to record the beginning date in a range of dates. <fromdate> may contain actual or approximate dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, the @standarddate should be used to record the date in machine-readable form as well.

Attribute usage:

- @localtype to supply a more specific characterization of the date range.
- @notafter and @notbefore to capture the earliest and latest possible dates in cases when the date is uncertain.
- @standarddate to provide a machine-readable form of the date, formulated according to the ISO 8601 standard.

See also:

- Use <todate> to record the ending point of a date range.

Availability:

Optional, not repeatable

References:

TBD

Examples:

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

<chronitem>
  <daterange>
    <fromdate>1819</fromdate>
    <to date>1820</to date>
  </daterange>
  <event>Studies theology at Yale College</event>
</chronitem>
```

<function> Function

Summary:

An element for encoding activities and processes related to the production of materials.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

A <function> element identifies activities and processes that generated the described materials. Such terms often provide useful access points to the materials, especially for corporate, government, or institutional records. Examples include collecting taxes and entertaining.

The <function> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the function term, e.g.,

Part 1: Coaching

Part 2: Oregon

Use the <function> element within <controlaccess> for encoding functions as defined by controlled vocabularies or according to appropriate rules. You may also use the <function> element for encoding functions as they appear within text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the function.
- @localtype, if local use requires specification of the type of function.
- @normal to identify a standardized form the function if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) between the function and the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce these values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the function
- @source to indicate the vocabulary from which the function has been taken.

See also:

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

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<genreform> Genre/Physical Characteristic

Summary:

An element for encoding a genre or form.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

A <genreform> element identifies the types of material being described by naming the style or technique of their intellectual content (genre), order of information or object function (form), and physical characteristics. Examples include: account books, architectural drawings, portraits, short stories, sound recordings, and videotapes.

The <genreform> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the genre/form term, e.g.,

Part 1: Photographs

Part 2: 1910-1919

Use the <genreform> element within <controlaccess> for encoding genre terms as defined by controlled vocabularies or according to appropriate rules. You may also use the <genreform> element for encoding genre terms as they appear within text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the genre term.
- @localtype, if local use requires specification of the type of genre term.
- @normal to identify a standardized form the genre term if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) the genre term has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the genre term.
- @source to indicate the vocabulary from which the genre term has been taken.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<geogname> Geographical Name

Summary:

An element for encoding place names.

May Contain:

geographiccoordinates, part

May Occur Within:

abstract, archref, bibref, chronitem, chronitemset, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, relation, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

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

The <geogname> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the geographic name, e.g.,

Part 1: Mexico

Part 2: Baja California (Peninsula)

The <geogname> element also allows for an optional <geographiccoordinates> element.

Use the <geogname> element within <controlaccess> for encoding geographical names as defined by controlled vocabularies or according to appropriate rules. You may also use the <geogname> element for encoding geographical names as they appear in inline text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the geographical name used.
- @localtype, if local use requires specification of the type of geographical name.
- @normal to identify a standardized form the geographical name if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) the geographical name has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the geographical name.
- @source to indicate the vocabulary from which the geographical name has been taken.

Availability:

Within <chronitem>, <indexentry> and <relation>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<geographiccoordinates> Geographic Coordinates

Summary:

A child element of <geognames> that encodes a set of geographic coordinates.

May Contain:

[text]

May Occur Within:

geogname

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
coordinatesystem	Required
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <geographiccoordinates> to express a set of geographic coordinates representing a point, line, or area on the surface of the earth.

Attribute usage:

- Use @coordinatesystem to provide a commonly used code for the system used to express the coordinates. Examples include WGS84, OSGB36, ED50.

Availability:

Optional, repeatable

References:

TBD

Examples:

```
<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84"> 41.30815, -
72.92816</geographiccoordinates></geogname>
```

```
<descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
</relation>
</relations>

<geogname>
<part localtype="place">Hardeeville</part>
<part localtype="state">South Carolina</part>
<geographiccoordinates coordinatesystem="WGS84" localtype="decimal bounding
box">-81.1, 32.2, -81.0, 32.3</geographiccoordinates>
</geogname>
```

<head> Heading

Summary:

An element that encodes a title or caption for a section of text.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, chronlist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, list, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, table, userrestrict

Attributes:

althead	Optional
altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

A <head> is used for supplying title-like statements to a section of text, such as a note, list, table, or series of paragraphs. When a <head> is used, it should be the first child element, followed by one or more other elements.

See also:

- Do not confuse with the <listhead> child elements <head01>, <head02>, and <head03>, which designate headings for columns in a list, or <thead>, which is used for column headings in a table.

Availability:

Optional, not repeatable

References:

Examples:


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

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

<head01> First Heading

Summary:

A formatting element for the first column heading in a multicolumn list.

May Contain:

[text], abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

listhead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use within <listhead> to designate the heading over the first column in a multicolumn list.

See also:

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

Availability:

Optional, not repeatable

References:

N/A

Example:

<head02> Second Heading

Summary:

A formatting element for the second column heading in a multicolumn list.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

listhead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <head02> within <listhead> if needed to designate the heading over the second column in a multicolumn list.

See also:

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

Availability:

Optional, not repeatable

References:

N/A

Examples:

<head03> Third Heading

Summary:

A formatting element for the third column heading in a multicolumn list.

May Contain:

[text], abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

listhead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <head03> within <listhead> if a heading over the third column in a multicolumn list is needed.

See also:

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

Availability:

Optional, not repeatable

References:

N/A

Examples:

<index> Index

Summary:

A list of key terms and entities with reference pointers assembled to enhance navigation of and access to the materials being described

May Contain:

blockquote, chronlist, head, index, indexentry, list, listhead, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, index

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <index> can serve as a helpful alphabetical overview of subjects, correspondents, photographers, or other entities represented in the collection. It may provide hypertext links to the components referenced, or it may simply note the container numbers useful for locating the position in the finding aid where the indexed material appears.

The index may repeat terms and names found elsewhere in the finding aid or list names not previously identified. For example, an index of correspondents may list "Chilsolm, Shirley" with a reference pointing to a file with the general name "Correspondence, 1969-1975." Use the <indexentry> element to capture each item in the <index>.

Availability:

Within <index>: One of <index>, or <indexentry> is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<indexentry> Index Entry

Summary:

A formatting element that pairs an index term with one or more linking elements.

May Contain:

corpname, famname, function, genreform, geogname, indexentry, name, namegrp, occupation, persname, ptr, ptrgrp, ref, subject, title

May Occur Within:

index, indexentry

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Each <indexentry> must contain an access element, such as <persname>, <namegrp>, <subject>, etc. It may also contain a <ref>, <ptr>, or <ptrgrp> element to identify and/or provide a link to the relevant position in the finding aid. If desired, use controlled vocabulary terms to facilitate access to information within and across finding aid systems.

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

Availability:

Within <index>: Required, repeatable

Within <indexentry>: Optional, repeatable

References:

N/A

Examples:

<item> Item

Summary:

An element used in either <list> or as part of <defitem>.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

defitem, list

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

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

See also:

- Do not confuse with <chronitem>, which designates entries in a <chronlist>.
- Related elements <list> and <defitem>.

Availability:

Within <defitem>: Required, not repeatable

Within <list>: One of <defitem>, <head>, <item>, or <listhead> is required, repeatable

References:

TBD

Examples:

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

<label> Label

Summary:

A child element of <defitem> that identifies the term or concept being defined or described.

May Contain:

[text], abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

defitem

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

In a definition list, the <label> and <item> elements are paired within a <defitem> element. The <label> element provides a term or concept that is then defined, described, or explained in an <item> element. A definition list is often displayed in two columns.

See also:

- Do not confuse with @label, available on children of <did>, which allows the encoder to provide identifying information for public display.

Availability:

Required, not repeatable

References:

N/A

Examples:

<langmaterial> Language of the Material

Summary:

A child element of <did> that identifies languages represented in the collection materials.

May Contain:

descriptivenote, language, languageset

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
script	Optional

Description and Usage:

The <langmaterial> is a parent element for information about languages and scripts represented in the materials being described. A <langmaterial> must contain one or more of <language> and/or <languageset>, but cannot contain text. Therefore any comments or notes about languages represented in the materials that is to be displayed to users must be contained in an optional <descriptivenote>.

Attribute usage:

- @lang and @script are available to indicate the language and written scripts of the descriptive information, not the language of materials. These attributes use the ISO639-2b three letter language and script codes.
- Language of the material may be recorded in coded form in @langcode in the <language> child element using the ISO639-2b three-letter language codes.

See also:

- Do not confuse with <languagedeclaration> element in <control>, which specifies the language(s) in which the finding aid is written. See also the descriptions for the <language> and <languageset> elements.

Availability:

Optional, repeatable

References:

ISAD(G) 3.4.3

MARC 546

Examples:

1. **<langmaterial>**
 <language lancode="eng">English</language>
 <language lancode="fre">French</language>
 <descriptivenote><p>Materials are in French and
 English.</p></descriptivenote>
</langmaterial>
2. **<langmaterial>**
 <languageset>
 <language langcode="jpn">Japanese</language>
 <script scriptcode="Hira">hiragana</script>
 <script scriptcode="Kana">katakana</script>
 </languageset>
 <descriptivenote><p>This file contains documents in Japanese, in both
 the hiragana and katakana scripts.</p></descriptivenote>
</langmaterial>
3. **<langmaterial>**
 <language lancode="eng">English</language>
 <language lancode="fre">French</language>
 <languageset>
 <language langcode="jpn">Japanese</language>
 <script scriptcode="Hira">hiragana</script>
 <script scriptcode="Kana">katakana</script>
 </languageset>
</langmaterial>
4. **<langmaterial>**
 <descriptivenote>
 <p>Materials are in Spanish and German.</p>
 </descriptivenote>
</langmaterial>

<language> Language

Summary:

An element used to indicate the language or communication system of an EAD instance or of the material being described.

May Contain:

[text]

May Occur Within:

langmaterial, languagedeclaration, languageset

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
langcode	Optional
script	Optional

Description and Usage:

Within the <did>, <language> is a child element of <langmaterial> and it identifies a language or communication system of the materials being described. Within <control>, <language> is a child element of <languagedeclaration> and it identifies the language of the description itself. Multiple languages and scripts can be listed within <languageset>.

Attribute usage:

- @langcode may be used to provide the three-letter ISO639-2b code which is the equivalent of the MARC21 041 field.
- @lang and @script are available to indicate the language and written scripts of the descriptive information, not the language of materials.

See also:

- Use <script> to specify, in a human-readable form, the script corresponding to the language.

Availability:

Within <langmaterial>: One of <language> or <languageset> is required, repeatable

Within <languagedeclaration>: Required, not repeatable

Within <languageset>: Required, repeatable

References:

ISAD(G)

MARC 545

MODS

Examples:

1. <langmaterial>
 <language langcode="eng">English</language>
 <language langcode="fre">French</language>
 <descriptivenote>Materials are in French and English.</descriptivenote>
 </langmaterial>
2. <langmaterial>
 <languageset>
 <language langcode="jpn">Japanese</language>
 <script scriptcode="Hira">hiragana</script>
 <script scriptcode="Kana">katakana</script>
 </languageset>
 <descriptivenote>This file contains documents in Japanese, in both the
 hiragana and katakana scripts.</descriptivenote>
 </langmaterial>
3. <languagedeclaration>
 <language langcode="eng"/>
 <script scriptcode="Latn"/>
 </languagedeclaration>

<languagedeclaration> Language Declaration

Summary:

A child element of <control> that indicates the language and script in which an EAD instance is written.

May Contain:

descriptivenote, language, script

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <languagedeclaration> to identify the language and script of an EAD instance within required <language> and <script> child elements. When the archival description is in a single language or it is the maintenance agency's policy to declare a primary language, then a single instance of <languagedeclaration> may be used. For declaring multiple languages, <languagedeclaration> may be repeated. Any comments about the languages and scripts in which the EAD instance is written may be included in the optional <descriptivenote> element.

See also:

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

Availability:

Optional, repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
```



```
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

<languageset> Language Set

Summary:

Within <did>, <languageset> is a child element of <langmaterial> that is for pairing a language with the script in which it is written.

May Contain:

descriptivenote, language, script

May Occur Within:

langmaterial

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

The <languageset> is used to bind together a required <language> and one or more related <script> elements. Optionally, any comments about the language(s) and scripts(s) being recorded may be captured in a <descriptivenote>, particularly for display to finding aid users.

Attribute notes:

- @lang and @script are available to indicate the language and written scripts of the descriptive information, not the language of materials.

See also:

- Required child element <language>

Availability:

Optional, repeatable

References:

ISAD(G)

MARC 545
MODS

Examples:

```
1. <langmaterial>
  <languageset>
    <language langcode="jpn">Japanese</language>
    <script scriptcode="Hira">hiragana</script>
    <script scriptcode="Kana">katakana</script>
  </languageset>
  <descriptivenote>This file contains documents in Japanese, in both the
    hiragana and katakana scripts.</descriptivenote>
</langmaterial>
```

<lb> Line Break

Summary:

A formatting element that forces text to start on a new line.

May Contain:

[empty]

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Description and Usage:

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

Availability:

Optional, repeatable

References:

Similar to HTML
.

Examples:

[old]

<publisher>

San Joaquin County Historical Society and Museum

<lb/>

<extptr actuate="onload" show="embed" entityref="sjmlogo">

<lb/>

Lodi, California

</publisher>

<legalstatus> Legal Status

Summary:

An element for indicating the statutorily-defined status of the materials being described.

May Contain:

blockquote, chronlist, head, legalstatus, list, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, legalstatus

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <legalstatus> to identify the status of the material being described as defined by law, for example, the Public Records Act of 1958 in the United Kingdom.

Availability:

Within <legalstatus>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<list> List

Summary:

A parent element for formatting a series of <item>s or <defitem>s that are often presented in a vertical sequence.

May Contain:

defitem, head, item, listhead

May Occur Within:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, entry, event, fileplan, footnote, index, item, legalstatus, odd, originalsloc, otherfindaid, p, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
listtype	Optional (values limited to: deflist, ordered, unordered)
mark	Optional (values limited to: armenian, circle, decimal, decimal-leading-zero, disc, georgian, inherit, lower-alpha, lower-greek, lower-latin, lower-roman, none, square, upper-alpha, upper-latin, upper-roman)
numeration	Optional (values limited to: arabic, loweralpha, lowerroman, upperalpha, upperroman)
script	Optional

Description and Usage:

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

Attribute usage:

- @listtype is used to identify and format the list as a particular type. The choices are: "deflist," "unordered," and "ordered."
 - In a "simple" list, <item>s are not numbered or bulleted.

- In a "deflist" or definition list, each <defitem> pairs a <label> with a corresponding <item> containing the text that defines, describes, or explains the term or other text tagged as the <label>.
- In a "marked" list, the sequence of the list items is not critical, and a bullet, box, dash, or other character is displayed at the beginning of each <item>.
- In an "ordered" list, the sequence of the list <item>s is important, and each list <item> is lettered or numbered.

Availability:

Optional, repeatable

References:

Examples:

[old]

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

<listhead> List Heading

Summary:

An element for grouping columnar list headings.

May Contain:

head01, head02, head03

May Occur Within:

chronlist, index, list

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

A formatting element that groups headings for columns in a definition, unordered, or ordered list, <chronlist>, or <index>. The headings are called <head01>, <head02>, and <head03>.

See also:

- Do not confuse with <head>, which designates a title or caption for a section of text where columnar headings are not needed.
- Do not confuse with <thead>, which is used in a <table>.

Availability:

Within <list>: One of <defitem>, <head>, <item>, or <listhead> is required, not repeatable

Within <chronlist> and <index>: Optional, not repeatable

References:

TBD

Examples:

Old Example:

```
<chronlist>
<head>Publications List</head>
<listhead>
```



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

<localcontrol> Local Control

Summary:

A child element of <control>, used to specify any control information necessary to accommodate local practice.

May Contain:

daterange, datesingle, term

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Administrative information about an EAD instance that is not accommodated by other elements but is required to support local needs. The value of the element should be given in a child <term> element, and an associated date can be given as either a <datesingle> or <daterange>.

Attribute usage:

- @localtype if local use requires recording the type of entry.

Availability:

Optional, repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
```

```

<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>

<localcontrol localtype="fileSize">
<term>8 MB</term>
</localcontrol>

<localcontrol localtype="daoFlag">
<term>true</term>
</localcontrol>

<localcontrol localtype="maxComponentID">
<term>414</term>
</localcontrol>

```

<localtypedeclaration> Local Type Declaration

Summary:

A child element of <control> used to provide information about local conventions and controlled vocabularies.

May Contain:

abbr, citation, descriptivenote

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

<localtypedeclaration> specifies the local conventions and controlled vocabularies used in localtype attributes in the EAD instance. The child <citation> element must be used to cite the resource that lists the local rules or controlled terms. Any notes relating to how these rules or conventions have been used may be given in a <descriptivenote> element. The child <abbr> element may be used to identify any abbreviation or code representing the local standard or controlled vocabulary.

Availability:

Optional, repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
```

```

<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>

```

<maintenanceagency> Maintenance Agency

Summary:

A required child element of <control> that identifies the information or service responsible for the EAD instance.

May Contain:

agencycode, agencyname, descriptivenote, otheragencycode

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
countrycode	Optional
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Information about the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

<maintenanceagency> must include a child <agencyname> to provide the name of the institution or service. It is recommended to include the optional <agencycode> and/or <otheragencycode> child elements to unambiguously identify the institution or service. Any general information about the institution in relation to the EAD instance may be given in a <descriptivenote>.

Attribute usage:

- Use @countrycode to indicate a unique code for the country of the maintenance agency.

See also:

- Use the <repository> element to identify the institution or agency responsible for providing intellectual access to the materials being described, which may be the same as the maintenance agency.

Availability:

Required, not repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<localtypedecclaration>
<citation>IAMS Cataloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedecclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

<maintenanceevent> Maintenance Event

Summary:

A child element of <maintenancehistory> used to record information about maintenance activities in the history of the EAD instance.

May Contain:

agent, agenttype, eventdatetime, eventdescription, eventtype

May Occur Within:

maintenancehistory

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <maintenanceevent> to record an activity in the creation and ongoing maintenance of an EAD instance, including revisions, updates, deletions, etc. There will always be at least one maintenance event for each instance, which will typically be its creation.

The type of each event must be defined in the child <eventtype> element. The child <agent> and <agenttype> elements are required to provide information about who or what carried out, or was otherwise responsible for, the work on the EAD instance.

The child <eventdatetime> is also required to record when the event took place.

Optionally, the information about the event may be described further in <eventdescription>.

Availability:

Required, repeatable

References:

TBD

Examples:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="created"/>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-05:00"/>
```



```

<agenttype value="machine"/>
</maintenanceevent>
<maintenanceevent>
<eventtype value="updated">updated</eventtype>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated: Thu,
16 February 2012 11:09:22 AM EST</eventdatetime>
<agenttype value="machine"/>
<agent>vlv2002_4.xsl</agent>
<eventdescription>Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised">revised</eventtype>
<eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
<agenttype value="human"/>
<agent>Jon Smith</agent>
<eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>

<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="human"/>
<agent>Michael Rush</agent>
<eventdescription>Finding aid created.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="machine"/>
<agent>Beinecke Library Edix/Wordix macros</agent>
<eventdescription>Encoded in EAD 1.0.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-08-13"/>
<agenttype value="machine"/>
<agent>brbl-migrate-01.xsl</agent>
<eventdescription>converted for compliance with Yale EAD Best Practice
Guidelines
</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-07-26"/>
<agenttype value="machine"/>
<agent>vlto02.xsl</agent>
<eventdescription>PUBLIC "-//Yale University::Beinecke Rare Book and
Manuscript
Library//TEXT (US::CtYBR::::[ABRAHAM HAYWARD COLLECTION ])/EN" "hayward.xml"
converted from EAD 1.0 to 2002 by vlto02.xsl (sy2003-10-
15).</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>

```

```
<eventdatetime standarddatetime="2010-02-10"/>
<agenttype value="machine"/>
<agent>yale.addEadidUrl.xsl</agent>
<eventdescription>Transformed with yale.addEadidUrl.xsl. Adds @url with
handle for
finding aid. Overwrites @url if already present.</eventdescription>
</maintenanceevent>
</maintenancehistory>
```

<maintenancehistory> Maintenance History

Summary:

A required child element of <control> that captures the history of the EAD instance.

May Contain:

maintenanceevent

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

<maintenancehistory> is for recording the history of the creation, revisions, updates, and other modifications to the EAD instance. There must be at least one child <maintenanceevent> element in <maintenancehistory>, which usually will be a record of the creation of the instance, but there may be many other <maintenanceevent> elements documenting the milestone changes or activities in the maintenance of the instance.

Availability:

Required, not repeatable

References:

TBD

Examples:

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

```

</maintenanceevent>
<maintenanceevent>
  <eventtype>updated</eventtype>
  <eventdatetime standarddatetime="2010-04">2010
April</eventdatetime>
  <agenttype value="human"/>
  <agent>Jon Smith</agent>
  <eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>

<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="human"/>
<agent>Michael Rush</agent>
<eventdescription>Finding aid created.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="machine"/>
<agent>Beinecke Library Edix/Wordix macros</agent>
<eventdescription>Encoded in EAD 1.0.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-08-13"/>
<agenttype value="machine"/>
<agent>brbl-migrate-01.xsl</agent>
<eventdescription>converted for compliance with Yale EAD Best Practice
Guidelines
</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-07-26"/>
<agenttype value="machine"/>
<agent>vlto02.xsl</agent>
<eventdescription>PUBLIC "-//Yale University::Beinecke Rare Book and
Manuscript Library//TEXT (US::CtYBR::::[ABRAHAM HAYWARD COLLECTION
])//EN" "hayward.xml" converted from EAD 1.0 to 2002 by vlto02.xsl
(sy2003-10-15).</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2010-02-10"/>
<agenttype value="machine"/>
<agent>yale.addEadidUrl.xsl</agent>

```

```
<eventdescription>Transformed with yale.addEadidUrl.xsl. Adds @url  
with handle for finding aid. Overwrites @url if already  
present.</eventdescription>  
</maintenanceevent>  
</maintenancehistory>
```

<maintenancestatus> Maintenance Status

Summary:

A required child element of <control> that records the current drafting status of the EAD instance.

May Contain:

[text]

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <maintenancestatus> to indicated the current drafting status of an EAD instance. The current drafting status should always be updated whenever an EAD instance is modified (as recorded in the <maintenancehistory>).

Attribute usage:

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

Availability:

Required, not repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival
Description, second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedecclaration>
<citation>IAMS Cataloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedecclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
```

```
</maintenanceevent>  
</maintenancehistory>  
</control>
```


<materialspec> Material Specific Details

Summary:

A child element of <did> for providing material specific details for a small group of materials or an item.

May Contain: May Contain:

[text], abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A <materialspec> is for recording material specific details that are unique to a particular class or form of material and which are not recorded in any other element of description. Examples of material specific details include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and presentation data that describes the format of music manuscripts.

Most likely <materialspec> will be useful at the item or small group level of description, such as a file of maps, a group of sound recordings, etc.

Attribute usage:

- Use @localtype to specify the type of data being conveyed in the element, e.g., <materialspec localtype="scale">1:200</materialspec>.

Availability:

Optional, repeatable

References:

ISAD(G)

MARC 254, 255, 256

MODS

<name> Name

Summary:

A generic element for encoding controlled access terms.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

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

A <name> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the name.

In addition to common attributes, <name> allows use of the following:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the name used.
- @localtype, if local use requires specification of the type of name.
- @normal to identify a standardized form the name if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) the name has to the described materials, for example "subject" or "photographer." The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the name.
- @source to indicate the vocabulary from which the name has been taken.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<namegrp> Name Group

Summary:

An element for binding together access element entries within an <indexentry>.

May Contain:

corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title

May Occur Within:

indexentry

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <namegrp> to group multiple access elements that share the same <ref>, <ptr>, or <ptrgrp> element.

Availability:

At least one child element is required, not repeatable

References:

N/A

Examples:

<notestmt> Note Statement

Summary:

An optional child element of <filedesc> that binds together one or more <controlnote> elements.

May Contain:

controlnote

May Occur Within:

filedesc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <notestmt> to record one or more general descriptive notes about the EAD instance, each note being encoded in a single <controlnote>. These <controlnote>s are similar to the "general notes" in traditional bibliographic descriptions.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<notestmt>
<controlnote localtype="bpg">
<p>This encoded finding aid is compliant with the Yale EAD Best
Practice Guidelines, Version 1.0.</p>
</controlnote>
</notestmt>
```

```
<notestmt>
<controlnote>
<p>Contact information: <ref linktype="simple" show="new"
actuate="onrequest"
```

```
href="http://hdl.loc.gov/loc.mss/mss.contact">http://hdl.loc.gov/loc.m
ss/mss.contact</ref>
</p>
</controlnote>
<controlnote>
<p>Catalog Record: <ref href="http://lcn.loc.gov/mm82036905"
actuate="onrequest" linktitle="MARC record for collection"
linktype="simple">http://lcn.loc.gov/mm82036905</ref>
</p>
</controlnote>
</notestmt>
```

<num> Number

Summary:

A generic element for expressing numeric information.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

abstract, archref, bibref, entry, event, item, p, physfacet, publicationstmt, ref, seriesstmt, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A generic element for numeric information in any form. The <num> element may be used when it is necessary to display a number in a special way, or to identify it with @localtype. For example, an accession number in the <acqinfo> element might be designated as <num localtype="accession">. A publication number might be designated as <publicationstmt> ... <num>no. 42</num> ...

See also:

- Do not confuse with <container>, <unitid>, <recordid>, or <otherrecordid> which may also contain numeric information.

Availability:

Optional, repeatable

References:

Examples:

[old]

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

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

<objectxmlwrap> Object XML Wrap

Summary:

A sublement of <relation> and <source> that allows for the inclusion of XML elements from any XML namespace other than EAD.

May Contain:

[any element from any namespace other than EAD]

May Occur Within:

relation, source

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

A parent element that provides a means for incorporating XML elements from any XML encoding language other than EAD. While not required, to facilitate interoperability the XML included in <objectxmlwrap> should conform to an open, standard XML schema, and a namespace attribute should be present on the <ead> root element referencing the namespace of the standard.

Availability:

Optional, not repeatable
Available in schema only

References:

TBD

Examples:

<occupation> Occupation

Summary:

An element for specifying a profession.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

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

The <occupation> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the occupation term, e.g.,

Part 1: Public officers

Part 2: Maryland

Use the <occupation> element within <controlaccess> for encoding occupations as defined by controlled vocabularies or according to appropriate rules. You may also use the <occupation> element for encoding occupations as they appear within text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the occupation.
- @localtype, if local use requires specification of the type of occupation.
- @normal to identify a standardized form the occupation if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) the occupation has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the occupation.
- @source to indicate the vocabulary from which the occupation has been taken.

See also:

- Do not confuse <occupation> with @relator, which is used to indicate a certain relationship between a name and the materials being described.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<odd> Other Descriptive Data

Summary:

For recording additional information about the described materials that is not easily incorporated into one of the other named elements within <archdesc> and <c>.

May Contain:

blockquote, chronlist, head, list, odd, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, odd

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <odd> element may be useful in converting legacy finding aids to the EAD format, by designating as “other” information that does not easily map to a more specific element. The <odd> element may be used when information about the described materials does not correspond to another element’s definition, when the information is of such mixed content as to make a single classification difficult, and when shifting the information to permit more specific content designation would be too costly or burdensome.

Use <odd> only after considering how the existence of unspecified content will affect search, retrieval, and display.

Attribute usage:

- Use @localtype to more specifically designate the type of information being provided.

Availability:

Within <odd>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<originalsloc> Location of Originals

Summary:

For conveying information about the existence of originals when the unit described exists of copies.

May Contain:

blockquote, chronlist, head, list, originalsloc, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, originalsloc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <originalsloc> element may be used to provide information about the location, availability, and/or destruction of originals.

See also:

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

Availability:

Within <originalsloc>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<origination> Origination

Summary:

A child element of <did> that names the creator or collector of the materials.

May Contain:

corpname, famname, name, persname

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

An <origination> is for recording the name of an individual or organization responsible for the creation, accumulation, or assembly of the described materials prior to their accessioning by an archival repository. The <origination> element may be used to indicate such agents as correspondents, records creators, collectors, and dealers.

Attribute usage:

- Use of @label in <origination> may help a finding aid reader to identify the role of the originator, e.g., "creator," "collector," or "photographer."
- It is also possible to set @role on the child elements that are available within <origination>.

Availability:

Optional, repeatable

References:

ISAD(G) 3.2.1
MARC 100, 110, 700, 710
MODS

Old Examples:

1. <archdesc type="inventory" level="subgrp">
 <did>
 <head>Overview of the Records</head>
 <repository label="Repository:"><corpname>Minnesota Historical
 Society</corpname></repository>
 <origination label="Creator:"><corpname>Minnesota. Game and Fish
 Department</corpname></origination>
 <unittitle label="Title:">Game laws violation records,
 </unittitle>
 <unitdate label="Dates:">1908-1928</unitdate>
 <abstract label="Abstract:">Records of prosecutions for and seizures of property
 resulting from violation of the state's hunting and fishing laws.</abstract>
 <physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>
 <physloc label="Location:">See Detailed Description section for box location</physloc>
 </did>
 </archdesc>
2. <archdesc level="collection">
 <did>
 <origination label="Creator:"><persname encodinganalog="100" normal="Frisell,
 Toni" role="photographer">Toni Frisell</persname>
 </origination>
 </did>
 </archdesc>

<otheragencycode> Other Agency Code

Summary:

An child element of <maintenanceagency> that provides an alternative code for the institution or service responsible for the EAD instance.

May Contain:

[text]

May Occur Within:

maintenanceagency

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Required
script	Optional

Description and Usage:

Use <otheragencycode> to provide alternative and/or local institution code that represents the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Any code other than that given in the <agencycode> element may be provided in <otheragencycode>. The addition of an ISO 3166-1 alpha-2 country code as the prefix to a local code is recommended to ensure international uniqueness.

Attribute usage:

- Use @localtype to specify the type of code being provided.

See also:

- To provide an institution code in the format of the International Standard identifier for Libraries and Related Organizations (ISIL: ISO 15511), use <agencycode>.
- Provide the name of the agency in <agencyname>.

Availability:

Optional, repeatable

References:

TBD

Examples:

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

<otherfindaid> Other Finding Aid

Summary:

For identifying any other finding aids to the materials being described.

May Contain:

archref, bibref, blockquote, chronlist, head, list, otherfindaid, p, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, otherfindaid

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

If desired, use the <archref> element to give a formal citation to the other finding aid or to link to an online version of it.

Availability:

Within <otherfindaid>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<otherrecordid> Other Record Identifier

Summary:

A child element of <control> that encodes any local identifier for the EAD instance.

May Contain:

[text]

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

<otherrecordid> can be used to record an identifier that is an alternative to the mandatory identifier provided in <recordid>. These might include identifiers from systems that were used to generate the EAD instance or that are no longer current but had some part in the history and maintenance of the EAD instance.

Attribute usage:

- Use @localtype to identify the institution or service responsible for providing the associated record identifier, if not the same as that given in <maintenanceagency>.

See also:

- Use <representation> to capture URLs for deliverable representations of the EAD (HTML, PDF, etc.)

Availability:

Optional, Repeatable

References:

TBD

Examples:

<control>

```

<recordid>beinecke.hayward</recordid>
<otherrecordid localtype="url"
>http://hdl.handle.net/10079/fa/beinecke.hayward</otherrecordid>
<otherrecordid localtype="publicid">-//Yale University::Beinecke Rare
Book and Manuscript Library//TEXT (US::CtY-BR::::[ABRAHAM HAYWARD
COLLECTION]))//EN</otherrecordid>
<filedesc>
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
</filedesc>
<maintenancestatus value="revised"/>
<maintenanceagency>
<agencycode localtype="loc">US-CtY-BR</agencycode>
<agencyname>Beinecke Rare Book and Manuscript Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>DACS</abbr>
<citation>Describing Archives: A Content Standard</citation>
</conventiondeclaration>
<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="human"/>
<agent>Michael Rush</agent>
<eventdescription>Finding aid created.</eventdescription>
</maintenanceevent>
</maintenancehistory>
</control>

```

<p> Paragraph

Summary:

A general purpose element used to encode prose passages of text.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, descriptivenote, dsc, editionstmt, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, publicationstmt, relatedmaterial, scopecontent, separatedmaterial, seriesstmt, userrestrict

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <p> for bounding one or more sentences that form a logical prose passage. A paragraph may be a subdivision of a larger composition or it may exist alone. It is usually typographically distinguished: A line space is often left blank before it; the text begins on a new line; and the first letter of the first word may be indented, enlarged, or both.

Availability:

Within <descriptivenote>: Required, repeatable.

Within all other parents: Optional, repeatable.

References: TBD

Examples:

<bioghist>

<head>Biographical Sketch</head>

<p>John Ferguson Godfrey was born in Toronto on December 19, 1942. He received a B.A. (Hons.) from Trinity College, University of Toronto, in 1965, a M.Phil. degree from Balliol College, Oxford University, England, in 1967, and a D.Phil. degree from St. Anthony's College, Oxford University, in 1975. He holds the title of Doctor of Sacred letters (honoris causa), Trinity College (1987).</p>

<p>Mr. Godfrey taught in the Department of History of Dalhousie University, Halifax, first as Assistant Professor (1970-1975), and then as Associate Professor (1980-1987). At King's College University, Halifax he held the position of Assistant Professor (1975-1976), before becoming President and Vice-Chancellor (1977-1987).</p>

</bioghist>

<parallelphysdescset> Parallel Physical Description Set

Summary:

A child element of <did> used to group together parallel expressions of the physical description of the materials.

May Contain:

physdescstructured

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
label	Optional
lang	Optional
script	Optional

Description and Usage:

The <parallelphysdescset> is a parent element for binding together two or more parallel <physdescstructured> elements that have the same @coverage value ("whole" or "part") and that describe the same set of materials. For example, a <physdescstructured> element with @physdescstructuredtype="carrier," a <physdescstructured> element with @physdescstructuredtype="materialtype," and a <physdescstructured> element with @physdescstructuredtype="spaceoccupied" may all describe the same aggregate of material, e.g., one hard drive containing 7,500 electronic files comprising 650 gigabytes. Do not use <parallelphysdescset> to wrap multiple <physdescstructured> elements that describe different materials, e.g., a hard drive containing electronic files, handwritten correspondence, and photographs.

Each <parallelphysdescset> must contain two or more <physdescstructured> elements.

Availability:

Optional, repeatable

References:

ISAD(G)
MARC
MODS

Example:

```
<parallelphysdescset>  
  <physdescstructured coverage="part"  
    physdescstructuredtype="spaceoccupied">  
    <quantity>650</quantity>  
    <unittype>gigabytes</unittype>  
  </physdescstructured>  
  <physdescstructured coverage="part" physdescstructuredtype="carrier">  
    <quantity>1</quantity>  
    <unittype>hard disk</unittype>  
  </physdescstructured>  
  <physdescstructured coverage="part"  
    physdescstructuredtype="materialtype">  
    <quantity>7500</quantity>  
    <unittype>electronic files</unittype>  
  </physdescstructured>  
</parallelphysdescset>
```

<part> Part

Summary:

An element for binding together access element entries within an <indexentry>.

May Contain:

corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title

May Occur Within:

indexentry

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <namegrp> to group multiple access elements that share the same <ref>, <ptr>, or <ptrgrp> element.

Availability:

One of <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <namegrp>, <occupation>, <persname>, <subject> or <title> is required, not repeatable

References:

N/A

Examples:

<persname> Personal Name

Summary:

An element for identifying a person.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

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

The <persname> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the personal name, e.g.,

Part 1: Skinner

Part 2: B. F.

Part 3: Burrhus Frederic

Part 4: 1904-1990

Use the <persname> element within <controlaccess> for encoding personal names as defined by controlled vocabularies or according to appropriate rules. You may also use the <persname> element for encoding personal names as they appear within text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the personal name used.
- @localtype, if local use requires specification of the type of personal name.
- @normal to identify a standardized form the personal name if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) the personal name has to the described materials, for example, "compiler," "creator," "collector," or "subject." The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the personal name.
- @source to indicate the vocabulary from which the personal name has been taken.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<physdesc> Physical Description

Summary:

A child element of <did> that provides a simple, unstructured statement about the physical characteristics of the material being described.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

Those who wish to record formally structured elements of physical description in order to enable consistent machine processing and data exchange will want to use <physdescstructured> or <parallelphysdescset> instead of <physdesc>.

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.5
MARC 300
MODS

Examples:

```
1. <c01 level="series">
<did>
<unittitle>Seizure Records, </unittitle>
<unitdate>December 1908-January 1928.</unitdate>
<physdesc>4 volumes and 1 folder.</physdesc>
</did>
</c01>
2. <c level="subseries">
<did>
<unittitle>Documentary Movies, </unittitle>
<unitdate type="inclusive">1952-1964</unitdate>
<physdesc>2.5 linear ft.</physdesc>
</did>
</c>
```

<physdescstructured> Structured Physical Description

Summary:

An element that provides a method for expressing structured statements about the physical characteristics of the materials being described.

May Contain:

descriptivenote, dimensions, physfacet, quantity, unittype

May Occur Within:

did, parallelphysdescset

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
coverage	Required (values limited to: part, whole)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
otherphysdescstype	Optional
physdescstructuredtype	Required (values limited to: carrier, materialtype, other, spaceoccupied)
script	Optional

Description and Usage:

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

Attribute usage:

- @physdescstructured is required and has the values "carrier," "materialtype," "other," and "spaceoccupied." Use it to specify the nature of the statement about the materials being described.

- A value of "carrier" denotes a statement regarding the number of containers or other physical conveyances.
- A value of "materialtype" denotes a statement regarding the type and/or number of the material types of the materials being described themselves.
- A value of "other" allows for specification of a local type in @otherphysdescstype.
- A value of "spaceoccupied" denotes a statement regarding the two- or three-dimensional space occupied by the materials being described.
- @coverage is required and has the values "whole" and "part."
 - A value of "whole" denotes a statement whose scope encompasses the entirety of the materials being described.
 - A value of "part" denotes a statement whose scope encompasses only a portion of the materials being described.

See also:

- Use <physdesc> to express physical description in a non-machine-processable form and in instances where data exchange is not a concern.

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.5

MARC 300

MODS

Examples:

```
1. <parallelphysdescset>
  <physdescstructured coverage="whole"
  physdescstructuredtype="spaceoccupied">
    <quantity>12</quantity>
    <unittype>linear feet</unittype>
  </physdescstructured>
  <physdescstructured coverage="whole"
  physdescstructuredtype="carrier">
    <quantity>24</quantity>
    <unittype>boxes</unittype>
  </physdescstructured>
</parallelphysdescset>
```

```

2. <parallelphysdescset>
  <physdescstructured coverage="part"
  physdescstructuredtype="spaceoccupied">
    <quantity>6</quantity>
    <unitttype>terabytes</unitttype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>24</quantity>
    <unitttype>3 ½" floppy disks</unitttype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>1800</quantity>
    <unitttype>electronic files</unitttype>
  </physdescstructured>
</parallelphysdescset>

```

<physfacet> Physical Facet

Summary:

A child element of <physdescstructured> that provides more detailed information about the physical nature of the material in terms that are often taken from a controlled vocabulary list.

May Contain:

[text], abbr, corpname, date, expan, emph, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title

May Occur Within:

physdescstructured

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

Physical facet terminology can be found in the *Art and Architecture Thesaurus* and other sources for authorized data value.

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.5

MARC 300

MODS

Example:

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

<physloc> Physical Location

Summary:

A child element of <did> that specifies the physical location of the materials.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
parent	Optional
script	Optional

Description and Usage:

A <physloc> is used to identify where the described materials are stored, and it may contain such information as the name or number of the building, room, stack, shelf, etc., where the materials may be stored and retrieved. The <physloc> can be used to designate onsite and offsite storage locations.

Attribute usage:

- Like all child elements of <did>, the <physloc> element has @label that may be used to provide a readily understandable heading for the element's content.
- @localtype may be used to identify the nature of the storage location.
- For security reasons, @audience may be set to "internal" to shield public access to storage location information. However, this strategy should be evaluated in the local context and used with caution.

See also:

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

Availability:

Optional, repeatable

References:

ISAD(G)
MARC 852
MODS

Old Examples:

```
1.    <archdesc type="inventory" level="subgrp">
<did>
<head>Overview of the Records</head>
<repository label="Repository:"><corpname>Minnesota Historical
Society</corpname></repository>
<origination label="Creator:">Minnesota. Game and Fish Department</origination>
<unittitle label="Title:">Game laws violation records,
</unittitle>
<unitdate label="Dates:">1908-1928</unitdate>
<abstract label="Abstract:">Records of prosecutions for and seizures of property
resulting from violation of the state's hunting and fishing laws.</abstract>
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box
location</physloc>
</did>
</archdesc>
2.    <c02 level="file">
<did>
<physloc>112.I.8.1B-2</physloc>
<container type="box">2</container>
<unittitle><unitdate type="inclusive">December 1908-July 1917</unitdate></unittitle>
</did>
</c02>
```

<phystech> Physical Characteristics and Technical Requirements

Summary:

For describing the physical condition of the materials and/or technical requirements that affect their use.

May Contain:

blockquote, chronlist, head, list, p, phystech, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, phystech

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <phystech> element is used to capture any physical or technical characteristics that affect the storage or use of the materials described. This may include details of their physical composition, preservation requirements, or particular hardware or software needed to access the materials.

Availability:

Within <phystech>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<prefercite> Preferred Citation

Summary:

An element for specifying how users should cite the described materials in publication credits.

May Contain:

blockquote, chronlist, head, list, p, prefercite, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, prefercite

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <prefercite> to supply users with a prescribed wording or format for references to the described materials to be included in bibliographies, footnotes, screen credits, etc.

See also:

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

Availability:

Within <prefercite>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<processinfo> Processing Information

Summary:

For encoding information about archival activities related to the described materials.

May Contain:

blockquote, chronlist, head, list, p, processinfo, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, processinfo

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <processinfo> element is used for basic information about accessioning, arranging, describing, preserving, storing, or otherwise preparing the described materials for research use. Where appropriate, encode more specific information about each of these activities separately within other elements, such as <acqinfo>, <appraisal>, <arrangement>, <physloc>, etc.

Availability:

Within <processinfo>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<ptr> Pointer

Summary:

An empty element for providing links or references to electronic files.

May Contain:

[empty]

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, indexentry, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, ptrgrp, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

actuate	Optional (values limited to: onload, onrequest, other, none)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
href	Optional
id	Optional
linkrole	Optional
linktitle	Optional
show	Optional (values limited to: new, replace, embed, other, none)
target	Optional
xpointer	Optional

Description and Usage:

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

See also:

- The <ref> element, if you wish to encode text and child elements to display a link to the external file.

Availability:

Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable

Within all other parents: Optional, repeatable

References:**Examples:**

[old]

<appraisal>

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

<ptrgrp> Pointer Group

Summary:

An element for binding together two or more <ptr> or <ref> elements.

May Contain:

ref, ptr

May Occur Within:

indexentry

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

Description and Usage:

The <ptrgrp> element is used to group multiple <ptr> or <ref> elements, which provide for internal linking within a finding aid. Use <ptrgrp> within an <indexentry> element when there are multiple pointers and/or references related to a single access heading in the <index>. For example, if the name “Emily Dickinson” is found in multiple places in a finding aid, the name could be entered as a single <persname> in the <indexentry>, with a <ptrgrp> containing multiple <ref> or <ptr> elements to link to the occurrences of that name elsewhere within the EAD instance. The <ptrgrp> element prevents the entry from having to appear multiple times in the index.

Availability:

Optional, not repeatable

References:

N/A

Examples:

<publicationstatus> Publication Status

Summary:

An optional child element of <control> that records the current publishing status of the EAD instance.

May Contain:

[text]

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional
value	Required (values limited to: inprocess, approved, published)

Description and Usage:

Use <publicationstatus> to indicate the current publication status of the EAD instance, whether in process or approved. An optional element, <publicationstatus>, is only necessary if it supports local maintenance practice.

Attribute usage:

- Use @value, which offers a controlled list of terms, to provide information about the current publication status of the EAD instance.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
```

```

</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival
Description, second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedecclaration>
<citation>IAMS Catlogging Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedecclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>

```

<publicationstmt> Publication Statement

Summary:

An optional child element of <filedesc> that provides information concerning the publication or distribution of the EAD instance.

May Contain:

address, date, num, p, publisher

May Occur Within:

filedesc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <publicationstmt> to record and bind together information about the publication or distribution of a finding aid. Such information includes the publisher's name and contact information, publication date, and other details of publication or distribution. The <publicationstmt> may contain free text within one or more <p> elements, or it may include the <publisher>, <address>, <date>, and <num> child elements, which allow for more specific tagging of a publisher's name and address, the date of publication, and the number, if any, assigned to the published finding aid.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<control>
<recordid>beinecke.hayward</recordid>
<otherrecordid localtype="url"
>http://hdl.handle.net/10079/fa/beinecke.hayward</otherrecordid>
<otherrecordid localtype="publicid">-//Yale University::Beinecke Rare
Book and Manuscript
Library//TEXT (US::CtY-BR::::[ABRAHAM HAYWARD
COLLECTION])//EN</otherrecordid>
```

```

<filedesc>
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
<publicationstmt>
<publisher>Yale University Library</publisher>
<publisher>Beinecke Rare Book and Manuscript Library</publisher>
<publisher>General Collection of Modern Books and
Manuscripts</publisher>
<address>
<addressline>New Haven, Connecticut</addressline>
</address>
<date localtype="original" normal="2006-10">October 2006</date>
<p>
<ref actuate="onrequest" show="new"
href="http://hdl.handle.net/10079/9p8czk9"
>Copyright © <date localtype="copyright" normal="1996/2007">1996-
2007</date>
by the Yale University Library.</ref>
</p>
</publicationstmt>
</filedesc>
. . .
</control>

```


<publisher> Publisher

Summary:

A child element of <publicationstmt> that identifies the institution or agency responsible for distribution of the EAD instance.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

publicationstmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <publisher> to record the name of the agent responsible for issuing or distributing the EAD instance. Often this is the same corporate body identified in the <repository> element of the <did>.

Attribute usage:

- @localtype if local use requires recording the type of name.

Availability:

One of <address>, <date>, <num>, <p>, or <publisher> is required, not repeatable

References:

TBD

Examples:

```
<publicationstmt>
<publisher>Yale University Library</publisher>
<publisher>Beinecke Rare Book and Manuscript Library</publisher>
<publisher>General Collection of Modern Books and
Manuscripts</publisher>
<address>
<addressline>New Haven, Connecticut</addressline>
</address>
```

<date localtype="original" normal="2006-10">October 2006</date>
<p>
<ref actuate="onrequest" show="new"
href="http://hdl.handle.net/10079/9p8czk9"
>Copyright © <date localtype="copyright" normal="1996/2007">1996-
2007</date>
by the Yale University Library.</ref>
</p>
</publicationstmt>

<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>

<quantity> Quantity

Summary:

A child element of <physdescstructured> that indicates the number of boxes, folders, or other units of housing.

May Contain:

[text]

May Occur Within:

physdescstructured

Attributes:

altrender	Optional
approximate	Optional (values limited to: no, yes)
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

A <quantity> is for indicating the number of <unittype>s being described. The content of <quantity> should be a number. Use of <quantity> enables extent statements to be machine processable. If the quantity is unknown, the element should remain empty.

Availability:

Required, not repeatable

References:

ISAD(G)
MARC
MODS

Example:

```
<physdescstructured physdescstructuredtype="materialtype" coverage="whole">  
<quantity>15</quantity>
```

<unittype>daguerreotypes</unittype>
<dimensions>3.25" x 4.25"</dimensions>
<physfacet>hand colored</physfacet>
</physdescstructured>

<quote> Quote

Summary:

An element for identifying or formatting a short quotation.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

abstract, archref, bibref, entry, event, item, p, physfacet, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

Equivalent to the element <q> in HTML.

See also:

- Use <blockquote> to designate an extended quotation.

Availability:

Optional, repeatable

References: TBD

Examples:

<recordid> Record Identifier

Summary:

A required child element of <control> that designates a unique identifier for the EAD instance.

May Contain:

[text]

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
instanceurl	Optional
lang	Optional
script	Optional

Description and Usage:

<recordid> is used for recording a unique identifier for the EAD instance. The institution assigning the identifier ensures uniqueness of the <recordid> value within the archival descriptions under its control. To provide a globally unique identifier, the <recordid> should be used in combination with <agencycode>, which is a required child element of <maintenanceagency>.

Attribute usage:

- Use @instanceurl to record the URL of the XML version of the EAD.

See also:

- If recording alternative identifiers is desired, use <otherrecordid>.
- Use <representation> to capture URLs for deliverable representations of the EAD (HTML, PDF, etc.)

Availability:

Required, not repeatable

References:

TBD

Examples:

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
. . .
</control>
```

<ref> Reference

Summary:

An element that provides links to content that may be internal or external to the finding aid.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, subject, title

May Occur Within:

abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, indexentry, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, ptrgrp, publisher, quote, sponsor, subtitle, titleproper, todate, unitdate, unittitle, unitid

Attributes:

actuate	Optional (values limited to: onload, onrequest, other, none)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
href	Optional
id	Optional
lang	Optional
linkrole	Optional
linktitle	Optional
script	Optional
show	Optional (values limited to: embed, new, none, other, replace)
target	Optional
xpointer	Optional

Description and Usage:

A linking element that provides links both to content within a finding aid, or from a finding aid to external content. The <ref> element may be used in a variety of ways in an encoded finding aid. For example, a <ref> may provide a dynamic link from one <c> to another related <c> in the same way that *See* and *See also* references direct readers of paper-based finding aids. Or, a <ref> might be used to direct the

reader from text in a scope and content note to a description of a <c> in a contents list. A <ref> might also point to an external file, for example, a finding aid for a related collection at another repository.

See also:

- Use <ptr> to provide a reference to a file that is not to be displayed as a link, for example, an image to be displayed.

Availability:

Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable

Within all other parents: Optional, repeatable

References:

TBD

Examples:**Old Example:**

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

<relatedmaterial> Related Material

Summary:

For identifying archival materials that have an association to the materials being described.

May Contain:

archref, bibref, blockquote, chronlist, head, list, p, relatedmaterial, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, relatedmaterial

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <relatedmaterial> element is used to identify associated materials in the same repository or elsewhere. These materials may be related by provenance, sphere of activity, or subject matter.

See also:

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

Availability:

Within <relatedmaterial>: At least one child element is required, repeatable
Within other elements: Optional, repeatable

References:

N/A

Examples:

<relation> Relation

Summary:

A child element of <relations> for capturing the description of a relationship between the materials described in the EAD instance and a related entity.

May Contain:

daterange, dataset, datesingle, descriptivenote, objectxmlwrap, geogname, relationentry

May Occur Within:

relations

Attributes:

actuate	Optional (values limited to: onload, onrequest, other, none)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
href	Optional
id	Optional
lang	Optional
lastdatetimeverified	Optional
linkrole	Optional
linktitle	Optional
otherrelationtype	Optional
relationtype	Required (values limited to: cpfrelation, otherrelation, resourcerelation, functionrelation)
script	Optional
show	Optional (values limited to: embed, new, none, other, replace)

Description and Usage:

A <relation> records descriptive information about a relationship between the materials being described and a related entity, such as: an archival, bibliographic, or other resource; a corporate body, person, or family; function; or other entity.

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

Attribute usage:

- @arcrole may be used to supply a URI that describes the nature of the relationship between the materials being described and the related entity.
- @role attribute may be used to supply a URI that describes the nature of the remote resource.
- @otherrelationtype for specifying the alternate type of relationship, when @relationtype is set to "otherrelation."
- @relationtype for specifying the kind of relationship being encoded.

See also:

- The children of <controlaccess>, which can also be used to specify, using a controlled vocabulary, information about individuals, organizations, families, topics, and functions related to the materials being described.

Availability:

Required, repeatable
Available in schema only

References:

TBD

Examples:

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

```
<relations>
<relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W
/FRAD056_NAW_0006.pdf" actuate="none" arcrole="hasprovenance"
show="none">
<relationentry>Morbihan. Direction départementale des renseignements
généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
<relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
```

```

<geogname><part>Morbihan, département du (France)</part></geogname>
</relation>
</relations>

<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84"> 41.30815, -
72.92816</geographiccoordinates></geogname>
<descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
</relation>
</relations>

```

<relationentry> Relation Entry

Summary:

A child element of <relation> that identifies an entity related to the materials being described.

May Contain:

[text]

May Occur Within:

relation

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional
transliteration	Optional

Description and Usage:

A <relationentry> identifies an entity that has a relationship to the materials being described. The entry may name a corporate body, person, family, resource, function, or other entity as defined by the @relationtype of the parent <relation>.

<relationentry> should only repeat when necessary to express the same <relationentry> in multiple languages or scripts.

Attribute usage:

- @localtype if local use requires recording the type of relation entry
- @transliteration for indicating the conventions or rules that prescribe a method for converting one script to another

Availability:

Optional, repeatable
Available in schema only

References:

TBD

Examples:

```

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

```

```

<relations>
<relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W
/FRAD056_NAW_0006.pdf" actuate="none" arcrole="hasprovenance"
show="none">
<relationentry>Morbihan. Direction départementale des renseignements
généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
<relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
<geogname><part>Morbihan, département du (France)</part></geogname>
</relation>
</relations>

```

```

<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84"> 41.30815, -
72.92816</geographiccoordinates></geogname>
<descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
</relation>
</relations>

```


<relations> Relations

Summary:

An element that groups one or more <relation> elements, which identify entities that have a relationship to the materials being described.

May Contain:

relation

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
base	Optional
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

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

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

See also:

- The children of <controlaccess>, which can also be used to record, using a controlled vocabulary, information about individuals, organizations, families, topics, and functions related to the materials being described.

Availability:

Optional, not repeatable

Available in schema only

References:

TBD

Examples:

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

```
<relations>
<relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W
/FRAD056_NAW_0006.pdf" actuate="none" arcrole="hasprovenance"
show="none">
<relationentry>Morbihan. Direction départementale des renseignements
généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
<relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
<geogname><part>Morbihan, département du (France)</part></geogname>

</relation>
</relations>
```

```
<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84"> 41.30815, -
72.92816</geographiccoordinates></geogname><descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
```

Price's acting career and activities as a supporter of the visual arts.</p>
</descriptivenote>
</relation>
</relations

<repository> Repository

Summary:

A child element of <did> that names the institution, person, or family responsible for providing intellectual access to the materials being described.

May Contain:

address, corpname, famname, name, persname

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

A <repository> is for recording the name of the institution or agency, family, or individual responsible for providing intellectual access to the materials being described. A <corpname>, <famname>, <name>, or <persname> element must be used within <repository> to encode the proper name.

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

When it is clear that the physical custodian does not provide intellectual access, use <physloc> to identify the custodian and <repository> to designate the intellectual

caretaker. When a distinction cannot be made, assume that the custodian of the physical objects also provides intellectual access to them and should be recognized as the <repository>.

Availability:

Optional, repeatable

References:

ISAD(G)
MARC 852
MODS

Old Examples:

1. <archdesc type="inventory" level="subgrp">
 <did>
 <head>Overview of the Records</head>
 <repository label="Repository:"><corpname>Minnesota Historical
 Society</corpname></repository>
 <origination label="Creator:">Minnesota. Game and Fish Department</origination>
 <unittitle label="Title:">Game laws violation records,
 </unittitle>
 <unitdate label="Dates:">1908-1928</unitdate>
 <abstract label="Abstract:">Records of prosecutions for and seizures of property
 resulting from violation of the state's hunting and fishing laws. </abstract>
 <physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>
 <physloc label="Location:">See Detailed Description section for box location</physloc>
 </did>
 </archdesc>
2. Note: The Public Record Office of the United Kingdom uses a 7 level system of
intellectual units devised specifically for that repository. In that system "lettercode" is the
equivalent of "fonds" and "class" is the equivalent of "series."
 <archdesc level="otherlevel" otherlevel="Lettercode">
 <did>
 <unitid>EW</unitid>
 <unittitle>Records of the Department of Economic Affairs</unittitle>
 <origination><corpname>Department of Economic Affairs</corpname> </origination>
 <unitdate>1945-1979</unitdate>
 <physdesc><extent>28 </extent>
 <genreform>classes</genreform>
 </physdesc>

<repository>**<corpname>**Public Record Office, Kew**</corpname>****</repository>**
</did>**</archdesc>**

<representation> Representation

Summary:

A child element of <control> for recording a link to a deliverable version of the EAD instance.

May Contain:

[text]

May Occur Within:

control

Attributes: [Merrilee note: same as above]

actuate	Optional (values limited to: onload, onrequest, other, none)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
href	Optional
id	Optional
lang	Optional
linkrole	Optional
linktitle	Optional
localtype	Optional
script	Optional
show	Optional (values limited to: embed, new, none, other, replace)

Description and Usage:

Use <representation> to record a link to a deliverable version of an EAD instance, for example an HTML or PDF version. If desired, the localtype attribute can be used to differentiate multiple <representation> elements.

See also:

- Do not confuse with the @instanceurl on <recordid>, used to record the URL of the XML version of the EAD.
- Use <otherrecordid> to provide any local identifier for the EAD instance that does not link to a deliverable version.

Availability:

Optional, repeatable

References:

TBD

Examples:

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

. . .
</control>
```


<row> Table Row

Summary:

A formatting element that contains one or more horizontal cells in a table.

May Contain:

entry

May Occur Within:

tbody, thead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
rowsep	Optional (cannot be empty)
script	Optional
valign	Optional (values limited to: bottom, middle, top)

Description and Usage:

A formatting element that contains one or more <entry> elements in a table. By convention, a rule specified by @rowsep prints or displays below the row. Vertical rules are specified by @colsep in <table> or one of its column-related subelements; external rules are specified by @frame available on the <table> element.

Availability:

Within <tbody> and <thead>, required, repeatable

References:

N/A

Examples:

<scopecontent> Scope and Content

Summary:

An element that provides information about the nature of and activities reflected in the described materials.

May Contain:

blockquote, chronlist, head, list, p, scopecontent, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, scopecontent

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

The <scopecontent> element contains a narrative statement that summarizes the range and topical coverage of the materials. It provides the researcher with the information necessary to evaluate the potential relevance of the materials being described. The <scopecontent> may include information about the form and arrangement of the materials; dates covered by the materials; significant organizations, individuals, events, places, and subjects represented in the materials; and functions and activities that generated the materials being described. It may also identify strengths of or gaps in the materials.

Availability:

Within <scopecontent>: At least one child element is required, repeatable
Within other elements: Optional, repeatable

References:

N/A

Examples:

<script> Script

Summary:

A child element of <languagedeclaration> and <languageset> that identifies the writing script for a language of the EAD or the materials being described.

May Contain:

[text]

May Occur Within:

languagedeclaration, languageset

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
script	Optional
scriptcode	Optional

Description and Usage:

<script> is for identifying the script used to write a particular language, whether that of the materials being described or the language of the description itself.

Attribute usage:

- @scriptcode to provide the three-letter ISO15924 code for the script

See also:

- Use <language> to specify, in human-readable form, the corresponding language.
- Do not confuse <script> with @script and @lang, which can be used on all elements to indicate the script and language of the descriptive information, not the language of the materials.

Availability:

Within <languagedeclaration>: Required, not repeatable

Within <languageset>: Required, repeatable

References:

TBD

Examples:

```

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

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

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

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

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

```

<separatedmaterial> Separated Material

Summary:

For identifying materials associated by provenance that have been physically separated or removed.

May Contain:

archref, bibref, blockquote, chronlist, head, list, p, separatedmaterial, table

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, separatedmaterial

Attributes:

| | |
|----------------|--|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| lang | Optional |
| localtype | Optional |
| script | Optional |

Description and Usage:

The <separatedmaterial> element identifies materials that are associated by provenance to the described materials that have been physically separated or removed. Examples include the separation of special formats; the destruction of duplicate or nonessential material; and the deliberate or unintentional dispersal of a creator's records among different repositories.

See also:

- Do not confuse with <relatedmaterial>, which is used for references to materials that are not physically or logically included in the material described in the finding aid.

Availability:

Within <separatedmaterial>: At least one child is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples:

<seriesstmt> Series Statement

Summary:

A child element of <filedesc> that groups information about the published monographic series to which an EAD instance belongs.

May Contain:

num, p, titleproper

May Occur Within:

filedesc

Attributes:

| | |
|----------------|--|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| lang | Optional |
| script | Optional |

Description and Usage:

Use <seriesstmt> to record and bind together information about the published monographic series of which the encoded finding aid is a part. The <seriesstmt> may contain text, formed in paragraphs, or it may include the <titleproper> and <num> elements, which allow for more specific tagging of names or numbers associated with the series.

Availability:

Optional, not repeatable

References:

TBD

Examples:

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


<source> Source

Summary:

A child element of <sources> used to identify a particular source of evidence used in describing the archival material.

May Contain:

descriptivenote, objectxmlwrap, sourceentry

May Occur Within:

sources

Attributes:

actuate	Optional (values limited to: onload, onrequest, other, none)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
href	Optional
id	Optional
lang	Optional
lastdatetimestamp	Optional
linkrole	Optional
linktitle	Optional
script	Optional
show	Optional (value limited to: embed, new, none, other, replace)

Description and Usage:

Use <source> to cite a published resource used in describing the archival material. Though not required, a reference for the source should be included as a textual description in the child <sourceentry> element. Use the optional <descriptivenote> for any additional notes about the source.

See also:

- Do not confuse with the <citation> element, used in <conventiondeclaration> and <localtypedecclaration> to identify any rules and conventions applied in the description.

Availability:

Required, repeatable

References:

TBD

Examples:

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

<sourceentry> Source Entry

Summary:

A child of <source> that identifies a specific source used in creating the archival description.

May Contain:

[text]

May Occur Within:

source

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional
transliteration	Optional

Description and Usage:

Used to cite a source used in the construction of the EAD instance.

Availability:

Optional, repeatable

References:

N/A

Examples:

<sources> Sources

Summary:

An optional child element of <control> that groups one or more <source>s of evidence used in describing the archival material.

May Contain:

source

May Occur Within:

control

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
base	Optional
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <sources> to bind together one or more <source> elements.

Attribute usage:

- Use @base to specify a base URI for resolving any relative URIs used within the <sources> element and/or its children, if that base URI differs from the base URI of the EAD instance.

Availability:

Optional, not repeatable

References:

TBD

Examples:

```
<control>
. . .
<sources>
<source>
<sourceentry>HMC, Principal Family and Estate Collections: Family
Names L-W, 1999</sourceentry>
</source>
<source>
```

```
<sourceentry>HMC, Complete Peerage, 1936</sourceentry>  
</source>  
</sources>  
</control>
```

<sponsor> Sponsor

Summary:

An optional child element of <titlestmt> for providing the name of an institution or individual who contributed significant support, monetary or otherwise, to the processing of the materials being described.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

titlestmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

<sponsor> may be used to identify institution(s) and individual(s) who endorsed, financed, or arranged the acquisition, appraisal, and processing of the described materials or the preparation and distribution of the finding aid.

Attribute usage:

- Use @localtype if local use requires recording the type of sponsor.

See also:

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

Availability:

Optional, repeatable

References:

TBD

Examples:

<titlestmt>
<titleproper encodinganalog="245\$a">The Edgar Holden Papers, 1978-
1993</titleproper>
<subtitle encodinganalog="245\$b">A Guide to the Holden Papers at the
University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National
Historical Publications and Records Commission, grant number 94-
0123</sponsor>
</titlestmt>

<subject> Subject

Summary:

An element for encoding topics represented in the materials being described.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

Indicates a topic reflected in the described materials.

The <subject> element must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the subject term, e.g.,

Part 1: Boats
Part 2: California
Part 3: 20th Century

Use the <subject> element within <controlaccess> for encoding subjects as defined by controlled vocabularies or according to appropriate rules. You may also use the <subject> element for encoding subjects as they appear within text.

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the subject.
- @localtype, if local use requires specification of the type of subject.
- @normal to identify a standardized form the subject if not provided in the element itself.
- @relator to specify, either as a URI or a string, other relationship(s) the subject has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @rules to specify the descriptive rules followed for forming the subject.
- @source to indicate the vocabulary from which the subject has been taken.

See also:

- Personal, corporate, family and geographic names used as subjects are tagged as <persname>, <corpname>, <famname>, and <geogname> respectively. The term "subject" can be used as the value of @relator when indicating a personal name, corporate name, family, or geographic name is a subject of the materials being described.

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<subtitle> Subtitle

Summary:

An child element of <titlestmt> that captures a secondary or subsidiary portion of the title of the EAD instance.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

titlestmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use <subtitle> to record a portion of the title of an encoded finding aid that is subordinate to the main title recorded in <titleproper>. The <subtitle> element is available only within <titlessmt> and is intended to support additional title information.

See also:

- Do not confuse with the <title> element. Subtitles of monographs, serials, paintings, and other such works mentioned in the finding aid are not separately encoded, but they may be listed as part of the <title> element.

Availability:

Optional, repeatable

References:

TBD

Examples:

```
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, 1978-
1993</titleproper>
<subtitle encodinganalog="245$b">A Guide to the Holden Papers at the
```

University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National
Historical Publications and Records Commission, grant number 94-
0123</sponsor>
</titlestmt>

<table> Table

Summary:

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

May Contain:

head, tgroup

May Occur Within:

accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
colsep	Optional (values limited to: 0, 1)
frame	Optional (values limited to: all, bottom, none, sides, top, topbot)
id	Optional
lang	Optional
pgwide	Optional (values limited to: 0, 1)
rowsep	Optional (values limited to: 0, 1)
script	Optional

Description and Usage:

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

Attribute usage:

- @colsep to indicate if the columns in the table are to be separated by vertical rules.
- @frame to indicate if there are rules surrounding the table.
- @pgwide to indicate if the table is the width of the page or of the text column.

- @rowsep to indicate if the rows in the table are to be separated by horizontal rules.

Availability:

Optional, repeatable

References:

Example:

<tbody> Table Body

Summary:

A child element of <tgroup> that binds together one or more rows in a table.

May Contain:

row

May Occur Within:

tgroup

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional
valign	Optional (values limited to: bottom, middle, top)

Description and Usage:

A formatting element that contains one or more <row> elements, which in turn contain <entry> elements in a <table>. The <tbody> element identifies the body of the information in a <table>, as distinct from the column headings (<thead>).

See also:

- Related elements <entry>, <row>, <table>, <tgroup>, and <thead>.

Availability:

Required, not repeatable

References:

N/A

Examples:

<term> Term

Summary:

A child element of <localcontrol> used to specify a descriptive term in accordance with local rules.

May Contain:

[text]

May Occur Within:

localcontrol

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
lastdatetimedverified	Optional
rules	Optional
script	Optional
source	Optional
transliteration	Optional

Description and Usage:

Use to <term> to record the value of the entry enabled by the @localtype in a <localcontrol> element. For example, if the content of @localtype is "levelofdetail" the <term> might be "minimum."

Attribute usage:

- Use @identifier for linking to an authority record for the term.
- Use @lastdatetimedverified to specify when the term captured was last verified for accuracy.
- Use @rules to indicate any rules used in formulating the term.
- Use @source to indicate the vocabulary from which the term has been taken.
- Use @transliteration for indicating the conventions or rules that prescribe a method for converting one script to another.

Availability:

Optional, not repeatable

References:

TBD

Examples:

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

<tgroup> Table Group

Summary:

A formatting element that binds together <table> child elements <colspec>, <thead>, and <tbody>.

May Contain:

colspec, tbody, thead

May Occur Within:

table

Attributes:

align	Optional (values limited to: center, char, justify, left, right)
altrender	Optional
audience	Optional (values limited to: external, internal)
cols	Required
colsep	Optional
id	Optional
lang	Optional
rowsep	Optional
script	Optional

Description and Usage:

Tables comprise one or more <tgroup> elements depending on the number of times the column specifications change. The <tgroup> element provides a subgrouping of rows within a table that all use the same column specifications.

Attribute usage:

- The required @cols specifies the number of columns in the table.
- Three attributes are used together to force horizontal alignment on a specific character, such as a decimal point.
 - The @align must be set to "char" (align="char").
 - The @char should be set to the specific character on which the text will align (for example the decimal point, char=".").
 - The @charoff controls the position of the alignment by naming the percentage of the current column width that is to the left of the alignment character (for example, charoff="30").
 - The required @cols specifies the number of columns in the table.
- By convention, any rule specified in @colsep is printed or displayed to the right of the column.
- External rules are specified with the @frame of <table>; horizontal rules are specified with the <table> or <tgroup> @rowsep.

- By convention, any rule specified in @rowsep prints or displays below the row.
- Vertical rules are specified by @colsep; external rules are specified by @frame in the <table> element.

See also:

- Related elements <colspec>, <table>, <tbody>, <thead>.

Availability:

Required, repeatable

References:

N/A

Examples:

<thead> Table Head

Summary:

A formatting element that contains the heading information in a <table>.

May Contain:

row

May Occur Within:

c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, dsc, tgroup

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional
valign	Optional (values limited to: bottom, middle, top)

Description and Usage:

Use <thead> to record column headings that appear at the top of a table and may appear again at the top of any physical break in rows in the body. The <thead> element may be used in an ordinary structural <table>, or to provide column headings for components (<c> or <c0x>) or <dsc> elements in a container list.

See also:

- Related elements <table> and <tgroup> for general table information.

Availability:

Optional, not repeatable

References:

N/A

Examples:

<title> Title

Summary:

An element for encoding the formal name of a work.

May Contain:

part

May Occur Within:

abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
rules	Optional
script	Optional
source	Optional

Description and Usage:

The name of an intellectual work, such as a monograph, serial, or painting, listed in a finding aid. Within <controlaccess>, the formal, authorized name should be used, but <title> may also be used to encode titles as they appear within other elements to enable formatting such as italics or quotations.

Subtitles of such works are not separately encoded but may instead be listed as part of the <title> element, either along with the title in a single <part>, or in multiple parts as follows:

Part 1: Private eyeballs

Part 2: A golden history of bad taste

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @identifier for linking to the authority record for the title statement used.
- @localtype, if local use requires specification of the type of title.
- @normal to identify a standardized form the title if not provided in the element itself.
- @relator to specify, either as a URI or a string, the relationship between the title and the materials being described. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.
- @render to indicate how the title should be displayed. Options are limited to altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, and underline.
- @rules to specify the descriptive rules followed for forming the title statement.
- @source to indicate the vocabulary from which the title statement has been taken.

See also:

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

Availability:

Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

References:

TBD

Examples:

<titleproper> Title Proper of the Finding Aid

Summary:

A child element of <titlestmt> and <seriesstmt> that indicates the title a finding aid or finding aid series.

May Contain:

[text] abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

seriesstmt, titlestmt

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
script	Optional

Description and Usage:

Use <titleproper> to record the title of a finding aid or finding aid series.

Attribute usage:

- Use @localtype if local use requires recording the type of title.
- Use @render to specify formatting of the <titleproper> for display and print purposes

See also:

- Do not confuse with <title> which is used to encode the formal names of works such as monographs, serials, paintings, etc., mentioned in the finding aid.
- Do not confuse with <unittitle>, which identifies the name of the described materials.

Availability:

Within <seriesstmt>: Required, not repeatable

Within <titlestmt>: Required, repeatable

References:

TBD

Examples:

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

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

```
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
```

<titlestmt> Title Statement

Summary:

A required child element of <filedesc> that binds together information about the name of an encoded finding aid and those responsible for its content.

May Contain:

author, sponsor, subtitle, titleproper

May Occur Within:

filedesc

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

Description and Usage:

Use <titlestmt> to bind together elements containing bibliographic information about a finding aid, including its title and the names and roles of those responsible for the finding aid intellectual content. Child elements of <titlestmt> must adhere to the following prescribed sequence: a required <titleproper>, followed by an optional <subtitle>, optional <author>, and optional <sponsor>.

See also:

- Do not confuse with <title>, used to encode the formal names of works such as monographs, serials, paintings, etc., mentioned in the finding aid.
- Do not confuse with <unittitle>, which identifies the name of the described materials.

Availability:

Required, not repeatable

References:

TBD

Examples:

```
<filedesc>
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, 1978-
1993</titleproper>
```

<subtitle encodinganalog="245\$b">A Guide to the Holden Papers at the
University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National Historical
Publications and Records Commission, grant number 94-0123</sponsor>
</titlestmt>
</filedesc>

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

<filedesc>
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
</filedesc>

<todate> To Date

Summary:

A child element of <daterange> that records the end point in a range of dates.

May Contain:

[text], abbr, emph, expan, foreign, lb, ptr, ref

May Occur Within:

daterange

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
localtype	Optional
notafter	Optional
notbefore	Optional
script	Optional
standarddate	Optional

Description and Usage:

Use <todate> to record the end date in a range of dates, whether they be known or approximate. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the @standarddate should be used to record the date in machine-readable form as well.

Attribute usage:

- @localtype to supply a more specific characterization of the date range.
- @notafter and @notbefore to capture the earliest and latest possible dates in cases when the date is uncertain.
- @standarddate to provide a machine-readable form of the date, formulated according to the ISO 8601 standard.

See also:

- Use <fromdate> to record the starting point of a date range.

Availability:

Optional, not repeatable

References:

TBD

Examples:

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

<chronitem>
<daterange>
<fromdate>1819</fromdate>
<todate>1820</todate>
</daterange>
<event>Studies theology at Yale College</event>
</chronitem>
```

<unitdate> Date of the Unit

Summary:

A child element of <did> that provides a simple statement of the date(s) covered by the materials.

May Contain:

[text], abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
calendar	Optional
certainty	Optional
datechar	Optional
encodinganalog	Optional
era	Optional
id	Optional
label	Optional
lang	Optional
normal	Optional
script	Optional
unitdatatype	Optional (values limited to: bulk, inclusive)

Description and Usage:

A <unitdate> is for indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc. The <unitdate> may be in the form of text or numbers, and may consist of a single date, a date range, or a combination of single dates and date ranges.

Attribute usage:

- @unitdatatype for indicating if the <unitdate> represents inclusive dates or bulk (predominant) dates.
- @certainty for indicating if the date has been supplied or estimated by the archivist.

- @datechar for characterizing the nature of the dates, such as creation or accumulation.
- @calendar, which has a default value of "gregorian," for specifying the calendar from which the date stems.
- @era, which has a default value of "ce" (Common Era), for indicating the era that contextualizes the date.
- @normal, which allows for standardized expression of dates, whether a single date or range of dates, for indexing purposes, following the ISO 8601 Representation of Dates and Times

See also:

- Do not confuse <unitdate> with the <date> element, which is used to encode dates not related to the creation or accumulation of the records being described.
- Use <unitdatestructured> provide a machine-processable statement for the dates of the materials being described.

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.3

MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c

MODS

Old Examples:

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

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


<unitdatestructured> Structured Date of the Unit

Summary:

A child element of <did> that enables structured, machine-processable expressions of the dates of the materials being described.

May Contain:

daterange, dateset, datesingle

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
calendar	Optional
certainty	Optional
datechar	Optional
encodinganalog	Optional
era	Optional
id	Optional
label	Optional
lang	Optional
script	Optional
unitdatatype	Optional (values limited to: bulk, inclusive)

Description and Usage:

A <unitdatestructured> enables stating in a machine-processable structure the date or dates the described materials were created, issued, copyrighted, broadcast, etc.

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

Attribute usage:

- @unitdatatype for indicating if the <unitdatestructured> represents inclusive dates or bulk (predominant) dates.
- @certainty for indicating if the date has been supplied or estimated by the archivist.

- Adatechar for characterizing the nature of the dates, such as creation or accumulation.
- Acalendar, which has a default value of "gregorian," for specifying the calendar from which the date stems.
- Aera, which has a default value of "ce" (Common Era), for indicating the era that contextualizes the date.

See also:

- Do not confuse <unitdatestructured> with the <date> element, which is used to encode dates not related to creation or accumulation of the records being described.
- Use <unitdate> to provide an unstructured statement of the dates of the material being described.

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.3

MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c

MODS

Example:

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

```

<unitdatestructured>
  <dateset>
    <daterange>
      <fromdate>1900</fromdate>
      <todate>1910</todate>
    </daterange>
    <datesingle>1921 </datesingle>
  </dateset>
</unitdatestructured>
```

<unitid> ID of the Unit

Summary:

A child element of <did> that provides an identifier for the materials, such as an accession number.

May Contain:

[text], abbr, emph, expans, foreign, lb, ptr, ref

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
countrycode	Optional
encodinganalog	Optional
id	Optional
identifier	Optional
label	Optional
lang	Optional
localtype	Optional
repositorycode	Optional
script	Optional

Description and Usage:

A <unitid> may contain any alpha-numeric text string that serves as a unique reference point or control number for the described material, such as a lot number, an accession number, a classification number, or an entry number in a bibliography or catalog. The <unitid> is primarily a logical designation, which sometimes indirectly provides location information, as in the case of a classification number.

Attribute usage:

- Although not required, the @countrycode and @repositorycode should be used in <unitid> at the <archdesc><did> level to comply with ISAD(G) element 3.1.1.
- @repositorycode specifies the ISO 15511 code for the institution that has custody of the materials described, while @countrycode provides the ISO 3166-1 code for the country in which that institution is located.

- @identifier should contain a machine-readable unique identifier, containing a value similar to the text in the <unitid> element.
- @localtype may be used to indicate the system from which the <unitid> was derived, e.g., accessioning system, record group classification scheme, records retention scheduling system, etc.

See also:

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

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.1

MARC

MODS

Old Example:

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


<unittitle> Title of the Unit

Summary:

A child element of <did> that specifies a title for the materials.

May Contain:

[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title

May Occur Within:

did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
normal	Optional
script	Optional

Description and Usage:

A <unittitle> is for recording the title statement, either formal or supplied, of the described materials. The title statement may consist of a word or phrase. The <unittitle> is used at both the highest unit or <archdesc> level (e.g., collection, record group, or fonds) and at all the subordinate <c> levels (e.g., subseries, files, items, or other intervening stages within a hierarchical description).

Attribute usage:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @label to provide a display label for the unit title.
- @localtype if local use requires recording the type of name.
- @normal to allow for normalization of unit titles with initial articles.

See also:

- Do not confuse <unittitle> with <title>, an element used to encode the formal names of works such as monographs, serials, paintings, etc.
- Also do not confuse with <titleproper>, used to designate the name of a finding aid encoded in EAD.

Availability:

Optional, repeatable

References:

ISAD(G) 3.1.2

MARC 245

MODS

Old Example:

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

```
<did>
```

```
<unittitle>Documentary Movies, </unittitle>
```

```
<unitdate type="inclusive">1952-1964</unitdate>
```

```
<physdesc><extent>2.5 linear ft.</extent></physdesc>
```

```
<abstract label="Summary:">Includes scores, arranged alphabetically by movie title,  
and some correspondence, arranged chronologically.</abstract>
```

```
</did>
```

```
</c>
```

<unittype> Unit Type

Summary:

A child element of <physdescstructured> that indicates the type of unit being quantified, e.g., boxes, linear feet, etc.

May Contain:

[text]

May Occur Within:

physdescstructured

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
rules	Optional
script	Optional
source	Optional

Description and Usage:

Required in a <physdescstructured>, a <unittype> identifies the type of unit being quantified.

Attribute usage:

- @rules to specify the descriptive rules followed for forming the unit type.
- @source for specifying the controlled vocabulary in which the term in unit type is listed.

Availability:

Required, repeatable

References:

ISAD(G)
MARC

MODS

Examples:

```
1. <parallelphysdescset>
<physdescstructured coverage="whole" physdescstructuredtype="spaceoccupied">
  <quantity>12</quantity>
    <unittype>linear feet</unittype>
</physdescstructured>
<physdescstructured coverage="whole" physdescstructuredtype="carrier">
  <quantity>24</quantity>
    <unittype>boxes</unittype>
</physdescstructured>
</parallelphysdescset>
2. <parallelphysdescset>
<physdescstructured coverage="part" physdescstructuredtype="spaceoccupied">
  <quantity>6</quantity>
    <unittype>terabytes</unittype>
</physdescstructured>
<physdescstructured coverage="part" physdescstructuredtype="carrier">
  <quantity>24</quantity>
    <unittype>3 ½" floppy disks</unittype>
</physdescstructured>
<physdescstructured coverage="part" physdescstructuredtype="materialtype">
  <quantity>1800</quantity>
    <unittype>electronic files</unittype>
</physdescstructured>
</parallelphysdescset>
```

<userrestrict> Conditions Governing Use

Summary:

An element for indicating any conditions that affect the use of the described materials, such as in publications.

May Contain:

blockquote, chronlist, head, list, p, table, userrestrict

May Occur Within:

archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, userrestrict

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

Description and Usage:

Use the <userrestrict> element for information about any limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency. These conditions may be related to reproduction, publication, or quotation of the described materials after access to the materials has been granted. The <userrestrict> element may also be used to indicate the absence of restrictions, such as when intellectual property rights have been dedicated to the public.

See also:

- Do not confuse with <accessrestrict>, which contains information about conditions affecting the availability of the described materials.
- The <prefercite> element may be used to specify how the described materials should be referenced.

Availability:

Within <userrestrict>: At least one child element is required, repeatable

Within other elements: Optional, repeatable

References:

N/A

Examples: