

# **Encoded Archival Description Tag Library Version EAD3 1.1.0**

**Edition 2018**

**Prepared and maintained by  
the Technical Subcommittee for Encoded Archival  
Standards of the Society of American Archivists**



Chicago

## **Encoded Archival Description Tag Library Version EAD3 1.1.0 , Edition 2018**

This tag library represents version EAD3 1.1.0 of the Encoded Archival Description schemas, released in April 2018. It supersedes the Version EAD3 1.0.0 tag library published in 2015.

The SAA Technical Subcommittee for Encoded Archival Standards is responsible for updating and editing the EAD schemas and tag library.

The Network Development and MARC Standards Office of the Library of Congress serves as the host for online EAD documentation, including storage and delivery of electronic files and maintenance of the EAD web site, located at <http://www.loc.gov/ead/>.

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## Preface

Encoded Archival Description (EAD) is the international metadata transmission standard for hierarchical descriptions of archival records. Developed by the EAD Working Group of the Society of American Archivists and first published in 1998, EAD is an Extensible Markup Language (XML) format used by archivists around the globe. A second version with greater international alignment, EAD 2002, was released as a DTD in 2002 and in 2007 as Relax NG and W3C schemas. The development of EAD made it possible to create electronic finding aids within a specifically archival data structure compliant with General International Standard Archival Description (ISAD(G)). This innovation was a crucial impetus behind the swift migration of archival description to the internet, the acceptance of national archival descriptive content standards like Describing Archives: A Content Standard (DACS), and the emergence of a professional consensus that archival description existed to be shared widely and shared well.

This new version of Encoded Archival Description – EAD3 – exists thanks to the efforts and support of many people, but it exists because of the many archivists and repositories around the world that saw the utility of EAD, used it in diverse and inspiring ways, and continue to recognize many ways in which it might work better.

In the years between the release of EAD 2002 and 2010, when the revision process that led to EAD3 began, the technological landscape surrounding archival description evolved enormously. Collection management systems, such as the Archivists' Toolkit, Archon, and ICA-AtoM, offered the robust advantages of modelling descriptive information in relational databases, but exposed the difficulty of adapting the EAD document model in data-centric applications. Linked Open Data emerged as a viable methodology for creating a semantically meaningful Web, for which EAD was poorly prepared. New and closely related metadata transmission standards were developed, most notably Encoded Archival Context – Corporate bodies, Persons, and Families (EAC-CPF), opening new frontiers in archival metadata. Finally, over a decade of working with EAD gave archivists a general sense that it was too complex, too forgiving, and too flexible for its own good.

In 2010, following an update to its by-laws concerning standards maintenance, the SAA Standards Committee charged a new Technical Subcommittee for Encoded Archival Description (TS-EAD) to oversee the maintenance of the standard. Recognizing that EAD needed an update, its charge instructed TS-EAD to complete a revision of the standard within five years.

TS-EAD completed the revision of EAD with the help of the SAA Schema Development Team and with many contributions, large and small, from the international EAD community. EAD3 is the result of four public comment periods, countless feedback, three working meetings, numerous conference calls, regular presentations to the EAD Roundtable, and lots of careful analysis, spirited discussion, and hard-won compromise. Notable milestones in the revision process include the initial comment period, which shaped our early agenda; a three-day TS-EAD working meeting at Yale University's Beinecke Rare Book and Manuscript Library, which established a

clear direction; and the alpha, beta, and gamma schema releases, which gave the EAD community concrete examples to test and critique.

Early in the revision process TS-EAD published four points of emphasis to guide us as we weighed the benefits of changes to EAD.

Achieving greater conceptual and semantic consistency in the use of EAD.

Exploring mechanisms whereby EAD-encoded information might more seamlessly and effectively connect with, exchange, or incorporate data maintained according to other protocols.

Improving the functionality of EAD for representing descriptive information created in international and particularly in multilingual environments.

Being mindful that a new version will affect current users.

All of the changes made in EAD3 can be seen in the context of these four points. Throughout the revision process, the most difficult decisions concerned proposals that highlighted tensions between them, especially between making EAD more consistent and aligned to other standards and mitigating impact on current users.

TS-EAD's decision-making process focused on detailed analysis and consensus-building within the committee. As we received proposals from the community or fellow committee members, individuals or small groups did additional work to better understand the request, clarify the specific impact on the schema, and make recommendations to the committee. Many issues were revisited multiple times as we collectively came to understand better our goals and their impact. Although healthy differences of opinion persisted throughout the revision process, ultimately only one issue had to be decided by an executive decision by the co-chairs. In the alpha schema element and attribute names were converted to camel case, as is the convention in EAC-CPF. This met our goals of conceptual consistency and interoperability with EAC-CPF, but we received strong feedback from the community arguing against the change. Entrenched and opposing opinions – all with strong justifications from our points of emphasis – remained within TS-EAD; ultimately the co-chairs decided to honor precedent and sensitivity to the impact on users and opted to remove camel case.

Of the changes made in EAD3, the most extensive departure from EAD 2002 is the replacement of <eadheader> with <control>. Borrowed from EAC-CPF with some enhancements, <control> offers a better model for representing information about finding aids, including its identifiers, status, languages, conventions, maintenance history, and sources. One notable change to <control> as modelled in EAC-CPF is the inclusion of <filedesc> from <eadheader>. As an aggregation of descriptions of all the material in an archival collection, finding aids have bibliographic attributes, such as a title or a publication statement captured in <filedesc>, that are not necessary when documenting authority records.

The elements available within <did> (Descriptive Identification) were extensively updated in order to better support the exchange of key descriptive data between EAD3 and other systems. Some <did> elements, including <origination>, <repository>, and <langmaterial>, were modified to remove mixed content and other ambiguities. The existing <unitdate> and <physdesc> elements were felt to be too lax to constrain and still provide a forward migration path, so new <unitdatestructured> and <physdescstructured> elements were added. These "structured" elements provide nuanced data models for capturing temporal and physical description, while the original elements remain in modified form as unstructured alternatives and to allow for forward migration from EAD 2002. Whereas these new elements provided additional structure, the <daogrp> element, which allowed the creation of extended links to digital archival objects, was simplified to <daoset>, which binds two or more simple <dao> elements.

The access point elements available within <controlaccess>, e.g. <persname>, <subject>, <genreform>, etc., were modified in several ways. Each must now contain one or more <part> elements so that multi-part terms may be accurately represented in EAD, allowing, for example, the separate capture of an individual's surname, forename, and life dates, etc. They also now share a common set of attributes to improve interoperability with external vocabularies: @identifier, for the code or URI associated with a term, @source, for identifying the originating vocabulary, and @rules, for recording how terms are formulated. The <geogname> element now has an optional child <geographiccoordinates> for encoding longitude, latitude, and altitude information.

Support for multilingual description was addressed by adding @lang and @script attributes to all non-empty elements in EAD3, making it possible to explicitly state what language or script is used therein. Additionally, some elements were modified to allow them to repeat where previously they did not, thus enabling the inclusion of the same data in multiple languages.

Early in the revision process there were multiple requests to simplify EAD, and one suggested measure was reducing the number of elements. However, TS-EAD decided that consistency and semantic clarity was a better measure of simplicity, not the number of elements in the schema. The <note> element is a useful case study. In EAD 2002 <note> was available in 8 distinct contexts, each representing a subtly different usage; in EAD3 the <note> element has been replaced with context-specific elements, including <didnote>, <controlnote>, and <footnote>.

Many other changes can be categorized as supporting the drive for greater conceptual and semantic consistency in EAD. Major descriptive elements that previously could be contained in other descriptive elements were removed in those contexts. For example, <arrangement> is no longer a permitted child of <scopecontent>, <unitdate> is no longer a permitted child of <unittitle>, and <dao> is now only available within <did>. Block and formatting elements like <list>, <blockquote>, <quote>, were modified or created to more closely resemble their HTML counterparts. The <chronlist> element was updated to incorporate <geogname> to convey the locations where events occur, more closely aligning it with its namesake in EAC-CPF. Mixed content models were streamlined to three progressively inclusive sets of elements allowed to intermix

with text. Attribute names were disambiguated throughout the schema: @role was changed to @relator on access point elements and @linkrole on linking elements, @type was renamed through the schema to @localtype where no values are supplied by the schema, and to @elementnametype (e.g. @listtype and @unitdatetype) where specified values are supplied. Linking elements – of which there were many in EAD 2002 – were consolidated to a handful and limited to simple links, eliminating overly complicated extended links. The XLink model for linking attributes was preserved, but the XLink namespace, which had been added to the schema versions of EAD 2002, was removed due to the onerous and needless complexity that namespaces introduce when processing XML. Elements that existed solely to support formatting and presentation or were otherwise deemed out of scope for archival description were deprecated, including <frontmatter>, <descgrp>, <runner>, <imprint>, and <bibseries>.

The feature of EAD3 that caused the most heated discussion within TS-EAD was the inclusion of the <relations> element. Introduced in EAC-CPF and added to EAD3 with some modifications, <relations> is available at any level of description and contains one or more <relation> elements. A <relation> describes – in a Linked Open Data-friendly way – the relationship between the records being described and a corporate body, person or family; an archival or bibliographic resource; a function; or another type of external entity. That relationship can be an actionable link and may be qualified by supplying relevant dates or geographic names. XML describing the related entity may be embedded within the <objectxmlwrap> element.

TS-EAD could not reach a consensus regarding the inclusion of <relations>. Some members felt strongly that including <relations> was essential in order to support rich Linked Open Data applications, align with EAC-CPF, and acknowledge draft guidelines on relationships in archival description published by the ICA Committee on Best Practices and Standards. Others felt that it duplicated functionality present in <controlaccess> and other existing elements, added unnecessary complexity, and that incorporating robust support for Linked Open Data was premature. We ultimately negotiated a compromise: <relations> would be included in EAD3 as an "experimental" element. As an experimental element, it is not guaranteed that <relations> will persist in the next version of EAD in its current form. However, TS-EAD encourages its use so that the EAD community will learn more about how the <relations> model works within archival description. Put simply, a consensus will require more data and experience, and including <relations> provisionally makes that possible.

The revision of EAD 1.0 to EAD 2002 established a precedent that elements to be removed from EAD would first be deprecated – suppressed but available if necessary – before being removed from subsequent versions. All elements deprecated in EAD 2002 were removed from EAD3. TS-EAD endeavored to honor the commitment to deprecate removed elements, however the extent of the changes in EAD3 made comprehensive deprecation impossible. Elements to be removed entirely from the standard remain available in undeprecated versions of EAD3. These include <frontmatter>, <descgrp>, <imprint>, <bibseries>, and <runner>, as well as the @tpattern attribute. Elements that were replaced by other elements offering commensurate functionality, or whose availability within the standard changed are in most cases not supported in undeprecated



EAD3. Two exceptions to that rule are the full EAD 2002 versions of <physdesc> and <unitdate> within <unittitle>, both of which are available in undeprecated EAD3.

EAD3 replaces EAD 2002 as the current, official version of EAD. EAD 2002 was available as a DTD, Relax NG schema, and W3C schema. Additionally, the DTD could be edited to enable the inclusion of deprecated elements. EAD3 continues to be available in DTD, Relax NG, and W3C versions. For repositories who choose to continue to use deprecated elements, an undeprecated version of EAD3 is available in DTD, Relax NG, and W3C varieties. Due to differences between DTDs and schemas, the <objectxmlwrap> element is not available in the DTD versions of EAD3. A Schematron schema is also available to provide further validation functionality for EAD instances, imposing data constraints that either cannot be expressed in DTD, Relax NG, and W3C, or were intentionally removed from the schemas by TS-EAD due to challenges of maintaining code lists outside of our control or to allow alternative data sources or patterns.

All code related to EAD3, including the schemas and DTDs, Schematron schema, and migration style sheet, will be shared with a Creative Commons CC0 license, placing them in the public domain. This tag library is published with a Creative Commons CC BY license, allowing others to distribute, remix, tweak, and build upon it, even commercially, as long as they credit SAA for the original tag library.

EAD3 was possible because of the generous support of the Society of American Archivists, the Gladys Krieble Delmas Foundation, the National Endowment for the Humanities, the Nationaal Archief of the Netherlands, the Beinecke Rare Book and Manuscript Library, the Institute for Advanced Technology in the Humanities at the University of Virginia, and OCLC Research. Each member of TS-EAD\* made invaluable contributions to EAD3, but two merit special mention: Terry Catapano, Schema Development Team chair, for leading the technical development of EAD3, and Kelcy Shepherd, for leading the revision of the Tag Library.

Mike Rush

Bill Stockting

TS-EAD Co-Chairs

\*TS-EAD members during the revision process included Mike Rush, co-chair, Yale University; Bill Stockting, co-chair, British Library (UK); Kerstin Arnold, Bundesarchiv (Germany); Michael Fox, Minnesota Historical Society; Kris Kiesling, University of Minnesota; Angelika Menne-Haritz, Bundesarchiv (Germany); Kelcy Shepherd, University of Massachusetts and Amherst College; Claire Sibille, Direction Générale des Patrimoines (France); Henny van Schie, Nationaal Archief / Bibliotheek (Netherlands); and Brad Westbrook, University of California, San Diego, and ArchivesSpace. Notable ex-officio contributors included Jodi Allison-Bunnell, Orbis Cascade Alliance (EAD Roundtable); Anila Angjeli, Bibliothèque nationale de France (TS-EAC); Hillel Arnold, Rockefeller Archives Center (EAD Roundtable); Mark Custer, Yale University (EAD Roundtable); Merrilee Proffitt, OCLC Research; Ruth Kitchin Tillman, Cadence Group (EAD Roundtable); and Katherine Wisser,

Simmons College (TS-EAC). Schema Development Team members included Terry Catapano, chair, Columbia University; Karin Bredenberg, Riksarkivet of Sweden; Florence Clavaud, National Archives of France; Michele Combs, Syracuse University; Mark Matienzo, Yale University and DPLA; Daniel Pitti, University of Virginia; and Salvatore Vassallo, Università degli Studi di Pavia (Italy).

## **Preface to Revision 1.1.0**

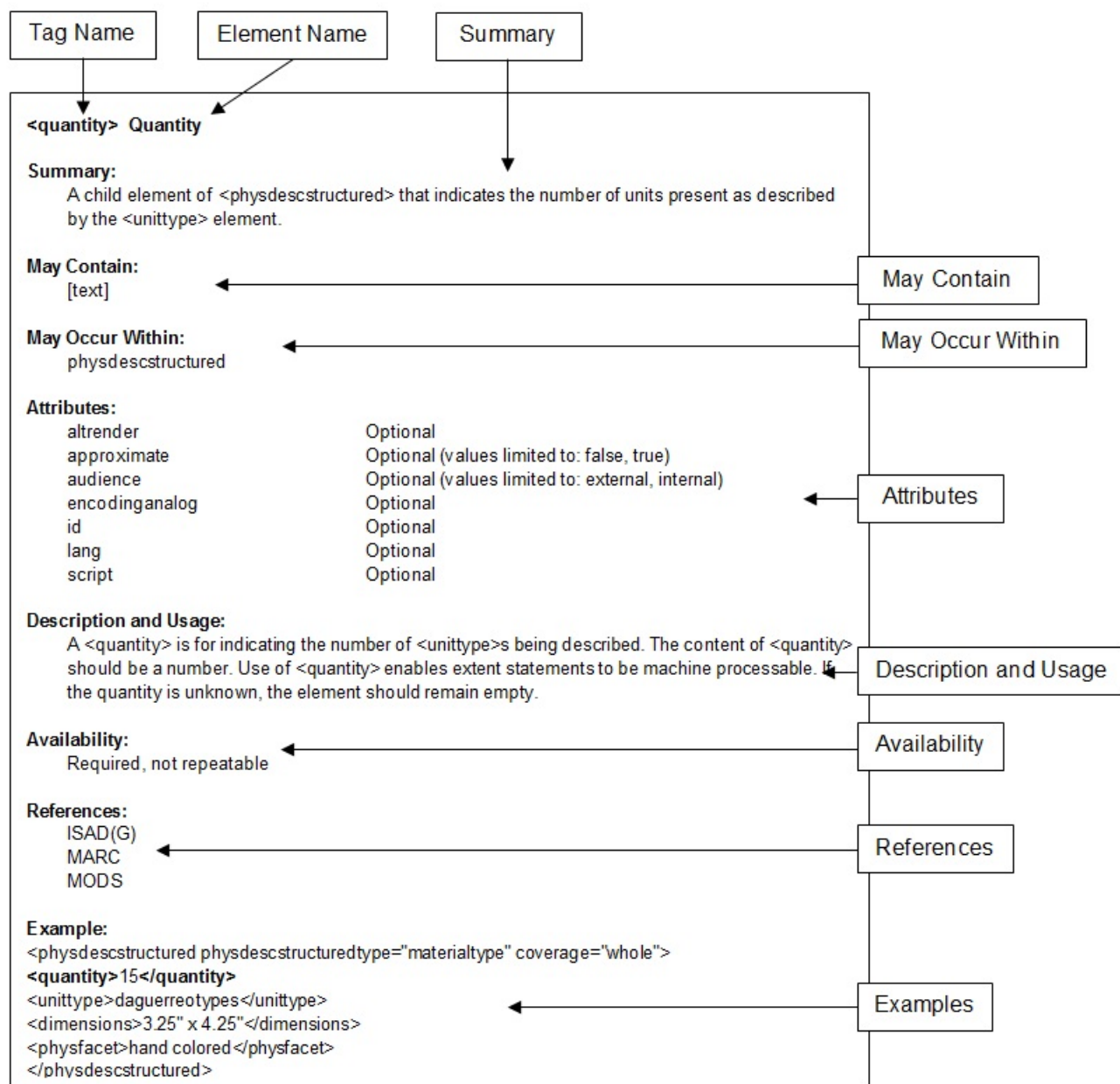
EAD3 underwent its first revision from 2018 January 16 to 2018 February 28 in order to address schema errors and expand the standard's element set. This revision consisted of seven changes - one new element (rightsdeclaration), two schema bugfixes, and four datatype/attribute extensions. These changes reflect feedback on the EAD3 1.0.0 release and accomodate requirements for data sharing set forth by consortial members.

EAD3 Revision 1.1.0 sets a new policy for schema releases, in which smaller updates and fixes can be released on a regular basis. These changes will not invalidate existing records, nor will it break existing interoperability - minor revisions will only be expansive.

This update was revised and implemented by the SAA Technical Subcommittee for Encoded Archival Standards (TS-EAS), following a period of feedback in January-February 2018.

## Tag Library Conventions

The EAD Elements section of the Tag Library contains descriptions of 165 elements, arranged alphabetically by element name. It presents information for each element as shown in Figure 1.



Figure

### 1. Layout of element descriptions.

Entries in the Tag Library that have been updated in the latest revision will be marked with "(revised in [revision number])". Updates that predate the most recent revision will not be marked in the text.

### Tag Name:

Short, mnemonic form of the element name that is used in the machine-readable encoded document. The tag name is the first word at the top of the page. Tag names appear between angle brackets, e.g., <archdesc>, except in the listings under "May occur within" and "May contain," and are always in lowercase.

**Element Name:**

Expanded version of the tag name that more fully describes the element's meaning. The full name of the element is usually a word or phrase that identifies the element's purpose. In the Tag Library, the element name follows the tag name on the page defining that element and appears with initial capital letters, e.g., <archdesc> Archival Description.

**Summary:**

A brief statement that provides a concise definition of the element, suitable for quick reference.

**May Contain:**

Identifies what child nodes (text or elements) may occur within the element being defined. Elements are listed in alphabetical order by tag name. Elements may be empty (e.g., an element which allows no child text or element nodes), or they may contain text (listed as [text]), other elements, or a mixture of text and other elements. Text content cannot include characters that would be interpreted by a parser as action codes. For example, a left angle bracket has to be represented as the character entity reference &lt; so that it is not misinterpreted as the start of an element name.

**May Occur Within:**

Identifies all of the parent elements within which the described element may appear, listed in alphabetical order by tag name. This information conveys information about where and how often an element is available throughout the schema. The definitions for parent elements may provide additional information about an element's usage.

**Attributes:**

Identifies all attributes that can be associated with an element. Attributes are represented in lowercase letters in XML coding. The Tag Library uses the convention of preceding an attribute name with an @ symbol (e.g., @identifier), following XPath syntax. See the EAD Attributes section of the tag library for definitions and additional information.

**Description and Usage:**

This section begins with one or more paragraphs that provide a more thorough description of the element than that found in the Summary, which may be followed by guidance on use. The terms "parent" and "child" are used to indicate hierarchical relationships between elements. Standard terminology is also used to suggest the kind of element being discussed. "Wrapper element" indicates an element that cannot contain text directly; a second, nested element must be opened first. Wrapper elements designate sets of elements that comprise a distinctive section of a finding aid, for

example, the Descriptive Identification <did>. "Generic element" refers to elements common to many kinds of documents that contain information not specifically related to archival description, e.g., <name> and <num>. "Formatting element" indicates elements that can be used to invoke special text presentation, such as block quotes, chronologies, and emphasis. When the schema enforces a specific sequence of child elements, that sequence is indicated. If useful, context-specific guidance for the usage of an element's attributes is given in an "Attribute usage" section. A "See also" section may be provided to indicate additional elements that are similar, easily confused, or otherwise related to the element being described.

**Availability:**

Indicates, within the context of its parent(s), whether the element is required or optional, and whether or not it is repeatable.

**References:**

Identifies corresponding elements in other standards, schemas, and markup languages: ISAD(G), MARC, MODS, and HTML. Full crosswalks for ISAD(G), MARC21, and MODS are found in Appendix A.

**Examples:**

Most element descriptions include a tagged example to indicate how attributes and elements can be used together. Many of the examples are taken from real finding aids; others have been specially constructed for the Tag Library. The examples illustrate any required sequences of elements, as in the case of children within <control>, or required attributes such as @level in <archdesc>. In other cases, the examples simply show what is possible. Some examples have ellipses, either between or within elements, indicating that other elements or text have been omitted. Some elements have multiple examples—one may show very dense markup with numerous attributes while another may illustrate a minimalist approach to the markup. Either approach is valid in EAD, and it is up to the repository to determine the optimal level of markup based on their specific purposes, functional requirements, resources, or consortial guidelines.

# Attributes

## Introduction

Attributes are associated with most of the elements contained in EAD. Attributes reflect named properties of an element and may take on different values, depending on the context in which they occur. In order to set one or more attributes, an encoder should include the name of the attribute(s) within the same angle brackets as the start tag, together with the value(s) to which the attribute(s) is/are to be set. That is, `<[tag] [attribute]="[value]">` or `<[tag] [attribute1]="[value1]" [attribute2]="[value2]">`

For example:  
or

Most attributes are optional, though some are required. The attribute description indicates whether an attribute is required. This information is also available in the Attributes section of each element description.

The value of attributes may be constrained by the schema using specific attribute type values. For example, `@id` attribute is of type ID, which constrains its value to a string beginning with an alphabetic character. An `@id` value must be unique within the EAD instance within which it occurs, that is, no other tag in the entire document can have the same `@id` value. EAD attributes have the following data types:

### **anyURI:**

A Uniform Resource Identifier. This may be a Uniform Resource Locator (URL) or a Uniform Resource Name (URN). Both relative and absolute URIs are allowed.

### **ENTITY:**

The name of a nonparsed entity that has been declared in the declaration subset of the document. For example, `@entityref` must contain the name of an entity that has been declared in the declaration subset. Processing software can use the reference to the nonparsed entity to display the entity in the body of the text or in a new window.

### **ID:**

Unique identifier. For example, most elements have an `@id`, so that a unique code can be established for and used to refer to that specific element. The content of the `@id` is of the type called "ID". Parsers verify that the value of attributes of type "ID" are unique. The values of `@id` must begin with an alpha, not numeric, character, either upper or lowercase, and may contain a . (period), : (colon), - (hyphen), or \_ (underscore), but not a blank space. See also attributes of type "IDREF."

### **IDREF:**

Capitalization of data types follows the documentation found in the W3C Recommendation XML Schema Part 2: Datatypes Second Edition (<http://www.w3.org/TR/xmlschema-2/>).

ID reference value; must match an existing ID of another element in the document. For example, the <ptr> element has a @target attribute that can only be an "IDREF," which means it has to reference a valid ID in another element.

**IDREFS:**

List of ID reference values.

**NMTOKEN:**

A name token, which can consist of any alpha or numeric character, as well as a . (period), : (colon), - (hyphen), or \_ (underscore), but not a blank space. A number of attributes in EAD where a character string from a code list is to be used are of the type "NMTOKEN".

**string:**

The most general data type, a string can contain any sequence of characters allowed in XML. Certain characters may have to be represented with an entity reference, for example &lt; for <, and &amp; for &.

**token:**

A type of string that may not contain carriage return, line feed or tab characters, leading or trailing spaces, and any internal sequence of two or more spaces.

The attribute value definitions in the DTD versions of EAD3 differ slightly from those of the Relax NG and W3C Schema versions. The DTD has a limited set of attribute types so the anyURI, token, and string data types were converted to "CDATA" (i.e. Character Data).

When the EAD schema limits attribute values to a few choices, those values are declared in the schema in what is known as a "closed list." For example, the values of @audience are limited to either "external" or "internal." Other attributes are associated with semi-closed lists. Such lists include those values believed to be the most useful in many contexts, but other values are allowed. For example, <dsc> defines several values for @dsctype, including "otherdsctype" which may be used with @otherdsctype to specify values that are not in the semi-closed list for @dsctype. The definitions for some values in the closed and semi-closed lists appear below.

The following is a complete list of all the attributes that occur in EAD, and some discussion of how they may be used. Further, context-specific information about the use of certain attributes may be found in the "Attribute usage" section of the element descriptions.



## @abbr Abbreviation (Table of Contents)

<b>Summary:</b>	An abbreviation for a word or phrase that is expressed in an expanded form in the text of the current element; used for searching and indexing purposes. Available only in <exp>.
<b>Data Type:</b>	token

## **@actuate Actuate** (Table of Contents)

<b>Summary:</b>	A control that defines whether a rendering application should present an actionable link automatically (onload) or when requested by the user (onrequest). It is used in conjunction with @show to determine link behavior.
<b>Values:</b>	none, onload, onrequest, other

## **@align Alignment** (Table of Contents)

<b>Summary:</b>	Horizontal position of the text within a column, indicating whether text should be displayed flush left, flush right, centered in the column, or justified (flush both left and right). Available in <colspec> , <entry>, and <tgroup>.
<b>Values:</b>	left, right, center, justify, char

## **@althead Alternative Heading** (Table of Contents)

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

**Data Type:** token

## **@altrender Alternative Render** (Table of Contents)

<b>Summary:</b>	Specifies an alternative rendering for the content of the current element. 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.
<b>Data Type:</b>	token

## **@approximate Approximate** (Table of Contents)

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

**Values:** false, true

## @arcrole **Arc Role** (Table of Contents)

<b>Summary:</b>	A URI that describes the nature of the source of a link as relative to the target of the link.
<b>Data Type:</b>	anyURI
<b>Example:</b>	Carl Philipp Emanuel Bach Bach's son

## **@audience Audience** (Table of Contents)

<b>Summary:</b>	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 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 identifying data that is potentially sensitive or may otherwise have a limited audience. Special software capability may be needed, however, to prevent the display or export of an element marked "internal" when a whole finding aid is displayed in a networked environment.
<b>Values:</b>	external, internal



## @base **Base** (Table of Contents)

<b>Summary:</b>	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 a specific element or its descendants 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>.
<b>Data Type:</b>	anyURI

## **@calendar Calendar** (Table of Contents)

**Summary:** System of reckoning time, such as the Gregorian calendar or Julian calendar. Suggested values include but are not limited to "gregorian" and "julian." Available in <date>, <unitdate>, and <unitdatestructured>.

**Data Type:** NMTOKEN

## @certainty **Certainty** (Table of Contents)

<b>Summary:</b>	The level of confidence for the information given in <date>, <unitdate>, or <unitdatestructured>, e.g., approximate or circa.
<b>Data Type:</b>	NMTOKEN

## **@char Character** (Table of Contents)

<b>Summary:</b>	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>.
<b>Data Type:</b>	token

## **@charoff Character Offset** (Table of Contents)

<b>Summary:</b>	Used with horizontal character alignment, such as decimal alignment. When the @align 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>.
<b>Data Type:</b>	NMTOKEN

@colname

## **@colname Column Name** (Table of Contents)

<b>Summary:</b>	Name of a column in which an entry appears. Value is a character string made up of letters and numbers with no spaces inside it. Available in <colspec> and <entry>.
<b>Data Type:</b>	NMTOKEN

## **@colnum Column Number** (Table of Contents)

**Summary:** 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** (Table of Contents)

<b>Summary:</b>	The number of columns in a table. Required in <tgroup>.
<b>Data Type:</b>	NMTOKEN



## **@colsep column Separator** (Table of Contents)

<b>Summary:</b>	Used to indicate whether the columns in the table are to be separated by vertical rules: "true" specifies display of a rule to the right of the column, "false" specifies no rule is to be displayed. Available in <colspec>, <entry>, <table>, and <tgroup>.
<b>Values:</b>	false, true

## **@colwidth Column Width** (Table of Contents)

<b>Summary:</b>	Width of the column measured in fixed units or relative proportions. For fixed width, use a number followed by a unit. Possible unit values are "pt" for point, "cm" for centimeters, "in" for inches, etc. (e.g., "2in" for 2 inches). Proportional width can be indicated with a number and asterisk (e.g., "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>.
<b>Data Type:</b>	token

## **@containerid Container ID** (Table of Contents)

<b>Summary:</b>	An attribute for <container> that takes as its value a locally assigned identifier (e.g. barcode) for the container described. 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.
<b>Data Type:</b>	string (revised in 1.1.0)

## **@coordinatesystem Coordinate System** (Table of Contents)

**Summary:** A code for a system used to express geographic coordinates, for example WGS84, (World Geodetic System), OSGB36 (Ordnance Survey Great Britain), or ED50 (European Datum). Required in <geographiccoordinates>.

**Data Type:** token

## **@countrycode Country Code** (Table of Contents)

**Summary:** A unique code for the country in which the materials being described are held. Content of the attribute should be a code taken from ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, column A2, or another controlled list, as specified in the @countryencoding attribute in <control>. Available in <maintenanceagency> and <unitid>.

**Data Type:** NMToken

## **@countryencoding Country Encoding** (Table of Contents)

<b>Summary:</b>	The authoritative source or rules for values supplied in @countrycode in <maintenanceagency> and <unitid>. If the value "othercountryencoding" is selected an alternate code list should be specified in <conventiondeclaration>. Available only in <control>.
<b>Values:</b>	iso3166-1, othercountryencoding

## **@coverage Coverage** (Table of Contents)

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

**Values:** part, whole

**@daotype Digital Archival Object Type** (Table of Contents)

<b>Summary:</b>	Specifies the origin of a digital archival object: born digital, derived from non-digital records, other, or not known. Required in <dao>.
<b>Values:</b>	borndigital, derived, otherdaotype, unknown



## **@datechar Date Characterization** (Table of Contents)

<b>Summary:</b>	Term characterizing the nature of a date, such as dates of creation, accumulation, or modification. Available in <unitdate> and <unitdatestructured>.
<b>Data Type:</b>	token

## **@dateencoding Date Encoding** (Table of Contents)

<b>Summary:</b>	The authoritative source or rules for values provided in @normal in <date> and <unitdate>. If the value "otherdateencoding" is selected an alternate code list should be specified in <conventiondeclaration>.
<b>Values:</b>	iso8601, otherdateencoding

## **@dsctype Description of Subordinate Components**

### **Type** (Table of Contents)

**Summary:** 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** (Table of Contents)

<b>Summary:</b>	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 enables creation of a single user interface that can index comparable information across multiple schemas. The mapping designations may also enable a repository to harvest selected data from a finding aid, for example, to build a basic catalog record, or OAI-PMH compliant Dublin Core record. The @relatedencoding attribute may be used in <ead>, <control>, or <archdesc> to identify the encoding system from which fields are specified in @encodinganalog. If @relatedencoding is not used, then include the system designation in @encodinganalog.
<b>Data Type:</b>	token
<b>Examples:</b>	Waters Studio Waters, E. C. (Elizabeth Cat), 1870-1944, photographer

## @entityref Entity Reference (Table of Contents)

<b>Summary:</b>	The name of a nonparsed entity declared in the declaration subset of the document that points to a machine-processable version of the cited reference. Available in <dao>, <ptr>, and <ref>.
<b>Data Type:</b>	ENTITY

**@era Era** (Table of Contents)

<b>Summary:</b>	Period during which years are numbered and dates reckoned, such as CE (Common Era) or BCE (Before Common Era). Suggested values include "ce" and "bce". Available in <date>, <unitdate>, and <unitdatestructured>.
<b>Data Type:</b>	NMTOKEN

## **@expan Expansion** (Table of Contents)

<b>Summary:</b>	The full form of an abbreviation or acronym found in an element's text; used for indexing and searching purposes. Available only in <abbr>.
<b>Data Type:</b>	string

## **@frame Frame** (Table of Contents)

**Summary:** 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** (Table of Contents)

<b>Summary:</b>	The locator for a remote resource in a link. When linking to an external file, @href takes the form of a Uniform Resource Identifier (URI). If the value is not in the form of a URI, the locator is assumed to be within the document that contains the linking element.
<b>Data Type:</b>	token

## **@id ID** (Table of Contents)

**Summary:** An identifier that must be unique within the current document and is used to name the element so that it can be referred to, or referenced from, somewhere else. This facilitates building links between the element and other resources. Do not confuse with @identifier, which provides a machine-processable identifier for an entity or concept in an external system.

**Data Type:** ID

## @identifier Identifier (Table of Contents)

<b>Summary:</b>	<p>On &lt;unitid&gt;, this is a machine-processable unique identifier for the descriptive component in which the element appears. On access terms and other elements whose content is drawn from an authority file, @identifier is a number, code, or string (e.g. URI) that uniquely identifies the term being used in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system (e.g., the Library of Congress Name Authority File identifier). In the latter case, @source may be used to identify the authority file. Available in &lt;corpname&gt;, &lt;famname&gt;, &lt;function&gt;, &lt;genreform&gt;, &lt;geogname&gt;, &lt;name&gt;, &lt;occupation&gt;, &lt;part&gt;, &lt;persname&gt;, &lt;physfacet&gt;, &lt;subject&gt;, &lt;term&gt;, &lt;title&gt;, &lt;unitid&gt;, &lt;unittype&gt;. Do not confuse with @id, which provides a unique ID for the element within the XML instance.</p>
<b>Data Type:</b>	token

**@instanceurl Instance URL** (Table of Contents)

<b>Summary:</b>	The URL for the EAD instance itself (as opposed to HTML or other derivatives, which may be captured in <representation> elements). Available on <recordid>.
<b>Data Type:</b>	anyURI

## @label Label (Table of Contents)

<b>Summary:</b>	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 children of <did>, as well as <language> and <script>.
<b>Data Type:</b>	string

## **@lang Language** (Table of Contents)

<b>Summary:</b>	Indicates the language of the content of an element. Content of the attribute should be a code taken from ISO 639-1, ISO 639-2b, ISO 639-3, or another controlled list, as specified in the @langencoding attribute in <control> . 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.
<b>Data Type:</b>	NMTOKEN

## **@langcode Language Code** (Table of Contents)

<b>Summary:</b>	The code for the language of the EAD instance and the language of the materials provided as text in <language>. Content of the attribute should be a code taken from ISO 639-1, ISO 639-2b, ISO 639-3, or another controlled list, as specified in the @langencoding attribute in <control> .
<b>Data Type:</b>	NMTOKEN

## **@langencoding Language Encoding** (Table of Contents)

**Summary:** 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 @langcode in <language> and @lang in all non-empty elements. Available in <control>. If the value "otherlangencoding" is selected an alternate code list should be specified in <conventiondeclaration>.

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



## @lastdatetimedverified Last Date and Time Verified

(Table of Contents)

<b>Summary:</b>	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>.
<b>Data Type:</b>	Constrained to the following patterns: YYYY-MM-DD, YYYY-MM, YYYY, or YYYY-MM-DDThh:mm:ss [with optional timezone offset from UTC in the form of [+ -] [hh:mm], or "Z" to indicate the dateTime is UTC. No timezone implies the dateTime is UTC.]

## **@level Level** (Table of Contents)

<b>Summary:</b>	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>-<c12>, where it may be used to declare the level of description represented by each component (e.g., subgroup, series, file). If none of the values in the semi-closed list are appropriate, the value "otherlevel" may be chosen and some other value specified in @otherlevel.
<b>Values:</b>	class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries

## **@linkrole Link Role** (Table of Contents)

<b>Summary:</b>	A URI that characterizes the nature of the remote resource to which a linking element refers.
<b>Data Type:</b>	anyURI
<b>Example:</b>	PDF version of finding aid

@linktitle

**@linktitle Link Title** (Table of Contents)

<b>Summary:</b>	Information that serves as a viewable caption which explains to users the part that a resource plays in a link. May be useful for meeting accessibility requirements when rendering finding aids in a web browser.
<b>Data Type:</b>	token

## **@listtype List Type** (Table of Contents)

<b>Summary:</b>	Specifies the type of list: a definition list pairs a <label> with a corresponding <item> containing text that describes the term; an ordered list is a numbered or lettered list; an unordered list is one in which sequence is not critical (e.g., a bulleted list). Available only on <list>.
<b>Values:</b>	deflist, ordered, unordered

## **@localtype Local Type** (Table of Contents)

<b>Summary:</b>	This optional attribute provides a means to narrow the semantics of an element, or provide semantics for elements that are primarily structural or semantically weak. The value of @localtype may be from a local or generally used external vocabulary. While the value of @localtype may be any string, to facilitate exchange of data, it is recommended that the value be either the URI or the preferred label for a term defined in a formal vocabulary (e.g., SKOS), which is identified by an absolute URI, and is resolvable to a web resource that describes the semantic scope and use of the value. Local conventions or controlled vocabularies used in @localtype may be declared in <localtypedeclaration> within <control>.
<b>Data Type:</b>	token

## **@mark Mark** (Table of Contents)

**Values:** 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, inherit, none, square

**@morerows More Rows** (Table of Contents)

<b>Summary:</b>	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 only in <entry>.
<b>Data Type:</b>	NMTOKEN



## **@nameend Name End** (Table of Contents)

<b>Summary:</b>	Name of the rightmost column of a span. The value must be a column name, as defined by @colname on <colspec>. Available only in <entry>.
<b>Data Type:</b>	NMTOKEN

**@namest Name Start** (Table of Contents)

<b>Summary:</b>	Name of leftmost column of a span. The value must be a column name, as defined by @colname on <colspec>. 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.
<b>Data Type:</b>	NMTOKEN

## @normal Normal (Table of Contents)

<b>Summary:</b>	A standardized form of the content of an element that is in uncontrolled or natural language. 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 <unittitle>, @normal may be used to provide a sorting form of a unit title with initial articles.
<b>Summary:</b>	In <date> and <unitdate>, it is recommended that @normal follows ISO 8601 Representation of Dates and Times or other standard date format. An alternate date normalization pattern may be specified by selecting "otherdateencoding" as the value for @dateencoding in <control> and specifying the alternate date encoding pattern in <conventiondeclaration>.
<b>Data Type:</b>	token

**@notafter Not After** (Table of Contents)

<b>Summary:</b>	A standard numerical form of an approximate date for which a latest possible date is known. Available in <datesingle>, <fromdate>, and <todate>. It is recommended that @notafter values follow ISO 8601 or another standard date format as specified in @dateencoding.
<b>Data Type:</b>	token

## **@notbefore Not Before** (Table of Contents)

<b>Summary:</b>	A standard numerical form of an approximate date for which an earliest possible date is known. Available in <datesingle>, <fromdate>, and <todate>. It is recommended that @notbefore values follow ISO 8601 or another standard date format as specified in @dateencoding.
<b>Data Type:</b>	token

## **@numeration Numeration** (Table of Contents)

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

**Values:** armenian, decimal, decimal-leading-zero, georgian, inherit, lower-alpha, lower-greek, lower-latin, lower-roman, upper-alpha, upper-latin, upper-roman

## **@otherdaotype Other Digital Archival Object Type**

(Table of Contents)

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

**Data Type:** token

**@otherdsctype Other Description of Subordinate Components Type** (Table of Contents)

<b>Summary:</b>	The type of <dsc>, when @dsctype is set to "otherdsctype."
<b>Data Type:</b>	token



## **@otherlevel Other Level** (Table of Contents)

<b>Summary:</b>	The hierarchical level of the materials described in <archdesc>, <c>, and <c01>-<c12> when @level is set to "otherlevel."
<b>Data Type:</b>	token

**@otherphysdescstructuredtype Other Structured  
Physical Description Type** (Table of Contents)

<b>Summary:</b>	The type of physical description provided in <physdescstructured>, when @physdescstructuredtype is set to "otherphysdescstructuredtype."
<b>Data Type:</b>	token

## **@otherrelationtype Other Relation Type** (Table of Contents)

<b>Summary:</b>	The type of relation provided in <relation>, when @relationtype is set to "otherrelationtype."
<b>Data Type:</b>	token

**@parallel Parallel** (Table of Contents)

<b>Summary:</b>	Specifies if the statements of physical description in a <physdescset> are parallel to one another or not (that is, they are alternate descriptions of the same set of material). Optional in <physdescset>.
<b>Values:</b>	part, whole

## **@parent Parent** (Table of Contents)

<b>Summary:</b>	On <container>, the values of the id attributes of one or more other <container>s that hold the container item being described in the current element. For a folder this might point to the <container> that describes the box in which that folder is housed. On <physloc>, the values of the id attributes of one or more other <physloc>s that represent a larger physical location. For a shelf, this might point to the <physloc> that describes the range in which the shelf is found. Available in <container> and <physloc>.
<b>Data Type:</b>	IDREFS

**@pgwide Page Wide** (Table of Contents)

<b>Summary:</b>	Indicates whether a table runs the width of the page or the width of the text column. The value "true" indicates the width of the page; "false" indicates the text column only.
<b>Values:</b>	false, true

## **@physdescstructuredtype Structured Physical Description Type** (Table of Contents)

<b>Summary:</b>	A required attribute of <physdescstructured> that specifies the nature of the statement being provided. "Carrier" refers to the number of containers; "materialtype" indicates the type and/or number of the material types; "spaceoccupied" denotes the two- or three-dimensional volume of the materials. If none of these values are appropriate, the value "otherphysdescstructuredtype" may be chosen and some other value specified in @otherphysdescstructuredtype.
<b>Values:</b>	carrier, materialtype, otherphysdescstructuredtype, spaceoccupied

## **@relatedencoding Related Encoding** (Table of Contents)

**Summary:** 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>; <control> and <archdesc> 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:** token



## **@relationtype Relation Type** (Table of Contents)

**Summary:** A required attribute of <relation> used to indicate the type of entity that is related to the materials being described.

**Values:** cpfrelation, resourcerelation, functionrelation, otherrelationtype

## **@relator Relator** (Table of Contents)

<b>Summary:</b>	A contextual role or relationship that a controlled access term has with the materials described. For example, <persname> may have a @relator value of "creator" or "photographer." EAD does not supply a controlled list of values for this attribute, but use of some other controlled vocabulary (e.g., MARC relator codes), is encouraged.
<b>Data Type:</b>	token

## @render **Render** (Table of Contents)

<b>Summary:</b>	Controls the formatting of the content of an element for display and print purposes. Available in <emph>, <foreign>, <quote> (revised in 1.1.0), <title>, and <titleproper>. See also @altrender.
<b>Values:</b>	altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline

## **@repositorycode Repository Code** (Table of Contents)

<b>Summary:</b>	A code in <unitid> that uniquely identifies 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), or another code as specified in @repositoryencoding in <control>.
<b>Data Type:</b>	token

## **@repositoryencoding Repository Encoding** (Table of Contents)

<b>Summary:</b>	The authoritative source or rules for values supplied in <agencycode> and @repositorycode in <unitid>. If the value "otherrepositoryencoding" is selected an alternate code list should be specified in <conventiondeclaration>. Available only in <control>.
<b>Values:</b>	iso15511, otherrepositoryencoding

## **@rowsep Row Separator** (Table of Contents)

<b>Summary:</b>	Specifies whether the rows in a table are to be separated by horizontal lines. A value of "false" indicates that no line is displayed, and "true" indicates that a line should be displayed below the row.
<b>Values:</b>	false, true

## @rules Rules (Table of Contents)

<b>Summary:</b>	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>.
<b>Data Type:</b>	NMTOKEN

**@script Script** (Table of Contents)

<b>Summary:</b>	Indicates the writing script of the content of an element (e.g., Cyrillic, Katakana). Content should be taken from ISO 15924 Codes for the Representation of Names of Scripts, or another controlled list, as specified in the @scriptencoding attribute in <control>. May be used consistently in a multi-lingual finding aid to specify which elements are written in which script. Available on all non-empty elements.
<b>Data Type:</b>	NMTOKEN



## **@scriptcode Script Code** (Table of Contents)

<b>Summary:</b>	The code for the writing script used with a given language. Content should be taken from ISO 15924 Codse for the Representation of Names of Scripts, or another controlled list, as specified in the @scriptencoding attribute in <control>. Available in <script>.
<b>Data Type:</b>	NMTOKEN

## **@scriptencoding Script Encoding** (Table of Contents)

<b>Summary:</b>	The authoritative source or rules for values supplied in @script and @scriptcode. If the value "otherscriptencoding" is selected an alternate code list should be specified in <conventiondeclaration>. Available only in <control>.
<b>Values:</b>	iso15924, otherscriptencoding

## **@show Show** (Table of Contents)

<b>Summary:</b>	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 (embed), initiates some other action, or causes no target resource to display. It is used in conjunction with @actuate to determine link behavior.
<b>Values:</b>	new, replace, embed, other, none

**@source Source** (Table of Contents)

<b>Summary:</b>	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>, and <unittype>.
<b>Data Type:</b>	token

## **@standarddate Standard Date** (Table of Contents)

<b>Summary:</b>	The standardized form of date expressed in <datesingle>, <fromdate>, or <todate>. It is recommended that @standarddate values follow ISO 8601, for example, 2011-07-22, 1963, or 1912-11, or another standard date format as specified in @dateencoding.
<b>Data Type:</b>	token

## **@standarddatetime Standard Date Time** (Table of Contents)

<b>Summary:</b>	An ISO 8601-compliant form of the date or date and time of a specific maintenance event expressed in <eventdatetime>. For example, 2009-12-31, 2009, 2009-12, 2009-12-31T23:59:59. Available only in <eventdatetime>.
<b>Data Type:</b>	Constrained to the following patterns: YYYY-MM-DD, YYYY-MM, YYYY, or YYYY-MM-DDThh:mm:ss [with optional timezone offset from UTC in the form of [+ -] [hh:mm], or "Z" to indicate the dateTime is UTC. No timezone implies the dateTime is UTC.]

## **@target Target** (Table of Contents)

<b>Summary:</b>	A pointer to the ID of another element. Used to create internal links within an XML instance. Available in <ptr> and <ref>.
<b>Data Type:</b>	IDREF

## **@transliteration Transliteration** (Table of Contents)

<b>Summary:</b>	A value designating the transliteration scheme used in converting one script into another script. For example, the ISO 15919 Transliteration of Devanagari and related Indic scripts into Latin characters.
<b>Data Type:</b>	NMTOKEN



## @unit Unit (Table of Contents)

<b>Summary:</b>	The type of measurement used to calculate the value provided in <dimensions>.
<b>Data Type:</b>	token

**@unitdatetype Unit Date Type** (Table of Contents)

<b>Summary:</b>	Identifies the type of date expressed in <unitdate> or <unitdatestructured>.
<b>Values:</b>	bulk, inclusive

## **@valign Vertical Alignement** (Table of Contents)

**Summary:** Vertical positioning of the text within a table cell.

**Values:** top, middle, bottom

**@value Value** (Table of Contents)

<b>Summary:</b>	General attribute, required in a number of children of <control>, that provides controlled terminology related to the management of an EAD instance. The terms available for @value are defined in closed lists that vary by element as follows:
<b>Values:</b>	Values in <eventtype>: created, revised, deleted, cancelled, derived, updated, unknown
<b>Values:</b>	Values in <agenttype>: human, machine, unknown
<b>Values:</b>	Values in <publicationstatus>: inprocess, approved, published
<b>Values:</b>	Values in <maintenancestatus>: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived

## @xpointer XPOINTER (Table of Contents)

<b>Summary:</b>	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.
<b>Data Type:</b>	token

# Elements

**<abbr> Abbreviation** (Table of Contents)

<b>Summary:</b>	An element for encoding the shortened form of a word or phrase.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	abstract, addressline, archref, author, bibref, citation, container, conventiondeclaration, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, localtypeddeclaration, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	expan	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Used to record the abbreviated form of a word or phrase, for example, an acronym.</p> <p>Use &lt;abbr&gt; within &lt;conventiondeclaration&gt; 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 (<a href="http://www.loc.gov/standards/sourcelist/descriptive-conventions.html">http://www.loc.gov/standards/sourcelist/descriptive-conventions.html</a>).</p> <p>In other elements, use &lt;abbr&gt; with @expan to encode abbreviations as they occur within the description, if you wish to use an abbreviation while also providing its fuller form.</p>	
<b>Availability:</b>	<p>Within &lt;conventiondeclaration&gt;: Optional, not repeatable</p> <p>Within other elements: Optional, repeatable</p>	
<b>Examples:</b>	<p>ISAD(G) ISAD(G): General International Standard Archival Description, second edition, Ottawa 2000</p> <p>File also contains materials from the ACLU</p> <p>UNESCO [. . .]</p>	

**<abstract> Abstract** (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a brief characterization of the materials being described.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>An &lt;abstract&gt; 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.</p> <p>Within archdesc/did, &lt;abstract&gt; is derived from the longer descriptions found in &lt;bioghist&gt; and &lt;scopecontent&gt;. Its purpose is to help readers identify quickly those materials they need to explore at greater length. Within the component (&lt;c&gt; or &lt;c01&gt;-&lt;c12&gt;) &lt;did&gt;, &lt;abstract&gt; may describe unique characteristics of an individual component.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 520	
	MODS <abstract>	
<b>Examples:</b>	<p>Descriptive Summary Richard Egan manuscript maps of Orange County Circa 1878-1879 MS-R72 Egan, Richard 1842-1923 University of California, Irvine Library Special Collections and Archives 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</p>	



County, with the addition of some topographical details.

Family parents, grandparents, cousin Anne  
1956-1973 104 6578-6579

## <accessrestrict> Conditions Governing Access (Table of Contents)

<b>Summary:</b>	An element for information about conditions that affect the availability of the materials being described.	
<b>May contain:</b>	accessrestrict, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	accessrestrict, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.1	
	MARC 355, 506	
	MODS <accessCondition>	
<b>Examples:</b>	There are no access restrictions on this collection.	
	University records are public records and once fully processed are generally open to research use. Records that contain personally identifiable information will be closed to protect individual privacy. The closure of university records is subject to compliance with applicable laws. 104 6578-6579 Technics and Civilization (Form and Personality) 1931-1933 Draft fragments. Only the photocopies (housed in Box 105) of these fragile materials may be used.	

**<accruals> Accruals** (Table of Contents)

<b>Summary:</b>	An element for information about anticipated additions to the materials being described.	
<b>May contain:</b>	accruals, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	accruals, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.3.3	
	MARC 584	
<b>Examples:</b>	No further materials are expected for this collection.	
	Noncurrent additions to this Record Group are transferred from the Development Department annually at the end of the fiscal year in June.	

## <acqinfo> Acquisition Information (Table of Contents)

<b>Summary:</b>	An element for encoding the immediate source of acquisition of the materials being described.	
<b>May contain:</b>	acqinfo, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	acqinfo, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.2.4	
	MARC 541	
<b>Examples:</b>	1945 Transfer from National Park Service , Accession number 45.22 Source unknown. Originally deposited in University Library, transferred to Department of Palaeography, 24 April 1958.	

**<address> Address** (Table of Contents)

<b>Summary:</b>	An element that binds together one or more <addressline> elements that provide contact information for a repository or publisher.	
<b>May contain:</b>	addressline	
<b>May occur within:</b>	publicationstmt, repository	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>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.</p> <p>Use &lt;address&gt; within &lt;repository&gt; when encoding the contact information of the institution or agency providing intellectual access to the materials being described. Use &lt;address&gt; within &lt;publicationstmt&gt; when it contains the address of the publisher of the encoded archival description.</p> <p>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.</p>	
<b>Availability:</b>	<p>Within &lt;publicationstmt&gt;:One of &lt;address&gt;, &lt;date&gt;, &lt;num&gt;, &lt;p&gt;, or &lt;publisher&gt; is required, repeatable</p> <p>Within &lt;repository&gt;:Optional, not repeatable</p>	
<b>Examples:</b>	<p>The British Library 96 Euston Road London NW1 2DB United Kingdom</p> <p>The Bancroft Library. University of California, Berkeley. Berkeley, California 94720-6000 Phone: 510/642-6481 Fax: 510/642-7589 Email: bancoref@library.berkeley.edu</p> <p>University of California, Irvine. Library. Special Collections and Archives. Irvine, California 92623-9557</p>	

## <addressline> Address Line (Table of Contents)

<b>Summary:</b>	A generic element for recording one line of an address, whether postal or other.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	address	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<addressline> may be repeated as many times as necessary to enter all parts of an address.	
<b>Availability:</b>	Required, repeatable	
<b>Example:</b>	Special Collections and Archives The UCI Libraries P.O. Box 19557 University of California Irvine, California 92623-9557 Phone: (949) 824-7227 Fax: (949) 824-2472 Email: spcoll@uci.edu URL: <a href="http://www.lib.uci.edu/rrsc/speccoll.html">http://www.lib.uci.edu/rrsc/speccoll.html</a> &copy; 2000 The Regents of the University of California. All rights reserved.	

**<agencycode> Agency Code** (Table of Contents)

<b>Summary:</b>	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.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceagency	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;agencycode&gt; to record a code indicating the institution or service responsible for the creation, maintenance and/or dissemination of the EAD instance. Use of &lt;agencycode&gt; is recommended, as the combination of &lt;agencycode&gt; and the required &lt;recordid&gt; provide a globally unique identifier for the instance.</p> <p>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) 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 &lt;agencycode&gt;.</p>	
<b>Availability:</b>	Optional, not repeatable	
<b>References:</b>	ISAD(G) 3.1.1	
	MODS <recordContentSource>	
<b>Examples:</b>	AU-ANL:PEAU National Library of Australia	
	DNASA-G GSFC NASA Goddard Space Flight Center	

## <agencyname> **Agency Name** (Table of Contents)

**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

<b>Attributes:</b>	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 the 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.

<agencyname> may be repeated in order to provide the name of the institution or service responsible for the EAD instance in multiple languages. If <agencyname> is repeated it is recommended to indicate the language of each name using @lang.

**Availability:** Required, repeatable

**References:** MODS <recordContentSource>

**Examples:** AU-ANL:PEAU National Library of Australia  
GB-58 British Library  
DNASA-G GSFC NASA Goddard Space Flight Center



**<agent> Agent** (Table of Contents)

<b>Summary:</b>	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.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceevent	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;agent&gt; 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 style sheet used to update an instance to a new version of EAD.</p> <p>Give the name of the agent for each maintenance event described in &lt;maintenanceevent&gt;. If the agent is a person or institution encode the @value on &lt;agenttype&gt; as "human." Otherwise, if the agent is a system, encode the @value on &lt;agenttype&gt; as "machine."</p>	
<b>Availability:</b>	Required, not repeatable	

## <agenttype> **Agent Type** (Table of Contents)

<b>Summary:</b>	A required child element of <maintenanceevent> that indicates the type of agent responsible for the creation, modification, or deletion of an EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceevent	
<b>Attributes:</b>	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)
<b>Description and Usage:</b>	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 <maintenanceevent>. The element should remain empty unless text is necessary to provide a value for <agenttype> in a language other than English.	
<b>Availability:</b>	Required, not repeatable	

## <altformavail> Alternative Form Available (Table of Contents)

<b>Summary:</b>	An element for indicating the existence of copies of the materials being described.	
<b>May contain:</b>	altformavail, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	altformavail, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.2	
	MARC 530	
<b>Examples:</b>	This collection has been microfilmed and is available on three reels MF1993-034:1 to MF1993-034:3. Researchers interested in purchasing microfilm copies should contact the repository.	
	Alternate Form of Material Microfilm copy available ( M-5030/1).	
	1 The Man Who Hated Children 1972 16 mm. film	
	A VHS Videocassette version is available for viewing. Video tape is located in Video Storage.	

**<appraisal> Appraisal Information** (Table of Contents)

<b>Summary:</b>	An element for documenting decisions and actions related to assessing the archival value and disposition of the materials being described.	
<b>May contain:</b>	appraisal, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	appraisal, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.3.2	
	MARC 583	
<b>Examples:</b>	The records of the Mid-Ocean Dynamics Experiment came to the Institute Archives in two accessions in 1980 and 1982. During processing the collection was reduced from fifteen cubic feet to four by discarding duplicate materials, financial records, and publications not authored by MODE participants. Forty charts and six inches of raw data presented the primary appraisal issues. The raw data consisted of bulletins and reports referring to float positions, moorings, isotherms, geostrophic velocity calculations, ships' summaries, and work proposed and work carried out during the MODE-I experiment. As this raw data was recapitulated in weekly MODE Hot Line Bulletins , only a sampling was retained in the collection. Also discarded were ten charts for which there were no descriptions of indicated data points, nor were dates or test	

site locations provided. Six inches of materials pertaining to the POLYMODE project, 1973-1980, were added to the Institute Archives POLYMODE collection. The appraisal of this collection was carried out in consultation with Robert Heinmiller, a research associate at Woods Hole Oceanographic Institution during MODE. 1975 Appraisal provided by donor, \$12,500. 2008 Appraised for insurance purposes, \$15,750.

**<archdesc> Archival Description** (Table of Contents)

<b>Summary:</b>	A required child element of <ead> that binds together all of the archival descriptive information in an EAD instance.	
<b>May contain:</b>	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	
<b>May occur within:</b>	ead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Required (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	localtype	Optional
	otherlevel	Optional
	relatedencoding	Optional
	script	Optional
<b>Description and Usage:</b>	<p>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.</p> <p>The first child of &lt;archdesc&gt; must be the required &lt;did&gt; 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. &lt;archdesc&gt; may also</p>	

include information about subordinate units, which are bound together within <dsc> containing one or more levels of subordinate components. Data elements available in <archdesc> are repeatable in components (<c> or <c01>-<c12>) within <dsc>.

**Availability:** Required, not repeatable

**References:** ISAD(G) 3.1.4 is equivalent to @level

MARC 351\$c is equivalent to @level

**Example:** See fully encoded examples provided at <http://www.loc.gov/ead/>.

## <archref> Archival Reference (Table of Contents)

<b>Summary:</b>	An element for citing other archival materials.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	bibliography, otherfindaid, relatedmaterial, separatedmaterial	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;archref&gt; 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.</p> <p>Use &lt;archref&gt; to cite archival materials in &lt;bibliography&gt;, &lt;otherfindaid&gt;, &lt;relatedmaterial&gt;, or &lt;separatedmaterial&gt;. Also, &lt;ref&gt; may be used within &lt;archref&gt; to link to another EAD instance.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	Related Collections BANC PIC 19xx.055--ffALB, Photographs Taken During the U.S. Geological Surveys West of the 100th Meridian, 1871-1873, by Timothy H. O'Sullivan and William Bell BANC PIC 19xx.089--STER, Stereoviews of the U.S. Geographical Survey Expedition West of the 100th Meridian of 1871, by Timothy H. O'Sullivan BANC PIC 19xx.273--PIC, Geographical Surveys West of the 100th Meridian (U.S.). New Mexico Photographs from the 1873 Geographical Survey West of the 100th Meridian BANC PIC 1905.17116-.17119--STER, Western Survey Expeditions of 1871, 1872, 1873, and 1874, by Timothy H. O'Sullivan and William Bell Mary Smith Papers Jeremiah Smith Correspondence	



**<arrangement> Arrangement** (Table of Contents)

<b>Summary:</b>	An element for describing the organization or filing sequence of the records.	
<b>May contain:</b>	arrangement, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	archdesc, arrangement, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.3.4	
	MARC 351	
<b>Examples:</b>	<p>Arrangement of the Collection The filing system for the Braman Collection has been kept substantially in its original form. That is, original folders and their titles have been retained. The processor devised the basic organization scheme for the collection and, where necessary, reorganized the papers within the various component groups.</p> <p>Research files 1887-1995 3.5 linear ft. This series consists of newspaper clippings and research notes of Fred Reed, pertaining to the Champlain Transportation Company, its vessels, and the vessels' crew members. Several of the folders of chronological clippings include subjects, such as the move of the Ticonderoga (1954-1955) and the sale of the Champlain Transportation Company (1966). A number of clippings under "Persons" are obituaries. Two folders under the subseries "Notes" contain handwritten notes by Fred Reed broadly pertaining</p>	

to the history of the Champlain Transportation Company, including a chronology, a list of crew members, and information about the Company's vessels. Organized into three subseries: Clippings--chronological Clippings--persons Notes "Clippings-persons" is arranged alphabetically by surname, and "Notes" alphabetically by subject. Letters from various correspondents to Craufurd Bruce 1807-19 MS. Eng. c. 5746 126 items Alphabetical, Grey - Peterkin Mainly relating to Michael Bruce, with drafts of a few letters from Craufurd Bruce.

**<author> Author** (Table of Contents)

<b>Summary:</b>	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.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	titlestmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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 convey to users.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<p>Register of the Rhea Higbee Wakeling Collection  The print and machine readable finding aids  for this collection were created by the Special  Collections staff, Gerald R. Sherratt Library.  Finding Aid to the William Johannsson  Correspondence Martin Smith, Lead Archivist; Jane  Howard, ILS intern IMLS Grant #HC-123</p>	

## <bibliography> Bibliography (Table of Contents)

<b>Summary:</b>	For citing works based on the use or analysis of the materials being described.	
<b>May contain:</b>	archref, bibliography, bibref, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	archdesc, bibliography, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<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>, as a <table>, <list>, or <chronlist>, or in a series of <p> elements.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.4	
	MARC 510, 581	
<b>Example:</b>	Bibliography Sources consulted by John Kobler. Monographs Affiches americaines San Domingo: Imprimerie royale du Cap, 1782. Nos. 30, 35. Ardouin, Charles Nicholas Celigny. Essais sur l'histoire d'Haiti . Port-au-Prince, 1865. Bastien, Remy. Anthologie du folklore haitien , Proverbes .Mexico, 1946. pp.83-91. Bellegarde, Dantes. Dessalines a parle . Port-au-Prince, 1948.Chap. IV: pp. 47-54. Serial publications [ . . . ]	

## <bibref> Bibliographic Reference (Table of Contents)

<b>Summary:</b>	An element for citing a published work.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	bibliography, otherfindaid, relatedmaterial, separatedmaterial	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;bibref&gt; to cite 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.</p> <p>&lt;bibref&gt; may contain text, controlled access elements, or formatting elements, and may use &lt;ptr&gt; or &lt;ref&gt; to link to the published work. Multiple &lt;bibref&gt; elements may be grouped into a &lt;bibliography&gt;.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<p>The Archibald MacLeish Papers are described in Library of Congress Acquisitions: Manuscript Division, 1982 , p. 29.</p> <p>Sources consulted Affiches americaines. San Domingo: Imprimerie royale du Cap, 1782. Nos. 30, 35. inet Madiou, Thomas. Histoire d'Haiti. Port-au-Prince, 1987. F1921.M154 1987</p>	

**<bioghist> Biography or History** (Table of Contents)

<b>Summary:</b>	For recording biographical or historical information about the creator(s) of the materials being described.	
<b>May contain:</b>	bioghist, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	archdesc, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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 <chronlist> to match dates and date ranges with associated events (and, optionally, places).	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.2.2 MARC 545	
<b>Examples:</b>	Administrative History 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. Under the Act the posts of Economic Secretary to the Treasury and Secretary of State for Industry, Trade and Regional Development were abolished. George Brown was appointed as First Secretary of State and Secretary of State for Economic Affairs, and as chairman of the National Economic Development Council (NEDC). Composition of DEA: most of Treasury's National Economy Group (excluding the short term forecasting team); economic planning staff from the National Economic Development Office (NEDO); the regional policy divisions from the Board of Trade; a team of industrial experts. DEA charged with duty	

of formulating, with both sides of industry,  
a National Plan (published in September 1965),  
co-ordinating the work of other departments  
in implementing policies of economic growth,  
particularly in the fields of industry, the  
regions, and prices and incomes. . . .

Chronology 12 Oct 1840 Born Helena Opid in  
Krakow, Poland. 1861 Made stage debut as Helena  
Modrzejewska in charity fair production of The  
White Camellia, in Bochnia, Poland. [. . .] 1909  
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.

**<blockquote> Block Quote** (Table of Contents)

<b>Summary:</b>	A generic formatting element that designates an extended quotation.	
<b>May contain:</b>	chronlist, list, p, table	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>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.</p> <p>&lt;blockquote&gt; is equivalent to the element &lt;blockquote&gt; in HTML.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	<p>Administrative History 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 ...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>	



## &lt;c&gt; (Table of Contents)

<b>Summary:</b>	An element that designates a subordinate part of the materials being described.	
<b>May contain:</b>	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	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	<p>As a wrapper for a set of elements, &lt;c&gt; provides information about the content, context, and extent of a subordinate body of materials. It is always a child or descendant of &lt;dsc&gt; and often a child and/or parent of another &lt;c&gt;. Each &lt;c&gt; 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 &lt;c&gt; that designates dramatic works might end in the same box in which the next &lt;c&gt; begins with short stories. Also, not every &lt;c&gt; directly corresponds to a folder or other physical entity. Some &lt;c&gt; elements simply represent a logical point in a hierarchical description.</p> <p>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 &lt;c&gt; or a</p>	

numbered <c01>, <c02>, etc. Numbered and un-numbered 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.

**Availability:**

Optional, repeatable

**References:**

ISAD(G) 3.1.4 is equivalent to @level

**Example:**

Series 1 Correspondence [...] Subseries 1.1  
Outgoing Correspondence Abbinger-Aldrich [. . .]  
Subseries 1.2 Incoming Correspondence Adams-Ayers  
[. . .]

**<c01>** (Table of Contents)

<b>Summary:</b>	An element that designates the top or first-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	dsc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	Topical Files 1918-1945 [...] California Dining Club Annual financial statements 1923-1929 Membership rosters 1918-1932 Minutes 1925-1930 Newsletters 1919-1932 [. . .]	

**<c02>** (Table of Contents)

<b>Summary:</b>	An element that designates a second-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c01	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See example under <c01>Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c03>** (Table of Contents)

<b>Summary:</b>	An element that designates a third-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c02	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c04>** (Table of Contents)

<b>Summary:</b>	An element that designates a fourth-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c03	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c05>** (Table of Contents)

<b>Summary:</b>	An element that designates a fifth-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c04	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c06>** (Table of Contents)

<b>Summary:</b>	An element that designates a sixth-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c05	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: sclass, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	



**<c07>** (Table of Contents)

<b>Summary:</b>	An element that designates a seventh-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c06	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c08>** (Table of Contents)

<b>Summary:</b>	An element that designates an eighth-level subordinate part of the materials.	
<b>May occur within:</b>	c07	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c09>** (Table of Contents)

<b>Summary:</b>	An element that designates a ninth-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c08	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c10>** (Table of Contents)

<b>Summary:</b>	An element that designates a tenth-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c09	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c11>** (Table of Contents)

<b>Summary:</b>	An element that designates an eleventh-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c10	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See the pattern for component elements in the examples under <c01>Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c12>** (Table of Contents)

<b>Summary:</b>	An element that designates a twelfth-level subordinate part of the materials.	
<b>May contain:</b>	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	
<b>May occur within:</b>	c11	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	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
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, 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. <c12> is the lowest hierarchical level permitted when using numbered components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See the pattern for component elements in the examples under <c01>Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

## <chronitem> Chronology List Item (Table of Contents)

<b>Summary:</b>	An element that pairs a date with one or more events and zero or more geographic names within a chronology list <chronlist>.	
<b>May contain:</b>	chronitemset, daterange, dateset, datesingle, event, geogname	
<b>May occur within:</b>	chronlist	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	An item within a chronology list, <chronitem> must contain a date, date range, or set of dates followed by an event or set of events. An optional <geogname> may follow the date, date range or set of dates. Use <dateset> to record multiple dates or date ranges and <chronitemset> to record multiple events or geographic names within a single <chronitem>.	
<b>Availability:</b>	Required, repeatable	
<b>Examples:</b>	<p>2015 Woodbury, Minnesota Roseville, Minnesota          Opens additional stores 1948 Minneapolis,          Minnesota Graduates from the University of          Minnesota Begins work as a receptionist for          the Humphrey for Senator Committee March 1957          Biwabik, Minnesota Dies Minneapolis, Minnesota          Buried in Lakewood Cemetery</p> <p>1927 Berlin, Germany 33UUU9029819737 Designs and          builds Piscator Apartment 1932 Basel, Switzerland          32TLT9469569092 Designs and builds Wohnbedarf          Furniture Stores</p>	

## <chronitemset> Chronology Item Set (Table of Contents)

<b>Summary:</b>	An element for binding together zero or more <geogname> elements and one or more <event> elements within <chronitem>.	
<b>May contain:</b>	event, geogname	
<b>May occur within:</b>	chronitem	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <chronitemset> within <chronitem> when it is necessary to associate multiple <event> elements or multiple <geogname> elements. Possible combinations include multiple events, 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 <chronitem>.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	2015 Woodbury, Minnesota Roseville, Minnesota Opens additional stores 1948 Minneapolis, Minnesota Graduates from the University of Minnesota Begins work as a receptionist for the Humphrey for Senator Committee March 1957 Biwabik, Minnesota Dies Minneapolis, Minnesota Buried in Lakewood Cemetery March 1942 May 1946 September 1946 Clear Spring Maryland 18S 248556mE 4393694mN Enlisted in Civilian Public Service as a conscientious objector. Served at CPS Camp No. 24, subunit 4 in Clear Spring, Maryland. Constructed fences to conserve soil, practiced specialized tilling, and dug water diversion ditches. Fought occasional forest fires.	



**<chronlist> Chronology List** (Table of Contents)

<b>Summary:</b>	An element for designating the temporal sequence of significant events associated with the entity or material described.	
<b>May contain:</b>	chronitem, head, listhead	
<b>May occur within:</b>	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	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;chronlist&gt; provides a structured display for a chronological sequence of events. Each &lt;chronlist&gt; contains one or more &lt;chronitem&gt; elements that pair one or more dates with one or more events and zero or more geographic names.</p> <p>&lt;chronlist&gt; most often appears in finding aids as part of &lt;bioghist&gt;, but &lt;chronlist&gt; is also available for use in other elements that might need to present dates and events in a multicolumn list.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<p>Date(s) Location(s) Event(s) March 1942 May 1946  September 1946 Clear Spring Maryland 18S 248556mE  4393694mN Enlisted in Civilian Public Service  as a conscientious objector. Served at CPS Camp  No. 24, subunit 4 in Clear Spring, Maryland.  Constructed fences to conserve soil, practiced  specialized tilling, and dug water diversion  ditches. Fought occasional forest fires.  1927 Berlin, Germany 33UUU9029819737 Designs and  builds Piscator Apartment 1932 Basel, Switzerland  32TLT9469569092 Designs and builds Wohnbedarf  Furniture Stores  2010 2015 EAD revision 2014 August 13 Washington,  D.C. TS-EAD Meeting EAD Roundtable Meeting 2014  October 23 SAA Webinar, "EAD3: What's new?"</p>	

**<citation> Citation** (Table of Contents)

<b>Summary:</b>	A required child element of <conventiondeclaration> and <localtypeddeclaration> for identifying any rules and conventions applied in the compilation of the description.	
<b>May contain:</b>	[text], abbr, emph, expans, foreign, lb, ptr, ref	
<b>May occur within:</b>	conventiondeclaration, localtypeddeclaration, rightsdeclaration	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	href	Optional
	id	Optional
	lang	Optional
	lastdatetimeverified	Optional (must follow pattern based on ISO 8601)
	linkrole	Optional
	linktitle	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
<b>Description and Usage:</b>	<p>Use &lt;citation&gt; to identify any rules and conventions used in creating the description. Examples include content standards, controlled vocabularies, and thesauri.</p> <p>Use &lt;citation&gt; to cite an external resource in human and/or machine-processable form. Provide the formal title or name of the resource, using &lt;emph&gt; to specify any formatting (such as italic or bold, etc.) deemed useful.</p>	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<p>ISAD(G) ISAD(G): General International Standard Archival Description, second edition, Ottawa 2000</p> <p>NCARules National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names, 1997</p> <p>IAMS Cataloging Guidelines Part 1: Describing Archives and Manuscripts</p> <p>CC0 CC0 1.0 Universal (CC0 1.0)</p>	

**<colspec> Table Column Specification** (Table of Contents)

**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
colname	Optional
colnum	Optional
colsep	Optional (values limited to: false, true)
colwidth	Optional
rowsep	Optional (values limited to: false, true)

**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 <table> is determined by the @cols of <tgroup>, not by the number of <colspec> elements present. The values set for <colspec> override any values implied from <tgroup> or <thead>.

**Availability:** Optional, repeatable

**<container> Container** (Table of Contents)

<b>Summary:</b>	A child element of <did> for indicating the container in which the material being described is housed, e.g., box, folder.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	containerid	Optional
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	parent	Optional (IDREFS)
	script	Optional
<b>Description and Usage:</b>	<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. <container> is used most frequently at the component level. This storage information can help researchers understand how extensive the described material is, especially in the absence of a specific <physdescstructured> or <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 archival materials and their associated boxes, folders, etc. For example, <container localtype="Box"> is not necessarily the same as <container localtype="box"> to a style sheet. Also keep in mind that a style sheet may 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.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	... 3 18 Parent-Teacher Association of Fondsville 1959-1972 3 19 Pasta and Politics Club 1967-1975	

Correspondence [...] 1 1 Family 1942-1947 2  
General January-August 1944 3 General August  
1944-March 1945

**<control> Control** (Table of Contents)

<b>Summary:</b>	A required child element of <ead> for recording bibliographic and administrative information about an EAD instance.	
<b>May contain:</b>	conventiondeclaration, filedesc, languagedeclaration, localcontrol, localtypedeclaration, maintenanceagency, maintenancehistory, maintenancestatus, otherrecordid, publicationstatus, recordid, representation, rightsdeclaration (revised in v1.1.0), sources	
<b>May occur within:</b>	ead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	countryencoding	Optional (values limited to: iso3166-1, othercountryencoding)
	dateencoding	Optional (values limited to: iso8601, otherdateencoding)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	langencoding	Optional (values limited to: iso639-1, iso639-2b, iso639-3, otherlangencoding)
	relatedencoding	Optional
	repositoryencoding	Optional (values limited to: iso15511, otherrepositoryencoding)
	script	Optional
	scriptencoding	Optional (values limited to: iso15924, otherscriptencoding)
<b>Description and Usage:</b>	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, rights, 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 <recordid>.  
(Other associated identifiers may be given in  
<otherrecordid>.)

Bibliographic information in <filedesc>, with at  
least a <titleproper> within <titlestmt>.

A description of the agency responsible  
for creation and maintenance in  
<maintenanceagency>.

Statements about current version status in  
<maintenancestatus>.

Information related to creation, maintenance, and  
disposition in <maintenancehistory>.

Additional, optional child elements include four elements  
to declare languages, rules, and conventions used in and  
by the EAD instance. <langagedeclaration> may be used  
to provide information on the language(s) and script(s)  
used in the description. <conventiondeclaration> provides  
information on the standards, authorities, or controlled  
vocabularies used in the instance. <localtypedeclaration>  
declares the local conventions and controlled vocabularies  
used in @localtype. <rightsdeclaration> may be used to  
declare the rights associated with the description itself.

The prescribed order of all child elements (both required and  
optional) is:

<recordid>

<otherrecordid>

<representation>

<filedesc>

<maintenancestatus>

<publicationstatus>

<maintenanceagency>

<langagedeclaration>

<conventiondeclaration>

<rightsdeclaration>

<localtypeddeclaration>

<localcontrol>

<maintenancehistory>

<sources>

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

**Availability:** Required, not repeatable



## <controlaccess> **Controlled Access Headings** (Table of Contents)

<b>Summary:</b>	An element that binds together elements containing access headings for the described materials.	
<b>May contain:</b>	blockquote, chronlist, controlaccess, corpname, famname, function, genreform, geogname, head, list, name, occupation, p, persname, subject, table, title	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, controlaccess	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;controlaccess&gt; 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 &lt;controlaccess&gt; is often used within &lt;archdesc&gt; 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.</p> <p>&lt;controlaccess&gt; helps to enable authority-controlled searching across finding aids, particularly when its children contain terms drawn from nationally or internationally controlled vocabularies such as the Library of Congress Subject Headings (LCSH) or the UK Archival Thesaurus (UKAT) for topics, the Virtual International Authority File (VIAF) for names, or GeoNames for places.</p>	
<b>Availability:</b>	Optional, repeatable	

## <controlnote> **Control Note** (Table of Contents)

<b>Summary:</b>	A child element of <notestmt>, used to provide a general note related to the EAD instance.	
<b>May contain:</b>	blockquote, chronlist, list, p, table	
<b>May occur within:</b>	notestmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <controlnote> to record general descriptive information about a finding aid. <controlnote> is similar to the "general notes" in traditional bibliographic descriptions. Repeat <controlnote> if it is necessary to capture multiple but separate general statements about the finding aid.	
<b>Availability:</b>	Required, repeatable	
<b>Examples:</b>	This encoded finding aid is compliant with the Yale EAD Best Practice Guidelines, Version 1.0. Contact information: <a href="http://hdl.loc.gov/loc.mss/mss.contact">http://hdl.loc.gov/loc.mss/mss.contact</a> Catalog Record: <a href="http://lccn.loc.gov/mm82036905">http://lccn.loc.gov/mm82036905</a>	

## <conventiondeclaration> Convention Declaration (Table of Contents)

**Summary:** An optional child element of <control>, used to bind together <citation> with optional <abbr> and <descriptivenote> elements that identify rules or conventions applied in compiling the description.

**May contain:** abbr, citation, descriptivenote

**May occur within:** control

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	(revised in 1.1.0)	
	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.

You may use <conventiondeclaration> to:

identify any rules used to formulate the content of controlled access terms and referenced in @rules.

identify any controlled vocabularies used to populate controlled access terms and referenced in @source.

identify any related encoding schemes referenced in @relatedencoding.

specify standards used to formulate data elements or provide codes.

<conventiondeclaration> should always be included when @langencoding, @scriptencoding, @dateencoding, @countryencoding, or @repositoryencoding are set to the "other" value.

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

It may not be necessary to include <conventiondeclaration> in such cases where the above scenarios are addressed in local or consortial documentation.

<abbr> may be used to identify the standard or controlled vocabulary in a coded structure. The content of <abbr> should be the same value given to @rules, @source, or @relatedencoding when referencing a given convention. Any notes relating to how these rules or conventions have been used may be given within <descriptivenote>.

The prescribed order of all child elements (both required and optional) is:

<abbr>

<citation>

<descriptivenote>

**Availability:**

Optional, repeatable

**References:**

ISAD(G) 3.7.2

MODS <descriptionStandard>

**Examples:**

[. . .] ISAD(G) ISAD(G): General International Standard Archival Description, second edition, Ottawa 2000 NCARules National Council on Archives, Rules for the Construction of Personal, Place and Corporate Names, 1997 ISO 8601 - Data elements and interchange formats - Information interchange - Representation of dates and times, 2nd ed., Geneva: International Standards Organization, 2000 [. . .]  
[. . .] DACS Describing Archives: a Content Standard DACS was used as the primary description standard. [. . .]

**<corpname> Corporate Name** (Table of Contents)

<b>Summary:</b>	An element for identifying the name of an organization or group of people.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>Identifies the name of 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.</p> <p>&lt;corpname&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the corporate name, e.g.,</p> <p>Part 1: Yale University</p> <p>Part 2: Dept. of Astronomy</p> <p>Use &lt;corpname&gt; within &lt;controlaccess&gt; for encoding corporate names as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;corpname&gt; for encoding corporate names as they appear within text.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	

**References:**

MARC 610, 611, 710, 711

**Examples:**

Hudson's Bay Company Compagnie de la Baie  
d'Hudson

National Association for the Advancement of  
Colored People [ . . . ] [ . . . ]

**<custodhist> Custodial History** (Table of Contents)

<b>Summary:</b>	An element for information about the chain of ownership or custody of the materials being described, before they reached the archives.	
<b>May contain:</b>	blockquote, chronlist, custodhist, head, list, p, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, custodhist	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<custodhist> 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.2.3	
	MARC 561	
<b>Examples:</b>	<p>The George Franklin Papers were maintained by the staff of the Mayor's Office, City of Irvine, California, in the records storage facility at City Hall from the time of Franklin's death in 1972 until they were transferred, at his family's request, to Special Collections and Archives, The UC Irvine Libraries, in 1988.</p> <p>1972 1988 Irvine, California Held by Mayor's office 1988 2008 Irvine, California Held by Special Collections and Archives, The UC Irvine Libraries 2009 Austin, Texas Held by Harry Ransom Center</p>	

## <dao> Digital Archival Object (Table of Contents)

<b>Summary:</b>	A child element of <did> used for linking to born digital records or a digital representation of the materials being described.	
<b>May contain:</b>	descriptivenote	
<b>May occur within:</b>	daoset, did	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	coverage	Optional (values limited to: part, whole)
	daotype	Required (values limited to: borndigital, derived, unknown, otherdaotype)
	encodinganalog	Optional
	entityref	Optional
	href	Optional
	id	Optional
	identifier	Optional
	label	Optional
	lang	Optional
	linkrole	Optional
	linktitle	Optional
	localtype	Optional
	otherdaotype	Optional
	script	Optional
	show	Optional
	xpointer	Optional
<b>Description and Usage:</b>	<p>&lt;dao&gt; is a linking element that uses @href to connect to born digital records or digital representations of the described materials. Digital representations may 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.</p> <p>An optional &lt;descriptivenote&gt; may be used to provide a description of the object being linked to, if the information in a sibling&lt;unittitle&gt; is insufficient.</p>	



<b>Availability:</b>	Optional, repeatable
<b>References:</b>	MODS <location> <url>
<b>Examples:</b>	Quilting bee, Union Town, Md. 1930 1 photograph [. . .] Digitized pages of Barrie's "The Pippa and Porthos."

## <daoset> Digital Archival Object Set (Table of Contents)

<b>Summary:</b>	An element for binding together two or more links to digital archival objects.	
<b>May contain:</b>	dao, descriptivenote	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	coverage	Optional (values limited to: part, whole)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;daoset&gt; to group multiple links to born digital records or digital representations of the materials being described. &lt;dao&gt; and &lt;daoset&gt; 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.</p> <p>&lt;daoset&gt; must contain more two or more &lt;dao&gt; elements, which may be followed by an optional &lt;descriptivenote&gt; to provide a description of the objects being linked to.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MODS <location> <url>	
<b>Examples:</b>	[. . .] Digitized pages of Barrie's "The Pippa and Porthos."	

**<date> Date** (Table of Contents)

<b>Summary:</b>	An element used to express a date.	
<b>May contain:</b>	[text], abbr, emph, expans, foreign, lb, ptr, ref	
<b>May occur within:</b>	abstract, archref, bibref, entry, event, item, p, part (revised in 1.1.0), physfacet, publicationstmt, ref, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	Use <date> to highlight any dates that merit encoding and are not more appropriately encoded in other, more specific date-related elements, e.g., <unitdate> or <unitdatestructured>.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<p>Kinder, Dolores. Once Upon a Lullaby. New York: Wells &amp; Sons, 1931</p> <p>This collection, number 1988-015, was donated by Mrs. Dolores Franklin on April 23, 1988.</p>	

**<daterange> Date Range** (Table of Contents)

<b>Summary:</b>	A wrapper element for binding together <fromdate> and <todate> in order to represent a range of dates.	
<b>May contain:</b>	fromdate, todate	
<b>May occur within:</b>	chronitem, dateset, localcontrol, relation, unitdatestructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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. <daterange> contains <fromdate> and/or <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 children of <daterange> is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, @standarddate should be used on the children of <daterange> to record the date in machine-processable form as well.	
<b>Availability:</b>	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	
<b>Examples:</b>	22 January 1963 1 June 1971 30 April 1974 1819 1820 Studies theology at Yale College 1962 1968 around 1973 1992	

**<dataset> Date Set** (Table of Contents)

<b>Summary:</b>	A wrapper element for encoding complex dates that cannot be adequately represented in one <datesingle> or <daterange>.	
<b>May contain:</b>	daterange, datesingle	
<b>May occur within:</b>	chronitem, relation, unitdatestructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<dataset> binds together single dates and date ranges, multiple single dates, or multiple date ranges. <dataset> 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>.	
<b>Availability:</b>	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dataset>, or <datesingle> is required, not repeatable	
	Within <relation>: Optional, not repeatable	
<b>Examples:</b>	22 January 1963 1 June 1971 30 April 1974 1900 1910 1921	

**<datesingle> Single Date** (Table of Contents)

<b>Summary:</b>	An element for encoding an individual date related to the materials being described.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	chronitem, dateset, localcontrol, relation, unitdatestructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	notafter	Optional
	notbefore	Optional
	script	Optional
	standarddate	Optional
<b>Description and Usage:</b>	<datesingle> 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 processing of dates is desired, @standarddate should be used to record the date in machine-processable form as well.	
<b>Availability:</b>	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	
<b>Examples:</b>	22 January 1963 1 June 1971 30 April 1974 1793 May 24 Deerfield, Mass Born	

**<defitem> Definition List Item** (Table of Contents)

<b>Summary:</b>	A wrapper element for binding pairs of labels and items within a list.	
<b>May contain:</b>	item, label	
<b>May occur within:</b>	list	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	Abbreviation Expansion ALS Autograph Letter Signed TLS Typewritten Letter Signed	

## <descriptivenote> Descriptive Note (Table of Contents)

<b>Summary:</b>	An element used to provide general descriptive information related to its parent element.	
<b>May contain:</b>	p	
<b>May occur within:</b>	conventiondeclaration, dao, daoset, langmaterial, languagedeclaration, languageset, localtypedeclaration, maintenanceagency, physdescstructured, relation, source	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<descriptivenote> provides additional descriptive information about the element in which it is contained. Notes must contain one or more <p> elements.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	AU-CRS Australia's Commonwealth Records Series (CRS) System Series controlled and described under the rules of the National Archives of Australia's Commonwealth Records Series (CRS) System. DACS Describing Archives: a Content Standard DACS was used as the primary description standard. Latin Old English English The majority of the documents are written in Modern English. Roberts copies multiple passages from original manuscripts in Latin and Old English.	



## <did> Descriptive Identification (Table of Contents)

<b>Summary:</b>	A wrapper element that encloses information essential for identifying the material being described.	
<b>May contain:</b>	abstract, container, dao, daostruct, didnote, head, langmaterial, materialspec, origination, physdescset, physdesc, physdescstructured, physloc, repository, unitdate, unitdatestructured, unitid, unittitle	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;did&gt; binds together other elements that provide core information needed for identifying the described materials. &lt;did&gt; occurs in &lt;archdesc&gt; and &lt;c&gt;, &lt;c01&gt; - &lt;c12&gt;. The various &lt;did&gt; child elements are intended for brief, clearly designated statements of information, whereas following sibling elements of &lt;did&gt; such as &lt;custodhist&gt;, &lt;arrangement&gt;, or &lt;scopecontent&gt; allow for more detailed, narrative description.</p> <p>&lt;did&gt; 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.</p> <p>The &lt;did&gt; in &lt;archdesc&gt; is sometimes called the high-level &lt;did&gt;, because it covers the entirety of the materials described by the EAD instance. Consider using the following child elements in the high-level &lt;did&gt;: &lt;origination&gt;, &lt;unittitle&gt;, &lt;unitdate&gt; or &lt;unitdatestructured&gt;, &lt;physdesc&gt; or &lt;physdescstructured&gt;, &lt;repository&gt;, and &lt;abstract&gt;. &lt;unitid&gt; and &lt;physloc&gt; are suggested if applicable to a repository's practice. &lt;did&gt; within components can have fewer elements, and might have only &lt;container&gt; or &lt;unitid&gt; and &lt;unittitle&gt;.</p>	
<b>Availability:</b>	Required, not repeatable	

**Examples:**

Overview of the Records Minnesota Historical Society Minnesota. Game and Fish Department Game laws violation records, 1908-1928 Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws. 2.25 cu. ft. (7 v. and 1 folder in 3 boxes) [ . . .]

Adult Basic and Literacy Education, Pennsylvania (ABLE) includes "Focus on..." newsletters 21 reels 20

Class Notes, Undergraduate 1962 1968 12 notebooks 5-6 The notebooks contain months and days, not years. Estimated dates are based on the years Scully attended the University of Maryland.

**<didnote> Descriptive Identification Note** (Table of Contents)

<b>Summary:</b>	A child element of <did> that can express any kind of explanatory information.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<didnote> can encode textual notes within <did> that are not more appropriately encoded in the other available elements.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.6.1	
	MARC 500	
	MODS <note>	
<b>Examples:</b>	<p>Library of Congress, Prints and Photographs Division, Washington, D.C. 20540 For information about Prints and Photographs Division collections and services, see the Prints and Photographs Division's Reading Room Home Page:</p> <p>Class Notes, Undergraduate 1962 1968 12 notebooks 5-6 The notebooks contain months and days, not years. Estimated dates are based on the years Scully attended the University of Maryland.</p>	

<dimensions> **Dimensions** (Table of Contents)

<b>Summary:</b>	A child element of <physdescstructured> that provides information about the size of the material being described.	
<b>May contain:</b>	[text], abbr, dimensions, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	dimensions, physdescstructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	unit	Optional
<b>Description and Usage:</b>	<dimensions> may be used to specify the size, in two or three dimensions, of the units identified by <unittype> within <physdescstructured>. It usually includes numerical data. Express measurements in any convenient unit as indicated in the @unit attribute. Multiple dimensions, for example, height-by-width, can be encoded in a single <dimensions> or in separate <dimensions> with distinctive @localtype values.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	5 dageurreotypes hand-tinted 6.5 x 8.5 inches 10 posters 23 35	

## <dsc> Description of Subordinate Components (Table of Contents)

<b>Summary:</b>	A wrapper element that bundles information about the hierarchical groupings of the materials being described.	
<b>May contain:</b>	blockquote, c, c01, chronlist, head, list, p, table, thead	
<b>May occur within:</b>	archdesc	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>Use &lt;dsc&gt; to wrap subordinate components in the archival hierarchy of the materials being described. Although &lt;dsc&gt; may repeat, it is recommended to include only a single &lt;dsc&gt; element. Because it is a wrapper element and not an essential part of archival description, &lt;dsc&gt; may be deprecated in future versions of EAD. Avoiding multiple &lt;dsc&gt; elements within an EAD instance will make future migrations simpler.</p> <p>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, "combined" is used when the narrative description of a series is followed immediately by a listing of the contents of that series within a single &lt;dsc&gt;. The @dsctype value "analyticover" identifies an overview description of series and subseries, which might be followed by a second &lt;dsc&gt; 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 "otherdsctype" is for models that do not follow any of the above-mentioned formats, in which case @otherdsctype can then be used to specify a particular presentation model.</p>	

If <dsc> contains children other than <thead> or component elements (<c>, <cXX>), those elements must come first, followed by the optional <thead>, then <c> or <c01>.

**Availability:**

Optional, repeatable

**Examples:**

Activities 1965-1971 0.3 linear ft. The Activities series gives examples of the types of activities offered at the camp. The folders contain reports, schedules, and inventories 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. 1 General 1970-1971 1 Camp Crafts 1967 1 Education Program 1967 1 Expressive Arts 1970 [ . . . ] [ . . . ]  
1-429-1 Forest Stand Maps by Township and Basemap 1958-1979 36 ft. (approx. 1700 sheets) of cartographic records. Scale: predominantly 4 inches to 1 mile (1:15,840) 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.[ . . . ] RG 1-429-2 Forest Stand Map Composites 1958-1971 ca.70 maps Scale: 1 inch to 1 mile 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. [ . . . ] [ . . . ]  
Series 1 Administrative Records 1912-1956 Box 1 7-8 Annual reports 1912-16, 1922 9 Board of Directors, Minutes and correspondence 1947-1949 10 Contracts and specifications for construction of nurses' quarters ca. 1947 11 Marin County Reports 1955-1956 Series 3 Philip King Brown 1910-1931, n.d. 21 Correspondence 1910-1931 22 Writings n.d. [ . . . ]

## <ead> Encoded Archival Description (Table of Contents)

<b>Summary:</b>	The required root element of an EAD instance.	
<b>May contain:</b>	archdesc, control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	id	Optional
	lang	Optional
	relatedencoding	Optional
	script	Optional
<b>Description and Usage:</b>	<ead> wraps 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. <ead> must contain <control> followed by <archdesc>.	
<b>Availability:</b>	Required, not repeatable	

## <edition> Edition (Table of Contents)

<b>Summary:</b>	A child element of <editionstmt> for recording the version of an EAD instance.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	editionstmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Within <editionstmt>, one of <edition> or <p> is required, repeatable	



**<editionstmt> Edition Statement** (Table of Contents)

<b>Summary:</b>	A child element of <filedesc>, used to provide information about the version of an EAD instance.	
<b>May contain:</b>	edition, p	
<b>May occur within:</b>	filedesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, not repeatable	

<emph> **Emphasis** (Table of Contents)

<b>Summary:</b>	A formatting element for marking words or phrases that are emphasized or specially formatted.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	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	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>A formatting element for marking words or phrases that are emphasized for linguistic effect or specially formatted. Use @render to specify the kind of emphasis, e.g., bold or italic, or formatting, e.g. superscript or subscript.</p> <p>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 &lt;emph&gt;.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	Papers document Donald C. Stone's work with Ornstein and Swencionis on the est 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.	

**<entry> Table Entry** (Table of Contents)

**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

<b>Attributes:</b>	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 (values limited to: false, true)
	id	Optional
	lang	Optional
	morerows	Optional
	nameend	Optional
	namest	Optional
	rowsep	Optional (values limited to: false, true)
	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. Attributes of <entry> 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>, <thead>, or <row>.

**Availability:** Required, repeatable

**Example:** Major Family Members Spouses Children John  
Albemarle (1760-1806) Mary Frances Delaney  
(1769-1835) John Delaney Albemarle (1787-1848)  
[. . .]

**<event> Event** (Table of Contents)

<b>Summary:</b>	An element describing a happening or occurrence recorded within a chronology list.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	chronitem, chronitemset	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <event> within <chronitem> to pair a description of the event with one or more dates and an optional place. If one or more events occurred related to the date(s) in question or if more than one place is associated with the event, use <chronitemset> to bundle multiple <event> – or <geogname> – elements.	
<b>Availability:</b>	Within <chronitem>: Optional, not repeatable	
	Within <chronitemset>: Required, repeatable	
<b>Example:</b>	2015 Woodbury, Minnesota Roseville, Minnesota Opens additional stores 1948 Minneapolis, Minnesota Graduates from the University of Minnesota Begins work as a receptionist for the Humphrey for Senator Committee March 1957 Biwabik, Minnesota Dies Minneapolis, Minnesota Buried in Lakewood Cemetery	

**<eventdatetime> Event Date and Time** (Table of Contents)

<b>Summary:</b>	A required child element of <maintenanceevent> that records the date and time of a specific maintenance action for an EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceevent	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	standarddatetime	Optional (must follow pattern based on ISO 8601)
<b>Description and Usage:</b>	<eventdatetime> is for recording 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, the date and time may be captured in natural language in the element.	
<b>Availability:</b>	Required, not repeatable	
<b>References:</b>	ISAD(G) 3.7.3	
	MODS <recordCreationDate>, <recordChangeDate>	
<b>Example:</b>	13 September 2015 EAD2002_to_EAD3.xsl Conversion from EAD 2002 finding aid using XSL transformation. 14 September 2014 Lisa Bolkonskaya Conversion from EAD 2002 revised. Conventions and local control added.. 16 September 2014 Lisa Bolkonskaya Minor revisions. Added sources.	

<eventdescription> **Event Description** (Table of Contents)

<b>Summary:</b>	An optional child of <maintenanceevent>, used to provide a description of the maintenance activity.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceevent	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	

**<eventtype> Event Type** (Table of Contents)

<b>Summary:</b>	A required child element of <maintenanceevent> that provides a controlled list of values for recording the type of maintenance activity.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceevent	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: cancelled, created, deleted, derived, revised, unknown, updated)
<b>Description and Usage:</b>	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.	
	Meanings for the required @value are:	
<b>Availability:</b>	Required, not repeatable	

<expan> **Expansion** (Table of Contents)

<b>Summary:</b>	A phrase level element for designating the full form of a word or phrase.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	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	
<b>Attributes:</b>	abbr	Optional
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	A phrase level element to designate the full form of a word or phrase that often appears as an abbreviation or acronym. Use @abbr to supply the abbreviated form for indexing or searching purposes.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	File also contains materials from the American Civil Liberties Union . United Nations Educational, Scientific and Cultural Organization [. . .]	



**<famname> Family Name** (Table of Contents)

<b>Summary:</b>	An element for identifying the name of a group of people with blood relations, or persons who form a household.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>An element for identifying the name of 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.</p> <p>&lt;famname&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the family name, e.g.,</p> <p>Part 1: Butts family</p> <p>Part 2: 1810</p> <p>Part 3: Long Beach, CA</p> <p>Use &lt;famname&gt; within &lt;controlaccess&gt; for encoding family names as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;famname&gt; for encoding family names as they appear within text.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	
<b>References:</b>	MARC 600, 700	

**Examples:**

Butts family 1810 Long Beach, CA Smith family  
Kistler family Stevens family  
Hely-Hutchinson family Pedigree, 20th cent. MS.  
Eng. c. 5769, fol. 74

**<filedesc> File Description** (Table of Contents)

<b>Summary:</b>	A required child element of <control> that binds together bibliographic information about an EAD instance.	
<b>May contain:</b>	editionstmt, notestmt, publicationstmt, seriesstmt, titlestmt	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	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 prescribed order of all child elements (both required and optional) is:	
	<titlestmt>	
	<editionstmt>	
	<publicationstmt>	
	<seriesstmt>	
	<notestmt>	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	AddMS88938 Catalogue of the Papers of James Graham Ballard British Library . . . Register of the Emily Higby Collection 2nd ed. This edition reflects substantial additions to the collection in 1994.	

**<fileplan> File Plan** (Table of Contents)

<b>Summary:</b>	An element for information about any classification scheme used by the original creator to arrange, store, and retrieve the materials described.	
<b>May contain:</b>	blockquote, chronlist, fileplan, head, list, p, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, fileplan	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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 entity. Additional types include a drawing of a room layout or a scientific scheme.	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	<p>File List The list below outlines the classification system used for the central files of Vice President Mondale's office. This structure assigned alpha-numeric codes to primary subjects and to secondary and tertiary subdivisions thereunder. AGRICULTURE (AG) Home Economics Horticulture Marketing Price Support ARTS (AR) Languages Museums Music</p>	

**<footnote> Footnote** (Table of Contents)

<b>Summary:</b>	An element used to cite the source of a fact, quotation, etc.	
<b>May contain:</b>	blockquote, chronlist, list, p, table	
<b>May occur within:</b>	abstract, archref, bibref, entry, event, item, p, physfacet, ref, unittitle	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other replace)
<b>Description and Usage:</b>	Use <footnote> to annotate text to indicate the basis for an assertion or citing the source of a quotation or other information.	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	<p>Scope and Content In letters from the spring of 1924, Lawrence outlines the adjustments the family faced when moving from New York City to Badger, Iowa. Letters #42, #45, #47-54 In particular, the children had difficulty in their new classroom settings. Lawrence notes "Sally cried again tonight because, unlike the children who have attended this school their entire lives, she cannot concentrate on sums while the instructor quizzes older children about geography." Letter #48 The family only remained six months in Badger before moving again to Des Moines. [. . .]</p>	

**<foreign> Foreign** (Table of Contents)

<b>Summary:</b>	An element that indicates that the language and/or script of the encoded word(s) is different from that in the surrounding text.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	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	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	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 as <foreign> and including the script attributes allows a machine to process the script differently than that of the script around it.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<p>Arcana mundi : magic and the occult in the Greek and Roman worlds : a collection of ancient texts / translated, annotated, and introduced by Georg Luck. Baltimore : Johns Hopkins University Press, c1985.</p> <p>[. . .] Thanatos ( ##### ) was the personification of death. He was a minor figure in Greek mythology, often referred to, but rarely appearing in person. [. . .]</p>	

**<fromdate> From Date** (Table of Contents)

<b>Summary:</b>	An optional child element of <daterange> that records the starting point in a range of dates.	
<b>May contain:</b>	[text], abbr, emph, expans, foreign, lb, ptr, ref	
<b>May occur within:</b>	daterange	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	notafter	Optional
	notbefore	Optional
	script	Optional
	standarddate	Optional
<b>Description and Usage:</b>	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-processable form as well.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	22 January 1963 1 June 1971 30 April 1974 1819 1820 Studies theology at Yale College 1962 1968 around 1973 1992	

**<function> Function** (Table of Contents)

<b>Summary:</b>	An element for encoding activities and processes related to the production of materials.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>&lt;function&gt; 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.</p> <p>&lt;function&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the function term, e.g.,</p> <p>Part 1: Coaching</p> <p>Part 2: Oregon</p> <p>Use &lt;function&gt; within &lt;controlaccess&gt; for encoding functions as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;function&gt; for encoding functions as they appear within text.</p>	
<b>Availability:</b>	<p>Within &lt;indexentry&gt;: Optional, not repeatable</p> <p>Within all other elements: Optional, repeatable</p>	
<b>References:</b>	MARC 657	
<b>Example:</b>	Legislating Law enforcing Convicting	



## <genreform> Genre/Physical Characteristic (Table of Contents)

<b>Summary:</b>	An element for encoding a genre or form of material.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>&lt;genreform&gt; 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.</p> <p>&lt;genreform&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the genre/form term, e.g.,</p> <p>Part 1: Photographs</p> <p>Part 2: 1910-1919</p> <p>Use &lt;genreform&gt; within &lt;controlaccess&gt; for encoding genre terms as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;genreform&gt; for encoding genre terms as they appear within text.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	

**References:**

MARC 655

MODS <genre>

**Examples:**

Correspondence Diaries

Hely-Hutchinson family Pedigree, 20th cent. MS.

Eng. c. 5769, fol. 74

**<geogname> Geographical Name** (Table of Contents)

<b>Summary:</b>	An element for encoding place names.	
<b>May contain:</b>	geographiccoordinates, part	
<b>May occur within:</b>	abstract, archref, bibref, chronitem, chronitemset, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, relation, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	An element for identifying the name of a place, natural feature, or political jurisdiction. Examples include: Appalachian Mountains; Baltimore, MD; Chinatown, San Francisco; and Kew Gardens, England.	
	<geogname> 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)	
	<geogname> also allows for an optional <geographiccoordinates> element following the <part> element(s).	
<b>Availability:</b>	Use <geogname> within <controlaccess> for encoding geographical names as defined by controlled vocabularies or according to appropriate rules. You may also use <geogname> for encoding geographical names as they appear within text.	
	Within <chronitem>, <indexentry> and <relation>: Optional, not repeatable	

Within all other elements: Optional, repeatable

**References:**

MARC 651, 752

MODS <geographic>, <hierarchicalGeographic>

**Examples:**

Clear Spring Maryland 18S 248556mE 4393694mN  
Washington (State)

1927 Berlin, Germany 33UUU9029819737 Designs and  
builds Piscator Apartment

1932 Basel, Switzerland 32TLT9469569092 Designs  
and builds Wohnbedarf Furnniture Stores

## <geographiccoordinates> Geographic Coordinates

(Table of Contents)

<b>Summary:</b>	A child element of <geogname> that encodes a set of geographic coordinates.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	geogname	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	coordinatesystem	Required
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <geographiccoordinates> to express a set of geographic coordinates such as latitude, longitude, and altitude representing a point, line, or area on the surface of the earth.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 255\$c	
	MODS <coordinates>	
<b>Examples:</b>	Hardeeville South Carolina -81.1, 32.2, -81.0, 32.3	
	Clear Spring Maryland 18S 248556mE 4393694mN	
	Berlin, Germany 33UUU9029819737	
	Basel, Switzerland 32TLT9469569092	

**<head> Heading** (Table of Contents)

<b>Summary:</b>	An element that encodes a title or caption for a section of text.	
<b>May contain:</b>	[text], abbr, emph, expans, foreign, lb, ptr, ref	
<b>May occur within:</b>	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	
<b>Attributes:</b>	althead	Optional
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<head> is used for supplying title-like statements to a section of text, such as a note, list, table, or series of paragraphs. When <head> is used, it must be the first child element, followed by one or more other elements.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	Publications List Publication Year Book Title [...] Administrative History 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.	

**<head01> First Heading** (Table of Contents)

<b>Summary:</b>	A formatting element for the first facet heading in a multifacet list.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	listhead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use within <listhead> to designate the heading over the first facet in a multifacet list.	
<b>Availability:</b>	Optional, not repeatable	
<b>Example:</b>	Date(s) Location(s) Event(s) March 1942 May 1946 September 1946 Clear Spring Maryland 18S 248556mE 4393694mN Enlisted in Civilian Public Service as a conscientious objector. Served at CPS Camp No. 24, subunit 4 in Clear Spring, Maryland. Constructed fences to conserve soil, practiced specialized tilling, and dug water diversion ditches. Fought occasional forest fires.	

**<head02> Second Heading** (Table of Contents)

<b>Summary:</b>	A formatting element for the second facet heading in a multifacet list.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	listhead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <head02> within <listhead> if needed to designate the heading over the second facet in a multifacet list.	
<b>Availability:</b>	Optional, not repeatable	
<b>Example:</b>	Date(s) Location(s) Event(s) [. . .]	



**<head03> Third Heading** (Table of Contents)

<b>Summary:</b>	A formatting element for the third facet heading in a multifacet list.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	listhead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <head03> within <listhead> to provide a heading over the third facet in a multifacet list.	
<b>Availability:</b>	Optional, not repeatable	

## <index> **Index** (Table of Contents)

<b>Summary:</b>	A list of key terms and entities with reference pointers assembled to enhance navigation of and access to the materials being described.	
<b>May contain:</b>	blockquote, chronlist, head, index, indexentry, list, listhead, p, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, index	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;index&gt; 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.</p> <p>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 &lt;indexentry&gt; to capture each item in the &lt;index&gt;.</p>	
<b>Availability:</b>	Optional, repeatable	

**<indexentry> Index Entry** (Table of Contents)

**Summary:** A wrapper element that pairs an index term with zero 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

<b>Attributes:</b>	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 <corpname>, <persname>, <subject>, etc., or <namegrp> to handle multiple access elements. It may also contain <ref>, <ptr>, or <ptrgrp> 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> to bundle access element entries, e.g., several <famname> and <persname> elements that share the same <ref>, <ptr>, or <ptrgrp>.

**Availability:** Optional, repeatable

**Example:** 12th Air Force Photo >LOT 13105 15th Air Force Command: LOT 13105

**<item> Item** (Table of Contents)

<b>Summary:</b>	An element used in either <list> or as part of <defitem>.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	defitem, list	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	An element used in two contexts: as an entry in a simple, random, or ordered <list> or as part of <defitem> inside a definition list. In the first instance, <item> can be a number, word, or phrase. In a definition list, which is usually displayed as two columns, <defitem> pairs <label> with a corresponding <item> containing text that defines, describes, or explains the terms or other text tagged as <label>.	
<b>Availability:</b>	Within <defitem>: Required, not repeatable	
	Within <list>: Optional, repeatable	
<b>Examples:</b>	List of ministers of May Memorial Unitarian Universalist Church John Storer, Minister 1839-1844 Samuel Joseph May, Minister 1845-1868 Samuel R. Calthrop, Minister 1868-1911 John H. Applebee, Minister 1911-1929 Waldemar W. Argow, Minister 1930-1941 Robert E. Romig, Minister 1941-1946 Glenn O. Canfield, Minister 1946-1952 John Fuller, Minister, 1961-1973 ALS Autograph Letter Signed TLS Typewritten Letter Signed	

**<label> Label** (Table of Contents)

<b>Summary:</b>	A required child element of <defitem> that identifies the term or concept being defined or described.	
<b>May contain:</b>	[text], abbr, emph, expans, foreign, lb, ptr, ref	
<b>May occur within:</b>	defitem	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	In a definition list, <label> and <item> are paired within <defitem>. <label> provides a term or concept that is then defined, described, or explained in an <item>. A definition list is often displayed in two columns.	
<b>Availability:</b>	Required, not repeatable	

## <langmaterial> Language of the Material (Table of Contents)

<b>Summary:</b>	A child element of <did> that identifies languages represented in the materials described.	
<b>May contain:</b>	descriptivenote, language, languageset	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;langmaterial&gt; records information about languages and scripts represented in the materials being described. &lt;langmaterial&gt; must contain one or more &lt;language&gt; or &lt;languageset&gt; elements, but cannot contain text.</p> <p>Any comments or notes about languages or scripts represented in the materials described must be encoded in an optional &lt;descriptivenote&gt; that follows all &lt;language&gt; and &lt;languageset&gt; elements.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.3	
	MARC 546	
<b>Examples:</b>	<p>Latin Old English English The majority of the documents are written in Modern English. Roberts copies multiple passages from original manuscripts in Latin and Old English.</p> <p>English French</p> <p>Japanese hiragana katakana This file contains documents in Japanese, in both the hiragana and katakana scripts.</p>	

**<language> Language** (Table of Contents)

<b>Summary:</b>	An element used to indicate the language or communication system of an EAD instance or of the material being described.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	langmaterial, languagedeclaration, languageset	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	langcode	Optional
	script	Optional
<b>Description and Usage:</b>	Within <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>.	
<b>Availability:</b>	Within <langmaterial>:One of <language> or <languageset> is required, repeatable	
	Within <languagedeclaration>:Required, not repeatable	
	Within <languageset>:Required, repeatable	
<b>References:</b>	MARC 041 is equivalent to @langcode	
	MODS <languageTerm>, <languageOfCataloging>	
<b>Examples:</b>	Latin Old English English The majority of the documents are written in Modern English.	
	Roberts copies multiple passages from original manuscripts in Latin and Old English.	
	English French	
	Japanese hiragana katakana This file contains documents in Japanese, in both the hiragana and katakana scripts.	

## <languagedeclaration> Language Declaration (Table of Contents)

**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

<b>Attributes:</b>	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 with required <language> and <script> children. 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>.

The prescribed order of all child elements (both required and optional) is:

<language>

<script>

<descriptivenote>

**Availability:** Optional, repeatable

**Example:** GB-58 British Library English Latin machine IAMS



**<languageset> Language Set** (Table of Contents)

|                               |   |  |
|-------------------------------|---|--|
| <b>Summary:</b>               | Within <did>, <languageset> is a child element of <langmaterial> that is used to pair languages with the scripts in which they are written.   |  |
| <b>May contain:</b>           | descriptivenote, language, script   |  |
| <b>May occur within:</b>      | langmaterial  |  |
| <b>Attributes:</b>            | altrender   | Optional   |
|                               | audience  | Optional (values limited to: external, internal) |
|                               | encodinganalog  | Optional   |
|                               | id  | Optional   |
|                               | lang  | Optional   |
|                               | script  | Optional   |
| <b>Description and Usage:</b> | <p>Use &lt;languageset&gt; within &lt;langmaterial&gt; when it is necessary to associate &lt;language&gt; and &lt;script&gt;. Possible combinations include one language and one script, multiple languages and one script, and one language and multiple scripts. Although the EAD3 schema allows multiple languages to be associated with multiple scripts this combination is unlikely to convey useful information. &lt;languageset&gt; may be repeated as necessary. Optionally, any comments about the language(s) and scripts(s) being recorded may be captured in &lt;descriptivenote&gt; at the end, particularly for display to finding aid users.</p> <p>Attribute notes:</p> <p>Use @lang and @script to indicate the language and written scripts of the descriptive information, not the language of materials.</p> |  |
| <b>Availability:</b>          | Optional, repeatable  |  |
| <b>Examples:</b>              | <p>Latin Old English English The majority of the documents are written in Modern English. Roberts copies multiple passages from original manuscripts in Latin and Old English.</p> <p>Japanese hiragana katakana This file contains documents in Japanese, in both the hiragana and katakana scripts.</p>   |  |

## <lb> Line Break (Table of Contents)

|                               |  |
|-------------------------------|--|
| <b>Summary:</b>               | A formatting element that forces the following text to start on a new line.  |
| <b>May contain:</b>           | [empty]  |
| <b>May occur within:</b>      | 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 |
| <b>Description and Usage:</b> | An empty formatting element that allows the author of an EAD instance to explicitly indicate the point in the text where a new line should occur rather than relying on a rendering application. Use only when a line break is needed within an element. Use a style sheet to specify line breaks between elements.                                |
| <b>Availability:</b>          | Optional, repeatable   |
| <b>References:</b>            | Equivalent to <br/> in HTML.   |
| <b>Example:</b>               | San Joaquin County Historical Society and Museum<br>Lodi, California   |

**<legalstatus> Legal Status** (Table of Contents)

|                               |   |  |
|-------------------------------|---|--|
| <b>Summary:</b>               | An element for indicating the statutorily defined status of the materials being described.  |  |
| <b>May contain:</b>           | blockquote, chronlist, head, legalstatus, list, p, table  |  |
| <b>May occur within:</b>      | archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, legalstatus  |  |
| <b>Attributes:</b>            | altrender   | Optional   |
|                               | audience  | Optional (values limited to: external, internal) |
|                               | encodinganalog  | Optional   |
|                               | id  | Optional   |
|                               | lang  | Optional   |
|                               | localtype   | Optional   |
|                               | script  | Optional   |
|                               |   |  |
| <b>Description and Usage:</b> | 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.  |  |
| <b>Availability:</b>          | Optional, repeatable  |  |
| <b>References:</b>            | MARC 506  |  |
| <b>Examples:</b>              | <p>PREM 8 Prime Minister's Office: Correspondence and Papers 1935-1951</p> <p>Public Record(s)</p> <p>Legal status of records Federal, state and local laws apply, as follows. Student records Student records are governed by the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g. Patient records Patient records are governed by the Health Insurance Portability and Accountability Act, Pub.L. 104-191and 110 Stat. 1936. Article 8 ECHR may also apply.</p> <p>On deposit until 2025. See Deed of Gift for more information.</p> |  |

**<list> List** (Table of Contents)

|                               |   |   |
|-------------------------------|---|---|
| <b>Summary:</b>               | A wrapper element for formatting a series of <item> or <defitem> elements that are often presented in a vertical sequence.  |   |
| <b>May contain:</b>           | defitem, head, item, listhead   |   |
| <b>May occur within:</b>      | 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   |   |
| <b>Attributes:</b>            | 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: circle, disc, inherit, none, square)   |
|                               | numeration  | Optional (values limited to: armenian, decimal, decimal-leading-zero, georgian, inherit, lower-alpha, lower-greek, lower-latin, lower-roman, upper-alpha, upper-latin, upper-roman) |
|                               | script  | Optional  |
|                               |   |   |
| <b>Description and Usage:</b> | 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.   |   |
| <b>Availability:</b>          | Optional, repeatable  |   |
| <b>Examples:</b>              | List of ministers of May Memorial Unitarian<br>Universalist Church John Storer, Minister<br>1839-1844 Samuel Joseph May, Minister 1845-1868<br>Samuel R. Calthrop, Minister 1868-1911 John H.<br>Applebee, Minister 1911-1929 Waldemar W. Argow,<br>Minister 1930-1941 Robert E. Romig, Minister<br>1941-1946 Glenn O. Canfield, Minister 1946-1952<br>John Fuller, Minister, 1961-1973<br>ALS Autograph Letter Signed TLS Typewritten<br>Letter Signed |   |

The following items were removed during processing due to irrecoverable mold damage. Photographs were taken and placed in the collection for reference purposes. Correspondence from Feb 1987 (6 items) Three photographs of unidentified cats One silk scarf

**<listhead> List Heading** (Table of Contents)

|                               |   |  |
|-------------------------------|---|--|
| <b>Summary:</b>               | An element for grouping several headings for faceted lists.   |  |
| <b>May contain:</b>           | head01, head02, head03  |  |
| <b>May occur within:</b>      | chronlist, index, list  |  |
| <b>Attributes:</b>            | altrender   | Optional   |
|                               | audience  | Optional (values limited to: external, internal) |
|                               | id  | Optional   |
|                               | lang  | Optional   |
|                               | script  | Optional   |
| <b>Description and Usage:</b> | A formatting element that groups headings for different facets in a definition list (<list listtype="deflist">), <chronlist>, or <index>. The headings are called <head01>, <head02>, and <head03> and are available in that sequence, although each is optional. |  |
| <b>Availability:</b>          | Optional, not repeatable  |  |
| <b>Example:</b>               | Publications List Publication Year Book Title<br>1882 Across the Sea in a Sieve. London: Jos.<br>Banks. 1886 My Life and Other Tragedies. London:<br>Chatto and Windus.   |  |

**<localcontrol> Local Control** (Table of Contents)

|                               |  |  |
|-------------------------------|--|--|
| <b>Summary:</b>               | A child element of <control>, used to specify any control information necessary to accommodate local practice.   |  |
| <b>May contain:</b>           | daterange, datesingle, term  |  |
| <b>May occur within:</b>      | control  |  |
| <b>Attributes:</b>            | altrender  | Optional   |
|                               | audience   | Optional (values limited to: external, internal) |
|                               | encodinganalog   | Optional   |
|                               | id   | Optional   |
|                               | lang   | Optional   |
|                               | localtype  | Optional   |
|                               | script   | Optional   |
| <b>Description and Usage:</b> | <p>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 &lt;term&gt;, and an associated date or range of dates can be given as either &lt;datesingle&gt; or &lt;daterange&gt;.</p> <p>Child elements of &lt;localcontrol&gt; must be provided in a specific order:</p> <p style="text-align: center;">&lt;term&gt;</p> <p style="text-align: center;">&lt;datesingle&gt; or &lt;daterange&gt;</p> |  |
| <b>Availability:</b>          | Optional, repeatable   |  |
| <b>Examples:</b>              | <pre>[. . .] English Latin Minimum machine IAMS 8 MB true 414 item</pre>   |  |

## <localtypedeclaration> Local Type Declaration (Table of Contents)

**Summary:** A child element of <control> used to declare any local conventions or controlled vocabularies used in @localtype in the EAD instance.

**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> 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 <descriptivenote>. The child <abbr> may be used to identify any abbreviation or code representing the local convention or controlled vocabulary.

It may not be necessary to include <localtypedeclaration> if @localtype values are documented externally.

The prescribed order of all child elements (both required and optional) is:

<abbr>

<citation>

<descriptivenote>

**Availability:** Optional, repeatable

**Examples:**

[. . .] ISAD(G) ISAD(G): General International Standard Archival Description, second edition, Ottawa 2000 IAMS Cataloging Guidelines Part 1: Describing Archives and Manuscripts Minimum [. . .]

PM-AMC Processing manual for archival and manuscript collections This finding aid conforms to the standards of description outlined in the



seventh section of the university's Processing  
manual for archival and manuscript collections .

## <maintenanceagency> Maintenance Agency (Table of Contents)

**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

<b>Attributes:</b>	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> children to unambiguously identify the institution or service. Any general information about the institution in relation to the EAD instance may be given in <descriptivenote>.

The prescribed order of all child elements (both required and optional) is:

<agencycode>

<otheragencycode>

<agencyname>

<descriptivenote>

**Availability:** Required, not repeatable

**Examples:**

```
[. . .] GB-58 British Library English Latin  
[. . .]  
[. . .] DNASA-G GSFC NASA Goddard Space Flight  
Center [. . .]
```

**<maintenanceevent> Maintenance Event** (Table of Contents)

<b>Summary:</b>	A required child element of <maintenancehistory> used to record information about maintenance activities in the history of the EAD instance.	
<b>May contain:</b>	agent, agenttype, eventdatetime, eventdescription, eventtype	
<b>May occur within:</b>	maintenancehistory	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;maintenanceevent&gt; 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.</p> <p>The type of each event must be defined in the child &lt;eventtype&gt;. The child &lt;agent&gt; and &lt;agenttype&gt; 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 &lt;eventdatetime&gt; is also required to record when the event took place. Optionally, the information about the event may be described further in &lt;eventdescription&gt;.</p> <p>The prescribed order of all child elements (both required and optional) is:</p> <p style="text-align: center;">&lt;eventtype&gt;</p> <p style="text-align: center;">&lt;eventdatetime&gt;</p> <p style="text-align: center;">&lt;agenttype&gt;</p> <p style="text-align: center;">&lt;agent&gt;</p> <p style="text-align: center;">&lt;eventdescription&gt;</p>	
<b>Availability:</b>	Required, repeatable	
<b>References:</b>	MODS <recordOrigin>	

**Examples:**

October 2006 Michael Rush Finding aid created.  
October 2006 Beinecke Library Edix/Wordix  
macros Encoded in EAD 1.0. brbl-migrate-01.xsl  
converted for compliance with Yale EAD Best  
Practice Guidelines vlto02.xsl 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). yale.addEadidUrl.xsl Transformed  
with yale.addEadidUrl.xsl. Adds @url with handle  
for finding aid. Overwrites @url if already  
present.  
13 September 2015 EAD2002\_to\_EAD3.xsl  
Conversion from EAD 2002 finding aid using  
XSL transformation. 14 September 2014 Lisa  
Bolkonskaya Conversion from EAD 2002 revised.  
Conventions and local control added.. 16  
September 2014 Lisa Bolkonskaya Minor revisions.  
Added sources.

## <maintenancehistory> Maintenance History (Table of Contents)

<b>Summary:</b>	A required child element of <control> that captures the history of the EAD instance.	
<b>May contain:</b>	maintenanceevent	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<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> 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.	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<p>October 2006 Michael Rush Finding aid created.  October 2006 Beinecke Library Edix/Wordix  macros Encoded in EAD 1.0. brbl-migrate-01.xml  converted for compliance with Yale EAD Best  Practice Guidelines vlto02.xml 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.xml  (sy2003-10-15). yale.addEadidUrl.xml Transformed  with yale.addEadidUrl.xml. Adds @url with handle  for finding aid. Overwrites @url if already  present.</p> <p>13 September 2015 EAD2002_to_EAD3.xml  Conversion from EAD 2002 finding aid using  XSL transformation. 14 September 2014 Lisa  Bolkonskaya Conversion from EAD 2002 revised.  Conventions and local control added.. 16  September 2014 Lisa Bolkonskaya Minor revisions.  Added sources.</p>	

**<maintenancestatus> Maintenance Status** (Table of Contents)

<b>Summary:</b>	A required child element of <control> that records the current version status of the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived)
<b>Description and Usage:</b>	<p>Use &lt;maintenancestatus&gt; to indicate the current drafting status of an EAD instance. The current version status should always be updated whenever an EAD instance is modified (as recorded in &lt;maintenancehistory&gt;).</p> <p>The current maintenance status must always be reflected in the required @value. The element should only have a text value if it is necessary to provide a value for &lt;maintenancestatus&gt; in a language other than English, otherwise it should remain empty.</p>	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<p>AddMS88938 Catalogue of the Papers of James Graham Ballard British Library GB-58 British Library [. . .]  [. . .] DNASA-G GSFC NASA Goddard Space Flight Center [. . .]</p>	

**<materialspec> Material Specific Details** (Table of Contents)

<b>Summary:</b>	A child element of <did> for providing material specific details for a small group of materials or an item.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;materialspec&gt; 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.</p> <p>Most likely &lt;materialspec&gt; will be useful at the item or small group level of description, such as a file of maps, a group of sound recordings, etc.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	<p>MARC 254, 255</p> <p>MODS &lt;subject&gt; &lt;cartographics&gt; &lt;projection&gt;, &lt;subject&gt; &lt;cartographics&gt; &lt;scale&gt;</p>	
<b>Examples:</b>	<pre>[ . . . ] 1:10000 Universal transverse Mercator projection [ . . . ] Rebecca (Selznick International Pictures) Autograph conductor's full score (pencil), with mimeographed conductor's short score of certain sections interleaved. Selections, including deletions. 1940 Full score.</pre>	

**<name> Generic Name** (Table of Contents)

<b>Summary:</b>	An element for encoding generic names.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>The proper noun or noun phrase designation for an entity that is difficult to tag more specifically as &lt;corpname&gt;, &lt;famname&gt;, &lt;geogname&gt;, or &lt;persname&gt;. &lt;name&gt; 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 higher degree of precision is unnecessary. For example, &lt;name&gt; might be used in an &lt;indexentry&gt; when it is not clear if the name "Bachrach" refers to a person or a photographic corporation.</p> <p>&lt;name&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the name.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	
<b>References:</b>	MARC 720 MODS <name>	
<b>Example:</b>	Winwood	



## <namegrp> Name Group (Table of Contents)

<b>Summary:</b>	An element for binding together multiple access element entries within an <indexentry>.	
<b>May contain:</b>	corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title	
<b>May occur within:</b>	indexentry	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <namegrp> to group multiple access elements that share the same <ref>, <ptr>, or <ptrgrp>.	
<b>Availability:</b>	Optional, not repeatable	

## <notestmt> Note Statement (Table of Contents)

<b>Summary:</b>	An optional child element of <filedesc> that binds together one or more <controlnote> elements.	
<b>May contain:</b>	controlnote	
<b>May occur within:</b>	filedesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <notestmt> to record one or more general descriptive notes about the EAD instance, each note being encoded in a single <controlnote>. <controlnote> is similar to the "general note" in traditional bibliographic descriptions.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	[. . .] This encoded finding aid is compliant with the Yale EAD Best Practice Guidelines, Version 1.0. Contact information: <a href="http://hdl.loc.gov/loc.mss/mss.contact">http://hdl.loc.gov/loc.mss/mss.contact</a> Catalog Record: <a href="http://lccn.loc.gov/mm82036905">http://lccn.loc.gov/mm82036905</a>	

**<num> Number** (Table of Contents)

<b>Summary:</b>	A generic element for expressing numeric information.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	abstract, archref, bibref, entry, event, item, p, physfacet, publicationstmt, ref, seriesstmt, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	A generic element for encoding numeric information in any form. <num> 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 <acqinfo> might be designated as <num localtype="accession">. A publication number might be designated as <publicationstmt> ... <num>no. 42</num> ...	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	[...] Archival Inventories and Guides of the World; no. 148 The collection (Donor No. 8338 ) was donated by Vonda Thomas and Francine Farrow in March 1995.	

## <objectxmlwrap> Object XML Wrap (Table of Contents)

<b>Summary:</b>	A sublement of <relation> and <source> that allows for the inclusion of an XML element from any XML namespace other than EAD.	
<b>May contain:</b>	[any element from any namespace other than EAD]	
<b>May occur within:</b>	relation, source	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	A wrapper element that provides a means for incorporating an XML element from any XML encoding language other than EAD3. While not required, to facilitate interoperability the XML included in <objectxmlwrap> should conform to an open, standard XML schema. An xmlns attribute referencing the namespace URI of the standard should be present, possibly on the <ead> root element or at the root of the contained foreign element. <objectxmlwrap> may be used to store related XML data locally rather than linking to external resources in order to facilitate processing or in cases where the related data may not be reliably accessible.	
<b>Availability:</b>	Optional, not repeatable	
	Available in Relax NG and W3C XML Schema versions only – not available in DTD version of EAD3.	
<b>Example:</b>	Dictionary of American biography: including men of the time ... and a supplement <pre>&lt;dc&gt;   &lt;title&gt;Dictionary of American     biography, including men of the     time; containing nearly ten thousand     notices of persons of both sexes,     of native and foreign birth, who     have been remarkable, or prominently     connected with the arts, sciences,     literature, politics, or history     of the American continent. Giving     also the pronunciation of many of     the foreign and peculiar American     names, a key to the assumed names of     writers, and a supplement&lt;/title&gt;   &lt;creator&gt;Drake, Francis S. (Francis     Samuel), 1828-1885&lt;/creator&gt;</pre>	

<date>1872</date>  
<identifier>E176 .D725  
1872</identifier>  
<identifier> [https://archive.org/  
details/dictionaryofamer00drakrich](https://archive.org/details/dictionaryofamer00drakrich)  
</identifier>  
</dc>

Basic biographical information about Nathaniel  
Freeman was taken from Dictionary of American  
biography: including men of the time ... and a  
supplement , page 340.

**<occupation> Occupation** (Table of Contents)

<b>Summary:</b>	An element for specifying a profession.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>A type of work, profession, trade, business, or avocation significantly reflected in the materials being described.</p> <p>&lt;occupation&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the occupation term, e.g.,</p> <p>Part 1:Public officers</p> <p>Part 2:Maryland</p> <p>Use &lt;occupation&gt; within &lt;controlaccess&gt; for encoding occupations as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;occupation&gt; for encoding occupations as they appear within text.</p>	
<b>Availability:</b>	<p>Within &lt;indexentry&gt;: Optional, not repeatable</p> <p>Within all other elements: Optional, repeatable</p>	
<b>References:</b>	<p>MARC 656</p> <p>MODS &lt;occupation&gt;</p>	
<b>Example:</b>	Politicians	

## <odd> Other Descriptive Data (Table of Contents)

<b>Summary:</b>	For recording additional information about the described materials that is not easily incorporated into one of the other named elements within <archdesc> and <c>.	
<b>May contain:</b>	blockquote, chronlist, head, list, odd, p, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, odd	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;odd&gt; 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. &lt;odd&gt; may be used when information about the described materials does not correspond to another element's definition, when the information is heterogeneous enough to make a single classification difficult, and when shifting the information to permit more specific content designation would be too costly or burdensome.</p> <p>Use &lt;odd&gt; only after considering how the existence of unspecified content will affect search, retrieval, and display.</p> <p>References:</p> <p>ISAD(G) 3.6.1</p> <p>MARC 500</p> <p>MODS &lt;note&gt;</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	<p>ISAD(G) 3.6.1</p> <p>MARC 500</p> <p>MODS &lt;note&gt;</p> <p>Availability:</p> <p>Optional, repeatable</p>	
<b>Example:</b>	<p>Selected list of correspondents All correspondence in the collection is arranged</p>	

chronologically. Following is a list of notable  
correspondents, with dates. Adams, Samuel 1870  
Mar 3 1871 Jan 15 Barlow, Christine 1872 Feb 15  
1872 Nov 24 [. . .]



**<originalsloc> Location of Originals** (Table of Contents)

<b>Summary:</b>	For conveying information about the existence of originals when the unit described exists of copies.	
<b>May contain:</b>	blockquote, chronlist, head, list, originalsloc, p, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, originalsloc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<originalsloc> may be used to provide information about the location, availability, and/or destruction of originals.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.1	
	MARC 535	
<b>Examples:</b>	<p>Dream diary, 1947-48 File contains photocopies of original still held by the donor.</p> <p>[...] Originals destroyed after microfilming, 1981.</p>	

## <origination> **Origination** (Table of Contents)

<b>Summary:</b>	A child element of <did> that names the creator or collector of the described materials.	
<b>May contain:</b>	corpname, famname, name, persname	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<origination> records the name of an individual, organization, or family responsible for the creation, accumulation, or assembly of the described materials prior to their accessioning by an archival repository. <origination> may be used to indicate such agents as correspondents, records creators, collectors, or dealers.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.2.1	
	MARC 100, 110, 111	
	MODS <name>	
<b>Examples:</b>	National Association for the Advancement of Colored People [. . .] [. . .] Descriptive Summary Donald C. Stone, Jr. Papers, 1971-1983 GTU 2001-8-03 Stone, Donald C., Jr. 4 boxes, (4 linear ft.) The Graduate Theological Union Skinner B. F. Burrhus Frederic 1904-1990	

**<otheragencycode> Other Agency Code** (Table of Contents)

<b>Summary:</b>	A child element of <maintenanceagency> that provides an alternative code for the institution or service responsible for the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceagency	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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 <agencycode> 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MODS <recordContentSource>	
<b>Examples:</b>	GB-58 British Library	
	DNASA-G GSFC NASA Goddard Space Flight Center	

## <otherfindaid> Other Finding Aid (Table of Contents)

<b>Summary:</b>	For identifying any other finding aids to the materials being described.	
<b>May contain:</b>	archref, bibref, blockquote, chronlist, head, list, otherfindaid, p, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, otherfindaid	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>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. &lt;otherfindaid&gt; is used to indicate the existence of additional finding aids; it is not designed to encode the content of those guides.</p> <p>If desired, use &lt;archref&gt; to give a formal citation to the other finding aid or to link to an online version of it.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.5	
<b>Examples:</b>	<p>The Society has published an expanded guide to this collection: Guide to the Records of the American Crystal Sugar Company. . Compiled by David Carmichael ; assisted by Lydia A. Lucas and Marion E. Matters . St. Paul. Division of Archives and Manuscripts. Minnesota Historical Society. 1985.</p> <p>Other Finding Aids The inventory of individual titles is also available in an Excel spreadsheet, which can be sorted by author, title, subject, and publication date.</p>	

**<otherrecordid> Other Record Identifier** (Table of Contents)

**Summary:** A child element of <control> that encodes any local identifier for the EAD instance.

**May contain:** [text]

**May occur within:** control

<b>Attributes:</b>	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.

**Availability:** Optional, repeatable

**Examples:** beinecke.hayward http://hdl.handle.net/10079/fa/beinecke.hayward -//Yale University::Beinecke Rare Book and Manuscript Library//TEXT (US::CtY-BR::::[ABRAHAM HAYWARD COLLECTION])//EN Guide to the Abraham Hayward Collection Hayward (Abraham) Collection by Michael Rush [. . .]  
WA MSS S-2636 S-2636 [. . .] [. . .]

**<p> Paragraph** (Table of Contents)

<b>Summary:</b>	A general purpose element used to encode blocks of text.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	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	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <p> for bounding blocks of text. 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.	
<b>Availability:</b>	Within <descriptivenote>: Required, repeatable	
	Within all other parents: Optional, repeatable	
<b>Example:</b>	Biographical Sketch 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). 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).	

**<part> Part** (Table of Contents)

<b>Summary:</b>	A required and repeatable child of controlled access elements used to encode one or more parts of an access term.	
<b>May contain:</b>	[text], abbr, date, emph, expan, foreign, lb, ptr, ref (revised in 1.1.0)	
<b>May occur within:</b>	corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	Identifies a term contained in an access point element. Access point elements may contain a single <part> for an entire string, or multiple <part> elements when more granularity is desired in delineating and identifying the components of a multi-term string. For post-coordinated access points combining terms from multiple vocabularies, the @identifier, @rules, and @source attributes may be used to associate individual parts to their respective vocabularies.	
<b>Availability:</b>	Required, repeatable.	
<b>Examples:</b>	Casey Silas 1807-1882 Railroads Washington (State) History Dance schools-- Massachusetts--Boston--Archival resources.	

**<persname> Personal Name** (Table of Contents)

<b>Summary:</b>	An element for identifying a personal name.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	Identifies a name, including any or all forenames, surnames, honorific titles, and added names, of a person who is related to the materials being described as either a source, creator, or subject.	
	<persname> 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 <persname> within <controlaccess> for encoding personal names as defined by controlled vocabularies or according to appropriate rules. You may also use <persname> for encoding personal names as they appear within text.	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	



**References:**

MARC 600, 700

**Examples:**

Casey Silas 1807-1882

Skinner B. F. Burrhus Frederic 1904-1990

## <physdesc> Physical Description (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a simple, unstructured statement about the physical characteristics of the material being described.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;physdesc&gt; 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, a 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.</p> <p>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 &lt;physdescstructured&gt; instead of &lt;physdesc&gt;.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.5	
	MARC 300	
	MODS <physicalDescription> <extent>	
<b>Examples:</b>	<p>Seizure Records, December 1908-January 1928. 4 volumes and 1 folder.</p> <p>Documentary Movies, 1952-1964 2.5 linear ft.</p> <p>Class Notes, Undergraduate 1962 1968 12 notebooks 5-6 The notebooks contain months and days, not years. Estimated dates are based on the years Scully attended the University of Maryland.</p>	

**<physdescset> Physical Description Set** (Table of Contents)

**Summary:** A child element of <did> used to bind two or more structured expressions of the physical description of the materials.

**May contain:** physdescstructured

**May occur within:** did

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	coverage	Optional (values limited to: part, whole)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	parallel	Optional (values limited to: false, true)
	script	Optional

**Description and Usage:** <physdescset> binds together two or more <physdescstructured> elements. A set of <physdescstructured> elements may relate in one of two ways: they may be parallel to each other or they may describe disparate parts that together represent the whole or part of the material described.

For example, a <physdescset> with @parallel="true" might bind a <physdescstructured> element with @physdescstructuredtype="carrier" and a <physdescstructured> element with @physdescstructuredtype="spaceoccupied," indicating that the two <physdescstructured> elements describe the same materials in different ways and are therefore parallel statements of extent. @parallel="true" denotes that <physdescset> and its child <physdescstructured> elements share the same @coverage value, i.e., a statement of extent for part of the materials described cannot be parallel to a statement of extent for the whole of the materials described.

Alternately, a <physdescset> with @parallel="false" may combine two or more <physdescstructured> elements that do not describe the same materials. @parallel="false" denotes that <physdescstructured> elements that comprise the set all share @coverage="part" (two or more extent statements with @coverage="whole" are by definition parallel).

A <physdescset> with @parallel="false" and @coverage="whole" indicates multiple statements of extent that in sum represent the whole of the materials being described.

A <physdescset> with @parallel="false" and @coverage="part" indicates multiple statements of extent that in sum represent a part of the materials being described.

It is not necessary to bind multiple <physdescstructured> elements within <physdescset>. Only do so when you need to convey the relationships indicated by @parallel and @coverage.

**Availability:**

Optional, repeatable

**Examples:**

650 gigabytes 1 hard disk 7500 electronic files  
50 boxes 5 broadside folders  
10 videocassettes 25 audiocassettes  
3 boxes 1.2 cubic feet 50 diaries

## <physdescstructured> Structured Physical Description (Table of Contents)

**Summary:** An element that provides a method for expressing structured statements about the extent and physical characteristics of the materials being described.

**May contain:** descriptivenote, dimensions, physfacet, quantity, unittype

**May occur within:** did, physdescset

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	coverage	Required (values limited to: part, whole)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	otherphysdescstructuredtype	Optional
	physdescstructuredtype	Required (values limited to: carrier, materialtype, otherphysdescstructuredtype, spaceoccupied)
	script	Optional

**Description and Usage:** <physdescstructured> creates 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 processable and that will facilitate reporting, statistics, sorting, and importing and exporting data in a collection management system.

The prescribed order of all child elements (both required and optional) is:

<quantity>

<unittype>

<physfacet> or <dimensions>

<descriptivenote>

<b>Availability:</b>	Optional, repeatable
<b>References:</b>	ISAD(G) 3.1.5 MARC 300 MODS <physicalDescription> <extent>
<b>Examples:</b>	12 linear feet 24 boxes 5 daguerreotypes hand-tinted 6.5 x 8.5 inches Volvellies 10 cm in diameter 6 terabytes 12 hard drives 1800 electronic files 30 minutes

**<physfacet> Physical Facet** (Table of Contents)

<b>Summary:</b>	A child element of <physdescstructured> that provides more detailed information about the physical nature of or techniques and methods of creation of the material described in terms that are often taken from a controlled vocabulary list.	
<b>May contain:</b>	[text], abbr, corpname, date, expan, emph, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title	
<b>May occur within:</b>	physdescstructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	<p>&lt;physfacet&gt; records information about an aspect of the physical nature – such as color, style, marks, substances, materials, playback speed, duration, track configuration, and motion picture presentation format – or techniques and methods of creation of the units identified by &lt;unittype&gt; within &lt;physdescstructured&gt;. It generally should not be used for aspects of physical description that are covered more directly by &lt;unittype&gt;, &lt;dimensions&gt; and &lt;genreform&gt;.</p> <p>Physical facet terminology can be found in the Art and Architecture Thesaurus and other sources for authorized data values.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	5 dageurreotypes hand-tinted 6.5 x 8.5 inches 10 videocassettes tabs removed 25 audiocassettes	

## <physloc> Physical Location (Table of Contents)

<b>Summary:</b>	A child element of <did> that specifies the physical location of the materials.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	parent	Optional (IDREFS)
	script	Optional
<b>Description and Usage:</b>	<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. <physloc> can be used to designate onsite and offsite storage locations.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 852	
<b>Examples:</b>	Overview of the Records Minnesota Historical Society Minnesota. Game and Fish Department Game laws violation records, 1908-1928 Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws. 2.25 cu. ft. (7 v. and 1 folder in 3 boxes) Offsite 27:A:4 2 Printed material December 1908-July 1917	



## <phystech> Physical Characteristics and Technical Requirements (Table of Contents)

<b>Summary:</b>	For describing the physical condition of the materials and/or technical requirements that affect their use.	
<b>May contain:</b>	blockquote, chronlist, head, list, p, phystech, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, phystech	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<phystech> 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.4	
	MARC 340, 538	
<b>Examples:</b>	[... ] Some oxydization of the aluminum layer. [... ] System Requirements 48K RAM; Apple Disk II with controller; colour monitor	

## <prefercite> Preferred Citation (Table of Contents)

<b>Summary:</b>	An element for specifying how users should cite the described materials in publication credits.	
<b>May contain:</b>	blockquote, chronlist, head, list, p, prefercite, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, prefercite	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 524	
<b>Examples:</b>	Preferred Citation [Identification of item], Arequipa Sanatorium Records, BANC MSS 92/894c, The Bancroft Library, University of California, Berkeley. item, folder title, box number, Charles Thomas, Jr. Papers, Bentley Historical Library, University of Michigan.	

**<processinfo> Processing Information** (Table of Contents)

**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

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <processinfo> is used for basic information about accessioning, arranging, describing, preserving, storing, conserving, 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:** Optional, repeatable

**References:** ISAD(G) 3.7.1

MARC 583

**Examples:** Processing Information: These records were organized and cataloged in 1977 by Lydia Lucas. Processing Information: Material was processed over several years. 1982 Correspondence processed 1984 Published material transferred to Rare Books for cataloging. 1989 Processing completed, including integration of 1986 and 1987 accessions Re-bound in 1987 as two volumes for conservation purposes.

**<ptr> Pointer** (Table of Contents)

<b>Summary:</b>	An empty element that provides links to content that may be internal or external to the finding aid.	
<b>May contain:</b>	[empty]	
<b>May occur within:</b>	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	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	entityref	Optional
	href	Optional
	id	Optional
	linkrole	Optional
	linktitle	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
	target	Optional (IDREF)
	xpointer	Optional
<b>Description and Usage:</b>		
An empty linking element that provides links both to content within a finding aid, or from a finding aid to external content. <ptr> may be used in a variety of ways in an encoded finding aid. For example, <ptr> may provide an internal link from one location in a finding aid to another. Or, <ptr> might be used to embed an image into the text of a finding aid. Unlike <ref>, <ptr> cannot contain text or child elements to describe the referenced object. When <ptr> is used to embed internal links, the text of the link must be generated by the transforming style sheet.		
<b>Availability:</b>		
Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable		
Within all other parents: Optional, repeatable		
<b>Example:</b>		
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.

## <ptrgrp> Pointer Group (Table of Contents)

<b>Summary:</b>	An element for binding together two or more <ptr> or <ref> elements.	
<b>May contain:</b>	ptr, ref	
<b>May occur within:</b>	indexentry	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<ptrgrp> is used to group multiple <ptr> or <ref> elements within an <indexentry>. Use <ptrgrp> within <indexentry> when there are multiple pointers and/or references related to a single access heading in <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 <indexentry>, with a <ptrgrp> containing multiple <ref> or <ptr> elements to link to the occurrences of that name elsewhere within the EAD instance. <ptrgrp> prevents the entry from having to appear multiple times in the index.	
<b>Availability:</b>	Optional, not repeatable	

**<publicationstatus> Publication Status** (Table of Contents)

<b>Summary:</b>	An optional child element of <control> that records the current publishing status of the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	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)
<b>Description and Usage:</b>	<p>Use &lt;publicationstatus&gt; to indicate the current publication status of the EAD instance, whether in process or final. An optional element, &lt;publicationstatus&gt;, is only necessary if it supports local maintenance practice.</p> <p>If present, the current publication status must always be reflected in the required @value attribute. The element should only have a text value if it is necessary to provide a value for &lt;publicationstatus&gt; in a language other than English, otherwise it should remain empty.</p>	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	[. . .] GB-58 British Library [. . .] [. . .] DNASA-G GSFC NASA Goddard Space Flight Center [. . .]	

**<publicationstmt> Publication Statement** (Table of Contents)

<b>Summary:</b>	An optional child element of <filedesc> that provides information concerning the publication or distribution of the EAD instance.	
<b>May contain:</b>	address, date, num, p, publisher	
<b>May occur within:</b>	filedesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	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. <publicationstmt> may contain free text within one or more <p> elements, or it may include <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.	
<b>Availability:</b>	Optional, not repeatable	



**<publisher> Publisher** (Table of Contents)

<b>Summary:</b>	A child element of <publicationstmt> that identifies the institution or agency responsible for distribution of the EAD instance.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	publicationstmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	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 <repository> in <did>.	
<b>Availability:</b>	Within <publicationstmt> one of <address>, <date>, <num>, <p>, or <publisher> is required, repeatable	
<b>Examples:</b>	<p>Yale University Library Beinecke Rare Book and Manuscript Library General Collection of Modern Books and Manuscripts New Haven, Connecticut  October 2006 Copyright © 1996-2007 by the Yale University Library.</p> <p>British Library</p>	

**<quantity> Quantity** (Table of Contents)

<b>Summary:</b>	A required child element of <physdescstructured> that indicates the number of units present as described by <unittype>.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	physdescstructured	
<b>Attributes:</b>	altrender	Optional
	approximate	Optional (values limited to: false, true)
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<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.	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	15 daguerreotypes 3.25" x 4.25" hand colored 1 hard disk 7500 electronic files 50 boxes 5 broadside folders 10 videocassettes tabs removed	

**<quote> Quote** (Table of Contents)

<b>Summary:</b>	A phrase-level element for identifying or formatting an inline quotation.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	render (revised in 1.1.0)	Optional
	script	Optional
<b>Description and Usage:</b>	Use <quote> to identify inline quotations within a block of text.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	Equivalent to the element <q> in HTML.	
<b>Example:</b>	<p>In 1963, at the age of 27, Turnbull co-founded the firm of MLTW with fellow principals Charles Moore, Donlyn Lyndon, and Richard Whitaker. In a 1968 letter to architectural historian David Gebhardt, Turnbull writes of the MLTW collaboration, Essentially Chuck, Don, Dick and I are or were all designers. We worked together with the man having the strongest opinion about a subject usually prevailing. This built-in system of checks and balances was one of the reasons why the quality of design was so high . . .</p>	

## <recordid> Record Identifier (Table of Contents)

<b>Summary:</b>	A required child element of <control> that designates a unique identifier for the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	instanceurl	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<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. A globally unique identifier may be constructed within <recordid> according various external protocols (i.e. HTTP URI, DOI, PURL, or UUID), or in combination with <agencycode>, which is a required child element of <maintenanceagency>.	
<b>Availability:</b>	Required, not repeatable	
<b>References:</b>	ISAD(G) 3.1.1	
	MODS <recordIdentifier>	
<b>Examples:</b>	AddMS88938 Catalogue of the Papers of James Graham Ballard British Library [. . .] WA MSS S-2636 S-2636 [. . .] [. . .]	

**<ref> Reference** (Table of Contents)

<b>Summary:</b>	An element that provides a link to content that may be internal or external to the finding aid.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expans, famname, footnote, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, subject, title	
<b>May occur within:</b>	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, unitid, unittitle	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	entityref	Optional
	href	Optional
	id	Optional
	lang	Optional
	linkrole	Optional
	linktitle	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
	target	Optional (IDREF)
	xpointer	Optional
<b>Description and Usage:</b>	<ref> may be used in a variety of ways in an encoded finding aid. For example, <ref> may provide an internal 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, <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. <ref> might also point to an external file, for example, a finding aid for a related collection at another repository.	
<b>Availability:</b>	Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable	
	Within all other parents: Optional, repeatable	

**Example:**

Pedigree, 20th cent. MS. Eng. c. 5769, fol. 74

**<relatedmaterial> Related Material** (Table of Contents)

<b>Summary:</b>	For identifying archival materials that have an association to the materials being described.	
<b>May contain:</b>	archref, bibref, blockquote, chronlist, head, list, p, relatedmaterial, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, relatedmaterial	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<relatedmaterial> is used to identify associated materials in the same repository or elsewhere. These materials may be related by sphere of activity, or subject matter.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.3	
	MARC 544	
<b>Examples:</b>	<p>See also the following collections: Mary Smith Papers Jeremiah Smith Correspondence Photographs and sound recordings have been transferred to the appropriate custodial divisions of the Library where they are identified as part of these papers. Among the sound recordings are the following broadcasts: [...]</p> <p>Records relating to the Warren Commission are held in the National Archives and Records Administration.</p> <p>Several genealogies and biographies of the Smith family have been published and are held in the Rare Books Department. Kavanaugh, Carol. The Smith Family in Johnson County . (New York: Penguin) 4569982 Llewellyn, Gareth. Smythe, Smith: What's the Difference? . (London: Jonathan Cape) 336712</p>	

**<relation> Relation** (Table of Contents)

<b>Summary:</b>	A child element of <relations> for describing a relationship between the materials described in the EAD instance and a related entity.	
<b>May contain:</b>	daterange, dateset, datesingle, descriptivenote, objectxmlwrap, geogname, relationentry	
<b>May occur within:</b>	relations	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	href	Optional
	id	Optional
	lang	Optional
	lastdatetimestamp	Optional (must follow pattern based on ISO 8601)
	linkrole	Optional
	linktitle	Optional
	otherrelationtype	Optional
	relationtype	Required (values limited to: cpfrelation, functionrelation, resourcerelement, otherrelationtype)
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
<b>Description and Usage:</b>	<p>&lt;relation&gt; 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; a function; or any other entity.</p> <p>Use &lt;relationentry&gt; to provide a textual description of the related entity. Use &lt;objectxmlwrap&gt; to embed XML documenting the related entity from any namespace other than EAD3. Use &lt;date&gt;, &lt;daterange&gt;, or &lt;dateset&gt; for specifying the time period of the relationship and &lt;geogname&gt; for relevant location information.</p>	



<descriptivenote> may be included for more detailed specifications or explanations of the relationship.

The prescribed order of all child elements (both required and optional) is:

<relationentry>

<objectxmlwrap>

<datesingle>, <daterange>, and/or <dateset>

<geogname>

<descriptivenote>

Element status:

**Availability:**

Required, repeatable

Experimental in EAD3

**Example:**

See examples under <relation>.

**<relationentry> Relation Entry** (Table of Contents)

<b>Summary:</b>	A child element of <relation> that identifies an entity related to the materials being described.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	relation	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	transliteration	Optional
<b>Description and Usage:</b>	<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.	
	Element status:	
<b>Availability:</b>	Optional, repeatable	

**<relations> Relations** (Table of Contents)

**Summary:** An element that groups one or more <relation> elements, which identify external entities and characterize the nature of their relationships 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

<b>Attributes:</b>	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 wrapper 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:

For archival collections, bibliographic resources, or artifacts, use <relation> with the @relationtype set to "resourcerelation."

For corporate bodies, persons or families, use <relation> with the @relationtype set to "cpfrelation."

For functions use, <relation> with the @relationtype set to "functionrelation."

For relationships to other entities such as places, events and topics, use <relation> with the @relationtype set to "otherrelationtype" and the type of related entity specified in the @otherrelationtype.

Element status:

**Availability:** Optional, not repeatable

**Examples:**

Michael Butterworth Papers [...] Add MS  
88967: Michael Butterworth and J G Ballard:  
Correspondence, 1965-2011 [...]  
Archives du Bretagne [...] Archives du cabinet  
du préfet du Morbihan Morbihan, département du  
(France)  
Johann Sebastian Bach Papers Carl Philipp Emanuel  
Bach Bach's son Georg Philipp Telemann Bach's  
godfather  
Henry VIII Papers [...] Katherine of Aragon 11  
June 1509 23 May 1533 Wife  
Commissioned projects [...] Wohnbedarf Furniture  
Company Basel, Switzerland New York World's Fair  
1939 New York, NY  
ExxonMobil Corporate Records [...] Private  
Empire: ExxonMobil and American Power, by Steve  
Coll (Penguin Books : 2013) ExxonMobil Historical  
Collection Dolph Briscoe Center for American  
History, The University of Texas at Austin;  
includes predecessor organizations Exxon 1972  
1999 United States Mobil 1911 1999 United States  
Imperial Oil Limited 2012 Canada Rockefeller,  
John D. Founder Hydraulic fracturing Gasoline  
retail 1999 2008 Transitioning out of retail  
business as of 2008; retail will be taken over  
by subsidiaries Petroleum engineering including  
production of plastics, lubricants, etc. Exxon  
Valdez oil spill Bligh Reef, Prince William  
Sound, Alaska 6V 490800mE 6719917mN [...]

**<repository> Repository** (Table of Contents)

**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:** <repository> records the name of the institution or agency, family, or individual responsible for providing intellectual access to the materials being described. <corpname>, <famname>, <name>, or <persname> must be used within <repository> to encode the proper name. This may be followed by an optional <address> to provide contact information for the repository.

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:** MARC 852

MODS <location> <physicalLocation>

**Examples:**

Overview of the Records Minnesota Historical Society Minnesota. Game and Fish Department Game laws violation records, 1908-1928 Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws. 2.25 cu. ft. (7 v. and 1 folder in 3 boxes) See Detailed Description section for box location

EW Records of the Department of Economic Affairs Department of Economic Affairs 1945-1979 28 series The National Archives

**<representation> Representation** (Table of Contents)

<b>Summary:</b>	A child element of <control> for recording a link to a transformed and deliverable version of the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	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)
<b>Description and Usage:</b>	Use <representation> to record a link to a transformed and 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.	

**<rightsdeclaration> Rights Declaration (revised in 1.1.0)** (Table of Contents)

<b>Summary:</b>	An optional child element of <control> that indicates a standard rights statement associated with the EAD instance.	
<b>May contain:</b>	abbr, citation, descriptivenote	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;rightsdeclaration&gt; to provide structured information about the usage rights of the EAD instance. &lt;rightsdeclaration&gt; should only be used to reference shared published licenses, such as Creative Commons, RightsStatements.org, and published locally-defined licenses.</p> <p>&lt;abbr&gt; may be used to provide the abbreviated name for the rights statement. The value of &lt;abbr&gt; should align with the rights statements referenced by &lt;citation&gt; and &lt;descriptivenote&gt;.</p> <p>&lt;citation&gt; must be used to provide a machine-readable reference to a license statement (for example, a dereferenceable URI).</p> <p>&lt;descriptivenote&gt; may be used to provide a human-readable description of the license statement.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	CC0 CC0 1.0 Universal (CC0 1.0)	



**<row> Table Row** (Table of Contents)

<b>Summary:</b>	A formatting element that contains one or more horizontal cells in a table.	
<b>May contain:</b>	entry	
<b>May occur within:</b>	tbody, thead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	rowsep	Optional (values limited to: false, true)
	script	Optional
	valign	Optional (values limited to: bottom, middle, top)
<b>Description and Usage:</b>	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 descendant elements; external rules are specified by @frame available on <table>.	
<b>Availability:</b>	Within <tbody> and <thead>, required, repeatable	

**<scopecontent> Scope and Content** (Table of Contents)

<b>Summary:</b>	An element that provides information about the nature of and activities reflected in the described materials.	
<b>May contain:</b>	blockquote, chronlist, head, list, p, scopecontent, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, scopecontent	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<scopecontent> 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. <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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.3.1	
	MARC 520	
	MODS <abstract>	
<b>Examples:</b>	[...] Scope and Content Fonds includes records relating to the Department of Plant Ecology's administration, teaching and research; extension work relating to the Saskatchewan Weed Survey; and correspondence with a variety of institutions and individuals. A series of minutes and correspondence relating to the Saskatchewan Committee on the Ecology and Preservation of Grasslands (established in 1935) documents the efforts to establish permanent reserves of significant grasslands in Saskatchewan. Detailed Description of the Collection Record of Prosecutions, 1916-1927. 3 volumes. Information	

provided in each entry: date of report, name and address of person arrested, location where offense was committed, date of arrest, nature of offense, name of judge or justice, result of trial, amounts of fine and court costs, number of days served if jailed, name of warden, and occasional added remarks. Types of offenses included hunting or fishing out of season or in unauthorized places, exceeding catch or bag limits, taking undersized fish, illegal fishing practices such as gill-netting or dynamiting, illegal hunting practices such as night-lighting, killing non-game birds, fishing or hunting without a license, and hunting-related offenses against persons such as fraud and assault.

Suspicion (RKO Radio Pictures) 1941 102A See also Classic Film Themes Medley [I] and Nostalgic Film Themes. Production score - excerpted reductions, photostats: PROD. #306 M:10 Main title / before the fact PROD. #306 M:60 Melbeck's office / before the fact PROD. #306 M:74 Looking for Johnny / before the fact PROD. #306 M:85 Lina alone / before the fact PROD. #306 M:94 The morning mail / before the fact PROD. #306 M:106 Too fast / before the fact PROD. #306 M:74 Looking for Johnny / before the fact

**<script> Script** (Table of Contents)

<b>Summary:</b>	A child element of <languagedeclaration> and <languageset> that identifies the writing script for a language of the EAD instance or the materials being described, respectively.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	languagedeclaration, languageset	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	script	Optional
	scriptcode	Optional
<b>Description and Usage:</b>	<script> is for identifying the script used to write a particular language or languages, whether that of the materials being described or the language of the description itself.	
<b>Availability:</b>	Within <languagedeclaration>: Required, not repeatable	
	Within <languageset>: Required, repeatable	
<b>Examples:</b>	English Latin	
	French Latin	
	Latin Old English English The majority of the documents are written in Modern English.	
	Roberts copies multiple passages from original manuscripts in Latin and Old English.	
	English French Latin	
	English French Japanese hiragana katakana	

**<separatedmaterial> Separated Material** (Table of Contents)

<b>Summary:</b>	For identifying materials associated by provenance that have been physically separated or removed.	
<b>May contain:</b>	archref, bibref, blockquote, chronlist, head, list, p, separatedmaterial, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, separatedmaterial	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<separatedmaterial> 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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.3 MARC 544	
<b>Examples:</b>	<p>Materials Cataloged Separately Photographs have been transferred to Pictorial Collections of The Bancroft Library.</p> <p>Photographs and sound recordings have been transferred to the appropriate custodial divisions of the Library where they are identified as part of these papers. Among the sound recordings are the following broadcasts: [...]</p> <p>Other papers of Earl Warren, which relate chiefly to his early years and public service in California, are held by the California State Archives in Sacramento.</p> <p>Records relating to the Warren Commission are held in the National Archives and Records Administration.</p>	

**<seriesstmt> Series Statement** (Table of Contents)

<b>Summary:</b>	A child element of <filedesc> that groups information about the published monographic series to which an EAD instance belongs.	
<b>May contain:</b>	num, p, titleproper	
<b>May occur within:</b>	filedesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <seriesstmt> to record and bind together information about the published monographic series of which the encoded finding aid is a part. <seriesstmt> may contain text, formed in paragraphs, or it may include <titleproper> and <num>, which allow for more specific tagging of names or numbers associated with the series.	
<b>Availability:</b>	Optional, not repeatable	

**<source> Source** (Table of Contents)

<b>Summary:</b>	A child element of <sources> used to identify a particular source of evidence used in describing the archival material.	
<b>May contain:</b>	descriptivenote, objectxmlwrap, sourceentry	
<b>May occur within:</b>	sources	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	href	Optional
	id	Optional
	lang	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>. Use the optional <descriptivenote> for any additional notes about the source. Use the optional <objectxmlwrap> to embed XML documenting the source from any namespace other than EAD3.

The child elements of <source> are optional, but when present they must be provided in a specific order:

<sourceentry>

<objectxmlwrap>

<descriptivenote>

**Availability:** Required, repeatable

**Examples:** [. . .] HMC, Principal Family and Estate Collections: Family Names L-W, 1999 HMC, Complete Peerage, 1936

Dictionary of American biography: including men  
of the time ... and a supplement [. . .]



**<sourceentry> Source Entry** (Table of Contents)

<b>Summary:</b>	A child element within <source> that identifies a specific source used in creating the archival description.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	source	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	transliteration	Optional
<b>Description and Usage:</b>	Used to cite a source used in the construction of the archival description. <sourceentry> should be used for brief citation information, with any additional information provided in <descriptivenote>.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<p>[. . .] HMC, Principal Family and Estate Collections: Family Names L-W, 1999 HMC, Complete Peerage, 1936</p> <p>Dictionary of American biography: including men of the time ... and a supplement</p> <pre> &lt;dc&gt;   &lt;title&gt;Dictionary of American     biography, including men of the     time; containing nearly ten thousand     notices of persons of both sexes,     of native and foreign birth, who     have been remarkable, or prominently     connected with the arts, sciences,     literature, politics, or history     of the American continent. Giving     also the pronunciation of many of     the foreign and peculiar American     names, a key to the assumed names of     writers, and a supplement&lt;/title&gt;   &lt;creator&gt;Drake, Francis S. (Francis     Samuel), 1828-1885&lt;/creator&gt;   &lt;date&gt;1872&lt;/date&gt;   &lt;identifier&gt;E176 .D725     1872&lt;/identifier&gt;   &lt;identifier&gt; https://archive.org/     details/dictionaryofamer00drakrich   &lt;/identifier&gt; &lt;/dc&gt; </pre>	

Basic biographical information about Nathaniel Freeman was taken from Dictionary of American biography: including men of the time ... and a supplement , page 340.

**<sources> Sources** (Table of Contents)

<b>Summary:</b>	An optional child element of <control> that groups one or more <source>s of evidence used in describing the archival material.	
<b>May contain:</b>	source	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	lastDateTimeVerified	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <sources> to bind together one or more <source> elements.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<p>[. . .] HMC, Principal Family and Estate Collections: Family Names L-W, 1999 HMC, Complete Peerage, 1936</p> <p>Dictionary of American biography: including men of the time ... and a supplement</p> <pre> &lt;dc&gt;   &lt;title&gt;Dictionary of American   biography, including men of the   time; containing nearly ten thousand   notices of persons of both sexes,   of native and foreign birth, who   have been remarkable, or prominently   connected with the arts, sciences,   literature, politics, or history   of the American continent. Giving   also the pronunciation of many of   the foreign and peculiar American   names, a key to the assumed names of   writers, and a supplement&lt;/title&gt;   &lt;creator&gt;Drake, Francis S. (Francis   Samuel), 1828-1885&lt;/creator&gt;   &lt;date&gt;1872&lt;/date&gt;   &lt;identifier&gt;E176 .D725   1872&lt;/identifier&gt;   &lt;identifier&gt; https://archive.org/   details/dictionaryofamer00drakrich   &lt;/identifier&gt; </pre>	

</dc>

Basic biographical information about Nathaniel Freeman was taken from Dictionary of American biography: including men of the time ... and a supplement , page 340.

**<sponsor> Sponsor** (Table of Contents)

<b>Summary:</b>	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.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	titlestmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 536	
<b>Example:</b>	The Edgar Holden Papers, 1978-1993 A Guide to the Holden Papers at the University of Ishtaba Finding aid prepared by Avery Thimble Processing sponsored by grant funding from the National Historical Publications and Records Commission, grant number 94-0123	

## <subject> Subject (Table of Contents)

<b>Summary:</b>	An element for encoding topics represented in the materials being described.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<p>Indicates a topic reflected in the described materials.</p> <p>&lt;subject&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the subject term, e.g.,</p> <p>Part 1: Boats</p> <p>Part 2: California</p> <p>Part 3: 20th Century</p> <p>Use &lt;subject&gt; within &lt;controlaccess&gt; for encoding subjects as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;subject&gt; for encoding subjects as they appear within text.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	
<b>References:</b>	MARC 650, 69X	
	MODS <topic>	
<b>Examples:</b>	Indians of North America Idaho Railroads Washington (State) History	

Alien and Sedition laws, 1798 American  
Confederate voluntary exiles Kentucky and  
Virginia resolutions of 1798

**<subtitle> Subtitle** (Table of Contents)

**Summary:** A 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>. <subtitle> is available only within <titlesmt> and is intended to support additional title information.

**Availability:** Optional, repeatable



**<table> Table** (Table of Contents)

<b>Summary:</b>	A wrapper element for formatting information in a row and column display.	
<b>May contain:</b>	head, tgroup	
<b>May occur within:</b>	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	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	colsep	
	frame	Optional (values limited to: all, bottom, none, sides, top, topbot)
	id	Optional
	lang	Optional
	pgwide	Optional (values limited to: false, true)
	rowsep	
	script	Optional
<b>Description and Usage:</b>	The application of <table> is based on the XML Exchange Table Model, an XML expression of the Exchange subset of the full CALS table model DTD.	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	Major Family Members Spouses Children John Albemarle (1760-1806) Mary Frances Delaney (1769-1835) John Delaney Albemarle (1787-1848) [. . .]	

**<tbody> Table Body** (Table of Contents)

<b>Summary:</b>	A child element of <tgroup> that binds together one or more rows forming the main body of a table.	
<b>May contain:</b>	row	
<b>May occur within:</b>	tgroup	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
	valign	Optional (values limited to: bottom, middle, top)
<b>Description and Usage:</b>	A formatting element that contains one or more <row> elements, which in turn contain <entry> elements in <table>. <tbody> identifies the body of the information in <table>, as distinct from the column headings (<thead>).	
<b>Availability:</b>	Required, not repeatable	
<b>Example:</b>	Major Family Members Spouses Children John Albemarle (1760-1806) Mary Frances Delaney (1769-1835) John Delaney Albemarle (1787-1848) [ . . . ]	

**<term> Term** (Table of Contents)

<b>Summary:</b>	A child element of <localcontrol> used to specify a descriptive term in accordance with local rules.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	localcontrol	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	lastdatetimestampverified	Optional (must follow pattern based on ISO 8601)
	rules	Optional
	script	Optional
	source	Optional
	transliteration	Optional
<b>Description and Usage:</b>	Use <term> to record the value of the entry enabled by the @localtype in <localcontrol>. For example, if the content of @localtype is "levelofdetail," <term> might be "minimum."	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	Minimum	
	8 MB	
	true	
	414	
	item	

**<tgroup> Table Group** (Table of Contents)

<b>Summary:</b>	A wrapper element that binds together <colspec>, <thead>, and <tbody> elements in a table.	
<b>May contain:</b>	colspec, tbody, thead	
<b>May occur within:</b>	table	
<b>Attributes:</b>	align	Optional (values limited to: center, char, justify, left, right)
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	cols	Required
	colsep	Optional (values limited to: false, true)
	id	Optional
	lang	Optional
	rowsep	Optional (values limited to: false, true)
	script	Optional
<b>Description and Usage:</b>	Tables comprise one or more <tgroup> elements depending on the number of times the column specifications change. <tgroup> provides a subgrouping of rows within a table that all use the same column specifications.	
<b>Availability:</b>	Required, repeatable	

**<thead> Table Head** (Table of Contents)

<b>Summary:</b>	A formatting element that contains the heading information in <table>.	
<b>May contain:</b>	row	
<b>May occur within:</b>	c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, dsc, tgroup	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
	valign	Optional (values limited to: bottom, middle, top)
<b>Description and Usage:</b>	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. <thead> may be used in an ordinary structural <table>, or to provide column headings for components (<c> or <c0x>) or <dsc> in a container list.	
<b>Availability:</b>	Optional, not repeatable	

**<title> Title** (Table of Contents)

<b>Summary:</b>	An element for encoding the formal name of a work.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	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,
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	<p>The name of an intellectual work, such as a monograph, serial, or painting, listed in a finding aid. Within &lt;controlaccess&gt;, the formal, authorized name should be used, but &lt;title&gt; may also be used to encode titles as they appear within other elements to enable formatting such as italics or quotations.</p> <p>Subtitles of such works are not separately encoded but may instead be listed as part of &lt;title&gt;, either along with the title in a single &lt;part&gt;, or in multiple parts as follows:</p> <p>Part 1: Private eyeballs</p> <p>Part 2: A golden history of bad taste</p>	
<b>Availability:</b>	<p>Within &lt;indexentry&gt;: Optional, not repeatable</p> <p>Within all other elements: Optional, repeatable</p>	
<b>References:</b>	<p>MARC 630, 730, 740</p> <p>MODS &lt;subject&gt; &lt;titleInfo&gt;</p>	
<b>Examples:</b>	Short stories, 1946-1954 The Lottery	

Library of Congress Acquisitions: Manuscript  
Division, 1982 , p. 29.

**<titleproper> Title Proper of the Finding Aid** (Table of Contents)

<b>Summary:</b>	A child element of <titlestmt> and <seriesstmt> that indicates the title of a finding aid or finding aid series.	
<b>May contain:</b>	[text] abbr, emph, expans, foreign, lb, ptr, ref	
<b>May occur within:</b>	seriesstmt, titlestmt	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	Use <titleproper> to record the title of a finding aid or finding aid series.	
<b>Availability:</b>	Within <seriesstmt>: Required, not repeatable	
	Within <titlestmt>: Required, repeatable	
<b>Examples:</b>	The Edgar Holden Papers, 1978-1993 A Guide to the Holden Papers at the University of Ishtaba Finding aid prepared by Avery Thimble Processing sponsored by grant funding from the National Historical Publications and Records Commission, grant number 94-0123 Catalogue of the Papers of James Graham Ballard Guide to the Abraham Hayward Collection Hayward (Abraham) Collection by Michael Rush	



**<titlestmt> Title Statement** (Table of Contents)

<b>Summary:</b>	A required child element of <filedesc> that binds together information about the name of an encoded finding aid and those responsible for its content.	
<b>May contain:</b>	author, sponsor, subtitle, titleproper	
<b>May occur within:</b>	filedesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	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's intellectual content. The prescribed order of all child elements (both required and optional) is:	
	<titleproper>	
	<subtitle>	
	<author>	
	<sponsor>	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<p>The Edgar Holden Papers, 1978-1993 A Guide to the Holden Papers at the University of Ishtaba</p> <p>Finding aid prepared by Avery Thimble Processing sponsored by grant funding from the National Historical Publications and Records Commission, grant number 94-0123</p> <p>Catalogue of the Papers of James Graham Ballard</p> <p>Guide to the Abraham Hayward Collection Hayward (Abraham) Collection by Michael Rush</p>	

**<today> To Date** (Table of Contents)

**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 <today> 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-processable form as well. <today> may be omitted from <daterange> if the date span is ongoing.

**Availability:** Optional, not repeatable

**Examples:**

```

22 January 1963 1 June 1971 30 April 1974
1819 1820 Studies theology at Yale College
1962 1968
around 1973 1992

```

**<unitdate> Date of the Unit** (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a simple statement of the date(s) covered by the described materials.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	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
	unitdatetype	Optional (values limited to: bulk, inclusive)
<b>Description and Usage:</b>	<unitdate> is for indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc. <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.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.3	
	MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c	
	MODS <originInfo> <dateCreated>	
<b>Examples:</b>	<p>Collection Summary National Association for the Advancement of Colored People Visual Materials from the National Association for the Advancement of Colored People Records (Library of Congress) ca. 1838-1969 bulk 1944-1955</p> <p>Philip M. Wagner papers 1839-1995 bulk 1942-1989 8 boxes (9.35 linear feet) [...]</p> <p>Documentary Movies 1952-1964 Includes scores, arranged alphabetically by movie title, and some correspondence, arranged chronologically. [. . .]</p>	

## <unitdatestructured> Structured Date of the Unit (Table of Contents)

<b>Summary:</b>	A child element of <did> that enables structured, machine-processable expressions of the dates of the materials being described.	
<b>May contain:</b>	daterange, dateset, datesingle	
<b>May occur within:</b>	did	
<b>Attributes:</b>	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
	unitdatetype	Optional (values limited to: bulk, inclusive)
<b>Description and Usage:</b>	<p>&lt;unitdatestructured&gt; provides a machine-processable statement of the date or dates the materials described were created, issued, copyrighted, broadcast, etc.</p> <p>&lt;unitdatestructured&gt; must contain one of the following child elements: &lt;datesingle&gt;, &lt;daterange&gt;, or &lt;dateset&gt;.</p> <p>&lt;unitdatestructured&gt; may contain only one child, therefore &lt;dateset&gt; must be used in situations where complex date information needs to be conveyed and requires at least two child elements. A date set may combine two or more &lt;datesingle&gt; and &lt;daterange&gt; elements.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.3	
	MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c	
	MODS <originInfo> <dateCreated>	
<b>Examples:</b>	<p>Class Notes, Undergraduate 1962 1968 12 notebooks 5-6 The notebooks contain months and days, not years. Estimated dates are based on the years Scully attended the University of Maryland.</p>	

1963 January 22 1971 June 1 1974 April 30  
around 1973 1992  
1900 1910  
2015 June

**<unitid> ID of the Unit** (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides an identifier for the materials being described, such as an accession number.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	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
<b>Description and Usage:</b>	<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. <unitid> is primarily a logical designation, which sometimes indirectly provides location information, as in the case of a classification number.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.1	
	MODS <identifier>	
<b>Examples:</b>	<p>Manouche Recording grove_005 45-rpm phonodisc of Manouche singing two unidentified French songs 559 [. . .]</p> <p>Descriptive Summary Donald C. Stone, Jr. Papers, 1971-1983 GTU 2001-8-03 Stone, Donald C., Jr. 4 boxes, 4 linear ft. The Graduate Theological Union Berkeley, California The papers document Donald C. Stone's work with Ornstein and Swencionis on the est 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. 5/D/4-5 [. . .]</p>	

**<unittitle> Title of the Unit** (Table of Contents)

<b>Summary:</b>	A child element of <did> that specifies a title for the described materials.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	script	Optional
<b>Description and Usage:</b>	<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. <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).	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.2	
	MARC 130, 240, 245	
	MODS <titleInfo> <title>	
<b>Examples:</b>	<p>Documentary Movies 1952-1964 2.5 linear ft. Includes scores, arranged alphabetically by movie title, and some correspondence, arranged chronologically.</p> <p>Overview of the Collection Syracuse University Special Collections Research Center Langner, William R. William Langner Papers William Langner worked for the Department of Education's Division of Adult Education and Literacy for many years. He was active in raising awareness of education for the disabled (Langner himself was a paraplegic from the age of 18 due to a car accident). Collection includes correspondence (both personal and professional), writings, memorabilia, and large amounts of printed</p>	

material (papers, reports, handbooks, manuals, etc).concerning adult education. English, some printed material in Spanish Access Restrictions Unprocessed. Accessible by special permission only.



## <unittype> Unit Type (Table of Contents)

<b>Summary:</b>	A child element of <physdescstructured> that indicates the type of unit being quantified, e.g., boxes, linear feet, etc.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	physdescstructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	Required in <physdescstructured>, <unittype> identifies the type of unit being quantified.	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	12 linear feet 24 boxes 6 terabytes 24 3 ½" floppy disks 1800 electronic files	

**<userrestrict> Conditions Governing Use** (Table of Contents)

<b>Summary:</b>	An element for indicating any conditions that affect the use of the described materials, such as in publications.	
<b>May contain:</b>	blockquote, chronlist, head, list, p, table, userrestrict	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, userrestrict	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <userrestrict> 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. <userrestrict> may also be used to indicate the absence of restrictions, such as when intellectual property rights have been dedicated to the public.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.2	
	MARC 540	
<b>Examples:</b>	<p>Until 2015 permission to photocopy some materials from this collection has been limited at the request of the donor. Please ask repository staff for details if you are interested in obtaining photocopies from Series 1: Correspondence. Copyright to the collection has been transferred to the Regents of the University of Michigan. Restrictions on usage Per the deed of gift: Any use of quotations, excerpts, reproductions, or any other portion of the collection, either in print or electronically, requires permission of the heirs of the Smith Estate.</p>	

# Appendix :

## Appendix A : EAD Crosswalks

### ISAD(G) to EAD3

#### ISAD(G)

##### 3.1.1 Reference code(s)

##### 3.1.2 Title

##### 3.1.3 Dates

##### 3.1.4 Level of description

##### 3.1.5 Extent and medium of the unit

##### 3.2.1 Name of creator

##### 3.2.2 Administrative/Biographical history

##### 3.2.3 Archival history

##### 3.2.4 Immediate source of acquisition

##### 3.3.1 Scope and content

##### 3.3.2 Appraisal, destruction and scheduling

##### 3.3.3 Accruals

##### 3.3.4 System of arrangement

##### 3.4.1 Conditions governing access

##### 3.4.2 Conditions governing reproduction

##### 3.4.3 Language/scripts of material

##### 3.4.4 Physical characteristics and technical requirements

##### 3.4.5 Finding aids

##### 3.5.1 Existence and location of originals

##### 3.5.2 Existence and location of copies

##### 3.5.3 Related units of description

##### 3.5.4 Publication note

##### 3.6.1 Note

##### 3.7.1 Archivist's note

##### 3.7.2 Rules or conventions

##### 3.7.3 Date(s) of descriptions

#### EAD

<agencycode> and <recordid> within  
<control>; <unitid> with @countrycode and  
@repositorycode

<unittitle>

<unitdate>, <unitdatestructured>

<archdesc> and <c> @level

<physdesc>, <physdescstructured>

<origination>

<bioghist>

<custodhist>

<acqinfo>

<scopecontent>

<appraisal>

<accruals>

<arrangement>

<accessrestrict>

<userrestrict>

<langmaterial>

<phystech>

<otherfindaid>

<originalsloc>

<altformavail>

<relatedmaterial>, <separatedmaterial>

<bibliography>

<didnote>, <odd>

<processinfo>

<conventiondeclaration>

<maintenanceevent>/<eventdatetime>

### MARC21 to EAD3

#### MARC

##### 041 Language

#### EAD

<langmaterial>/<language> @langcode

100 Main entry--personal name	<origination> <persname>, <origination> <famname>
110 Main entry--corporate name	<origination> <corpname>
111 Main entry--meeting name	<origination> <corpname>
130 Main entry--uniform title OR 240 Uniform title	<unittitle>
245 Title statement	<unittitle>
245\$f Title statement/inclusive dates	<unitdate unitdatatype="inclusive">, <unitdatestructured unitdatatype="inclusive">
245\$g Title statement/bulk dates	<unitdate unitdatatype="bulk">, <unitdatestructured unitdatatype="bulk">
254 Musical presentation statement	<materialspect>
255 Cartographic mathematical data	<materialspect>
255\$c Cartographic mathematical data/ statement of coordinates	<geographiccoordinates>
256 Computer file characteristics	<physdescstructured> <quantity> and <physdescstructured> <unittype>
260\$c Date	<unitdate>, <unitdatestructured>
300 Physical description	<physdesc>, <physdescstructured> subelements <quantity>, <unittype>, <dimensions>, <physfacet>
340 Physical medium	<phystech>
351 Organization and arrangement	<arrangement>
351\$c Hierarchical level	<archdesc> @level
355 Security classification control	<accessrestrict>
500 General note	<didnote>, <odd>
506 Restrictions on access note	<accessrestrict>, <legalstatus>
510 Citation/references	<bibliography>
520 Summary, etc.	<abstract>, <scopecontent>
524 Preferred citation of described materials	<prefercite>
530 Additional physical form available	<altformavail>
535 Location of Originals/Duplicates	<originalsloc>
536 Funding information	<sponsor>
538 System Details	<phystech>
540 Terms governing use and reproduction	<userrestrict>
541 Immediate source of acquisition	<acqinfo>
544 Location of other archival materials	<relatedmaterial>, <separatedmaterial>
545 Biographical or historical data	<bioghist>
546 Language	<langmaterial>
555 Cumulative index/finding aids2 In a MARC21 record a note in the 55 field would mention the existence of	

the EAD-encoded finding aid, but no specific EAD element maps to this field. The existence of other finding aids can be noted in <otherfindaid>.

561 Ownership and custodial history

<custodhist>

581 Publications about described materials

<bibliography>

583 Action

<appraisal>, <processinfo>

584 Accumulation and frequency of use

<accruals>

600 Subject--personal name

<controlaccess><persname relator="subject">,<br><controlaccess><famname relator="subject">

610 Subject--corporate name

<controlaccess><corpname relator="subject">

611 Subject--meeting

<controlaccess><corpname relator="subject">

630 Subject--uniform title

<controlaccess><title relator="subject">

650 Subject--topical

<controlaccess> <subject>

651 Subject--geographic name

<controlaccess><geogname relator="subject">

655 Genre/form

<controlaccess><genreform>

656 Occupation

<controlaccess><occupation>

657 Function

<controlaccess><function>

69x Local subject access

<controlaccess><subject source="local">

700 Added entry--personal name

<controlaccess><persname>,<controlaccess><famname>

710 Added entry--corporate name

<controlaccess><corpname>

711 Added entry--meeting name

<controlaccess><corpname>

720 Added entry--uncontrolled

<name>

730 Added entry--uniform title

<controlaccess><title>

740 Added entry--uncont./related anal. title

<title>

752 Added entry--hierarchical place name

<geogname>

852 Location

<repository>, <physloc>

## MODS to EAD3

### MODS

<abstract>

<accessCondition>

<genre>

<identifier>

<language><languageTerm>

<location><physicalLocation>

<location><url>

<name>

<note>

<originInfo><dateCreated>

### EAD

<abstract>, <scopecontent>

<accessrestrict>

<controlaccess><genreform>

<unitid>

<langmaterial><language>,<br><langmaterial><languageset><language>

<repository>

<dao>, <daoset>

<origination>

<didnote>, <odd>

<unitdate>, <unitdatestructured>

<physicalDescription><extent>	<physdesc>, <physdescstructured><quantity> and <physdescstructured><unittype>, <physdescstructured><dimensions>
<recordInfo><recordContentSource>	<maintenanceagency><agencyname>, <maintenanceagency><agencycode>, <maintenanceagency><otheragencycode>
<recordInfo><recordCreationDate>	<maintenancehistory><maintenanceevent><eventdatetime> (where <eventtype> @value='created')
<recordInfo><recordChangeDate>	<maintenancehistory><maintenanceevent><eventdatetime>
<recordInfo><recordIdentifier>	<recordid>
<recordInfo><recordOrigin>	<maintenancehistory><maintenanceevent> (where eventtype/@value='created' or 'derived')
<recordInfo><languageOfCataloging>	<control><languagedeclaration><language>
<recordInfo><descriptionStandard>	<conventiondeclaration>
<subject><cartographics><coordinates>	<geographiccoordinates>
<subject><cartographics><projection>	<materialspec>
<subject><cartographics><scale>	<materialspec>
<subject><genre>	<controlaccess><genreform>
<subject><geographic>	<controlaccess><geogname>
<subject><hierarchicalGeographic>	<controlaccess><geogname>
<subject><name>	<controlaccess><name>
<subject><occupation>	<controlaccess><occupation>
<subject><titleInfo>	<controlaccess><title>
<subject><topic>	<controlaccess><subject>
<titleInfo><title>	<unittitle>

# Appendix :

## Appendix B : Deprecated and Obsolete Elements and Attributes

The revision of EAD 1.0 to EAD 2002 established a precedent that elements to be removed from EAD would first be deprecated – suppressed but available if necessary – before being removed from subsequent versions. All elements deprecated in EAD 2002 were removed from EAD3. Elements present in the DTD version of EAD 2002 but removed from the schema versions of EAD 2002 (<archdescgrp>, <dscgrp>, and <eadgrp>) were also removed from EAD3.

The Society of American Archivists' Technical Subcommittee on EAD (TS-EAD) endeavored to honor the commitment to deprecate removed elements. However, the extent of the changes in EAD3 made comprehensive deprecation impossible. Elements to be removed entirely from the standard remain available in undeprecated versions of EAD3. Elements that were replaced by other elements offering commensurate functionality, or whose availability within the standard changed are in most cases not supported in undeprecated EAD3.

The following attributes and elements are not available in the default versions of EAD3 (ead3.rng, ead3.xsd, and ead3.dtd), but are available in the undeprecated versions (ead3\_undeprecated.rng, ead3\_undeprecated.xsd, and ead3\_undeprecated.dtd). Definitions for these attributes and elements follow below.

### Deprecated Attributes

@placement @tpattern

### Deprecated Elements

<bibseries> <descgrp> <div> <extent> <frontmatter> <imprint> <runner> <titlepage>

In addition to including the attributes and elements listed above, the undeprecated versions of EAD3 also include the full EAD 2002 content models for the <physdesc> and <unittitle> elements. The undeprecated <physdesc> includes <extent>, <dimensions>, <physfacet>, and the access point elements (e.g. <genreform>) whereas the default <physdesc> in EAD3 does not. The undeprecated <unittitle> includes <bibseries>, <imprint>, <edition>, and <unitdate>, whereas the default <unittitle> in EAD3 does not.

Style sheets for migrating EAD 2002 to EAD3 will include an option to preserve deprecated elements. However, when future versions of EAD are released, support for elements and attributes deprecated in EAD3 will be removed and their forward migration will not be supported.

The following obsolete attributes and elements were removed entirely in EAD3. Their semantics or functionality were replaced by new attributes or elements.

### Obsolete Attributes

@authfilenumber @continuation @findaidstatus @from / @xlink:from @linktype /  
@xlink:type @mainagencycode @othertype @publicid @role / @xlink:role @to /  
@xlink:to @type @urn @url

### **Obsolete Elements**

<arc> <change> <creation> <daodesc> <daogrp> <daoloc> <descrules> <eadheader>  
<eadid> <eventgrp> <extptr> <extptrloc> <extref> <extrefloc> <language> <linkgrp>  
<note> <ptrloc> <refloc> <resource> <revisiondesc> <subarea>

### **Deprecated Attributes**



**@placement** (Table of Contents)

<b>Summary:</b>	The location where the information in the <runner> element is displayed in print (foot or head) or as a digital watermark (background).
<b>Values:</b>	background, footer, header

## **@tpattern** (Table of Contents)

**Summary:** A reference to a pattern that defines the specifications of particular HTML output tables. Available in <c>, <c01>-<c12>, and <dsc>.

**Data Type:** NMTOKEN

### **Deprecated Elements**

**<bibseries> Bibliographic Series** (Table of Contents)

<b>Summary:</b>	An element for identifying information about the published series in which a book finding aid, or other published work appeared. Refers to monographic series only.	
<b>Description and Usage</b>	An element for encoding information about the published series in which a book, encoded finding aid, or other published work has appeared. Refers to monographic series only. Not to be used for archival series.	
<b>May contain:</b>	[text], emph, lb, num, ptr, ref, title	
<b>May occur within:</b>	bibref, titlepage, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

**<descgrp> Description Group** (Table of Contents)

<b>Summary:</b>	An element for grouping together any number of elements that are following siblings of the <did> element.	
<b>Description and Usage</b>	An element for grouping together any number of elements that are following siblings of the <did> element except for the <dsc> element. <descgrp> might be used, for example, to cluster elements into groups that correspond to the areas specified by the General International Standard Archival Description (ISAD(G)).	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, chronlist, controlaccess, custodhist, descgrp, fileplan, head, index, legalstatus, list, odd, originalsloc, otherfindaid, p, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, table, userrestrict	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, descgrp	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

## <div> Text Division (Table of Contents)

<b>Summary:</b>	A generic element that designates a major section of text within <frontmatter>.	
<b>Description and Usage</b>	A generic element that designates a major section of text within <frontmatter>. Examples of these text divisions include a title page, preface, acknowledgments, or instructions for using a finding aid. Use the <head> element to identify the div's purpose.	
<b>May contain:</b>	blockquote, chronlist, div, head, list, p, table	
<b>May occur within:</b>	div, frontmatter	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

**<extent> Extent** (Table of Contents)

<b>Summary:</b>	A child of <physdesc> used for information about the quantity of the materials being described or an expression of the physical space they occupy.	
<b>Description and Usage</b>	A <physdesc> subelement for information about the quantity of the materials being described or an expression of the physical space they occupy. Includes such traditional archival measurements as cubic and linear feet and meters; also includes counts of microfilm reels, photographs, or other special formats, the number of logical records in a database, or the volume of a data file in bytes. Repeat the element when more than one type or unit of extent is provided, such as, when both linear feet and quantity of containers are given.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	physdesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	unit	Optional
<b>Availability:</b>	Optional, repeatable	

**<frontmatter> Front Matter** (Table of Contents)

<b>Summary:</b>	A wrapper element that bundles prefatory text found before the start of <archdesc>.	
<b>Description and Usage</b>	A wrapper element that bundles prefatory text found before the start of <archdesc>. It focuses on the creation, publication, or use of the finding aid rather than information about the materials being described. Examples include a title page, preface, dedication, and instructions for using a finding aid. The optional <titlepage> element within <frontmatter> can be used to repeat selected information from <control> to generate a title page that follows local preferences for sequencing information. The other <frontmatter> structures, such as a dedication, are encoded as Text Divisions <div>s, with a <head> element containing word(s) that identify the nature of the text.	
<b>May contain:</b>	div, titlepage	
<b>May occur within:</b>	ead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, non repeatable	

<imprint> **Imprint** (Table of Contents)

<b>Summary:</b>	An element for encoding information relating to the publication or distribution of a work cited in a <bibref> or <unittitle>.	
<b>Description and Usage</b>	An element for encoding information relating to the publication or distribution of a work cited in a <bibref> or <unittitle>. In both elements the place of publication, name of the publisher, and date of publication can be encoded as either plain text or wrapped in the <imprint> subelements <geogname>, <publisher>, and <date>. It is seldom, if ever, appropriate to use <imprint> in a citation for an unpublished work cited in a <bibref>.	
<b>May contain:</b>	[text], date, emph, geogname, lb, ptr, publisher	
<b>May occur within:</b>	bibref, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	



## <physdesc> Physical Description [Deprecated Data Model] (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a statement about the physical characteristics of the material being described.	
<b>Description and Usage</b>	<physdesc> is a wrapper element for bundling information about the 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. The information may be presented as plain text, or it may be divided into the <dimensions>, <extent>, <genreform>, and <physfacet> subelements.	
<b>May contain:</b>	[text], abbr, corpname, date, dimensions, emph, expan, extent, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, physfacet, ptr, quote, ref, subject, title	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.5	
	MARC 300	
	MODS <physicalDescription> <extent>	

<runner> **Runner** (Table of Contents)

<b>Summary:</b>	An optional formatting element that provides for a header, footer, or watermark to appear on every page of a printed finding aid or throughout an electronic version.	
<b>Description and Usage</b>	An optional formatting element that provides for a header, footer, or watermark to appear on every page of a printed finding aid or throughout an electronic version. If a transparent image is desired as background, use <ptr> instead. The <runner> is available within <archdesc> and must appear before the <did>.	
<b>May contain:</b>	[text], emph, lb, ptr	
<b>May occur within:</b>	archdesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	placement	Optional (values limited to: header, footer, watermark)
	role	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

**<titlepage> Title Page** (Table of Contents)

<b>Summary:</b>	A wrapper element within <frontmatter> that groups bibliographic information about a finding aid, including its name, author, and other aspects of its creation and publication.	
<b>Description and Usage</b>	A wrapper element within <frontmatter> that groups bibliographic information about a finding aid, including its name, author, and other aspects of its creation and publication. It contains much of the same information found in the <filedesc> portion of <control>, such as the <titleproper>, <subtitle>, <author>, <sponsor>, <publisher>, and <date> of the finding aid. Although it is possible to generate an electronic or printed title page directly from <control>, use of the <titlepage> may be more accommodating of local preferences, including displays of photographic illustrations, institutional logos, or other graphic images.	
<b>May contain:</b>	author, bibseries, blockquote, chronlist, date, edition, list, num, p, publisher, sponsor, subtitle, table, titleproper	
<b>May occur within:</b>	frontmatter	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, non repeatable	

## <unittitle> Title of the Unit [Deprecated Data Model]

(Table of Contents)

<b>Summary:</b>	A child element of <did> that specifies a title for the described materials.	
<b>Description and Usage</b>	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).	
<b>May contain:</b>	[text], abbr, bibseries, corpname, date, edition, emph, expans, famname, footnote, foreign, function, genreform, geogname, imprint, lb, name, num, occupation, persname, ptr, quote, ref, subject, title, unitdate	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.2	
	MARC 130, 240, 245	
	MODS <titleInfo> <title>	

# Appendix :

## Appendix C: Revision History

### EAD3 1.1.0 (2018 April)

1. The @render attribute can now be used with the quote element.
2. The objectxmlwrap element can now be validated properly in the XSD schemas.
3. Manually fixed a bug that was causing the descgrp element not to validate correctly in the undeprecated DTD.
4. The date element is now a valid child of the part element.
5. rightsdeclaration, a new element, has been added to the control section.
6. The @localtype attribute can now be used with the conventiondeclaration element.
7. The datatype associated with the @containerid attribute has been relaxed to xsd:string (in EAD3 version 1.0, the datatype for this attribute was restricted to xsd:NMTOKEN).

### EAD3 1.0.0 (2015 July)

1. Initial release.

