Encoded Archival Description Tag Library Version EAD3 1.1.1

Edition 2019

Prepared and maintained by

the Technical Subcommittee for Encoded Archival Standards of the Society of American Archivists

Encoded Archival Description Tag Library Version EAD3 1.1.1 , Edition 2019

This tag library represents version EAD3 1.1.1 of the Encoded Archival Description schemas, released in December 2019. It supersedes the Version EAD3 1.1.0 tag library published in 2018.

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 sematic 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.

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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.

Preface to Revision 1.1.1

EAD3 underwent its first patch revision in 2019. This patch includes one change to the <ref> element, which now allows <foreign> as sub-element and two fixes to the XSD schema.

Furthermore, the updated EAD3 tag library includes additional as well as extended examples for certain elements.

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.
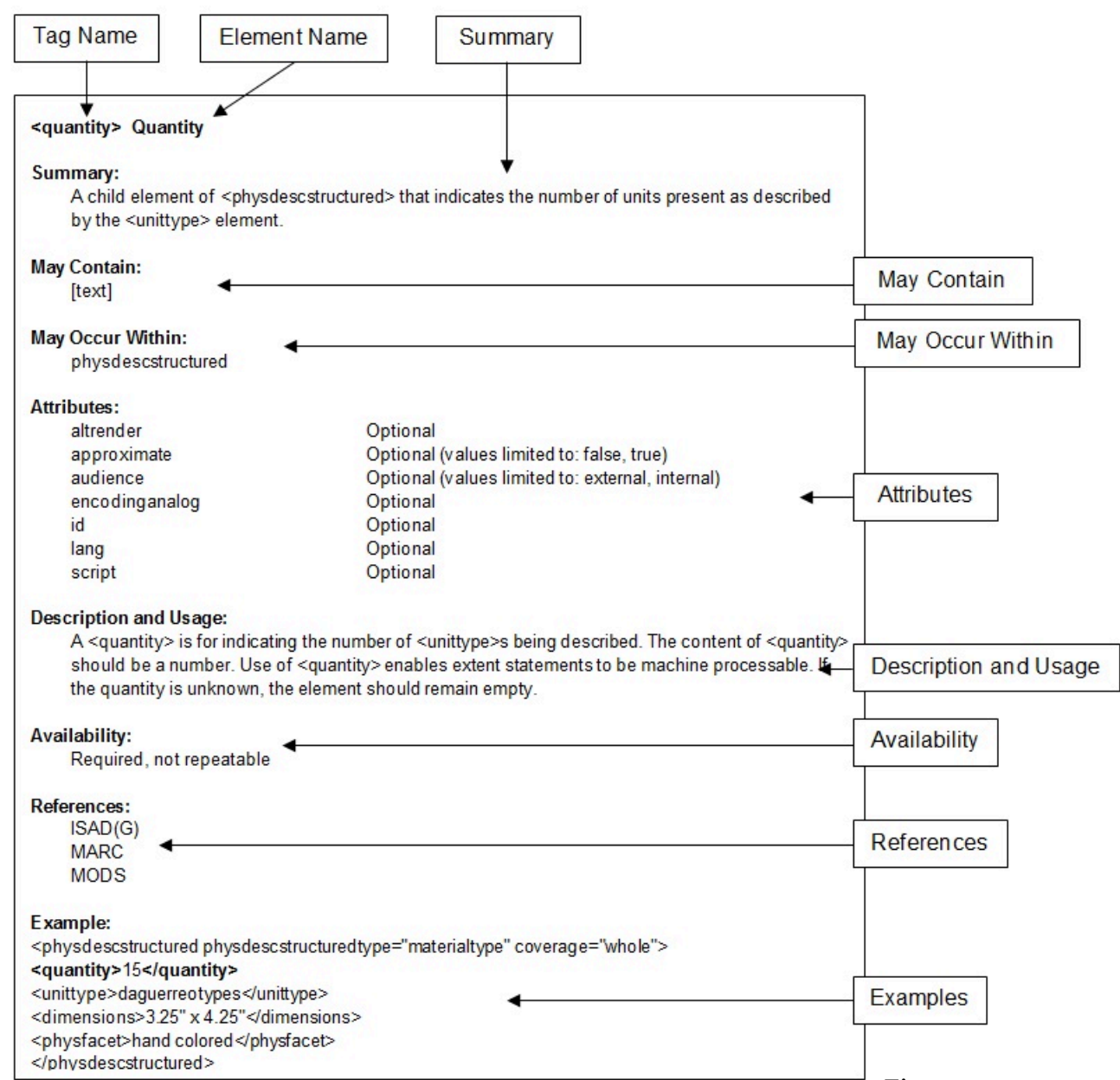
Figure

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 < 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 .

(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/)

(period), : (colon), - (hyphen), or _ (underscore), but not a blank space. See also attributes of type "IDREF."

IDREF:
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 < for <, and & 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 **Abbrevation** (Table of Contents)

Summary:	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 <expan>.
Data Type:	token

Examples:

```
<didnote>File also contains materials from the
  <expan abbr="ACLU"> American Civil Liberties
  Union </expan>
. </didnote>
<c02>
  <did>
    <unittitle>
      <expan abbr="UNESCO"> United Nations
      Educational, Scientific and Cultural
      Organization </expan>
    </unittitle>
  [. . .] </did>
</c02>
```

@actuate Actuate

Summary:	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.
Values:	none, onload, onrequest, other

Example:

```
<daoset label="Digital Objects"
coverage="part">
  <dao daotype="derived" coverage="part"
  actuate="onload" show="embed"
  linktitle="Chapter 1" localtype="thumbnail"
  href="http://imgs.ud.edu/archives/image/
  f12001_1thumb.gif"></dao>
  <dao daotype="derived" coverage="part"
  actuate="onrequest" show="new"
  linktitle="Chapter 1" localtype="fullsize"
  href="http://imgs.ud.edu/archives/image/
  f12001_1.jpg"></dao>
</daoset>
```

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

Summary:	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>.
Values:	left, right, center, justify, char

Examples:

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
        Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
        (1760-1806)</entry>
        <entry colname="2">Mary Frances
        Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
        Albemarle (1787-1848)</entry>
      </row>
    [. . .] </tbody>
  </tgroup>
</table>
```

@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

Example:
```
<bioghist>
  <head althead="Family relations">Bach family
  relations listing spouses and children of
  the major family members</head>
  <table pgwide="true">
    <tgroup cols="3">
      <colspec colnum="1"
      colname="member"></colspec>
      <colspec colnum="2"
      colname="spouse"></colspec>
      <colspec colnum="3" colname="child"
      align="char" char="*"
      charoff="2"></colspec>
      <thead>
        <row>
          <entry colname="member">Major
          family members</entry>
          <entry
          colname="spouse">Spouses</entry>
          <entry
          colname="child">Children</entry>
        </row>
      </thead>
      <tbody> </tbody>
    </tgroup>
  </table>
</bioghist>
```

@altrender Alternative Render (Table of Contents)

Summary:	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.
Data Type:	token

Example:

```
<titlestmt>
   <titleproper localtype="formal"> Guide
   to the Abraham Hayward Collection
   </titleproper>
   <titleproper localtype="filing"
   render="altrender" altrender="nodisplay"
   audience="internal"> Hayward (Abraham)
   Collection </titleproper>
   <author>by Michael Rush</author>
</titlestmt>
```

@approximate Approximate

Summary:	Indicates that the value provided is not exact. Available in < quantity >.
Values:	false, true

@arcrole Arc Role (Table of Contents)

Summary:	A URI that describes the nature of the source of a link as relative to the target of the link.
Data Type:	anyURI

Example:

```
<relation relationtype="cpfrelation"
arcrole="hasSubject">
  <relationentry>Carl Philipp Emanuel
  Bach</relationentry>
  <descriptivenote>
    <p>Bach's son</p>
  </descriptivenote>
</relation>
```

@**audience** **Audience**

Summary:	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.
Values:	external, internal
Example:	<pre><titlestmt>
<titleproper localtype="formal"> Guide
to the Abraham Hayward Collection
</titleproper>
<titleproper localtype="filing"
render="altrender" altrender="nodisplay"
audience="internal"> Hayward (Abraham)
Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt></pre>

@base Base (Table of Contents)

Summary:	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>.
Data Type:	anyURI

Example:

```
<daoset base="https://calisphere.org/item/">
  <dao daotype="otherdaotype"
  otherdaotype="surrogate"
  href="d3888b77-7d95-4fd0-bcdd-
  ab5551a4f013"></dao>
  <dao daotype="otherdaotype"
  otherdaotype="surrogate"
  href="d5e032bf-57a3-45e9-9f14-1782bc2e95e7"></dao>
  <dao daotype="otherdaotype"
  otherdaotype="surrogate" href="fd76d8fb-
  cafb-44c5-a5b5-e34673498b7a"></dao>
</daoset>
```

@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

Example:

```
<archdesc level="fonds" localtype="inventory"
relatedencoding="ISAD(G)v2"
encodinganalog="3.1.4" lang="dut"
script="Latn">
  <did>
    <unittitle
    encodinganalog="3.1.2">Nederlandsche Gist-
    en Spiritusfabriek en Pharmaceutische
    Fabrieken voorheen Brocades-Stheeman &
    Pharmacia, in 1967 gefuseerd tot Gist-
    Brocades</unittitle>
    <unitdate calendar="gregorian" era="ce"
    encodinganalog="3.1.3" normal="1860/1967">
    1860-1967 (1987)</unitdate>
  </did>
[...] </archdesc>
```

@certainty Certainty

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

```
<unitdatestructured calendar="gregorian"
certainty="approximate" datechar="creation"
era="ce" unitdatetype="inclusive">
  <daterange>
    <fromdate
    standarddate="1950">1950</fromdate>
    <todate standarddate="2000">2000</todate>
  </daterange>
</unitdatestructured>
```

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

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

Example:

```
<bioghist>
  <head althead="Family relations">Bach family
  relations listing spouses and children of
  the major family members</head>
  <table pgwide="true">
    <tgroup cols="3">
      <colspec colnum="1"
      colname="member"></colspec>
      <colspec colnum="2"
      colname="spouse"></colspec>
      <colspec colnum="3" colname="child"
      align="char" char="*"
      charoff="2"></colspec>
      <thead>
        <row>
          <entry colname="member">Major
          family members</entry>
          <entry
          colname="spouse">Spouses</entry>
          <entry
          colname="child">Children</entry>
        </row>
      </thead>
      <tbody> [...] </tbody>
    </tgroup>
  </table>
</bioghist>
```

@charoff Character Offset (Table of Contents)

Summary: 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>.

Data Type: NMTOKEN

Example:
```
<bioghist>
  <head althead="Family relations">Bach family
  relations listing spouses and children of
  the major family members</head>
  <table pgwide="true">
    <tgroup cols="3">
      <colspec colnum="1"
      colname="member"></colspec>
      <colspec colnum="2"
      colname="spouse"></colspec>
      <colspec colnum="3" colname="child"
      align="char" char="*"
      charoff="2"></colspec>
      <thead>
        <row>
          <entry colname="member">Major
          family members</entry>
          <entry
          colname="spouse">Spouses</entry>
          <entry
          colname="child">Children</entry>
        </row>
      </thead>
      <tbody> [...] </tbody>
    </tgroup>
  </table>
</bioghist>
```

@colname Column Name (Table of Contents)

Summary: 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>.

Data Type: NMTOKEN

Example:
```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

@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

Example:
```
<table frame="all" colsep="true" rowsep="true">
   <head>Dates of Existence for Local
   Chapters</head>
   <tgroup align="center" cols="3">
      <colspec colname="chaptertitle"
      colnum="1"></colspec>
      <colspec colname="yearformed"
      colnum="2"></colspec>
      <colspec colname="yeardisbanded"
      colnum="3"></colspec>
      <thead valign="middle">
         <row>
            <entry colname="chaptertitle">Chapter
            Title</entry>
            <entry colname="yearformed">Year
            Formed</entry>
            <entry colname="yeardisbanded">Year
            Disbanded</entry>
         </row>
      </thead>
      <tbody valign="middle">
         <row>
            <entry colname="chaptertitle">Local
            Chapter 543</entry>
            <entry
            colname="yearformed">1923</entry>
            <entry
            colname="yeardisbanded">1967</entry>
         </row>
      </tbody>
   </tgroup>
</table>
```

@cols Columns (Table of Contents)

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

Example:

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

@colsep column Separator (Table of Contents)

Summary: 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$>$.

Values: false, true

Example:
```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

@colwidth Column Width (Table of Contents)

Summary: 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>.

Data Type: token

Example:

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
        Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
        (1760-1806)</entry>
        <entry colname="2">Mary Frances
        Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
        Albemarle (1787-1848)</entry>
      </row>
    . . . </tbody>
  </tgroup>
</table>
```

@containerid Container ID (Table of Contents)

Summary:	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.
Data Type:	string
Example:	`<container altrender="Slim Legal Document Box (1/2 AB)" containerid="33433117009781" id="aspace_3e98d60dfc5e7ef6c017b677f6616965" label="Mixed Materials" localtype="box">3</container>`

@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
Examples:	

```
<geogname>
  <part localtype="place">Hardeeville</part>
  <part localtype="state">South
  Carolina</part>
  <geographiccoordinates
  coordinatesystem="WGS84"> -81.1, 32.2,
  -81.0, 32.3 </geographiccoordinates>
</geogname>
<geogname>
  <part>Clear Spring</part>
  <part>Maryland</part>
  <geographiccoordinates
  coordinatesystem="UTM"> 18S 248556mE
  4393694mN </geographiccoordinates>
</geogname>
<geogname>
  <part>Berlin, Germany </part>
  <geographiccoordinates
  coordinatesystem="mgrs"> 33UUU9029819737
  </geographiccoordinates>
</geogname>
```

@countrycode Country Code

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

Examples:

```
<unitid countrycode="US" repositorycode="cu-i"
label="Collection number">MS-R72</unitid>
<maintenanceagency countrycode="IE">
  <agencycode>IE-NAI</agencycode>
  <agencyname>National Archives of
  Ireland</agencyname>
</maintenanceagency>
```

@countryencoding Country Encoding (Table of Contents)

Summary:	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>.
Values:	iso3166-1, othercountryencoding
Example:	`<control countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b" repositoryencoding="iso15511" scriptencoding="iso15924" relatedencoding="MARC21"> [...] </control>`

@coverage Coverage

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

Example:
```
<physdescstructured coverage="whole"
physdescstructuredtype="spaceoccupied">
  <quantity>3.32</quantity>
  <unittype>Linear Feet</unittype>
</physdescstructured>
```

@daotype Digital Archival Object Type (Table of Contents)

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

```
<c>
  <did>
    <unittitle>Quilting bee, Union Town,
    Md.</unittitle>
    <unitdate>1930</unitdate>
    <physdesc>1 photograph</physdesc>
    <dao daotype="derived" actuate="onload"
    show="embed" href=" http://
    www.lib.utexas.edu/taro/utcah/00462/
    cah-00462.jpg "></dao>
  </did>
</c>
```

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

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

Data Type: token

Example:
```
<unitdatestructured calendar="gregorian"
certainty="approximate" datechar="creation"
era="ce" unitdatetype="inclusive">
  <daterange>
    <fromdate
    standarddate="1950">1950</fromdate>
    <todate standarddate="2000">2000</todate>
  </daterange>
</unitdatestructured>
```

@dateencoding Date Encoding (Table of Contents)

Summary:	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>.
Values:	iso8601, otherdateencoding

Example:

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21"> [...] </control>
```

@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

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

```
                    stand statistics are quite small and
                    difficult to read.</p>
              [ . . .] </scopecontent>
          </c01>
      [ . . .] </dsc>
```

@encodinganalog Encoding Analog (Table of Contents)

Summary: 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.

Data Type: token

Examples:

```
<origination>
  <corpname encodinganalog="MARC21 110">
    <part>Waters Studio</part>
  </corpname>
</origination>
<archdesc relatedencoding="MARC21">
  <origination>
    <persname encodinganalog="100$a$q$d$e"
    source="lcnaf">
      <part>Waters, E. C. (Elizabeth Cat),
      1870-1944, photographer</part>
    </persname>
  </origination>
</archdesc>
```

@entityref Entity Reference

Summary:	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>.
Data Type:	ENTITY
Example:	

```
<publisher> San Joaquin County Historical
Society and Museum
  <lb></lb>
Lodi, California
  <lb></lb>
  <ptr actuate="onload" show="embed"
  entityref="sjmlogo"></ptr>
</publisher>
```

@era Era (Table of Contents)

Summary:	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>.
Data Type:	NMTOKEN

Example:

```
<unitdatestructured calendar="gregorian"
certainty="approximate" datechar="creation"
era="ce" unitdatetype="inclusive">
  <daterange>
    <fromdate
    standarddate="1950">1950</fromdate>
    <todate standarddate="2000">2000</todate>
  </daterange>
</unitdatestructured>
```

@expan Expansion (Table of Contents)

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

```
<c02>
  <did>
    <unittitle>
      <abbr expan="United Nations Educational,
      Scientific and Cultural Organization">
      UNESCO </abbr>
    </unittitle>
  [. . .] </did>
</c02>
```

@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

Example:

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
        Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
        (1760-1806)</entry>
        <entry colname="2">Mary Frances
        Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
        Albemarle (1787-1848)</entry>
      </row>
    . . . </tbody>
  </tgroup>
</table>
```

@href hypertext Reference (Table of Contents)

Summary:	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.
Data Type:	token

Example:

```
<rightsdeclaration>
  <abbr>CC0</abbr>
  <citation href="https://creativecommons.org/
  publicdomain/zero/1.0/"></citation>
  <descriptivenote>
    <p>CC0 1.0 Universal (CC0 1.0)</p>
  </descriptivenote>
</rightsdeclaration>
```

@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
Example:	```<container altrender="Slim Legal Document Box (1/2 AB)" containerid="33433117009781" id="aspace_3e98d60dfc5e7ef6c017b677f6616965" label="Mixed Materials" localtype="box">3</container>```

@identifier **Identifier** (Table of Contents)

Summary: On <unitid>, 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 <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, <unittype>. Do not confuse with @id, which provides a unique ID for the element within the XML instance.

Data Type: token

Examples:
```
<controlaccess>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="eng">
    <part>Hudson's Bay Company</part>
  </corpname>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="fre">
    <part>Compagnie de la Baie d'Hudson</part>
  </corpname>
</controlaccess>
<archdesc level="collection">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Donald C. Stone,
    Jr. Papers, </unittitle>
    <unitdate
    unitdatetype="inclusive">1971-1983</unitdate>
    <unitid countrycode="US"
    repositorycode="cbgtu" identifier="http://
    library.syr.edu/guides/s/stone_dc.htm"
```

```
                label="Accession number"> GTU 2001-8-03
        </unitid>
        <origination label="Creator">
          <persname source="lcnaf">
            <part>Stone, Donald C., Jr.</part>
          </persname>
        </origination>
        <physdesc label="Extent">4 boxes, 4 linear
        ft. </physdesc>
        <repository label="Repository">
          <corpname>
            <part>The Graduate Theological
            Union</part>
          </corpname>
          <address>
            <addressline>Berkeley,
            California</addressline>
          </address>
        </repository>
        <abstract label="Abstract">The papers
        document Donald C. Stone's work with
        Ornstein and Swencionis on the
          <emph render="italic">est</emph>
        Outcome Project, and the development
        of his doctoral research, including
        his various publications on the human
        potential movement, up to the completion
        of his doctoral dissertation.</abstract>
        <physloc label="Shelf location">5/
        D/4-5</physloc>
      </did>
  [. . .] </archdesc>
```

@instanceurl Instance URL (Table of Contents)

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

Example:

```
<control>
  <recordid instanceurl="http://
  drs.library.yale.edu/findaids/wa-mss-
  s-2636.xml">WA MSS S-2636</recordid>
  <otherrecordid localtype="mss"> S-2636
  </otherrecordid>
  <filedesc>[. . .]</filedesc>
[. . .] </control>
```

@label **Label** (Table of Contents)

Summary:	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>.
Data Type:	string
Example:	`<unitid countrycode="US" repositorycode="cu-i" label="Collection number">MS-R72</unitid>`

@lang Language (Table of Contents)

Summary:	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.
Data Type:	NMTOKEN

Example:

```
<controlaccess>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="eng">
    <part>Hudson's Bay Company</part>
  </corpname>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="fre">
    <part>Compagnie de la Baie d'Hudson</part>
  </corpname>
</controlaccess>
```

@langcode Language Code (Table of Contents)

Summary:	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> .
Data Type:	NMTOKEN

Example:

```
<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
```

@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

Example:
```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
   <recordid>DFA/PREU</recordid>
   <filedesc>
     <titlestmt>
       <titleproper
       encodinganalog="245">Permanent
       Representation of Ireland to the
       European Union</titleproper>
     </titlestmt>
   </filedesc>
   <maintenancestatus
   value="derived"></maintenancestatus>
   <maintenanceagency countrycode="IE">
     <agencycode>IE-NAI</agencycode>
     <agencyname>National Archives of
     Ireland</agencyname>
   </maintenanceagency>
   <maintenancehistory>
     <maintenanceevent>
       <eventtype value="derived"></eventtype>
       <eventdatetime
       standarddatetime="2014-05-12T23:59:59">12
       May 2014</eventdatetime>
       <agenttype value="machine"></agenttype>
       <agent>Converted_apeEAD_version_1.4.8</agent>
     </maintenanceevent>
   </maintenancehistory>
</control>
```

@lastdatetimeverified Last Date and Time Verified (Table of Contents)

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

Example:

```
<control> [. . .]
   <conventiondeclaration>
     <abbr>DACS</abbr>
     <citation href="http://
     www2.archivists.org/standards/DACS"
     lastdatetimeverified="2015-07-02T16:30:21-5:00"
     linktitle="DACS in HTML on SAA website"
     actuate="onload" show="new">Describing
     Archives: a Content Standard</citation>
     <descriptivenote>
       <p>DACS was used as the primary
       description standard.</p>
     </descriptivenote>
   </conventiondeclaration>
[. . .] </control>
```

@level Level (Table of Contents)

Summary: 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.

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

Example:
```
<dsc dsctype="combined">
  <c level="series">
    <did>
      <unitid>Series 1</unitid>
      <unittitle>Correspondence</unittitle>
    </did>
    <scopecontent>[...]</scopecontent>
    <c level="subseries">
      <did>
        <unitid>Subseries 1.1</unitid>
        <unittitle>Outgoing
        Correspondence</unittitle>
      </did>
      <c level="file">
        <did>
          <unittitle>Abbinger-
          Aldrich</unittitle>
        </did>
      </c>
    [. . .] </c>
  </c>
</dsc>
```

@linkrole Link Role (Table of Contents)

Summary:	A URI that characterizes the nature of the remote resource to which a linking element refers.
Data Type:	anyURI
Example:	`<representation href="http://drs.library.yale.edu:8083/fedora/get/beinecke:jonesss/PDF" linkrole="application/pdf">PDF version of finding aid</representation>`

@linktitle Link Title (Table of Contents)

Summary:	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.
Data Type:	token

Example:

```
<sources>
  <source
  lastdatetimeverified="2015-07-03T14:36:00-05:00"
  href="https://archive.org/details/
  dictionaryofamer00drakrich"
  actuate="onrequest" linktitle="Dictionary of
  American biography">
    <sourceentry>Dictionary of American
    biography: including men of the time ...
    and a supplement</sourceentry>
  [. . .] </source>
</sources>
```

@listtype List Type (Table of Contents)

Summary: 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>.

Values: deflist, ordered, unordered

Example:
```
<list listtype="unordered" mark="circle">
   <head>List of ministers of May Memorial
   Unitarian Universalist Church</head>
   <item>John Storer, Minister 1839-1844</item>
   <item>Samuel Joseph May, Minister
   1845-1868</item>
   <item>Samuel R. Calthrop, Minister
   1868-1911</item>
   <item>John H. Applebee, Minister
   1911-1929</item>
   <item>Waldemar W. Argow, Minister
   1930-1941</item>
   <item>Robert E. Romig, Minister
   1941-1946</item>
   <item>Glenn O. Canfield, Minister
   1946-1952</item>
   <item>John Fuller, Minister,
   1961-1973</item>
</list>
```

@localtype Local Type (Table of Contents)

Summary:	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>.
Data Type:	token

Example:

```
<c01 level="series">
  <did>
    <unittitle>...</unittitle>
  </did>
  <c02 level="file">
    <did>
      <container localtype="box"> 3
      </container>
      <container localtype="folder"> 18
      </container>
      <unittitle>Parent-Teacher Association of
      Fondsville</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1959/1972">1959-1972</unitdate>
    </did>
  </c02>
</c01>
```

@mark Mark

Summary: 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

Example:
```
<list listtype="unordered" mark="circle">
   <head>List of ministers of May Memorial
   Unitarian Universalist Church</head>
   <item>John Storer, Minister 1839-1844</item>
   <item>Samuel Joseph May, Minister
   1845-1868</item>
   <item>Samuel R. Calthrop, Minister
   1868-1911</item>
   <item>John H. Applebee, Minister
   1911-1929</item>
   <item>Waldemar W. Argow, Minister
   1930-1941</item>
   <item>Robert E. Romig, Minister
   1941-1946</item>
   <item>Glenn O. Canfield, Minister
   1946-1952</item>
   <item>John Fuller, Minister,
   1961-1973</item>
</list>
```

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

Summary:	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>.
Data Type:	NMTOKEN
Example:	

```
<bioghist>
  <head althead="Family relations">Bach family
  relations listing spouses and children of
  the major family members</head>
  <table pgwide="true">
    <tgroup cols="3">
      <colspec colnum="1"
      colname="member"></colspec>
      <colspec colnum="2"
      colname="spouse"></colspec>
      <colspec colnum="3" colname="child"
      align="char" char="*"
      charoff="2"></colspec>
      <thead>
        <row>
          <entry colname="member">Major
          family members</entry>
          <entry
          colname="spouse">Spouses</entry>
          <entry
          colname="child">Children</entry>
        </row>
      </thead>
      <tbody>
        <row>
          <entry colname="member"></entry>
          <entry colname="spouse"
          morerows="2" valign="top">Anna
          Magdalena, geb. Wilcke (1701-
          1760)</entry>
          <entry colname="child">* Gottfried
          Heinrich Bach (1724-1763)</entry>
        </row>
      </tbody>
    </tgroup>
  </table>
</bioghist>
```

@nameend Name End (Table of Contents)

Summary:	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>.
Data Type:	NMTOKEN

Example:

```
<scopecontent>
  <table pgwide="false">
    <tgroup cols="4">
      <colspec colnum="1"
      colname="correspondent"></colspec>
      <colspec colnum="2"
      colname="total"></colspec>
      <colspec colnum="3"
      colname="sent"></colspec>
      <colspec colnum="4"
      colname="received"></colspec>
      <thead>
        <row>
          <entry
          colname="correspondent">Correspondent</entry>
          <entry colname="total">Total number
          of letters</entry>
          <entry namest="sent"
          nameend="received">Letters sent and
          received</entry>
        </row>
      </thead>
      <tbody>
        <row>
          <entry
          colname="correspondent">Douglass,
          Frederick</entry>
          <entry colname="total">93</entry>
          <entry colname="sent">47</entry>
          <entry
          colname="received">46</entry>
        </row>
        <row>
          <entry
          colname="correspondent">Phillips,
          Wendell</entry>
          <entry colname="total">17</entry>
          <entry colname="sent">12</entry>
          <entry colname="received">5</entry>
        </row>
      </tbody>
    </tgroup>
  </table>
</scopecontent>
```

@namest Name Start (Table of Contents)

Summary: 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.

Data Type: NMTOKEN

Example:

```
<scopecontent>
  <table pgwide="false">
    <tgroup cols="4">
      <colspec colnum="1"
      colname="correspondent"></colspec>
      <colspec colnum="2"
      colname="total"></colspec>
      <colspec colnum="3"
      colname="sent"></colspec>
      <colspec colnum="4"
      colname="received"></colspec>
      <thead>
        <row>
          <entry
          colname="correspondent">Correspondent</entry>
          <entry colname="total">Total number
          of letters</entry>
          <entry namest="sent"
          nameend="received">Letters sent and
          received</entry>
        </row>
      </thead>
      <tbody>
        <row>
          <entry
          colname="correspondent">Douglass,
          Frederick</entry>
          <entry colname="total">93</entry>
          <entry colname="sent">47</entry>
          <entry
          colname="received">46</entry>
        </row>
        <row>
          <entry
          colname="correspondent">Phillips,
          Wendell</entry>
          <entry colname="total">17</entry>
          <entry colname="sent">12</entry>
          <entry colname="received">5</entry>
        </row>
      </tbody>
    </tgroup>
  </table>
</scopecontent>
```

@normal Normal (Table of Contents)

Summary:
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.

Summary:
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>.

Data Type:
token

Examples:
```
<dsc type="analyticover">
  <c level="subseries">
    <did>
      <unittitle>Documentary
      Movies</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1952/1964"> 1952-1964
      </unitdate>
      <abstract>Includes scores, arranged
      alphabetically by movie title,
      and some correspondence, arranged
      chronologically.</abstract>
    </did>
  </c>
[. . .] </dsc>
```

```
<descriptivenote>
  <p>Basic biographical information about
     <persname source="lcnaf" normal="Freeman,
     Nathaniel, 1741-1827">
        <part>Nathaniel Freeman</part>
     </persname>
  was taken from
     <title>
        <part>Dictionary of American biography:
        including men of the time ... and a
        supplement</part>
     </title>
  , page 340.</p>
</descriptivenote>
```

@notafter Not After (Table of Contents)

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

Examples:

```
<unitdatestructured unitdatetype="inclusive">
  <daterange>
    <fromdate notafter="1962">1962</fromdate>
    <todate notafter="1968">1968</todate>
  </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
  <daterange>
    <fromdate notbefore="1971"
    notafter="1975">around 1973</fromdate>
    <todate standarddate="1992">1992</todate>
  </daterange>
</unitdatestructured>
```

@notbefore Not Before

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

Data Type: token

Examples:
```
<unitdatestructured unitdatetype="inclusive">
   <daterange>
      <fromdate notafter="1962">1962</fromdate>
      <todate notafter="1968">1968</todate>
   </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
   <daterange>
      <fromdate notbefore="1971"
      notafter="1975">around 1973</fromdate>
      <todate standarddate="1992">1992</todate>
   </daterange>
</unitdatestructured>
```

@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

Example:
```
<fileplan>
  <head>AGRICULTURE (AG)</head>
  <list listtype="ordered"
  numeration="arabic">
    <item>Home Economics</item>
    <item>Horticulture</item>
    <item>Marketing</item>
    <item>Price Support</item>
  </list>
</fileplan>
```

@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

Example:

```
<daoset base="https://calisphere.org/item/">
  <dao daotype="otherdaotype"
  otherdaotype="surrogate"
  href="d3888b77-7d95-4fd0-bcdd-
  ab5551a4f013"></dao>
  <dao daotype="otherdaotype"
  otherdaotype="surrogate"
  href="d5e032bf-57a3-45e9-9f14-1782bc2e95e7"></dao>
  <dao daotype="otherdaotype"
  otherdaotype="surrogate" href="fd76d8fb-
  cafb-44c5-a5b5-e34673498b7a"></dao>
</daoset>
```

@otherdsctype Other Description of Subordinate Components Type

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

Example:

```
<dsc dsctype="otherdsctype"
otherdsctype="structural">
  <c level="subseries">
    <did>
      <unittitle>Clippings</unittitle>
    </did>
    <c level="otherlevel" otherlevel="sub-
    subseries">
      <did>
        <unittitle>Clippings
        (chronological)</unittitle>
      </did>
    </c>
    <c level="otherlevel" otherlevel="sub-
    subseries">
      <did>
        <unittitle>Clippings
        (persons)</unittitle>
      </did>
    </c>
  </c>
  <c level="subseries">
    <did>
      <unittitle>Notes</unittitle>
    </did>
  </c>
</dsc>
```

@otherlevel Other Level (Table of Contents)

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

Data Type:
token

Example:
```
<dsc dsctype="otherdsctype"
otherdsctype="structural">
  <c level="subseries">
    <did>
      <unittitle>Clippings</unittitle>
    </did>
    <c level="otherlevel" otherlevel="sub-
    subseries">
      <did>
        <unittitle>Clippings
        (chronological)</unittitle>
      </did>
    </c>
    <c level="otherlevel" otherlevel="sub-
    subseries">
      <did>
        <unittitle>Clippings
        (persons)</unittitle>
      </did>
    </c>
  </c>
  <c level="subseries">
    <did>
      <unittitle>Notes</unittitle>
    </did>
  </c>
</dsc>
```

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

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

```
<physdescstructured coverage="whole"
physdescstructuredtype="otherphysdescstructuredtype"
otherphysdescstructuredtype="duration">
  <quantity>30</quantity>
  <unittype>minutes</unittype>
</physdescstructured>
```

@otherrelationtype Other Relation Type (Table of Contents)

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

```
<relation relationtype="otherrelationtype"
otherrelationtype="Creator">
  <relationentry>Exxon Valdez oil
  spill</relationentry>
  <geogname>
    <part>Bligh Reef, Prince William Sound,
    Alaska</part>
    <geographiccoordinates
    coordinatesystem="utm">6V 490800mE
    6719917mN</geographiccoordinates>
  </geogname>
</relation>
```

@parallel Parallel (Table of Contents)

Summary:	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>.
Values:	part, whole

Examples:

```
<physdescset parallel="true">
   <physdescstructured coverage="part"
   physdescstructuredtype="spaceoccupied">
      <quantity>650</quantity>
      <unittype>gigabytes</unittype>
   </physdescstructured>
   <physdescstructured coverage="part"
   physdescstructuredtype="carrier">
      <quantity>1</quantity>
      <unittype>hard disk</unittype>
   </physdescstructured>
   <physdescstructured coverage="part"
   physdescstructuredtype="materialtype">
      <quantity>7500</quantity>
      <unittype>electronic files</unittype>
   </physdescstructured>
</physdescset>
<physdescset parallel="false" coverage="whole">
   <physdescstructured coverage="part"
   physdescstructuredtype="carrier">
      <quantity>50</quantity>
      <unittype>boxes</unittype>
   </physdescstructured>
   <physdescstructured coverage="part"
   physdescstructuredtype="carrier">
      <quantity>5</quantity>
      <unittype>broadside folders</unittype>
   </physdescstructured>
</physdescset>
```

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

Summary:	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>.
Data Type:	IDREFS

Example:

```
<dsc dsctype="combined">
  <c level="series">
    <did>
      <unittitle>Correspondence</unittitle>
    </did>
    <scopecontent>
      <p>[...]</p>
    </scopecontent>
    <c level="file">
      <did>
        <container id="mss1993-043.1.1"
        localtype="box"> 1 </container>
        <container parent="mss1993-043.1.1"
        localtype="folder"> 1 </container>
        <unittitle>Family</unittitle>
        <unitdate
        normal="1942/1947">1942-1947</unitdate>
      </did>
    </c>
    <c level="file">
      <did>
        <container parent="mss1993-043.1.1"
        localtype="folder"> 2 </container>
        <unittitle>General</unittitle>
        <unitdate
        normal="194401/194408">January-August
        1944</unitdate>
      </did>
    </c>
    <c level="file">
      <did>
        <container parent="mss1993-043.1.1"
        localtype="folder"> 3 </container>
        <unittitle>General</unittitle>
        <unitdate
        normal="194409/194503">August 1944-
        March 1945</unitdate>
      </did>
    </c>
  </c>
</dsc>
```

@pgwide Page Wide (Table of Contents)

Summary: 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.

Values: false, true

Example:

```
<scopecontent>
  <table pgwide="false">
    <tgroup cols="4">
      <colspec colnum="1"
      colname="correspondent"></colspec>
      <colspec colnum="2"
      colname="total"></colspec>
      <colspec colnum="3"
      colname="sent"></colspec>
      <colspec colnum="4"
      colname="received"></colspec>
      <thead>
        <row>
          <entry
          colname="correspondent">Correspondent</entry>
          <entry colname="total">Total number
          of letters</entry>
          <entry namest="sent"
          nameend="received">Letters sent and
          received</entry>
        </row>
      </thead>
      <tbody>
        <row>
          <entry
          colname="correspondent">Douglass,
          Frederick</entry>
          <entry colname="total">93</entry>
          <entry colname="sent">47</entry>
          <entry
          colname="received">46</entry>
        </row>
        <row>
          <entry
          colname="correspondent">Phillips,
          Wendell</entry>
          <entry colname="total">17</entry>
          <entry colname="sent">12</entry>
          <entry colname="received">5</entry>
        </row>
      </tbody>
    </tgroup>
  </table>
</scopecontent>
```

@physdescstructuredtype Structured Physical Description Type (Table of Contents)

Summary:	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.
Values:	carrier, materialtype, otherphysdescstructuredtype, spaceoccupied

Example:

```
<physdescset parallel="true" coverage="part">
  <physdescstructured coverage="part"
  physdescstructuredtype="spaceoccupied">
    <quantity>6</quantity>
    <unittype>terabytes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>12</quantity>
    <unittype>hard drives</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>1800</quantity>
    <unittype>electronic files</unittype>
  </physdescstructured>
</physdescset>
```

@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

Example:

```
<archdesc level="fonds" localtype="inventory"
relatedencoding="ISAD(G)v2"
encodinganalog="3.1.4" lang="dut"
script="Latn">
  <did>
    <unittitle
    encodinganalog="3.1.2">Nederlandsche Gist-
    en Spiritusfabriek en Pharmaceutische
    Fabrieken voorheen Brocades-Stheeman &
    Pharmacia, in 1967 gefuseerd tot Gist-
    Brocades</unittitle>
    <unitdate calendar="gregorian" era="ce"
    encodinganalog="3.1.3" normal="1860/1967">
    1860-1967 (1987)</unitdate>
  </did>
[...] </archdesc>
```

@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

Example:

```
<archdesc>
  <did>
    <unittitle>Michael Butterworth
    Papers</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="resourcerelation"
    href="http://resolver.bl.uk/
    ark:/81055/vdc_100000000035.0x000122"
    actuate="onrequest" show="new"
    arcrole="http://www.w3c.org/2000/01/rdf-
    schema#seeAlso" linkrole="http://purl.org/
    archival/vocab/arch#Collection">
      <relationentry>Add MS 88967:
      Michael Butterworth and J
      G Ballard: Correspondence,
      1965-2011</relationentry>
    </relation>
  </relations>
[...] </archdesc>
```

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

Summary:	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.
Data Type:	token

Example:

```
<bibref>
  <persname relator="author">
    <part>Kinder, Dolores.</part>
  </persname>
  <title>
    <part>Once Upon a Lullaby.</part>
  </title>
  <geogname>
    <part>New York: </part>
  </geogname>
  <corpname relator="publisher">
    <part>Wells & Sons, </part>
  </corpname>
  <date localtype="publication"> 1931 </date>
</bibref>
```

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

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

Example:

```
<bibliography>
   <head>Bibliography</head>
   <p>Sources consulted by John Kobler.</p>
   <bibliography>
     <head>Monographs</head>
     <bibref>
       <title render="italic">
         <part>Affiches americaines</part>
       </title>
     San Domingo: Imprimerie royale du Cap,
     1782. Nos. 30, 35.</bibref>
     <bibref>Ardouin, Charles Nicholas Celigny.
       <title render="italic">
         <part>Essais sur l'histoire
         d'Haiti</part>
       </title>
     . Port-au-Prince, 1865.</bibref>
     <bibref>Bastien, Remy.
       <title render="italic">
         <part>Anthologie du folklore
         haitien</part>
       </title>
     ,
       <title render="doublequote">
         <part>Proverbes</part>
       </title>
     .Mexico, 1946. pp.83-91.</bibref>
     <bibref>Bellegarde, Dantes.
       <title render="italic">
         <part>Dessalines a parle</part>
       </title>
     . Port-au-Prince, 1948.Chap. IV: pp.
     47-54.</bibref>
   </bibliography>
   <bibliography>
     <head>Serial publications</head>
   [. . .] </bibliography>
</bibliography>
```

@repositorycode Repository Code

Summary: 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>.

Data Type: token

Example:
```
<archdesc level="collection">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Donald C. Stone,
    Jr. Papers, </unittitle>
    <unitdate
    unitdatetype="inclusive">1971-1983</unitdate>
    <unitid countrycode="US"
    repositorycode="cbgtu" identifier="http://
    library.syr.edu/guides/s/stone_dc.htm"
    label="Accession number"> GTU 2001-8-03
    </unitid>
    <origination label="Creator">
      <persname source="lcnaf">
        <part>Stone, Donald C., Jr.</part>
      </persname>
    </origination>
    <physdesc label="Extent">4 boxes, 4 linear
    ft. </physdesc>
    <repository label="Repository">
      <corpname>
        <part>The Graduate Theological
        Union</part>
      </corpname>
      <address>
        <addressline>Berkeley,
        California</addressline>
      </address>
    </repository>
    <abstract label="Abstract">The papers
    document Donald C. Stone's work with
    Ornstein and Swencionis on the
      <emph render="italic">est</emph>
    Outcome Project, and the development
    of his doctoral research, including
    his various publications on the human
```

```
                    potential movement, up to the completion
                    of his doctoral dissertation.</abstract>
                    <physloc label="Shelf location">5/
                    D/4-5</physloc>
                  </did>
              [. . .] </archdesc>
```

@repositoryencoding Repository Encoding (Table of

Contents)

Summary:	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>.
Values:	iso15511, otherrepositoryencoding
Example:	

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid>DFA/PREU</recordid>
  <filedesc>
    <titlestmt>
      <titleproper
      encodinganalog="245">Permanent
      Representation of Ireland to the
      European Union</titleproper>
    </titlestmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
  <maintenanceagency countrycode="IE">
    <agencycode>IE-NAI</agencycode>
    <agencyname>National Archives of
    Ireland</agencyname>
  </maintenanceagency>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"></eventtype>
      <eventdatetime
      standarddatetime="2014-05-12T23:59:59">12
      May 2014</eventdatetime>
      <agenttype value="machine"></agenttype>
      <agent>Converted_apeEAD_version_1.4.8</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
```

@rowsep Row Separator (Table of Contents)

Summary: 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.

Values: false, true

Example:
```
<table frame="all" colsep="true" rowsep="true">
   <head>Dates of Existence for Local
   Chapters</head>
   <tgroup align="center" cols="3">
      <colspec colname="chaptertitle"
      colnum="1"></colspec>
      <colspec colname="yearformed"
      colnum="2"></colspec>
      <colspec colname="yeardisbanded"
      colnum="3"></colspec>
      <thead valign="middle">
         <row>
            <entry colname="chaptertitle">Chapter
            Title</entry>
            <entry colname="yearformed">Year
            Formed</entry>
            <entry colname="yeardisbanded">Year
            Disbanded</entry>
         </row>
      </thead>
      <tbody valign="middle">
         <row>
            <entry colname="chaptertitle">Local
            Chapter 543</entry>
            <entry
            colname="yearformed">1923</entry>
            <entry
            colname="yeardisbanded">1967</entry>
         </row>
      </tbody>
   </tgroup>
</table>
```

@rules Rules (Table of Contents)

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

```
<archdesc level="fonds">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Richard
    Egan manuscript maps of Orange
    County</unittitle>
    <unitdate unitdatetype="inclusive"
    normal="1878/1879">Circa
    1878-1879</unitdate>
    <unitid countrycode="US"
    repositorycode="cu-i" label="Collection
    number">MS-R72</unitid>
    <origination label="Creator">
      <persname rules="aacr2">
        <part>Egan, Richard</part>
        <part>1842-1923</part>
      </persname>
    </origination>
    <repository label="Repository">
      <corpname rules="aacr2">
        <part>University of California,
        Irvine</part>
        <part>Library</part>
        <part>Special Collections and
        Archives</part>
      </corpname>
    </repository>
  </did>
</archdesc>
```

@script Script

Summary:	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.
Data Type:	NMTOKEN
Example:	

```
<bioghist> [. . .]
  <p>Thanatos (
    <foreign lang="grc" script="Grek"> Θάνατος
    </foreign>
  ) was the personification of death. He was
  a minor figure in Greek mythology, often
  referred to, but rarely appearing in person.
  </p>
[. . .] </bioghist>
```

@scriptcode Script Code (Table of Contents)

Summary: The code for the writing script used with a given
language. 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>. Available in
<script>.

Data Type: NMTOKEN

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

@scriptencoding Script Encoding (Table of Contents)

Summary:	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>.
Values:	iso15924, otherscriptencoding

Example:

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid>DFA/PREU</recordid>
  <filedesc>
    <titlestmt>
      <titleproper
      encodinganalog="245">Permanent
      Representation of Ireland to the
      European Union</titleproper>
    </titlestmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
  <maintenanceagency countrycode="IE">
    <agencycode>IE-NAI</agencycode>
    <agencyname>National Archives of
    Ireland</agencyname>
  </maintenanceagency>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"></eventtype>
      <eventdatetime
      standarddatetime="2014-05-12T23:59:59">12
      May 2014</eventdatetime>
      <agenttype value="machine"></agenttype>
      <agent>Converted_apeEAD_version_1.4.8</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
```

@show Show (Table of Contents)

Summary:	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.
Values:	new, replace, embed, other, none

Example:

```
<control> [. . .]
  <conventiondeclaration>
    <abbr>DACS</abbr>
    <citation href="http://
    www2.archivists.org/standards/DACS"
    lastdatetimeverified="2015-07-02T16:30:21-5:00"
    linktitle="DACS in HTML on SAA website"
    actuate="onload" show="new">Describing
    Archives: a Content Standard</citation>
    <descriptivenote>
      <p>DACS was used as the primary
      description standard.</p>
    </descriptivenote>
  </conventiondeclaration>
[. . .] </control>
```

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

Summary: 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>.

Data Type: token

Example:

```
<controlaccess>
  <function encodinganalog="657" source="aat">
    <part>Legislating</part>
  </function>
  <function encodinganalog="657" source="aat">
    <part>Law enforcing</part>
  </function>
  <function encodinganalog="657" source="aat">
    <part>Convicting</part>
  </function>
</controlaccess>
```

@standarddate Standard Date (Table of Contents)

Summary:	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.
Data Type:	token

Example:

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

@standarddatetime Standard Date Time (Table of

Contents)

Summary:	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>.
Data Type:	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.]

Example:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="derived"></eventtype>
    <eventdatetime
    standarddatetime="2015-09-13T08:05:33-05:00">13
    September 2015</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>EAD2002_to_EAD3.xsl</agent>
    <eventdescription>Conversion from
    EAD 2002 finding aid using XSL
    transformation.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2015-09-14T10:05:23-05:00">14
    September 2014</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Lisa Bolkonskaya</agent>
    <eventdescription>Conversion from EAD 2002
    revised. Conventions and local control
    added..</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2015-09-16T14:23:42-05:00">16
    September 2014</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Lisa Bolkonskaya</agent>
    <eventdescription>Minor revisions. Added
    sources.</eventdescription>
  </maintenanceevent>
</maintenancehistory>
```

@target Target (Table of Contents)

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

Data Type: IDREF

Example:
```
<indexentry>
  <famname>
    <part>Hely-Hutchinson family</part>
  </famname>
  <indexentry>
    <genreform>
      <part>Pedigree, 20th cent.</part>
    </genreform>
    <ref target="EngC5769-f74" show="replace"
    actuate="onrequest">MS. Eng. c. 5769, fol.
    74</ref>
  </indexentry>
</indexentry>
```

@transliteration Transliteration (Table of Contents)

Summary:	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.
Data Type:	NMTOKEN

Example:

```
<relations>
  <relation relationtype="cpfrelation">
    <relationentry localtype="original-
    language" lang="ger">Hannah Arendt
    (1906-1975)</relationentry>
    <relationentry localtype="translation"
    lang="jap" transliteration="DIN32708">####
    #, ## (1906-1975)</relationentry>
  </relation>
</relations>
```

@unit Unit

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

Example:

```
<physdescstructured coverage="whole"
physdescstructuredtype="materialtype">
  <quantity>10</quantity>
  <unittype>posters</unittype>
  <dimensions>
    <dimentions unit="inches"
    localtype="height">23</dimentions>
    <dimentions unit="inches"
    localtype="width">35</dimentions>
  </dimensions>
</physdescstructured>
```

@unitdatetype Unit Date Type (Table of Contents)

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

Example:

```
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
  <daterange>
    <fromdate notbefore="1971"
    notafter="1975">around 1973</fromdate>
    <todate standarddate="1992">1992</todate>
  </daterange>
</unitdatestructured>
```

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

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

Values: top, middle, bottom

Example:
```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

@value Value (Table of Contents)

Summary:	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:
Values:	Values in <eventtype>: created, revised, deleted, cancelled, derived, updated, unknown
Values:	Values in <agenttype>: human, machine, unknown
Values:	Values in <publicationstatus>: inprocess, approved, published
Values:	Values in <maintenancestatus>: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived

Example:

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid instanceurl="https://
  archiveshub.jisc.ac.uk/files/isleofmanpro/
  im1586-s34.xml">im1586-s34</recordid>
  <filedesc>
    <titlestmt>
      <titleproper
      encodinganalog="245">Records of the
      Economic Affairs division: subject
      files</titleproper>
    </titlestmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
  <maintenanceagency countrycode="IM">
    <agencycode>IM-1586</agencycode>
    <agencyname>Isle of Man Public Records
    Office</agencyname>
  </maintenanceagency>
  <conventiondeclaration>
    <abbr>apeMETSRights</abbr>
    <citation href="http://
    www.archivesportaleurope.net/
    Portal/profiles/apeMETSRights.xsd">
```

```
                        rts:rightscategory in userestrict/
                        encodinganalog</citation>
                  </conventiondeclaration>
                  <maintenancehistory>
                     <maintenanceevent>
                        <eventtype value="created">Created
                        using the Archives Hub Editor
                        2017-03-10</eventtype>
                        <eventdatetime
                        standarddatetime="2017-03-10T23:59:59">10
                        March 2017</eventdatetime>
                        <agenttype value="human"></agenttype>
                        <agent></agent>
                     </maintenanceevent>
                     <maintenanceevent>
                        <eventtype value="revised">Normalised
                        for publication by Archives
                        Hub</eventtype>
                        <eventdatetime
                        standarddatetime="2017-03-10T23:59:59">10
                        March 2017</eventdatetime>
                        <agenttype value="machine"></agenttype>
                        <agent>Archives Hub</agent>
                     </maintenanceevent>
                     <maintenanceevent>
                        <eventtype value="revised">Last
                        revision by Isle of Man Public Record
                        Office</eventtype>
                        <eventdatetime
                        standarddatetime="2017-09-26T23:59:59">26
                        September 2017</eventdatetime>
                        <agenttype value="human"></agenttype>
                        <agent></agent>
                     </maintenanceevent>
                     <maintenanceevent>
                        <eventtype value="derived"></eventtype>
                        <eventdatetime
                        standarddatetime="2019-10-16T23:59:59">16
                        October 2019</eventdatetime>
                        <agenttype value="machine"></agenttype>
                        <agent>Converted_apeEAD_version_2.7.2</agent>
                     </maintenanceevent>
                  </maintenancehistory>
               </control>
```

@xpointer XPOINTER (Table of Contents)

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

Data Type: token

Example:
```
<relatedmaterial>
   <p>See the letters from Frederick Douglass,
   1870-1886</p>
</relatedmaterial>
```

Elements

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

Summary:	An element for encoding the shortened form of a word or phrase.
May contain:	[text]
May occur within:	abstract, addressline, archref, author, bibref, citation, container, conventiondeclaration, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, localtypedeclaration, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, rightsdeclaration, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

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

Attribute usage:	Use @expan to provide the full form of the abbreviation, which may be given for indexing or searching purposes.
Description and Usage:	Used to record the abbreviated form of a word or phrase, for example, an acronym.
	Use <abbr> within <conventiondeclaration> to identify the code for a thesaurus, controlled vocabulary, or another standard used in creating the EAD description. To improve interoperability, it is recommended that the value be selected from an authorized list of codes such as the MARC Description Convention Source Codes (http://www.loc.gov/standards/sourcelist/descriptive-conventions.html).
	In other elements, use <abbr> with @expan to encode abbreviations as they occur within the description, if you wish to use an abbreviation while also providing its fuller form.
Availability:	Within <control>: Optional, not repeatable
	Within other elements: Optional, repeatable

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

Examples:
```
<conventiondeclaration>
  <abbr> ISAD(G) </abbr>
  <citation>ISAD(G): General International
  Standard Archival Description, second
  edition, Ottawa 2000</citation>
</conventiondeclaration>
<didnote>File also contains materials from the
  <abbr expan="American Civil Liberties
  Union"> ACLU </abbr>
</didnote>
<c02>
  <did>
    <unittitle>
      <abbr expan="United Nations Educational,
      Scientific and Cultural Organization">
      UNESCO </abbr>
    </unittitle>
  [. . .] </did>
</c02>
```

References: MARC 520

MODS

Examples:
```
<archdesc level="fonds">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Richard
    Egan manuscript maps of Orange
    County</unittitle>
    <unitdate unitdatetype="inclusive"
    normal="1878/1879">Circa
    1878-1879</unitdate>
    <unitid countrycode="US"
    repositorycode="cu-i" label="Collection
    number">MS-R72</unitid>
    <origination label="Creator">
      <persname rules="aacr2">
        <part>Egan, Richard</part>
        <part>1842-1923</part>
      </persname>
    </origination>
    <repository label="Repository">
      <corpname rules="aacr2">
        <part>University of California,
        Irvine</part>
        <part>Library</part>
        <part>Special Collections and
        Archives</part>
      </corpname>
    </repository>
    <abstract label="Abstract"> Four
    manuscript survey maps and one plat map
    depicting areas of Orange County and
    attributed to the noted surveyor and judge
    Richard Egan. One map is dated 1878 and
    1879 by Egan. The other maps are undated
    and unsigned but it is likely that he
    drew them during these years. These maps
    primarily depict subdivisions of non-
    rancho tracts of land occupying what is
    now Orange County, with the addition of
    some topographical details. </abstract>
  </did>
</archdesc>
```

```
<c02 level="file">
  <did>
    <unittitle>Family</unittitle>
    <abstract> parents, grandparents, cousin
    Anne </abstract>
    <unitdate
    normal="1956/1973">1956-1973</unitdate>
    <container label="Box">104</container>
    <container
    label="Folder(s)">6578-6579</container>
  </did>
</c02>
```

<accessrestrict>

<accessrestrict> Conditions Governing Access

(Table of Contents)

Summary:	An element for information about conditions that affect the availability of the materials being described.
May contain:	accessrestrict, blockquote, chronlist, head, list, p, table
May occur within:	accessrestrict, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

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

Description and Usage:	Record in <accessrestrict> information about the availability of the described materials, whether due to the nature of the information in the materials being described, the physical condition of the materials, or the location of the materials. Examples include restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff. May also indicate that the materials are not restricted.
Availability:	Optional, repeatable
See also:	Do not confuse with <userestrict>, which records information about limitations on the use of the described materials after access has been granted.
	Do not confuse with <legalstatus>, which records the statutorily-defined status of the materials being described.
References:	ISAD(G) 3.4.1
	MARC 355, 506
	MODS <accessCondition>

Examples:

```
<accessrestrict>
  <p>There are no access restrictions on this
  collection.</p>
</accessrestrict>
<accessrestrict>
  <p>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.</p>
</accessrestrict>
<c02 level="file">
  <did>
    <container label="Box">104</container>
    <container
    label="Folder(s)">6578-6579</container>
    <unittitle>
      <emph render="italic">Technics
      and Civilization (Form and
      Personality)</emph>
    </unittitle>
    <unitdate unitdatetype="inclusive"
    normal="1931/1933">1931-1933</unitdate>
  </did>
  <scopecontent>
    <p>Draft fragments.</p>
  </scopecontent>
  <accessrestrict>
    <p>Only the photocopies (housed in Box
    105) of these fragile materials may be
    used.</p>
  </accessrestrict>
</c02>
```

< accruals >

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

Summary:	An element for information about anticipated additions to the materials being described.
May contain:	accruals, blockquote, chronlist, head, list, p, table
May occur within:	accruals, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

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

Description and Usage:	Used to indicate anticipated additions to the material already held by the repository. May indicate quantity and frequency of the accruals. The element may also be used to indicate no additions are expected.
Availability:	Optional, repeatable
References:	ISAD(G) 3.3.3
	MARC 584

Examples:

```
<accruals>
  <p>No further materials are expected for
  this collection.</p>
</accruals>
<accruals>
  <p>Noncurrent additions to this Record
  Group are transferred from the Development
  Department annually at the end of the fiscal
  year in June.</p>
</accruals>
```

< acqinfo >

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

Summary:	An element for encoding the immediate source of acquisition of the materials being described.
May contain:	acqinfo, blockquote, chronlist, head, list, p, table
May occur within:	acqinfo, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

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

Description and Usage:	Use < acqinfo > to identify the source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits.
Availability:	Optional, repeatable
See also:	Note that the accession number may be encoded in < unitid > within < did >. < separatedmaterial > should be used for indicating items acquired as part of a collection and then subsequently removed from the collection. Do not confuse with < custodhist >, which should be used for information about the chain of ownership before the materials reached the repository.
References:	ISAD(G) 3.2.4
	MARC 541

Examples:

```
<acqinfo>
  <chronlist>
    <chronitem>
      <datesingle>1945</datesingle>
      <event>Transfer from
        <corpname>
          <part>National Park Service</part>
        </corpname>
        , Accession number 45.22 </event>
    </chronitem>
  </chronlist>
</acqinfo>
<acqinfo>
  <p>Source unknown. Originally deposited
  in University Library, transferred to
  Department of Palaeography,
    <date normal="19580424">24 April
    1958</date>
  . </p>
</acqinfo>
```

<address>

<address> Address (Table of Contents)

Summary:	An element that binds together one or more <addressline> elements that provide contact information for a repository or publisher.
May contain:	addressline
May occur within:	publicationstmt, repository

Attributes:

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

Description and Usage:

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

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

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

Availability:

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

Within <repository>:Optional, not repeatable

Examples:

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

```
<publicationstmt>
  <publisher>The Bancroft Library.</publisher>
  <address>
    <addressline>University of California,
    Berkeley.</addressline>
    <addressline>Berkeley, California
    94720-6000</addressline>
    <addressline>Phone:
    510/642-6481</addressline>
    <addressline>Fax:
    510/642-7589</addressline>
    <addressline>Email:
    bancref@library.berkeley.edu</addressline>
  </address>
</publicationstmt>
<repository>
  <corpname>
    <part>University of California, Irvine.
    Library. Special Collections and
    Archives.</part>
  </corpname>
  <address>
    <addressline>Irvine, California
    92623-9557</addressline>
  </address>
</repository>
```

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

Summary:	A generic element for recording one line of an address, whether postal or other.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	address

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

Attribute usage:	Use @localtype, if local use requires specification of the type of information contained in the line.
Description and Usage:	< addressline > may be repeated as many times as necessary to enter all parts of an address.
Availability:	Required, repeatable

Example:

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

<agencycode>

<agencycode> Agency Code (Table of Contents)

Summary:	A child element of <maintenanceagency> that provides a code for the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.
May contain:	[text]
May occur within:	maintenanceagency

Attributes:

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

Description and Usage:

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

It is recommended that the code follow the format of the International Standard Identifier for Libraries and Related Organizations (ISIL: ISO 15511): a prefix, a dash, and an identifier. The code is alphanumeric (characters A-Z, 0-9, solidus, hyphen-minus, and colon) with a maximum of 16 characters. If appropriate to local or national convention, insert avalid 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 <agencycode>.

Availability: Optional, not repeatable

See also: Use <agencyname> to record the name of the agency.

Use <otheragencycode> to record any alternative codes representing the agency.

<recordid>, which together with <agencycode> provides a globally unique identifier for the EAD instance.

References: ISAD(G) 3.1.1

MODS <recordContentSource>

Examples:
```
<maintenanceagency>
  <agencycode> AU-ANL:PEAU </agencycode>
  <agencyname>National Library of
  Australia</agencyname>
</maintenanceagency>
<maintenanceagency>
  <agencycode> DNASA-G </agencycode>
  <otheragencycode
  localtype="agency">GSFC</otheragencycode>
  <agencyname>NASA Goddard Space Flight
  Center</agencyname>
</maintenanceagency>
```

<**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

Attributes:

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

Attribute usage: Use @localtype if local use requires recording the type of name.

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

See also: Use <agencycode> to record a code for representating the agency, which together with <recorded> provides a globally unique identifier for the EAD instance.

Use <otheragencycode> for any alternative codes.

References: MODS <recordContentSource>

Examples:

```
<maintenanceagency>
  <agencycode> AU-ANL:PEAU </agencycode>
  <agencyname> National Library of Australia
  </agencyname>
</maintenanceagency>
<maintenanceagency>
  <otheragencycode
  localtype="archon">GB-58</otheragencycode>
  <agencyname> British Library </agencyname>
</maintenanceagency>
<maintenanceagency>
  <agencycode>DNASA-G</agencycode>
  <otheragencycode
  localtype="agency">GSFC</otheragencycode>
  <agencyname> NASA Goddard Space Flight
  Center </agencyname>
</maintenanceagency>
```

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

Summary:	A required child element of <maintenanceevent> that provides the name of a person, institution, or system responsible for the creation, modification, or deletion of an EAD instance.
May contain:	[text]
May occur within:	maintenanceevent

Attributes:

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

Description and Usage:

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

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

Availability: Required, not repeatable

See also: Use the sibling element <agenttype> to indicate the type of agent.

Examples:

```
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
  standarddatetime="2006-10">October
  2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
  <eventdescription>Finding aid
  created.</eventdescription>
</maintenanceevent>
```

```xml
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
  standarddatetime="2006-10">October
  2006</eventdatetime>
  <agenttype value="machine"></agenttype>
  <agent>Beinecke Library Edix/Wordix
  macros</agent>
  <eventdescription>Encoded in EAD
  1.0.</eventdescription>
</maintenanceevent>
```

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

Summary:	A required child element of <maintenanceevent> that indicates the type of agent responsible for the creation, modification, or deletion of an EAD instance.
May contain:	[text]
May occur within:	maintenanceevent

Attributes:

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

Attribute usage:	<agenttype> requires use of @value, which must be set to "human," "machine," or "unknown," and should correspond to the information recorded in <agent>. For example, if the <agent> is Jane Marshall, the value of <agenttype> should be set to "human." If the <agent> is a database, style sheet, or other system, the value of <agenttype> should be set to "machine." The value of <agenttype> may also be set to "unknown" if the agent and/or type of agent cannot be determined.
Description and Usage:	Use <agenttype> and the @value to indicate the type of agent responsible for the creation, modification, or deletion of an EAD instance, as captured in <maintenanceevent>. The element should remain empty unless text is necessary to provide a value for <agenttype> in a language other than English.
Availability:	Required, not repeatable
See also:	Use the sibling element <agent> to encode the agent's name.

Examples:

```
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
  standarddatetime="2006-10">October
  2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
  <eventdescription>Finding aid
  created.</eventdescription>
</maintenanceevent>
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
  standarddatetime="2006-10">October
  2006</eventdatetime>
  <agenttype value="machine"></agenttype>
  <agent>Beinecke Library Edix/Wordix
  macros</agent>
  <eventdescription>Encoded in EAD
  1.0.</eventdescription>
</maintenanceevent>
```

<altformavail> Alternative Form Available (Table of Contents)

Summary:	An element for indicating the existence of copies of the materials being described.
May contain:	altformavail, blockquote, chronlist, head, list, p, table
May occur within:	altformavail, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

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

Description and Usage:	Indicates the existence of copies of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.
Availability:	Optional, repeatable
See also:	Do not confuse with <originalsloc>, which encodes information about the existence, location, and availability of originals where the unit described consists of copies.
	Do not confuse with <dao>, which may be used to encode links to digitized versions of the materials being described.
References:	ISAD(G) 3.5.2
	MARC 530

Examples:

```
<altformavail>
  <p>This collection has been microfilmed and
  is available on three reels MF1993-034:1 to
  MF1993-034:3.</p>
  <p>Researchers interested in purchasing
  microfilm copies should contact the
  repository.</p>
</altformavail>
<altformavail>
  <head>Alternate Form of Material</head>
  <p>Microfilm copy available (
    <num localtype="microfilm reel">
    M-5030/1</num>
  ).</p>
</altformavail>
<c02 level="file">
  <did>
    <container localtype="reel" label="Film
    Storage">1</container>
    <unittitle>
      <title render="italic">
        <part>The Man Who Hated
        Children</part>
      </title>
    </unittitle>
    <unitdate normal="1972">1972</unitdate>
    <physdesc>16 mm. film</physdesc>
  </did>
  <altformavail>
    <p>A VHS Videocassette version is
    available for viewing. Video tape is
    located in Video Storage.</p>
  </altformavail>
</c02>
```

<appraisal>

<appraisal> Appraisal Information (Table of Contents)

Summary:	An element for documenting decisions and actions related to assessing the archival value and disposition of the materials being described.
May contain:	appraisal, blockquote, chronlist, head, list, p, table
May occur within:	appraisal, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

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

Description and Usage:	A statement of the rationale for decisions related to appraisal and disposition of the materials being described. Such decisions may be based upon the records' current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records. May include information about destruction actions, sampling, and disposition schedules.
Availability:	Optional, repeatable
References:	ISAD(G) 3.3.2
	MARC 583

Examples:

```
<appraisal>
  <p>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
                          <title render="underline">
                            <part>MODE Hot Line Bulletins</part>
                          </title>
                        , 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.</p>
                        <p>Six inches of materials pertaining
                        to the POLYMODE project, 1973-1980, were
                        added to the Institute Archives POLYMODE
                        collection.</p>
                        <p>The appraisal of this collection was
                        carried out in consultation with Robert
                        Heinmiller, a research associate at Woods
                        Hole Oceanographic Institution during
                        MODE.</p>
                    </appraisal>
                    <appraisal>
                        <chronlist>
                          <chronitem>
                            <datesingle
                            standarddate="1975">1975</datesingle>
                            <event>Appraisal provided by donor,
                            $12,500.</event>
                          </chronitem>
                          <chronitem>
                            <datesingle
                            standarddate="2008">2008</datesingle>
                            <event>Appraised for insurance purposes,
                            $15,750.</event>
                          </chronitem>
                        </chronlist>
                    </appraisal>
```

<archdesc> Archival Description (Table of Contents)

Summary:	A required child element of <ead> that binds together all of the archival descriptive information in an EAD instance.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, userestrict
May occur within:	ead

Attributes:

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

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

Description and Usage: An element for binding together the bulk of an EAD document instance, which typically should include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental

information that facilitates use of the materials. The elements are organized in hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts. Descriptive information is inherited downward, from one hierarchical level to the next.

The first child of <archdesc> must be the required <did> 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. <archdesc> may also 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:	

```
<archdesc level="fonds" localtype="inventory"
relatedencoding="ISAD(G)v2"
encodinganalog="3.1.4" lang="dut"
script="Latn">
  <did>
    <unittitle
    encodinganalog="3.1.2">Nederlandsche Gist-
    en Spiritusfabriek en Pharmaceutische
    Fabrieken voorheen Brocades-Stheeman &
    Pharmacia, in 1967 gefuseerd tot Gist-
    Brocades</unittitle>
    <unitdate calendar="gregorian" era="ce"
    encodinganalog="3.1.3" normal="1860/1967">
    1860-1967 (1987)</unitdate>
  </did>
[...] </archdesc>
```

<archref>

<archref> Archival Reference (Table of Contents)

Summary:	An element for citing other archival materials.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title
May occur within:	bibliography, otherfindaid, relatedmaterial, separatedmaterial

Attributes:

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

Description and Usage:

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

Use <archref> to cite archival materials in , <otherfindaid>, <relatedmaterial>, or <separatedmaterial>. Also, <ref> may be used within <archref> to link to another EAD instance.

Availability: Optional, repeatable

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

Examples:

```
<relatedmaterial>
  <head>Related Collections</head>
  <archref>
    <num localtype="collection">BANC PIC
    19xx.055--ffALB</num>
  , Photographs Taken During the U.S.
  Geological Surveys West of the 100th
```

```
                            Meridian, 1871-1873, by Timothy H.
                            O'Sullivan and William Bell </archref>
                         <archref>
                            <num localtype="collection">BANC PIC
                            19xx.089--STER</num>
                         , Stereoviews of the U.S. Geographical
                         Survey Expedition West of the 100th Meridian
                         of 1871, by Timothy H. O'Sullivan </archref>
                         <archref>
                            <num localtype="collection">BANC PIC
                            19xx.273--PIC</num>
                         , Geographical Surveys West of the 100th
                         Meridian (U.S.). New Mexico Photographs from
                         the 1873 Geographical Survey West of the
                         100th Meridian </archref>
                         <archref>
                            <num localtype="collection">BANC PIC
                            1905.17116-.17119--STER</num>
                         , Western Survey Expeditions of 1871, 1872,
                         1873, and 1874, by Timothy H. O'Sullivan and
                         William Bell </archref>
                      </relatedmaterial>
                      <relatedmaterial>
                         <archref>
                            <ref actuate="onrequest" show="new"
                            href="smith_m">Mary Smith Papers</ref>
                         </archref>
                         <archref>
                            <ref actuate="onrequest" show="new"
                            href="smith_j">Jeremiah Smith
                            Correspondence</ref>
                         </archref>
                      </relatedmaterial>
```

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

Summary:	An element for describing the organization or filing sequence of the records.
May contain:	arrangement, blockquote, chronlist, head, list, p, table
May occur within:	archdesc, arrangement, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

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

Description and Usage:	Use <arrangement> to record the logical or physical groupings within a hierarchical structure and their relationships. This includes how the described materials have been subdivided into smaller units, e.g., record groups into series. May also indicate the filing sequence of the described materials, for example chronological or alphabetical arrangement.
Availability:	Optional, repeatable
References:	ISAD(G) 3.3.4
	MARC 351

Examples:

```
<arrangement>
  <head>Arrangement of the Collection</head>
  <p>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>
</arrangement>
```

```
<c01 level="series">
  <did>
    <unittitle>Research files</unittitle>
    <unitdate unitdatetype="inclusive"
    normal="1887/1995">1887-1995</unitdate>
    <physdescstructured coverage="whole"
    physdescstructuredtype="spaceoccupied">
       <quantity>3.5</quantity>
       <unittype>linear ft.</unittype>
    </physdescstructured>
  </did>
  <scopecontent>
    <p>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 to the history of
    the Champlain Transportation Company,
    including a chronology, a list of crew
    members, and information about the
    Company's vessels.</p>
  </scopecontent>
  <arrangement>
    <p>Organized into three subseries:
       <list listtype="unordered">
         <item>Clippings--chronological</item>
         <item>Clippings--persons</item>
         <item>Notes</item>
       </list>
    </p>
    <p>"Clippings-persons" is arranged
    alphabetically by surname, and "Notes"
    alphabetically by subject.</p>
  </arrangement>
</c01>
```

```
<c03 level="file">
  <did>
    <unittitle id="bruce.A.2.3">Letters
    from various correspondents to Craufurd
    Bruce</unittitle>
    <unitdate
    normal="1807/1819">1807-19</unitdate>
    <unitid>MS. Eng. c. 5746</unitid>
    <physdesc>126 items</physdesc>
  </did>
  <arrangement>
    <p>Alphabetical, Grey - Peterkin</p>
  </arrangement>
  <scopecontent>
    <p>Mainly relating to Michael Bruce, with
    drafts of a few letters from Craufurd
    Bruce.</p>
  </scopecontent>
</c03>
```

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

Summary:	An optional child element of <titlestmt> that provides the name(s) of the institution(s) or individual(s) responsible for compiling the intellectual content of the EAD instance.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	titlestmt

Attributes:

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

Attribute usage:	Use @localtype if local practice requires recording the type of author.
Description and Usage:	Use <author> to record the name(s) of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid, as well as any additional information about the roles of the author(s) a repository wants to convey to users.
Availability:	Optional, repeatable
See also:	Use <agent> within <maintenanceevent> to designate the encoder of the finding aid.
	Use <persname> or <corpname> with the relator attribute to designate the author in a Bibliographic Reference <bibref> citation.
	Use <origination> to designate the compiler, collector, or creator of the materials being described.

Examples:

```
<filedesc>
  <titlestmt>
    <titleproper>Register of the Rhea Higbee
    Wakeling Collection</titleproper>
    <author> The print and machine readable
    finding aids for this collection were
```

```
            created by the Special Collections staff,
            Gerald R. Sherratt Library. </author>
        </titlestmt>
    </filedesc>
    <filedesc>
        <titlestmt>
            <titleproper>Finding Aid to the William
            Johannsson Correspondence</titleproper>
            <author> Martin Smith, Lead Archivist;
            Jane Howard, ILS intern </author>
            <sponsor>IMLS Grant #HC-123</sponsor>
        </titlestmt>
    </filedesc>
```

<**bibliography**> **Bibliography** (Table of Contents)

Summary:	For citing works based on the use or analysis of the materials being described.
May contain:	archref, bibliography, bibref, blockquote, chronlist, head, list, p, table
May occur within:	archdesc, bibliography, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes:

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

Description and Usage:	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.
Availability:	Optional, repeatable
References:	ISAD(G) 3.5.4
	MARC 510, 581

Example:

```
<bibliography>
  <head>Bibliography</head>
  <p>Sources consulted by John Kobler.</p>
  <bibliography>
    <head>Monographs</head>
    <bibref>
      <title render="italic">
        <part>Affiches americaines</part>
      </title>
    San Domingo: Imprimerie royale du Cap,
    1782. Nos. 30, 35.</bibref>
    <bibref>Ardouin, Charles Nicholas Celigny.
      <title render="italic">
        <part>Essais sur l'histoire
        d'Haiti</part>
      </title>
    . Port-au-Prince, 1865.</bibref>
    <bibref>Bastien, Remy.
      <title render="italic">
        <part>Anthologie du folklore
        haitien</part>
      </title>

    ,
      <title render="doublequote">
        <part>Proverbes</part>
      </title>
    .Mexico, 1946. pp.83-91.</bibref>
    <bibref>Bellegarde, Dantes.
      <title render="italic">
        <part>Dessalines a parle</part>
      </title>
    . Port-au-Prince, 1948.Chap. IV: pp.
    47-54.</bibref>
  </bibliography>
  <bibliography>
    <head>Serial publications</head>
  [. . .] </bibliography>
</bibliography>
```

<bibref>

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

Summary:	An element for citing a published work.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title
May occur within:	bibliography, otherfindaid, relatedmaterial, separatedmaterial

Attributes:

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

Description and Usage:

Use <bibref> to 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.

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

Availability: Optional, repeatable

See also: Do not confuse with <ref>, which provides links both internal to a finding aid or from the finding aid to external content.

Use the more specific <archref> to cite separately described archival materials.

Examples:

```
<p>The Archibald MacLeish Papers are described
in
  <bibref>
    <title render="italic">
      <part>Library of Congress Acquisitions:
      Manuscript Division, 1982</part>
    </title>
  , p. 29. </bibref>
</p>
```

```
<bibliography>
  <head>Sources consulted</head>
  <bibref>
    <emph render="italic">Affiches
    americaines</emph>
  . San Domingo: Imprimerie royale du Cap,
  1782. Nos. 30, 35.
    <num localtype="bibid">inet</num>
  </bibref>
  <bibref> Madiou, Thomas.
    <emph render="italic">Histoire
    d'Haiti</emph>
  . Port-au-Prince, 1987.
    <num localtype="bibid"> F1921.M154
    1987</num>
  </bibref>
</bibliography>
```

<bioghist>

<bioghist> Biography or History (Table of Contents)

Summary:	For recording biographical or historical information about the creator(s) of the materials being described.
May contain:	bioghist, blockquote, chronlist, head, list, p, table
May occur within:	archdesc, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

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

Description and Usage:	A concise essay or chronology that places the archival materials in context by providing information about their creator(s). Includes significant information about the life of an individual or family, or the administrative history of a corporate body. Use a series of <p> elements to capture a narrative history, and/or <chronlist> to match dates and date ranges with associated events (and, optionally, places).
Availability:	Optional, repeatable
References:	ISAD(G) 3.2.2
	MARC 545

Examples:	

```
<bioghist>
  <head>Administrative History</head>
  <p id="PRO123">In October 1964 the incoming
  Labour government created new office of
  Secretary of State for Economic Affairs
  (combined with First Secretary of State) and
  set up the Department of Economic Affairs
  under the Ministers of the Crown Act 1964 to
  carry primary responsibility for long term
  economic planning.</p>
  <p>Under the Act the posts of Economic
  Secretary to the Treasury and Secretary
  of State for Industry, Trade and Regional
  Development were abolished.</p>
  <p>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).</p>
      <p>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.</p>
      <p>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.</p>
.  .  . </bioghist>
<bioghist>
   <head>Chronology</head>
   <chronlist>
      <chronitem>
         <datesingle standarddate="1840-10-12">12
         Oct 1840</datesingle>
         <event>Born Helena Opid in Krakow,
         Poland.</event>
      </chronitem>
      <chronitem>
         <datesingle
         standarddate="1861">1861</datesingle>
         <event>Made stage debut as Helena
         Modrzejewska in charity fair production
         of
            <emph render="italic">The White
            Camellia</emph>
         , in Bochnia, Poland.</event>
      </chronitem>
   [.  .  .]
      <chronitem>
         <datesingle
         standarddate="1909-04-09">1909</datesingle>
         <event>Died April 8th at her home on Bay
         Island. Funeral services held at St.
         Vibiana's Cathedral in Los Angeles, and
         Modjeska was later buried in her native
         Krakow.</event>
      </chronitem>
   </chronlist>
</bioghist>
```

<blockquote>

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

Summary:	A generic formatting element that designates an extended quotation.
May contain:	chronlist, list, p, table

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

Description and Usage:	An extended quotation or other lengthy text to be set off from the main text by spacing or other typographic distinction, for example, by adding additional line spaces above and below the block quote and by indenting the left margin of the block quote. <blockquote> is equivalent to the element <blockquote> in HTML.
Availability:	Optional, repeatable
See also:	Use <quote> to identify inline quotes within a block of text.

| **Example:** | ```
<bioghist>
  <head>Administrative History</head>
  <p>As the size of the Yale faculty
  increased, Brewster's new admissions
  policies caused the make up of the
  undergraduate body to shift. By the early
  1960s, most undergraduates had prepared
  at private schools, and many were sons of
  Yale alumni. As with the faculty, Brewster
  felt that Yale was consistently overlooking
  some of the best intellectual student
  talent necessary to maintain the highest
  levels of academic excellence. In a 1965
  speech to alumni, Brewster summarized
  his administration's revised recruitment
  policy by stating that Yale would only seek
  students</p>
  <blockquote>
    <p>...whose capacity for intellectual
    achievement is outstanding and who
    also have the motivation to put their
    intellectual capacities to creatively
    influential use, in thought, in art,
``` |

```
        in science, or in the exercise of
        public or private or professional
        responsibility.</p>
      </blockquote>
   </bioghist>
```

<c>

<c> **Component (unnumbered)** (Table of Contents)

Summary:	An element that designates a subordinate part of the materials being described.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

Attributes:

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

Attribute usage:

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

	Use @otherlevel to specify the level of a component for which the @level has been set to "otherlevel."
Description and Usage:	As a wrapper for a set of elements, <c> provides information about the content, context, and extent of a subordinate body of materials. It is always a child or descendant of <dsc> and often a child and/or parent of another <c>. Each <c> identifies a logical section, or level, of the described materials. The physical filing separations between components need not always coincide with the intellectual separations. For example, a <c> that designates dramatic works might end in the same box in which the next <c> begins with short stories. Also, not every <c> directly corresponds to a folder or other physical entity. Some <c> elements simply represent a logical point in a hierarchical description.
	Components may be subdivided into smaller and smaller components and may eventually reach the level of a single item. For example, the components of a collection may be a series, components of series may be subseries, components of subseries may be files, and components of files may be items. A component may be either an unnumbered <c> or a numbered <c01>, <c02>, etc. Numbered and 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:

```
<dsc dsctype="combined">
  <c level="series">
    <did>
      <unitid>Series 1</unitid>
      <unittitle>Correspondence</unittitle>
    </did>
    <scopecontent>[...]</scopecontent>
    <c level="subseries">
      <did>
        <unitid>Subseries 1.1</unitid>
        <unittitle>Outgoing
        Correspondence</unittitle>
      </did>
      <c level="file">
        <did>
          <unittitle>Abbinger-
          Aldrich</unittitle>
        </did>
      </c>
    [. . .] </c>
    <c level="subseries">
      <did>
        <unitid>Subseries 1.2</unitid>
        <unittitle>Incoming
        Correspondence</unittitle>
      </did>
      <c level="file">
        <did>
          <unittitle>Adams-Ayers</unittitle>
        </did>
      </c>
    [. . .] </c>
  </c>
</dsc>
```

<c01>

<c01> Component (first level) (Table of Contents)

Summary:	An element that designates the top or first-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c02, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	dsc

Attributes:

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

Attribute usage:

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c01>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level

Example:

```
<dsc dsctype="combined">
  <c01 level="series">
    <did>
      <unittitle>Topical Files</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1918/1945">1918-1945</unitdate>
    </did>
    <scopecontent>[...]</scopecontent>
    <c02 level="file">
      <did>
        <unittitle>California Dining
        Club</unittitle>
      </did>
      <c03 level="file">
        <did>
          <unittitle>Annual financial
          statements</unittitle>
          <unitdate unitdatetype="inclusive"
          normal="1923/1929">1923-1929</unitdate>
        </did>
      </c03>
      <c03 level="file">
        <did>
          <unittitle>Membership
          rosters</unittitle>
          <unitdate unitdatetype="inclusive"
          normal="1918/1932">1918-1932</unitdate>
        </did>
      </c03>
      <c03 level="file">
        <did>
          <unittitle>Minutes</unittitle>
          <unitdate unitdatetype="inclusive"
          normal="1925/1930">1925-1930</unitdate>
        </did>
      </c03>
      <c03 level="file">
        <did>
          <unittitle>Newsletters</unittitle>
          <unitdate unitdatetype="inclusive"
          normal="1919/1932">1919-1932</unitdate>
        </did>
      </c03>
    </c02>
  [. . .] </c01>
</dsc>
```

<c02>

<c02> Component (second level) (Table of Contents)

Summary:	An element that designates a second-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c03, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c01

Attributes:		
	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

Attribute usage:	Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c02>.
	Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
	Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,… to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See example under <c01>Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c03>

<c03> Component (third level) (Table of Contents)

Summary:	An element that designates a third-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c04, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c02

Attributes:		
	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

Attribute usage: Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c03>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,… to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See examples under <c01> Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c04>

<c04> Component (fourth level) (Table of Contents)

Summary:	An element that designates a fourth-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c05, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c03

Attributes:

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

Attribute usage: Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c04>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,… to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See examples under <c01> Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c05>

<c05> Component (fifth level) (Table of Contents)

Summary:	An element that designates a fifth-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c06, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c04

Attributes:

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

Attribute usage:
Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c05>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,... to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See examples under <c01> Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c06>

<c06> Component (sixth level) (Table of Contents)

Summary:	An element that designates a sixth-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c07, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c05

Attributes:

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

Attribute usage: Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c06>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage: Components may be either unnumbered <c> or numbered <c01>, <c02>,… to <c12>. The numbering indicates hierarchy within the endcoded 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.

Availability: Optional, repeatable

See also: The element definition for <c>.

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

Example: See examples under <c01> Component (First Level) and in fully encoded examples provided at http:// www.loc.gov/ead/.

<c07>

<c07> Component (seventh level) (Table of Contents)

Summary:	An element that designates a seventh-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c08, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c06

Attributes:

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

Attribute usage:

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c07>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,… to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See examples under <c01> Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c08>

<c08> Component (eighth level) (Table of Contents)

Summary:	An element that designates an eighth-level subordinate part of the materials.
May occur within:	c07

Attributes:		
	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

Attribute usage:	Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c08>.
Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,... to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See examples under <c01> Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c09>

<c09> Component (ninth level) (Table of Contents)

Summary:	An element that designates a ninth-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c10, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c08

Attributes:

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

Attribute usage:	Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c09>.
Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,... to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable

See also: The element definition for <c>.

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

Example: See examples under <c01> Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c10>

<c10> Component (10th level) (Table of Contents)

Summary:	An element that designates a tenth-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c11, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c09

Attributes:

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

Attribute usage:	Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c10>.
Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,... to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable

See also: The element definition for <c>.

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

Example: See examples under <c01> Component (First Level)
                       and in fully encoded examples provided at http://
                       www.loc.gov/ead/.

<c11> **Component (11th level)** (Table of Contents)

Summary:	An element that designates an eleventh-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c12, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict
May occur within:	c10

Attributes:

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

Attribute usage:	Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c11>.
Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,... to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable

See also: The element definition for <c>.

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

Example: See the pattern for component elements in the examples under <c01>Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

<c12> Component (12th level) (Table of Contents)

Summary:	An element that designates a twelfth-level subordinate part of the materials.
May contain:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, userestrict
May occur within:	c11

Attributes:

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

Attribute usage:

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c12>.

Use @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

Use @level to identify the logical type of the component, using one of these values: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries. Assigning @level for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

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

Description and Usage:	Components may be either unnumbered <c> or numbered <c01>, <c02>,… to <c12>. The numbering indicates hierarchy within the endcoded 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.
Availability:	Optional, repeatable
See also:	The element definition for <c>.
References:	ISAD(G) 3.1.4 is equivalent to @level
Example:	See the pattern for component elements in the examples under <c01>Component (First Level) and in fully encoded examples provided at http://www.loc.gov/ead/.

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

Summary:	An element that pairs a date with one or more events and zero or more geographic names within a chronology list <chronlist>.
May contain:	chronitemset, daterange, dateset, datesingle, event, geogname
May occur within:	chronlist

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

Attribute usage:	Use @localtype, if local use requires specification of the type of chronological item.
Description and Usage:	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 <dataset> to record multiple dates or date ranges and <chronitemset> to record multiple events or geographic names within a single <chronitem>.
Availability:	Required, repeatable

Examples:

```
<chronlist>
  <chronitem>
    <datesingle>2015</datesingle>
    <chronitemset>
      <geogname>
        <part>Woodbury, Minnesota</part>
      </geogname>
      <geogname>
        <part>Roseville, Minnesota</part>
      </geogname>
      <event>Opens additional stores</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>1948</datesingle>
    <chronitemset>
      <geogname>
        <part>Minneapolis, Minnesota</part>
      </geogname>
      <event>Graduates from the University of
      Minnesota</event>
      <event>Begins work as a receptionist
      for the Humphrey for Senator
      Committee</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>March 1957</datesingle>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
        localtype="a">Biwabik,
        Minnesota</part>
      </geogname>
      <event>Dies</event>
    </chronitemset>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
        localtype="a">Minneapolis,
        Minnesota</part>
      </geogname>
      <event>Buried in Lakewood
      Cemetery</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

```
<chronlist>
   <chronitem>
      <datesingle
      standarddate="1927">1927</datesingle>
      <geogname>
         <part>Berlin, Germany </part>
         <geographiccoordinates
         coordinatesystem="mgrs">33UUU9029819737
         </geographiccoordinates>
      </geogname>
      <event>Designs and builds Piscator
      Apartment</event>
   </chronitem>
   <chronitem>
      <datesingle
      standarddate="1932">1932</datesingle>
      <geogname>
         <part>Basel, Switzerland</part>
         <geographiccoordinates
         coordinatesystem="mgrs">
         32TLT9469569092</geographiccoordinates>
      </geogname>
      <event>Designs and builds Wohnbedarf
      Furnniture Stores</event>
   </chronitem>
</chronlist>
```

<**chronitemset**> Chronology Item Set (Table of

Contents)

Summary:	An element for binding together zero or more <geogname> elements and one or more <event> elements within <chronitem>.
May contain:	event, geogname
May occur within:	chronitem
Attributes:	altrender Optional
	audience Optional (values limited to: external, internal)
	id Optional
	lang Optional
	script Optional
Description and Usage:	Use <chronitemset> within <chronitem> when it is necessary to associate 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>.
Availability:	Optional, repeatable
Examples:	

```
<chronitem>
  <datesingle>2015</datesingle>
  <chronitemset>
    <geogname>
      <part>Woodbury, Minnesota</part>
    </geogname>
    <geogname>
      <part>Roseville, Minnesota</part>
    </geogname>
    <event>Opens additional stores</event>
  </chronitemset>
</chronitem>
```

```xml
<chronitem>
   <datesingle>1948</datesingle>
   <chronitemset>
      <geogname>
         <part>Minneapolis, Minnesota</part>
      </geogname>
      <event>Graduates from the University of
      Minnesota</event>
      <event>Begins work as a receptionist for
      the Humphrey for Senator Committee</event>
   </chronitemset>
</chronitem>
<chronitem>
   <datesingle>March 1957</datesingle>
   <chronitemset>
      <geogname>
         <part encodinganalog="651"
         localtype="a">Biwabik, Minnesota</part>
      </geogname>
      <event>Dies</event>
   </chronitemset>
   <chronitemset>
      <geogname>
         <part encodinganalog="651"
         localtype="a">Minneapolis,
         Minnesota</part>
      </geogname>
      <event>Buried in Lakewood Cemetery</event>
   </chronitemset>
</chronitem>
<chronitem>
   <dateset>
      <datesingle standarddate="1942-03">March
      1942</datesingle>
      <daterange>
         <fromdate standarddate="1942-05">May
         1946</fromdate>
         <todate standarddate="1946-09">September
         1946</todate>
      </daterange>
   </dateset>
   <chronitemset>
      <geogname>
         <part>Clear Spring</part>
         <part>Maryland</part>
         <geographiccoordinates
         coordinatesystem="UTM">18S 248556mE
         4393694mN</geographiccoordinates>
      </geogname>
      <event>Enlisted in Civilian Public Service
      as a conscientious objector.</event>
      <event>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.</event>
                  </chronitemset>
              </chronitem>
```

< chronlist >

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

Summary:	An element for designating the temporal sequence of significant events associated with the entity or material described.
May contain:	chronitem, head, listhead
May occur within:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userestrict

Attributes:

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

Attribute usage:	Use @localtype, if local use requires specification of the type of chronology list.
Description and Usage:	< chronlist > provides a structured display for a chronological sequence of events. Each < chronlist > contains one or more < chronitem > elements that pair one or more dates with one or more events and zero or more geographic names. < chronlist > most often appears in finding aids as part of < bioghist >, but < chronlist > is also available for use in other elements that might need to present dates and events in a multicolumn list.
Availability:	Optional, repeatable
See also:	Do not confuse with < list >, which is used for formatting a non-chronological series of < item > or < defitem > elements.

Examples:

```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02>Location(s)</head02>
    <head03>Event(s)</head03>
  </listhead>
  <chronitem>
    <dateset>
      <datesingle standarddate="1942-03">March
      1942</datesingle>
      <daterange>
        <fromdate standarddate="1942-05">May
        1946</fromdate>
        <todate
        standarddate="1946-09">September
        1946</todate>
      </daterange>
    </dateset>
    <chronitemset>
      <geogname>
        <part>Clear Spring</part>
        <part>Maryland</part>
        <geographiccoordinates
        coordinatesystem="UTM">18S 248556mE
        4393694mN</geographiccoordinates>
      </geogname>
      <event>Enlisted in Civilian
      Public Service as a conscientious
      objector.</event>
      <event>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.</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

```xml
<chronlist>
  <chronitem>
    <datesingle
    standarddate="1927">1927</datesingle>
    <geogname>
      <part>Berlin, Germany </part>
      <geographiccoordinates
      coordinatesystem="mgrs">33UUU9029819737
      </geographiccoordinates>
    </geogname>
    <event>Designs and builds Piscator
    Apartment</event>
  </chronitem>
  <chronitem>
    <datesingle
    standarddate="1932">1932</datesingle>
    <geogname>
      <part>Basel, Switzerland</part>
      <geographiccoordinates
      coordinatesystem="mgrs">
      32TLT9469569092</geographiccoordinates>
    </geogname>
    <event>Designs and builds Wohnbedarf
    Furnniture Stores</event>
  </chronitem>
</chronlist>
<chronlist>
  <chronitem>
    <daterange>
      <fromdate
      standarddate="2010">2010</fromdate>
      <todate
      standarddate="2015">2015</todate>
    </daterange>
    <event> EAD revision </event>
  </chronitem>
  <chronitem>
    <datesingle standarddate="2014-08-13">2014
    August 13</datesingle>
    <chronitemset>
      <geogname>
        <part> Washington, D.C. </part>
      </geogname>
      <event>TS-EAD Meeting</event>
      <event>EAD Roundtable Meeting</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle standarddate="2014-10-23">
    2014 October 23</datesingle>
    <event> SAA Webinar, "EAD3: What's new?"
    </event>
  </chronitem>
</chronlist>
```

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

Summary:	A required child element of <conventiondeclaration>, <localtypedeclaration>, and <rightsdeclaration> for identifying any rules and conventions applied in the compilation of the description.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	conventiondeclaration, localtypedeclaration, rightsdeclaration

Attributes:

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)

Attribute usage:	Use @href to link to the cited resource.
Description and Usage:	Use <citation> to identify any rules and conventions used in creating the description. Examples include content standards, controlled vocabularies, and thesauri.
	Use <citation> to cite an external resource in human and/or machine-processable form. Provide the formal title or name of the resource, using <emph> to specify any formatting (such as italic or bold, etc.) deemed useful.

Availability:	Required, not repeatable
See also:	Use <source> to cite a source of evidence used in describing the archival materials.
	Use to provide one or more citations for a published work based on, about, or related to the materials being described.
Examples:	

```
<conventiondeclaration>
   <abbr>ISAD(G)</abbr>
   <citation> ISAD(G): General International
   Standard Archival Description, second
   edition, Ottawa 2000 </citation>
</conventiondeclaration>
<conventiondeclaration>
   <abbr>NCARules</abbr>
   <citation> National Council on Archives,
   Rules for the Construction of Personal,
   Place and Corporate Names, 1997 </citation>
</conventiondeclaration>
<localtypedeclaration>
   <citation> IAMS Catloguing Guidelines Part
   1: Describing Archives and Manuscripts
   </citation>
</localtypedeclaration>
<rightsdeclaration>
   <abbr>CC0</abbr>
   <citation href="https://creativecommons.org/
   publicdomain/zero/1.0/"></citation>
   <descriptivenote>
      <p>CC0 1.0 Universal (CC0 1.0)</p>
   </descriptivenote>
</rightsdeclaration>
```

\<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)

Attribute usage:	See the Attributes section of the Tag Library for information about specific attributes.
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
See also:	Related elements \<table\> and \<tgroup\>.

Example:

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
        Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
        (1760-1806)</entry>
        <entry colname="2">Mary Frances
        Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
        Albemarle (1787-1848)</entry>
      </row>
    . . . </tbody>
  </tgroup>
</table>
```

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

Summary:	A child element of <did> for indicating the container in which the material being described is housed, e.g., box, folder.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

Attributes:

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

Attribute usage: Use @parent to indicate the container in which the current container is housed, e.g., a box in which a folder is housed.

Description and Usage: <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.

Availability:	Optional, repeatable
See also:	Use < physloc > to designate the shelves, stacks, rooms, buildings, or other places where the containers are stored.
	Use < unitid > to designate control numbers not associated with a physical container, for example, accession numbers.

Examples:

```
<c01 level="series">
  <did>
    <unittitle>...</unittitle>
  </did>
  <c02 level="file">
    <did>
      <container localtype="box"> 3
      </container>
      <container localtype="folder"> 18
      </container>
      <unittitle>Parent-Teacher Association of
      Fondsville</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1959/1972">1959-1972</unitdate>
    </did>
  </c02>
  <c02 level="file">
    <did>
      <container localtype="box"> 3
      </container>
      <container localtype="folder"> 19
      </container>
      <unittitle>Pasta and Politics
      Club</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1967/1975">1967-1975</unitdate>
    </did>
  </c02>
</c01>
```

```xml
<dsc dsctype="combined">
  <c level="series">
    <did>
      <unittitle>Correspondence</unittitle>
    </did>
    <scopecontent>
      <p>[...]</p>
    </scopecontent>
    <c level="file">
      <did>
        <container id="mss1993-043.1.1"
        localtype="box"> 1 </container>
        <container parent="mss1993-043.1.1"
        localtype="folder"> 1 </container>
        <unittitle>Family</unittitle>
        <unitdate
        normal="1942/1947">1942-1947</unitdate>
      </did>
    </c>
    <c level="file">
      <did>
        <container parent="mss1993-043.1.1"
        localtype="folder"> 2 </container>
        <unittitle>General</unittitle>
        <unitdate
        normal="194401/194408">January-August
        1944</unitdate>
      </did>
    </c>
    <c level="file">
      <did>
        <container parent="mss1993-043.1.1"
        localtype="folder"> 3 </container>
        <unittitle>General</unittitle>
        <unitdate
        normal="194409/194503">August 1944-
        March 1945</unitdate>
      </did>
    </c>
  </c>
</dsc>
```

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

Summary:	A required child element of <ead> for recording bibliographic and administrative information about an EAD instance.
May contain:	conventiondeclaration, filedesc, languagedeclaration, localcontrol, localtypedeclaration, maintenanceagency, maintenancehistory, maintenancestatus, otherrecordid, publicationstatus, recordid, representation, rightsdeclaration, sources
May occur within:	ead

Attributes:		
	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)

Attribute usage:	Use @base to specify a URI (other than the base URI of the EAD instance) to be used for resolving relative URIs within <control> or descendant elements.
	Use @countryencoding to identify the authoritative source for values supplied in

@countrycode. This attribute may be set to "iso3166-1" or "othercountryencoding." If the value "othercountryencoding" is selected, further information regarding the country codes used in the instance should be supplied in <conventiondeclaration>.

Use @dateencoding to identify the rules for values provided in @normal, @standarddate, @notbefore, and @notafter in date elements. This attribute may be set to "iso8601" or "otherdateencoding." If the value "otherdateencoding" is selected, further information regarding the rules for normalized date values used in the instance should be supplied in <conventiondeclaration>.

Use @langencoding to identify the authoritative source for values supplied in @lang and @langcode. This attribute may be set to "iso639-1," "iso639-2b," "iso639-3," or "otherlangencoding." Previous versions of EAD prescribed the use of ISO 639-2b, so "iso639-2b" may be the most commonly used value. If the value "otherlangencoding" is selected, further information regarding the language codes used in the instance should be supplied in <conventiondeclaration>.

Description and Usage:

Use <control> to record any bibliographic information about an EAD instance and administrative information necessary to manage it. <control> can include information about the identity, creation, maintenance, 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. <languagedeclaration> 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>

<languagedeclaration>

<conventiondeclaration>

<rightsdeclaration>

< localtypedeclaration >

< localcontrol >

< maintenancehistory >

< sources >

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

Availability: Required, not repeatable

Examples:

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid>DFA/PREU</recordid>
  <filedesc>
    <titlestmt>
      <titleproper
      encodinganalog="245">Permanent
      Representation of Ireland to the
      European Union</titleproper>
    </titlestmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
  <maintenanceagency countrycode="IE">
    <agencycode>IE-NAI</agencycode>
    <agencyname>National Archives of
    Ireland</agencyname>
  </maintenanceagency>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"></eventtype>
      <eventdatetime
      standarddatetime="2014-05-12T23:59:59">12
      May 2014</eventdatetime>
      <agenttype value="machine"></agenttype>
      <agent>Converted_apeEAD_version_1.4.8</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
```

```
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid instanceurl="https://
  archiveshub.jisc.ac.uk/files/isleofmanpro/
  im1586-s34.xml">im1586-s34</recordid>
  <filedesc>
    <titlestmt>
      <titleproper
      encodinganalog="245">Records of the
      Economic Affairs division: subject
      files</titleproper>
    </titlestmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
  <maintenanceagency countrycode="IM">
    <agencycode>IM-1586</agencycode>
    <agencyname>Isle of Man Public Records
    Office</agencyname>
  </maintenanceagency>
  <conventiondeclaration>
    <abbr>apeMETSRights</abbr>
    <citation href="http://
    www.archivesportaleurope.net/
    Portal/profiles/apeMETSRights.xsd">
```

```
                            rts:rightscategory in userestrict/
                            encodinganalog</citation>
                        </conventiondeclaration>
                        <maintenancehistory>
                          <maintenanceevent>
                            <eventtype value="created">Created
                            using the Archives Hub Editor
                            2017-03-10</eventtype>
                            <eventdatetime
                            standarddatetime="2017-03-10T23:59:59">10
                            March 2017</eventdatetime>
                            <agenttype value="human"></agenttype>
                            <agent></agent>
                          </maintenanceevent>
                          <maintenanceevent>
                            <eventtype value="revised">Normalised
                            for publication by Archives
                            Hub</eventtype>
                            <eventdatetime
                            standarddatetime="2017-03-10T23:59:59">10
                            March 2017</eventdatetime>
                            <agenttype value="machine"></agenttype>
                            <agent>Archives Hub</agent>
                          </maintenanceevent>
                          <maintenanceevent>
                            <eventtype value="revised">Last
                            revision by Isle of Man Public Record
                            Office</eventtype>
                            <eventdatetime
                            standarddatetime="2017-09-26T23:59:59">26
                            September 2017</eventdatetime>
                            <agenttype value="human"></agenttype>
                            <agent></agent>
                          </maintenanceevent>
                          <maintenanceevent>
                            <eventtype value="derived"></eventtype>
                            <eventdatetime
                            standarddatetime="2019-10-16T23:59:59">16
                            October 2019</eventdatetime>
                            <agenttype value="machine"></agenttype>
                            <agent>Converted_apeEAD_version_2.7.2</agent>
                          </maintenanceevent>
                        </maintenancehistory>
                      </control>
```

<controlaccess>

<controlaccess> Controlled Access Headings

(Table of Contents)

Summary:	An element that binds together elements containing access headings for the described materials.
May contain:	blockquote, chronlist, controlaccess, corpname, famname, function, genreform, geogname, head, list, name, occupation, p, persname, subject, table, title
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, controlaccess

Attributes:

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

Description and Usage:

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

<controlaccess> 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.

Availability: Optional, repeatable

See also: <relations> contains one or more <relation> elements that identify an external entity or concept, and describe the nature of the relationship of the described materials to that entity or concept.

Example:

```
<archdesc level="collection">
  <did>[...]</did>
  <scopecontent>[...]</scopecontent>
  <controlaccess>
    <head>Index Terms</head>
    <p>These records are indexed under the
    following headings in the catalog of the
    Minnesota Historical Society. Researchers
    wishing to find related materials should
    search the catalog under these index
    terms.</p>
    <controlaccess>
      <head>Organizations:</head>
      <corpname encodinganalog="610"
      source="lcnaf">
        <part>Board of Game and Fish
        Commissioners of Minnesota.</part>
      </corpname>
    </controlaccess>
    <controlaccess>
      <head>Topics:</head>
      <subject encodinganalog="650"
      source="lcsh">
        <part>Fishery law and
        legislation</part>
        <part>Minnesota</part>
      </subject>
      <subject encodinganalog="650"
      source="lcsh">
        <part>Game-law</part>
        <part>Minnesota</part>
      </subject>
      <subject encodinganalog="650"
      source="lcsh">
        <part>Law enforcement</part>
        <part>Minnesota</part>
      </subject>
    </controlaccess>
    <controlaccess>
      <head>Government Functions:</head>
      <function encodinganalog="657"
      source="aat">
        <part>Law enforcing.</part>
      </function>
      <function encodinganalog="657"
      source="aat">
        <part>Convicting.</part>
      </function>
    </controlaccess>
  </controlaccess>
[...] </archdesc>
```

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

Summary:	A child element of <notestmt>, used to provide a general note related to the EAD instance.
May contain:	blockquote, chronlist, list, p, table
May occur within:	notestmt

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

Attribute usage:	Use @localtype if local practice requires recording the type of note.
Description and Usage:	Use <controlnote> to record general descriptive information about a finding aid. <controlnote> is similar to the "general notes" in traditional bibliographic descriptions. Repeat <controlnote> if it is necessary to capture multiple but separate general statements about the finding aid.
Availability:	Required, repeatable
See also:	Use <descriptivenote> for general information about the materials being described.

Examples:

```
<notestmt>
  <controlnote localtype="bpg">
    <p>This encoded finding aid is compliant
    with the Yale EAD Best Practice
    Guidelines, Version 1.0.</p>
  </controlnote>
</notestmt>
<notestmt>
  <controlnote>
    <p>Contact information:
      <ref show="new" actuate="onrequest"
      href="http://hdl.loc.gov/loc.mss/
```

```
              mss.contact">http://hdl.loc.gov/loc.mss/
              mss.contact</ref>
          </p>
      </controlnote>
      <controlnote>
          <p>Catalog Record:
            <ref href="http://lccn.loc.gov/
            mm82036905" actuate="onrequest"
            linktitle="MARC record for
            collection">http://lccn.loc.gov/
            mm82036905</ref>
          </p>
      </controlnote>
  </notestmt>
```

<conventiondeclaration>

<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

Attributes:

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

Description and Usage:

A statement 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
See also:	Use <localtypedeclaration> to identify local values used in @localtype attributes.
References:	ISAD(G) 3.7.2
	MODS <descriptionStandard>

Examples:

```
<control> [. . .]
  <conventiondeclaration>
    <abbr>ISAD(G)</abbr>
    <citation>ISAD(G): General International
    Standard Archival Description, second
    edition, Ottawa 2000</citation>
  </conventiondeclaration>
  <conventiondeclaration>
    <abbr>NCARules</abbr>
    <citation>National Council on Archives,
    Rules for the Construction of Personal,
    Place and Corporate Names, 1997</citation>
  </conventiondeclaration>
  <conventiondeclaration>
    <citation>ISO 8601 - Data elements
    and interchange formats - Information
    interchange - Representation of dates
    and times, 2nd ed., Geneva: International
    Standards Organization, 2000</citation>
  </conventiondeclaration>
[. . .] </control>
<control> [. . .]
  <conventiondeclaration>
    <abbr>DACS</abbr>
    <citation href="http://
    www2.archivists.org/standards/DACS"
    lastdatetimeverified="2015-07-02T16:30:21-5:00"
    linktitle="DACS in HTML on SAA website"
    actuate="onload" show="new">Describing
    Archives: a Content Standard</citation>
    <descriptivenote>
      <p>DACS was used as the primary
      description standard.</p>
    </descriptivenote>
  </conventiondeclaration>
[. . .] </control>
```

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

Summary:	An element for identifying the name of an organization or group of people.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

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

Attribute usage: Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the corporate body in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local use requires specification of the type of corporate name.

Use @normal to identify a standardized form of the corporate name if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the corporate name has to the described materials, for example, "compiler," "creator," "collector," or "subject." The schema does not limit

possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	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. <corpname> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the corporate name, e.g., Part 1: Yale University Part 2: Dept. of Astronomy Use <corpname> within <controlaccess> for encoding corporate names as defined by controlled vocabularies or according to appropriate rules. You may also use <corpname> for encoding corporate names as they appear within text.
Availability:	Within <indexentry>: Optional, not repeatable Within all other elements: Optional, repeatable
References:	MARC 610, 611, 710, 711
Examples:	

```
<controlaccess>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="eng">
    <part>Hudson's Bay Company</part>
  </corpname>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="fre">
    <part>Compagnie de la Baie d'Hudson</part>
  </corpname>
</controlaccess>
```

```
<archdesc level="collection">
  <did>
    <origination label="Creator">
      <corpname encodinganalog="110"
      source="lcnaf">
        <part>National Association for the
        Advancement of Colored People</part>
      </corpname>
    </origination>
  [ . . .] </did>
[ . . .] </archdesc>
```

<custodhist> Custodial History (Table of Contents)

Summary:	An element for information about the chain of ownership or custody of the materials being described, before they reached the archives.
May contain:	blockquote, chronlist, custodhist, head, list, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, custodhist

Attributes:

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

Description and Usage:	<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.
Availability:	Optional, repeatable
See also:	Use <acqinfo> to record information about the immediate source of the described materials and the circumstances under which they were received by the repository.
References:	ISAD(G) 3.2.3
	MARC 561

Examples:

```
<custodhist>
  <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>
</custodhist>
```

```xml
<custodhist>
  <chronlist>
    <chronitem>
      <daterange>
        <fromdate
        standarddate="1972">1972</fromdate>
        <todate
        standarddate="1988">1988</todate>
      </daterange>
      <geogname>
        <part>Irvine, California</part>
      </geogname>
      <event>Held by Mayor's office</event>
    </chronitem>
    <chronitem>
      <daterange>
        <fromdate
        standarddate="1988">1988</fromdate>
        <todate
        standarddate="2008">2008</todate>
      </daterange>
      <geogname>
        <part>Irvine, California</part>
      </geogname>
      <event>Held by Special Collections
      and Archives, The UC Irvine
      Libraries</event>
    </chronitem>
    <chronitem>
      <datesingle
      standarddate="2009">2009</datesingle>
      <geogname>
        <part>Austin, Texas</part>
      </geogname>
      <event>Held by Harry Ransom
      Center</event>
    </chronitem>
  </chronlist>
</custodhist>
```

<dao>

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

Summary:	A child element of <did> used for linking to born digital records or a digital representation of the materials being described.
May contain:	descriptivenote
May occur within:	daoset, did

Attributes:		
	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

Attribute usage:	Use the required @daotype to specify if <dao> is born digital ("borndigital"), was digitized by the repository from physical holdings ("derived"), if the type is unknown, or other. If selecting "otherdaotype," then use @otherdaotype to further specify the type.

Use @coverage, with the possible values "whole" or "part," to indicate whether the digital archival object represents the entire set or records being described or a part of it.

Description and Usage:	< dao > 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. An optional < descriptivenote > may be used to provide a description of the object being linked to, if the information in a sibling < unittitle > is insufficient.
Availability:	Optional, repeatable
See also:	< daoset > for grouping two or more related < dao > elements.
References:	MODS < location > < url >
Examples:	

```
<c>
  <did>
    <unittitle>Quilting bee, Union Town,
    Md.</unittitle>
    <unitdate>1930</unitdate>
    <physdesc>1 photograph</physdesc>
    <dao daotype="derived" actuate="onload"
    show="embed" href=" http://
    www.lib.utexas.edu/taro/utcah/00462/
    cah-00462.jpg "></dao>
  </did>
</c>
<daoset label="Digital Objects"
coverage="part">
  <dao daotype="derived" coverage="part"
  actuate="onload" show="embed"
  linktitle="Chapter 1" localtype="thumbnail"
  href="http://imgs.ud.edu/archives/image/
  f12001_1thumb.gif"></dao>
  <dao daotype="derived" coverage="part"
  actuate="onrequest" show="new"
  linktitle="Chapter 1" localtype="fullsize"
  href="http://imgs.ud.edu/archives/image/
  f12001_1.jpg"></dao>
</daoset>
```

```
<daoset label="Digital Objects"
coverage="whole">
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (cover)"
  href="http://brbl-media.library.yale.edu/
  images/1044151_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new" linkrole="The
  Pippa and Porthos (title page)"
  href="http://brbl-media.library.yale.edu/
  images/1044153_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (p.1)"
  href="http://brbl-media.library.yale.edu/
  images/1044154_quarter.jpg"></dao>
[. . .]
  <descriptivenote>
    <p>Digitized pages of Barrie's "The Pippa
    and Porthos."</p>
  </descriptivenote>
</daoset>
```

<daoset>

<daoset> Digital Archival Object Set (Table of

Contents)

Summary:	An element for binding together two or more links to digital archival objects.
May contain:	dao, descriptivenote
May occur within:	did

Attributes:		
	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

Attribute usage:	Use @coverage to indicate whether the set is part of or the whole of the unit being described.
	Use @localtype to indicate the nature of the set of digital archival objects.
Description and Usage:	Use <daoset> to group multiple links to born digital records or digital representations of the materials being described. <dao> and <daoset> 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.
	<daoset> must contain more two or more <dao> elements, which may be followed by an optional <descriptivenote> to provide a description of the objects being linked to.
Availability:	Optional, repeatable

See also: < dao > for linking to a single digital archival object.

References: MODS < location > < url >

Examples:
```
<daoset label="Digital Objects"
coverage="part">
  <dao daotype="derived" coverage="part"
  actuate="onload" show="embed"
  linktitle="Chapter 1" localtype="thumbnail"
  href="http://imgs.ud.edu/archives/image/
  f12001_1thumb.gif"></dao>
  <dao daotype="derived" coverage="part"
  actuate="onrequest" show="new"
  linktitle="Chapter 1" localtype="fullsize"
  href="http://imgs.ud.edu/archives/image/
  f12001_1.jpg"></dao>
</daoset>
<daoset label="Digital Objects"
coverage="whole">
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (cover)"
  href="http://brbl-media.library.yale.edu/
  images/1044151_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new" linkrole="The
  Pippa and Porthos (title page)"
  href="http://brbl-media.library.yale.edu/
  images/1044153_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (p.1)"
  href="http://brbl-media.library.yale.edu/
  images/1044154_quarter.jpg"></dao>
[. . .]
  <descriptivenote>
    <p>Digitized pages of Barrie's "The Pippa
    and Porthos."</p>
  </descriptivenote>
</daoset>
```

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

Summary:	An element used to express a date.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	abstract, archref, bibref, entry, event, item, p, part, physfacet, publicationstmt, ref, unittitle

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

Attribute usage: A standard numeric form of the date (YYYY-MM-DD) can be expressed with @normal to facilitate machine processing of dates, for example, 1948-01-01/1998-04-01 (YYYY-MM-DD/YYYY-MM-DD), or 1948/1998 (YYYY/YYYY).

Use @localtype to supply a more specific designation, for example, "life," "flourish," "depiction," "publication," or "acquisition."

Use @certainty to indicate the degree of precision in the dating, for example, "circa," "approximately," or "after."

Use @calendar to indicate the calendar from which the date stems, e.g., "gregorian".

Use @era to indicate the era in which the date occurred, e.g., "ce" for Common Era.

Use @normal to capture a standardized expression of the date or dates to facilitate machine processing.

Description and Usage:	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>.
Availability:	Optional, repeatable
See also:	Do not confuse with <unitdate> and <unitdatestructured>, which provide the date of creation and other relevant dates of the described materials.
	Do not confuse with <daterange>, <dateset>, and <datesingle>, which are used to record dates in the creation (within <unitdatestructured>), contextual history (within <chronlist>), local control of the described materials (within <localcontrol>), or their relationships to other entities (within <relations>).
	Do not confuse with <eventdatetime>, which is used for the date and time of a maintenance event in the history of the EAD instance.
Examples:	

```
<bibref>
  <persname relator="author">
    <part>Kinder, Dolores.</part>
  </persname>
  <title>
    <part>Once Upon a Lullaby.</part>
  </title>
  <geogname>
    <part>New York: </part>
  </geogname>
  <corpname relator="publisher">
    <part>Wells & Sons, </part>
  </corpname>
  <date localtype="publication"> 1931 </date>
</bibref>
<acqinfo>
  <p>This collection, number
    <num localtype="donor">1988-015,</num>
  was donated by Mrs. Dolores Franklin on
    <date localtype="acquisition"
    normal="19880423"> April 23, 1988. </date>
  </p>
</acqinfo>
```

<daterange>

<daterange> Date Range (Table of Contents)

Summary:	A wrapper element for binding together <fromdate> and <todate> in order to represent a range of dates.
May contain:	fromdate, todate
May occur within:	chronitem, dateset, localcontrol, relation, unitdatestructured

Attributes:

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

Attribute usage:	Use @localtype to supply a more specific characterization of the date range.
Description and Usage:	Use <daterange> to express a range of dates in the creation, contextual history, or local control of the described materials, or their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. <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.
Availability:	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dataset>, or <datesingle> is required, not repeatable
	Within <dataset>: One of <daterange> or <datesingle> is required, repeatable
	Within <localcontrol> and <relation>: Optional, not repeatable

See also: If an event or relationship has a single date, use
                <datesingle>.

                Record a complex date (for example, one that includes
                single dates and date ranges) in <dateset>.

                For the date and time of a maintenance event in the
                history of the EAD instance, use <eventdatetime>.

Examples:
```
<unitdatestructured calendar="gregorian"
era="ce">
   <dateset>
     <datesingle standarddate="1963-01-22">22
     January 1963</datesingle>
     <daterange>
       <fromdate standarddate="1971-06-01">1
       June 1971</fromdate>
       <todate standarddate="1974-04-30">30
       April 1974</todate>
     </daterange>
   </dateset>
</unitdatestructured>
<chronitem>
   <daterange>
     <fromdate>1819</fromdate>
     <todate>1820</todate>
   </daterange>
   <event>Studies theology at Yale
   College</event>
</chronitem>
<unitdatestructured unitdatetype="inclusive">
   <daterange>
     <fromdate notafter="1962">1962</fromdate>
     <todate notafter="1968">1968</todate>
   </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
   <daterange>
     <fromdate notbefore="1971"
     notafter="1975">around 1973</fromdate>
     <todate standarddate="1992">1992</todate>
   </daterange>
</unitdatestructured>
```

<dateset> Date Set (Table of Contents)

Summary:	A wrapper element for encoding complex dates that cannot be adequately represented in one <datesingle> or <daterange>.
May contain:	daterange, datesingle
May occur within:	chronitem, relation, unitdatestructured

Attributes:

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

Description and Usage:	<dateset> binds together single dates and date ranges, multiple single dates, or multiple date ranges. <dateset> 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>.
Availability:	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable
	Within <relation>: Optional, not repeatable

Examples:

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

```
<unitdatestructured>
  <dateset>
    <daterange>
      <fromdate>1900</fromdate>
      <todate>1910</todate>
    </daterange>
    <datesingle>1921 </datesingle>
  </dateset>
</unitdatestructured>
```

<datesingle>

<datesingle> Single Date (Table of Contents)

Summary:	An element for encoding an individual date related to the materials being described.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	chronitem, dateset, localcontrol, relation, unitdatestructured

Attributes:

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

Attribute usage:

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

Use @notafter and @notbefore to capture the earliest and latest possible dates in machine-processable form in cases when the date is uncertain.

Use @standarddate to provide a machine-processable form of the date. Note that this attribute is for a single date only, while the @normal attribute available on <unitdate> can express a single date or date range.

Description and Usage:

<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.

Availability:	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dataset>, or <datesingle> is required, not repeatable
	Within <dataset>: One of <daterange> or <datesingle> is required, repeatable
	Within <localcontrol> and <relation>: Optional, not repeatable
See also:	If an event or relationship has a range of dates, use <daterange>.
	Record a complex date (for example, one that includes single dates and date ranges) in <dataset>.
	For the date and time of a maintenance event in the history of the EAD instance, use <eventdatetime>.
Examples:	

```
<unitdatestructured calendar="gregorian"
era="ce">
  <dataset>
    <datesingle standarddate="1963-01-22">22
    January 1963 </datesingle>
    <daterange>
      <fromdate standarddate="1971-06-01">1
      June 1971</fromdate>
      <todate standarddate="1974-04-30">30
      April 1974</todate>
    </daterange>
  </dataset>
</unitdatestructured>
<chronitem>
  <datesingle> 1793 May 24 </datesingle>
  <geogname>
    <part>Deerfield, Mass</part>
  </geogname>
  <event>Born</event>
</chronitem>
```

<defitem>

<defitem> Definition List Item (Table of Contents)

Summary:	A wrapper element for binding pairs of labels and items within a list.
May contain:	item, label
May occur within:	list

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

Description and Usage:	An element, used within a definition list, that pairs a required <label> and <item>. The item may be an expansion of the label, as in a list of abbreviations. Definition lists are often displayed in two columns.
Availability:	Optional, repeatable

Example:

```
<list listtype="deflist">
  <listhead>
    <head01>Abbreviation</head01>
    <head02>Expansion</head02>
  </listhead>
  <defitem>
    <label>ALS</label>
    <item>Autograph Letter Signed</item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item>Typewritten Letter Signed</item>
  </defitem>
</list>
```

<descriptivenote>

<descriptivenote> Descriptive Note (Table of Contents)

Summary:	An element used to provide general descriptive information related to its parent element.
May contain:	p
May occur within:	conventiondeclaration, dao, daoset, langmaterial, languagedeclaration, languageset, localtypedeclaration, maintenanceagency, physdescstructured, relation, source

Attributes:

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

Description and Usage:	<descriptivenote> provides additional descriptive information about the element in which it is contained. Notes must contain one or more <p> elements.
Availability:	Optional, not repeatable
See also:	Do not confuse with <odd>, which is used for other descriptive data that is not easily incorporated into other named elements within <archdesc> and <c>.

Examples:

```
<conventiondeclaration>
  <abbr>AU-CRS</abbr>
  <citation>Australia's Commonwealth Records
  Series (CRS) System</citation>
  <descriptivenote>
    <p>Series controlled and described under
    the rules of the National Archives of
    Australia's Commonwealth Records Series
    (CRS) System.</p>
  </descriptivenote>
</conventiondeclaration>
<conventiondeclaration>
  <abbr>DACS</abbr>
  <citation href="http://
  www2.archivists.org/standards/DACS"
  lastdatetimeverified="2015-07-02T16:30:21-5:00"
  linktitle="DACS in HTML on SAA website"
```

```
                          actuate="onload" show="new">Describing
                          Archives: a Content Standard</citation>
                          <descriptivenote>
                            <p>DACS was used as the primary
                            description standard.</p>
                          </descriptivenote>
                      </conventiondeclaration>
                      <langmaterial>
                        <languageset>
                          <language langcode="lat">Latin</language>
                          <script scriptcode="Latn"></script>
                        </languageset>
                        <languageset>
                          <language langcode="ang">Old
                          English</language>
                          <script scriptcode="Latn"></script>
                        </languageset>
                        <languageset>
                          <language
                          langcode="eng">English</language>
                          <script scriptcode="Latn"></script>
                        </languageset>
                        <descriptivenote>
                          <p>The majority of the documents are
                          written in Modern English. Roberts
                          copies multiple passages from original
                          manuscripts in Latin and Old English.</p>
                        </descriptivenote>
                      </langmaterial>
```

<did>

<did> Descriptive Identification (Table of Contents)

Summary:	A wrapper element that encloses information essential for identifying the material being described.
May contain:	abstract, container, dao, daoset, didnote, head, langmaterial, materialspec, origination, physdescset, physdesc, physdescstructured, physloc, repository, unitdate, unitdatestructured, unitid, unittitle
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

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

Description and Usage:

<did> binds together other elements that provide core information needed for identifying the described materials. <did> occurs in <archdesc> and <c>, <c01> - <c12>. The various <did> child elements are intended for brief, clearly designated statements of information, whereas following sibling elements of <did> such as <custodhist>, <arrangement>, or <scopecontent> allow for more detailed, narrative description.

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

The <did> in <archdesc> is sometimes called the high-level <did>, because it covers the entirety of the materials described by the EAD instance. Consider using the following child elements in the high-level <did>: <origination>, <unittitle>, <unitdate> or <unitdatestructured>, <physdesc> or <physdescstructured>, <repository>, and . <unitid> and <physloc> are suggested if applicable to a repository's practice. <did> within

components can have fewer elements, and might have only < container > or < unitid > and < unittitle >.

Availability: Required, not repeatable

Examples:
```
<archdesc localtype="inventory" level="subgrp">
  <did>
    <head>Overview of the Records</head>
    <repository label="Repository:">
      <corpname>
        <part>Minnesota Historical
        Society</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <corpname>
        <part>Minnesota.</part>
        <part>Game and Fish Department</part>
      </corpname>
    </origination>
    <unittitle label="Title:">Game laws
    violation records,</unittitle>
    <unitdate
    label="Dates:">1908-1928</unitdate>
    <abstract label="Abstract:">Records of
    prosecutions for and seizures of property
    resulting from violation of the state's
    hunting and fishing laws.</abstract>
    <physdesc label="Quantity:">2.25 cu. ft.
    (7 v. and 1 folder in 3 boxes)</physdesc>
  </did>
[ . . .] </archdesc>
<c02 id="able-pa" level="file">
  <did>
    <unittitle>Adult Basic and Literacy
    Education, Pennsylvania (ABLE)</unittitle>
    <abstract>includes "Focus on..."
    newsletters</abstract>
    <physdescstructured coverage="whole"
    physdescstructuredtype="carrier">
      <quantity>21</quantity>
      <unittype>reels</unittype>
    </physdescstructured>
    <container localtype="Box">20</container>
  </did>
</c02>
```

```
<c03>
  <did>
    <unittitle>Class Notes,
    Undergraduate</unittitle>
    <unitdatestructured
    unitdatetype="inclusive">
      <daterange>
        <fromdate
        notafter="1962">1962</fromdate>
        <todate notafter="1968">1968</todate>
      </daterange>
    </unitdatestructured>
    <physdesc>12 notebooks</physdesc>
    <container
    localtype="boxes">5-6</container>
    <didnote>The notebooks contain months
    and days, not years. Estimated dates are
    based on the years Scully attended the
    University of Maryland.</didnote>
  </did>
</c03>
```

<didnote>

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

Summary:	A child element of <did> that can express any kind of explanatory information.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

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

Description and Usage:	<didnote> can encode textual notes within <did> that are not more appropriately encoded in the other available elements.
Availability:	Optional, repeatable
References:	ISAD(G) 3.6.1
	MARC 500
	MODS <note>

Examples:

```
<archdesc level="collection">
  <did>
    <repository label="repository"
    encodinganalog="852">
      <corpname>
        <part>Library of Congress, </part>
        <part>Prints and Photographs
        Division,</part>
      </corpname>
      <address>
        <addressline>Washington, D.C.
        20540</addressline>
      </address>
    </repository>
    <didnote> For information about Prints
    and Photographs Division collections and
```

```
                services, see the Prints and Photographs
                Division's Reading Room Home Page:
                  <ptr actuate="onrequest" href="http://
                  lcweb.loc.gov/rr/print.htm" show="new"
                  linkrole="text/html"></ptr>
              </didnote>
          </did>
      </archdesc>
      <did>
          <unittitle>Class Notes,
          Undergraduate</unittitle>
          <unitdatestructured
          unitdatetype="inclusive">
              <daterange>
                  <fromdate
                  notafter="1962">1962</fromdate>
                  <todate notafter="1968">1968</todate>
              </daterange>
          </unitdatestructured>
          <physdesc>12 notebooks</physdesc>
          <container localtype="boxes">5-6</container>
          <didnote> The notebooks contain months and
          days, not years. Estimated dates are based
          on the years Scully attended the University
          of Maryland. </didnote>
      </did>
```

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

Summary:	A child element of <physdescstructured> that provides information about the size of the material being described.
May contain:	[text], abbr, dimensions, emph, expan, foreign, lb, ptr, ref
May occur within:	dimensions, physdescstructured

Attributes:

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

Attribute usage:	If the kind of measurement is not clear in the text, @unit may be used to specify this information, for example, "inches" or "centimeters."
	If desired, @localtype may be used to capture the kind of dimensions being measured, such as "height" or "circumference."
Description and Usage:	<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.
Availability:	Optional, repeatable

Examples:

```
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
   <quantity>5</quantity>
   <unittype>dageurreotypes</unittype>
   <physfacet>hand-tinted</physfacet>
   <dimensions>6.5 x 8.5 inches</dimensions>
</physdescstructured>
```

```
<physdescstructured coverage="whole"
physdescstructuredtype="materialtype">
  <quantity>10</quantity>
  <unittype>posters</unittype>
  <dimensions>
    <dimentions unit="inches"
    localtype="height">23</dimentions>
    <dimentions unit="inches"
    localtype="width">35</dimentions>
  </dimensions>
</physdescstructured>
```

<dsc> Description of Subordinate Components

(Table of Contents)

Summary:	A wrapper element that bundles information about the hierarchical groupings of the materials being described.
May contain:	blockquote, c, c01, chronlist, head, list, p, table, thead
May occur within:	archdesc

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

Description and Usage:	Use <dsc> to wrap subordinate components in the archival hierarchy of the materials being described. Although <dsc> may repeat, it is recommended to include only a single <dsc> element. Because it is a wrapper element and not an essential part of archival description, <dsc> may be deprecated in future versions of EAD. Avoiding multiple <dsc> elements within an EAD instance will make future migrations simpler.
	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 <dsc>. The @dsctype value "analyticover" identifies an overview description of series and subseries, which might be followed by a second <dsc> with the @dsctype set to "in-depth" that provides a more detailed listing of the content of the materials, including information about the

container numbers associated with those materials. The @dsctype "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.

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:
```
<dsc dsctype="combined">
  <c01 level="series">
    <did>
      <unittitle>Activities</unittitle>
      <unitdate
      unitdatetype="inclusive">1965-1971</unitdate>
      <physdesc>0.3 linear ft.</physdesc>
    </did>
    <scopecontent>
      <p>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.</p>
            </scopecontent>
            <c02 level="file">
              <did>
                <container
                localtype="box">1</container>
                <unittitle>General</unittitle>
                <unitdate
                unitdatetype="inclusive">1970-1971</unitdate>
              </did>
            </c02>
            <c02 level="file">
              <did>
                <container
                localtype="box">1</container>
                <unittitle>Camp Crafts</unittitle>
                <unitdate>1967</unitdate>
              </did>
            </c02>
            <c02 level="file">
              <did>
                <container
                localtype="box">1</container>
                <unittitle>Education
                Program</unittitle>
                <unitdate>1967</unitdate>
              </did>
            </c02>
            <c02 level="file">
              <did>
                <container
                localtype="box">1</container>
                <unittitle>Expressive
                Arts</unittitle>
                <unitdate>1970</unitdate>
              </did>
            </c02>
          [ . . .] </c01>
        [ . . .] </dsc>
```

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

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

```xml
          </did>
        </c02>
      </c01>
      <c01 level="series">
        <did>
          <unitid>Series 3</unitid>
          <unittitle>Philip King Brown</unittitle>
          <unitdate
          unitdatetype="inclusive">1910-1931,
          n.d.</unitdate>
        </did>
        <c02>
          <did>
            <container parent="mss92-894c-bx1"
            label="Folder" localtype="folder">21
            </container>
            <unittitle>Correspondence</unittitle>
            <unitdate
            unitdatetype="inclusive">1910-1931</unitdate>
          </did>
        </c02>
        <c02>
          <did>
            <container parent="mss92-894c-bx1"
            label="Folder" localtype="folder">22
            </container>
            <unittitle>Writings</unittitle>
            <unitdate>n.d.</unitdate>
          </did>
        </c02>
      [ . . .] </c01>
</dsc>
```

< ead >

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

Summary:	The required root element of an EAD instance.
May contain:	archdesc, control

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

Attribute usage:	The @audience value may be set to "external" to display data in all descendant elements, unless the value is changed for a specific element.
	Use @base to specify a URI (other than the base URI of the EAD instance) to be used for resolving relative URIs within < ead > or descendant elements.
Description and Usage:	< 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 >.
Availability:	Required, not repeatable

<edition> Edition (Table of Contents)

Summary:	A child element of <editionstmt> for recording the version of an EAD instance.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	editionstmt

Attributes:

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

Description and Usage:	Use <edition> to indicate the version of an EAD instance. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.
Availability:	Within <editionstmt>, one of <edition> or <p> is required, repeatable
See also:	Use <maintenanceevent> to record the date when changes have been introduced to the EAD instance, the type of changes, and the person or organization responsible. The child <eventdescription> optionally allows you to provide details about the changes.

Example:

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

<editionstmt>

<editionstmt> Edition Statement (Table of Contents)

Summary:	A child element of <filedesc>, used to provide information about the version of an EAD instance.
May contain:	edition, p
May occur within:	filedesc

Attributes:

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

Description and Usage:	Use <editionstmt> to indicate the version of an EAD instance, as well as providing any related narrative information. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.
Availability:	Optional, not repeatable

Example:

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

<emph> Emphasis (Table of Contents)

Summary:	A formatting element for marking words or phrases that are emphasized or specially formatted.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

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

Description and Usage:	A formatting element for marking words or phrases that are 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.
	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 <emph>.
Availability:	Optional, repeatable

Example:

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

<entry>

<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

Attributes:

align	Optional (values limited to: center, char, justify, left, right)
altrender	Optional
audience	Optional (values limited to: external, internal)
char	Optional
charoff	Optional
colname	Optional
colsep	Optional (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)

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

See also: Related elements <colspec>, <row>, <table>, <tbody>, <tgroup>, and <thead>.

Example:

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1"> Major Family
        Members</entry>
        <entry colname="2"> Spouses</entry>
        <entry colname="3"> Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1"> John Albemarle
        (1760-1806) </entry>
        <entry colname="2"> Mary Frances
        Delaney (1769-1835) </entry>
        <entry colname="3"> John Delaney
        Albemarle (1787-1848) </entry>
      </row>
    [. . .] </tbody>
  </tgroup>
</table>
```

< event >

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

Summary:	An element describing a happening or occurrence recorded within a chronology list.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title
May occur within:	chronitem, chronitemset

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

Description and Usage:	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.
Availability:	Within < chronitem >: Optional, not repeatable
	Within < chronitemset >: Required, repeatable

Example:

```
<chronlist>
  <chronitem>
    <datesingle>2015</datesingle>
    <chronitemset>
      <geogname>
        <part>Woodbury, Minnesota</part>
      </geogname>
      <geogname>
        <part>Roseville, Minnesota</part>
      </geogname>
      <event>Opens additional stores</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>1948</datesingle>
    <chronitemset>
      <geogname>
        <part>Minneapolis, Minnesota</part>
      </geogname>
      <event>Graduates from the University of
      Minnesota</event>
      <event>Begins work as a receptionist
      for the Humphrey for Senator
      Committee</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>March 1957</datesingle>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
        localtype="a">Biwabik,
        Minnesota</part>
      </geogname>
      <event>Dies</event>
    </chronitemset>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
        localtype="a">Minneapolis,
        Minnesota</part>
      </geogname>
      <event>Buried in Lakewood
      Cemetery</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

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

Summary:	A required child element of <maintenanceevent> that records the date and time of a specific maintenance action for an EAD instance.
May contain:	[text]
May occur within:	maintenanceevent

Attributes:		
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	standarddatetime	Optional (must follow pattern based on ISO 8601)

Attribute usage:	Use @standarddatetime to provide a machine-processable expression of the date or date and time, formulated according to the ISO 8601 standard.
Description and Usage:	<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.
Availability:	Required, not repeatable
References:	ISAD(G) 3.7.3
	MODS <recordCreationDate>, <recordChangeDate>

Example:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="derived"></eventtype>
    <eventdatetime
    standarddatetime="2015-09-13T08:05:33-05:00">13
    September 2015</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>EAD2002_to_EAD3.xsl</agent>
    <eventdescription>Conversion from
    EAD 2002 finding aid using XSL
    transformation.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2015-09-14T10:05:23-05:00">14
    September 2014</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Lisa Bolkonskaya</agent>
    <eventdescription>Conversion from EAD 2002
    revised. Conventions and local control
    added..</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2015-09-16T14:23:42-05:00">16
    September 2014</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Lisa Bolkonskaya</agent>
    <eventdescription>Minor revisions. Added
    sources.</eventdescription>
  </maintenanceevent>
</maintenancehistory>
```

< eventdescription >

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

Summary:	An optional child of < maintenanceevent >, used to provide a description of the maintenance activity.
May contain:	[text]
May occur within:	maintenanceevent

Attributes:

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

Attribute usage:	Use @localtype if local practice requires recording the type of description.
Description and Usage:	Use < eventdescription > to record a full description of a maintenance event. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance.
Availability:	Optional, repeatable
See also:	Use the required < eventtype > to provide a basic categorization of the maintenance event.

Example:

```
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
  standarddatetime="2006-10">October
  2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
Findmittel erstellt. Finding aid created.
</maintenanceevent>
```

<eventtype>

<eventtype> Event Type (Table of Contents)

Summary:	A required child element of <maintenanceevent> that provides a controlled list of values for recording the type of maintenance activity.
May contain:	[text]
May occur within:	maintenanceevent

Attributes:

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

Attribute usage:

cancelled: marks an instance as not current (obsolete or rejected), but retained for reference

created: the initial creation of the EAD instance

deleted: indication that the instance has been deleted from the system

derived: indicates that the instance was derived from another descriptive system

revised: any type of general modification to the EAD instance

unknown: when the type of event is not known

updated: when an instance has been brought up to date with significant changes to the materials being described or to the version of EAD used

Description and Usage:

Use <eventtype> to indicate the type of maintenance events that have taken place on an EAD instance during the course of its history. In addition to commonly

occurring events such as the creation, update, or revision of an instance, you may also record activities such as the cancellation or deletion of an instance, as this information may be useful in shared systems.

Meanings for the required @value are:

Availability: Required, not repeatable

See also: Use <eventdescription> to provide a fuller description of the maintenance event.

Examples:
```
<maintenanceevent> Erstellt
  <eventdatetime
  standarddatetime="2006-10">October
  2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
  <eventdescription>Finding aid
  created.</eventdescription>
</maintenanceevent>
<maintenanceevent>
  <eventtype value="revised"></eventtype>
  <eventdatetime
  standarddatetime="2007-08-13"></eventdatetime>
  <agenttype value="machine"></agenttype>
  <agent>brbl-migrate-01.xsl</agent>
  <eventdescription>converted for compliance
  with Yale EAD Best Practice Guidelines
  </eventdescription>
</maintenanceevent>
```

< expan >

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

Summary:	A phrase level element for designating the full form of a word or phrase.
May contain:	[text]
May occur within:	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

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

Description and Usage:	A 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.
Availability:	Optional, repeatable
See also:	The related element < abbr > with @expan, which can be used to encode the abbreviation of a name while providing the full form in an attribute for indexing or searching purposes.

Examples:

```
<didnote>File also contains materials from the
  <expan abbr=" ACLU "> American Civil
  Liberties Union </expan>
. </didnote>
<c02>
  <did>
    <unittitle>
      <expan abbr="UNESCO"> United Nations
      Educational, Scientific and Cultural
      Organization </expan>
    </unittitle>
  [. . .] </did>
</c02>
```

<famname>

<famname> Family Name (Table of Contents)

Summary:	An element for identifying the name of a group of people with blood relations, or persons who form a household.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

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

Attribute usage:

Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the family in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of family name.

Use @normal to identify a standardized form of the family name if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the family name has to the described materials, for example, "compiler," "creator," "collector," or "subject." The schema does not limit

possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	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.

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

Part 1: Butts family

Part 2: 1810

Part 3: Long Beach, CA

Use <famname> within <controlaccess> for encoding family names as defined by controlled vocabularies or according to appropriate rules. You may also use <famname> for encoding family names as they appear within text. |
| **Availability:** | Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable |
| **References:** | MARC 600, 700 |
| **Examples:** | |

```
<controlaccess>
  <famname>
    <part>Butts family</part>
    <part>1810</part>
    <part>Long Beach, CA</part>
  </famname>
  <famname relator="collector">
    <part>Smith family</part>
  </famname>
  <famname encodinganalog="600"
  relator="subject" source="lcnaf"
  identifier="http://lccn.loc.gov/sh88007170">
    <part>Kistler family</part>
  </famname>
  <famname encodinganalog="600"
  identifier="http://lccn.loc.gov/sh85128074">
    <part>Stevens family</part>
  </famname>
</controlaccess>
```

```
<indexentry>
  <famname>
    <part>Hely-Hutchinson family</part>
  </famname>
  <indexentry>
    <genreform>
      <part>Pedigree, 20th cent.</part>
    </genreform>
    <ref target="EngC5769-f74" show="replace"
    actuate="onrequest">MS. Eng. c. 5769, fol.
    74</ref>
  </indexentry>
</indexentry>
```

< filedesc >

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

Summary:	A required child element of < control > that binds together bibliographic information about an EAD instance.
May contain:	editionstmt, notestmt, publicationstmt, seriesstmt, titlestmt
May occur within:	control

Attributes:

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

Description and Usage:

Use < filedesc > to record a bibliographic description of the finding aid itself, including its author, title, subtitle, sponsor, edition, publisher, publishing series, and related notes. The prescribed order of all child elements (both required and optional) is:

> < titlestmt >
>
> < editionstmt >
>
> < publicationstmt >
>
> < seriesstmt >
>
> < notestmt >

Availability:	Required, not repeatable
See also:	Do not confuse with < archdesc >, which refers to the materials being described rather than the finding aid itself.

Examples:

```
<control>
  <recordid>AddMS88938</recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of
      James Graham Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
. . . </control>
<filedesc>
  <titlestmt>
    <titleproper>Register of the Emily Higby
    Collection</titleproper>
  </titlestmt>
  <editionstmt>
    <edition>2nd ed.</edition>
    <p>This edition reflects substantial
    additions to the collection in 1994.</p>
  </editionstmt>
</filedesc>
```

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

Summary:	An element for information about any classification scheme used by the original creator to arrange, store, and retrieve the materials described.
May contain:	blockquote, chronlist, fileplan, head, list, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, fileplan

Attributes:

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

Description and Usage:	A filing plan is usually identified by the type of system used, e.g., alphabetical, numerical, alpha-numerical, decimal, color-coded, etc. It is often hierarchical and may include the filing guidelines of the originating entity. Additional types include a drawing of a room layout or a scientific scheme.
Availability:	Optional, repeatable
See also:	Do not confuse with <arrangement>, which describes the current organization and/or filing sequence of the materials, as opposed to that imposed by the original creator.
	Do not confuse with <otherfindaid>, which contains references to additional descriptions of the material rather than descriptions of classification schemes by which the materials might still be arranged.

Example:

```
<fileplan>
  <head>File List</head>
  <p> 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.</p>
              <fileplan>
                <head>AGRICULTURE (AG)</head>
                <list listtype="ordered"
                numeration="arabic">
                  <item>Home Economics</item>
                  <item>Horticulture</item>
                  <item>Marketing</item>
                  <item>Price Support</item>
                </list>
              </fileplan>
              <fileplan>
                <head>ARTS (AR)</head>
                <list listtype="ordered"
                numeration="arabic">
                  <item>Languages</item>
                  <item>Museums</item>
                  <item>Music</item>
                </list>
              </fileplan>
            </fileplan>
```

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

Summary:	An element used to cite the source of a fact, quotation, etc.
May contain:	blockquote, chronlist, list, p, table
May occur within:	abstract, archref, bibref, entry, event, item, p, physfacet, ref, unittitle

Attributes:	actuate	Optional (values limited to: 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)

Attribute usage:	Use @actuate to specify how the footnote is to be displayed to a user, whether on loading of a window, on request by the user, other, or none.
	Use @show to specify how the source information is to appear after a user requests (clicks on) the footnote, whether embedded in the current window, replacing the current window, in a new window, other, or none.
Description and Usage:	Use <footnote> to annotate text to indicate the basis for an assertion or citing the source of a quotation or other information.
Availability:	Optional, repeatable
Example:	

```
<scopecontent>
  <head>Scope and Content</head>
  <p>In letters from the spring of 1924,
  Lawrence outlines the adjustments the family
```

faced when moving from New York City to Badger, Iowa.
```
<footnote>
   <p>Letters #42, #45, #47-54</p>
</footnote>
```
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."
```
<footnote>
   <p>Letter #48</p>
</footnote>
```
The family only remained six months in Badger before moving again to Des Moines.</p>
```
[. . .] </scopecontent>
```

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

Summary:	An element that indicates that the language and/or script of the encoded word(s) is different from that in the surrounding text.
May contain:	[text]
May occur within:	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref (revised in 1.1.1), sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:

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

Attribute usage:	Use @lang to indicate the language and @script to identify the script of the encoded text.
	Use @render to specify formatting of the encoded text for display and print purposes.
Description and Usage:	Use <foreign> to indicate a language and/or script that differs from that of the text surrounding it. Use <foreign> if you wish to render or otherwise process such text. For example, encoding a phrase as <foreign> and including the script attributes allows

a machine to process the script differently than that of the script around it.

Availability: Optional, repeatable

Examples:
```
<bibref>
   <foreign lang="lat"> Arcana mundi </foreign>
: 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. </bibref>
<bioghist> [. . .]
   <p>Thanatos (
      <foreign lang="grc" script="Grek"> Θάνατος
      </foreign>
   ) was the personification of death. He was
   a minor figure in Greek mythology, often
   referred to, but rarely appearing in person.
   </p>
[. . .] </bioghist>
```

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

Summary:	An optional child element of <daterange> that records the starting point in a range of dates.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	daterange

Attributes:

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

Attribute usage: Use @localtype to supply a more specific characterization of the start date.

Use @notafter and @notbefore to capture the earliest and latest possible dates in machine-processable form in cases when the date is uncertain.

Use @standarddate to provide a machine-processable form of the date.

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

Availability: Optional, not repeatable

See also: Use <todate> to record the ending point of a date range.

Examples:

```
<unitdatestructured calendar="gregorian"
era="ce">
   <dateset>
     <datesingle standarddate="1963-01-22">22
     January 1963</datesingle>
     <daterange>
        <fromdate standarddate="1971-06-01"> 1
        June 1971 </fromdate>
        <todate standarddate="1974-04-30">30
        April 1974</todate>
     </daterange>
   </dateset>
</unitdatestructured>
<chronitem>
   <daterange>
     <fromdate> 1819 </fromdate>
     <todate>1820</todate>
   </daterange>
   <event>Studies theology at Yale
   College</event>
</chronitem>
<unitdatestructured unitdatetype="inclusive">
   <daterange>
     <fromdate notafter="1962"> 1962
     </fromdate>
     <todate notafter="1968">1968</todate>
   </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
   <daterange>
     <fromdate notbefore="1971"
     notafter="1975"> around 1973 </fromdate>
     <todate standarddate="1992">1992</todate>
   </daterange>
</unitdatestructured>
```

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

Summary:	An element for encoding activities and processes related to the production of materials.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

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

Attribute usage:

Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the function in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system.

Use @localtype, if local practice requires specification of the type of function.

Use @normal to identify a standardized form of the function if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) between the function and the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce these values elsewhere if desired.

Description and Usage:

<function> 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.

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

Part 1: Coaching

Part 2: Oregon

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

Availability:	Within <indexentry>: Optional, not repeatable
	Within all other elements: Optional, repeatable
See also:	Do not use <function> to describe occupations; use <occupation> instead.
References:	MARC 657
Example:	

```
<controlaccess>
  <function encodinganalog="657" source="aat">
    <part>Legislating</part>
  </function>
  <function encodinganalog="657" source="aat">
    <part>Law enforcing</part>
  </function>
  <function encodinganalog="657" source="aat">
    <part>Convicting</part>
  </function>
</controlaccess>
```

< genreform >

< **genreform** > Genre/Physical Characteristic

(Table of Contents)

Summary:	An element for encoding a genre or form of material.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

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

Attribute usage:	Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
	Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the genre or physical characteristic in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.
	Use @localtype, if local practice requires specification of the type of genre term.
	Use @normal to identify a standardized form of the genre term if not provided in the element itself.
	Use @relator to specify, either as a URI or a string, other relationship(s) the genre term has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	<genreform> 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.
	<genreform> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part>
	elements may be used to capture each component of the genre/form term, e.g.,
	Part 1: Photographs
	Part 2: 1910-1919
	Use <genreform> within <controlaccess> for encoding genre terms as defined by controlled vocabularies or according to appropriate rules. You may also use <genreform> for encoding genre terms as they appear within text.
Availability:	Within <indexentry>: Optional, not repeatable
	Within all other elements: Optional, repeatable
References:	MARC 655
	MODS <genre>
| **Examples:** | ```
<controlaccess>
  <genreform encodinganalog="655"
  source="gmgpc">
    <part>Correspondence</part>
  </genreform>
  <genreform encodinganalog="655"
  source="gmgpc">
    <part>Diaries</part>
  </genreform>
</controlaccess>
``` |

```
<indexentry>
  <famname>
    <part>Hely-Hutchinson family</part>
  </famname>
  <indexentry>
    <genreform>
      <part>Pedigree, 20th cent.</part>
    </genreform>
    <ref target="EngC5769-f74" show="replace"
    actuate="onrequest">MS. Eng. c. 5769, fol.
    74</ref>
  </indexentry>
</indexentry>
```

<geogname>

<geogname> Geographical Name (Table of Contents)

Summary:	An element for encoding place names.
May contain:	geographiccoordinates, part
May occur within:	abstract, archref, bibref, chronitem, chronitemset, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, relation, unittitle

Attributes:

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

Attribute usage:

Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the geographic name in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of geographical name.

Use @normal to identify a standardized form of the geographical name if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the geographical name has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	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).
	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.
Availability:	Within <chronitem>, <indexentry> and <relation>: Optional, not repeatable
	Within all other elements: Optional, repeatable
References:	MARC 651, 752
	MODS <geographic>, <hierarchicalGeographic>
Examples:	

```
<controlaccess>
  <geogname>
    <part>Clear Spring</part>
    <part>Maryland</part>
    <geographiccoordinates
    coordinatesystem="UTM">18S 248556mE
    4393694mN</geographiccoordinates>
  </geogname>
</controlaccess>
<controlaccess>
  <geogname encodinganalog="651"
  identifier="http://viaf.org/viaf/155860715">
    <part>Washington (State)</part>
  </geogname>
</controlaccess>
```

```xml
<chronitem>
  <datesingle
  standarddate="1927">1927</datesingle>
  <geogname>
    <part>Berlin, Germany </part>
    <geographiccoordinates
    coordinatesystem="mgrs">33UUU9029819737
    </geographiccoordinates>
  </geogname>
  <event>Designs and builds Piscator
  Apartment</event>
</chronitem>
<chronitem>
  <datesingle
  standarddate="1932">1932</datesingle>
  <geogname>
    <part>Basel, Switzerland</part>
    <geographiccoordinates
    coordinatesystem="mgrs">
    32TLT9469569092</geographiccoordinates>
  </geogname>
  <event>Designs and builds Wohnbedarf
  Furnniture Stores</event>
</chronitem>
```

<geographiccoordinates>

<geographiccoordinates> Geographic Coordinates (Table of Contents)

Summary:	A child element of <geogname> that encodes a set of geographic coordinates.
May contain:	[text]
May occur within:	geogname
Attributes:	altrender — Optional
	audience — Optional (values limited to: external, internal)
	coordinatesystem — Required
	id — Optional
	lang — Optional
	script — Optional
Attribute usage:	Use @coordinatesystem to provide a commonly used code for the system used to express the coordinates. Examples include WGS84, OSGB36, ED50.
Description and Usage:	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.
Availability:	Optional, repeatable
References:	MARC 255$c
	MODS <coordinates>

Examples:

```
<geogname>
  <part localtype="place">Hardeeville</part>
  <part localtype="state">South
  Carolina</part>
  <geographiccoordinates
  coordinatesystem="WGS84"> -81.1, 32.2,
  -81.0, 32.3 </geographiccoordinates>
</geogname>
<geogname>
  <part>Clear Spring</part>
  <part>Maryland</part>
  <geographiccoordinates
  coordinatesystem="UTM"> 18S 248556mE
  4393694mN </geographiccoordinates>
</geogname>
```

```
<geogname>
  <part>Berlin, Germany </part>
  <geographiccoordinates
  coordinatesystem="mgrs"> 33UUU9029819737
  </geographiccoordinates>
</geogname>
<geogname>
  <part>Basel, Switzerland</part>
  <geographiccoordinates
  coordinatesystem="mgrs"> 32TLT9469569092
  </geographiccoordinates>
</geogname>
```

<head>

<head> Heading (Table of Contents)

Summary:	An element that encodes a title or caption for a section of text.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, chronlist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, list, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, table, userestrict

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

Description and Usage:	<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.
Availability:	Optional, not repeatable
See also:	Do not confuse with the children of <listhead> (<head01>, <head02>, and <head03>), which designate headings for facets in a multifacet list, or <thead>, which is used for column headings in a table.

Examples:

```
<chronlist>
  <head> Publications List </head>
  <listhead>
    <head01>Publication Year</head01>
    <head02>Book Title</head02>
  </listhead>
  <chronitem>[...]</chronitem>
</chronlist>
<bioghist id="PRO123">
  <head> Administrative History </head>
  <p>In October 1964, the incoming Labour
  government created new office of Secretary
  of State for Economic Affairs (combined
```

with First Secretary of State) and set up
the Department of Economic Affairs under
the Ministers of the Crown Act 1964 to
carry primary responsibility for long term
economic planning.</p>
</bioghist>

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

Summary:	A formatting element for the first facet heading in a multifacet list.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	listhead

Attributes:

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

Description and Usage:	Use within <listhead> to designate the heading over the first facet in a multifacet list.
Availability:	Optional, not repeatable
See also:	Do not confuse with the generic <head>, which designates a heading for an entire list or other section of text.

Example:

```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02>Location(s)</head02>
    <head03>Event(s)</head03>
  </listhead>
  <chronitem>
    <dateset>
      <datesingle standarddate="1942-03">March
      1942</datesingle>
      <daterange>
        <fromdate standarddate="1942-05">May
        1946</fromdate>
        <todate
        standarddate="1946-09">September
        1946</todate>
      </daterange>
    </dateset>
    <chronitemset>
      <geogname>
        <part>Clear Spring</part>
        <part>Maryland</part>
        <geographiccoordinates
        coordinatesystem="UTM">18S 248556mE
        4393694mN</geographiccoordinates>
      </geogname>
      <event>Enlisted in Civilian
      Public Service as a conscientious
      objector.</event>
      <event>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.</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

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

Summary:	A formatting element for the second facet heading in a multifacet list.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	listhead

Attributes:

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

Description and Usage:	Use <head02> within <listhead> if needed to designate the heading over the second facet in a multifacet list.
Availability:	Optional, not repeatable
See also:	Do not confuse with the generic <head>, which designates a heading for an entire list or other section of text.

Example:

```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02> Location(s) </head02>
    <head03>Event(s)</head03>
  </listhead>
[. . .] </chronlist>
```

< head03 >

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

Summary:	A formatting element for the third facet heading in a multifacet list.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	listhead

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

Description and Usage:	Use < head03 > within < listhead > to provide a heading over the third facet in a multifacet list.
Availability:	Optional, not repeatable
See also:	Do not confuse with the generic < head >, which designates a heading for an entire list or other section of text.

Example:

```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02> Location(s) </head02>
    <head03>Event(s)</head03>
  </listhead>
[. . .] </chronlist>
```

<index>

<index> Index (Table of Contents)

Summary:	A list of key terms and entities with reference pointers assembled to enhance navigation of and access to the materials being described.
May contain:	blockquote, chronlist, head, index, indexentry, list, listhead, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, index

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

Description and Usage:	<index> can serve as a helpful alphabetical overview of subjects, correspondents, photographers, or other entities represented in the collection. It may provide hypertext links to the components referenced, or it may simply note the container numbers useful for locating the position in the finding aid where the indexed material appears.
	The index may repeat terms and names found elsewhere in the finding aid or list names not previously identified. For example, an index of correspondents may list "Chilsolm, Shirley" with a reference pointing to a file with the general name "Correspondence, 1969-1975." Use <indexentry> to capture each item in the <index>.
Availability:	Optional, repeatable
Example:	

```
<archdesc level="fonds">
  <did>[...]</did>
  <scopecontent>[...]</scopecontent>
  <index>
    <head>Photographer Index</head>
    <p>Names of photographers and studios--
    and the cities and states in which they
    operated--are usually noted as they appear
    on the photographs (usually stamped or
    written on the versos). Corporate names
    appear in direct order; personal names in
```

```
inverted order (i.e., filed by surname).
Rectos and versos of photographs were
microfilmed to capture information exactly
as it appears on the photographs. To
locate a specific photographer/studio, a
user should consider all possible forms
of entry (corporate and personal), browse
the index under these forms, identify
which LOT(s) contain photographs by
that photographer/studio, then browse
the relevant LOT on the microfilm to
locate specific photographs that bear the
markings of the specific photographer/
studio.</p>
<indexentry>
   <name>
      <part>12th Air Force Photo</part>
   </name>
   <ref target="LOT13105"
   actuate="onrequest" show="replace">LOT
   13105</ref>
</indexentry>
<indexentry>
   <name>
      <part>15th Air Force Command:</part>
   </name>
   <ref target="LOT13105"
   actuate="onrequest" show="replace">LOT
   13105</ref>
</indexentry>
   </index>
</archdesc>
```

<**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

Attributes:

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

Description and Usage:

Each <indexentry> must contain an access element, such as <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:

```
<index>
  <indexentry>
    <name>
      <part>12th Air Force Photo</part>
    </name>
    <ref target="LOT13105" actuate="onrequest"
    show="replace">LOT 13105</ref>
  </indexentry>
  <indexentry>
    <name>
      <part>15th Air Force Command:</part>
    </name>
    <ref target="LOT13105" actuate="onrequest"
    show="replace">LOT 13105</ref>
  </indexentry>
</index>
```

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

Summary:	An element used in either <list> or as part of <defitem>.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title
May occur within:	defitem, list

Attributes:

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

Description and Usage:	An element used in two contexts: as an entry in a simple, random, or ordered <list> or as part of <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>.
Availability:	Within <defitem>: Required, not repeatable
	Within <list>: Optional, repeatable
See also:	Do not confuse with <chronitem>, which designates entries in <chronlist>.
	Related elements <list> and <defitem>.

Examples:

```
<list listtype="unordered" mark="circle">
  <head>List of ministers of May Memorial
  Unitarian Universalist Church</head>
  <item> John Storer, Minister 1839-1844
  </item>
  <item> Samuel Joseph May, Minister 1845-1868
  </item>
  <item> Samuel R. Calthrop, Minister
  1868-1911 </item>
  <item> John H. Applebee, Minister 1911-1929
  </item>
  <item> Waldemar W. Argow, Minister 1930-1941
  </item>
  <item> Robert E. Romig, Minister 1941-1946
  </item>
  <item> Glenn O. Canfield, Minister 1946-1952
  </item>
  <item> John Fuller, Minister, 1961-1973
  </item>
</list>
<list listtype="deflist">
  <defitem>
    <label>ALS</label>
    <item> Autograph Letter Signed </item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item> Typewritten Letter Signed </item>
  </defitem>
</list>
```

<label>

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

Summary:	A required child element of <defitem> that identifies the term or concept being defined or described.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	defitem

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

Description and Usage:	In a definition list, <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.
Availability:	Required, not repeatable
See also:	Do not confuse with @label, available on children of <did>, which allows the encoder to provide identifying information for public display.

| **Example:** | ```
<list listtype="deflist">
  <defitem>
    <label>ALS</label>
    <item>Autograph Letter Signed</item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item>Typewritten Letter Signed</item>
  </defitem>
</list>
``` |

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

Summary:	A child element of \<did\> that identifies languages represented in the materials described.
May contain:	descriptivenote, language, languageset
May occur within:	did

Attributes:

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

Attribute usage:	Use @lang and @scriptto indicate the language and written scripts of the descriptive information, not the language of materials.
	Use @langcode in the \<language\> child element to record the language of the material using language codes.
	Use @scriptcode in the \<script\> child element to record the script of the material using script codes.
Description and Usage:	\<langmaterial\> records information about languages and scripts represented in the materials being described. \<langmaterial\> must contain one or more \<language\> or \<languageset\> elements, but cannot contain text.
	Any comments or notes about languages or scripts represented in the materials described must be encoded in an optional \<descriptivenote\> that follows all \<language\> and \<languageset\> elements.
Availability:	Optional, repeatable
See also:	Do not confuse with \<languagedeclaration\> in \<control\>, which specifies the language(s) and script(s) in which the finding aid is written. See also the descriptions for \<language\> and \<languageset\>.

References: ISAD(G) 3.4.3

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Examples:
```
<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <language langcode="eng">English</language>
  <language langcode="fre">French</language>
</langmaterial>
<langmaterial>
  <languageset>
    <language
    langcode="jpn">Japanese</language>
    <script
    scriptcode="Hira">hiragana</script>
    <script
    scriptcode="Kana">katakana</script>
  </languageset>
  <descriptivenote>
    <p>This file contains documents in
    Japanese, in both the hiragana and
    katakana scripts.</p>
  </descriptivenote>
</langmaterial>
```

<language>

<language> Language (Table of Contents)

Summary:	An element used to indicate the language or communication system of an EAD instance or of the material being described.
May contain:	[text]
May occur within:	langmaterial, languagedeclaration, languageset

Attributes:

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

Attribute usage:	Use @langcode to provide an identifying code for the language according to the authoritative source identified in @langencoding. In most cases this will be a three-letter ISO639-2b code.
	Use @lang and @script to indicate the language and written scripts of the descriptive information, not the language of materials.
Description and Usage:	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>.
Availability:	Within <langmaterial>:One of <language> or <languageset> is required, repeatable
	Within <languagedeclaration>:Required, not repeatable
	Within <languageset>:Required, repeatable
See also:	Use <script> to specify, in a human-readable form, the script corresponding to the language.

References: MARC 041 is equivalent to @langcode

MODS <languageTerm>, <languageOfCataloging>

Examples:

```
<langmaterial>
  <languageset>
    <language langcode="lat"> Latin
    </language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang"> Old English
    </language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="eng"> English
    </language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <language langcode="eng"> English
  </language>
  <language langcode="fre"> French </language>
</langmaterial>
<langmaterial>
  <languageset>
    <language langcode="jpn"> Japanese
    </language>
    <script
    scriptcode="Hira">hiragana</script>
    <script
    scriptcode="Kana">katakana</script>
  </languageset>
  <descriptivenote>
    <p>This file contains documents in
    Japanese, in both the hiragana and
    katakana scripts.</p>
  </descriptivenote>
</langmaterial>
```

<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

Attributes:

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

Description and Usage:

Use <languagedeclaration> to identify the language and script of an EAD instance 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
See also:	Do not confuse with <langmaterial>, which is used to identify languages and scripts found in the materials being described.

Example:

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

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

Summary:	Within <did>, <languageset> is a child element of <langmaterial> that is used to pair languages with the scripts in which they are written.
May contain:	descriptivenote, language, script
May occur within:	langmaterial

Attributes:

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

Description and Usage:

Use <languageset> within <langmaterial> when it is necessary to associate <language> and <script>. 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. <languageset> may be repeated as necessary. Optionally, any comments about the language(s) and scripts(s) being recorded may be captured in <descriptivenote> at the end, particularly for display to finding aid users.

Attribute notes:

> Use @lang and @script to indicate the language and written scripts of the descriptive information, not the language of materials.

Availability:	Optional, repeatable
See also:	Required child element <language>
	Required child element <script>

Examples:

```
<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <languageset>
    <language
    langcode="jpn">Japanese</language>
    <script
    scriptcode="Hira">hiragana</script>
    <script
    scriptcode="Kana">katakana</script>
  </languageset>
  <descriptivenote>
    <p>This file contains documents in
    Japanese, in both the hiragana and
    katakana scripts.</p>
  </descriptivenote>
</langmaterial>
```

<lb>

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

Summary:	A formatting element that forces the following text to start on a new line.
May contain:	[empty]
May occur within:	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle
Description and Usage:	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.
Availability:	Optional, repeatable
References:	Equivalent to in HTML.
Example:	

```
<publisher> San Joaquin County Historical
Society and Museum
  <lb></lb>
Lodi, California
  <lb></lb>
  <ptr actuate="onload" show="embed"
  entityref="sjmlogo"></ptr>
</publisher>
```

<legalstatus> Legal Status (Table of Contents)

Summary:	An element for indicating the statutorily defined status of the materials being described.
May contain:	blockquote, chronlist, head, legalstatus, list, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, legalstatus

Attributes:

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

Description and Usage:	Use <legalstatus> to identify the status of the material being described as defined by law, for example, the Public Records Act of 1958 in the United Kingdom.
Availability:	Optional, repeatable
References:	MARC 506

Examples:

```
<did>
  <unitid label="Reference Code">PREM
  8</unitid>
  <unittitle label="Title">Prime
  Minister's Office: Correspondence and
  Papers</unittitle>
  <unitdate label="Creation Dates"
  unitdatetype="inclusive">1935-1951</unitdate>
</did>
<legalstatus>
  <p>Public Record(s)</p>
</legalstatus>
```

```
<legalstatus>
  <head>Legal status of records</head>
  <p>Federal, state and local laws apply, as
  follows.</p>
  <legalstatus>
    <head>Student records</head>
    <p>Student records are governed by the
    Family Educational Rights and Privacy Act
    (FERPA),
      <num localtype="us.usc">20 U.S.C. §
      1232g</num>
    .</p>
  </legalstatus>
  <legalstatus>
    <head>Patient records</head>
    <p>Patient records are governed by
    the Health Insurance Portability and
    Accountability Act,
      <num localtype="us.pub.l">Pub.L. 104-
      191</num>
    and
      <num localtype="us.stat">110 Stat.
      1936</num>
    .
      <num localtype="eu.echr">Article 8
      ECHR</num>
    may also apply.</p>
  </legalstatus>
</legalstatus>
<legalstatus>
  <p>On deposit until 2025. See Deed of Gift
  for more information.</p>
</legalstatus>
```

<list> List (Table of Contents)

Summary:	A wrapper element for formatting a series of <item> or <defitem> elements that are often presented in a vertical sequence.
May contain:	defitem, head, item, listhead
May occur within:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, entry, event, fileplan, footnote, index, item, legalstatus, odd, originalsloc, otherfindaid, p, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userestrict

Attributes:		
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	listtype	Optional (values limited to: deflist, ordered, unordered)
	mark	Optional (values limited to: 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

Attribute usage:	Use @listtype to identify and format the list as a particular type. The choices are: "deflist," "ordered," and "unordered."
Description and Usage:	A formatting element that contains a series of words or numerals (called <item>s) separated from one another and arranged in a linear, often vertical sequence.

Availability:	Optional, repeatable
See also:	Do not confuse with <chronlist>, which is used to designate the temporal sequence of significant events associated with the entity or material described.

| **Examples:** | ```
<list listtype="unordered" mark="circle">
  <head>List of ministers of May Memorial
  Unitarian Universalist Church</head>
  <item>John Storer, Minister 1839-1844</item>
  <item>Samuel Joseph May, Minister
  1845-1868</item>
  <item>Samuel R. Calthrop, Minister
  1868-1911</item>
  <item>John H. Applebee, Minister
  1911-1929</item>
  <item>Waldemar W. Argow, Minister
  1930-1941</item>
  <item>Robert E. Romig, Minister
  1941-1946</item>
  <item>Glenn O. Canfield, Minister
  1946-1952</item>
  <item>John Fuller, Minister,
  1961-1973</item>
</list>
<list listtype="deflist">
  <defitem>
    <label>ALS</label>
    <item>Autograph Letter Signed</item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item>Typewritten Letter Signed</item>
  </defitem>
</list>
<processinfo>
  <p>The following items were removed during
  processing due to irrecoverable mold damage.
  Photographs were taken and placed in the
  collection for reference purposes.
    <list listtype="ordered"
    numeration="lower-alpha">
      <item>Correspondence from Feb 1987 (6
      items)</item>
      <item>Three photographs of unidentified
      cats</item>
      <item>One silk scarf</item>
    </list>
  </p>
</processinfo>
``` |

<listhead>

<listhead> List Heading (Table of Contents)

Summary:	An element for grouping several headings for faceted lists.
May contain:	head01, head02, head03
May occur within:	chronlist, index, list

Attributes:

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

Description and Usage:	A formatting element that groups headings for 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.
Availability:	Optional, not repeatable
See also:	Do not confuse with <head>, which designates a title or caption for a section of text where columnar headings are not needed.
	Do not confuse with <thead>, which is used in <table>.
	Do not use <head03> within a definition list (<list listtype="deflist">). A definition list can only have two facets for the <label> and <item> elements within <defitem>.

Example:

```
<chronlist>
  <head>Publications List</head>
  <listhead>
    <head01>Publication Year</head01>
    <head02>Book Title</head02>
  </listhead>
  <chronitem>
    <datesingle>1882</datesingle>
    <event>
      <title>
        <part>Across the Sea in a
        Sieve.</part>
      </title>
    London: Jos. Banks.</event>
  </chronitem>
  <chronitem>
    <datesingle>1886</datesingle>
    <event>
      <title>
        <part>My Life and Other
        Tragedies.</part>
      </title>
    London: Chatto and Windus.</event>
  </chronitem>
</chronlist>
```

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

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

May contain: daterange, datesingle, term

May occur within: control

Attributes:

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

Attribute usage: Use @localtype if local practice requires recording the type of entry.

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

Child elements of <localcontrol> must be provided in a specific order:

<term>

<datesingle> or <daterange>

Availability: Optional, repeatable

Examples:

```
<control> [. . .]
  <languagedeclaration>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
  </languagedeclaration>
  <localcontrol localtype="levelofdetail">
    <term>Minimum</term>
  </localcontrol>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"></eventtype>
      <eventdatetime
      standarddatetime="2013-04-20T16:19:24Z"></eventdatetime
      <agenttype
      value="machine">machine</agenttype>
      <agent>IAMS</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
<localcontrol localtype="fileSize">
  <term>8 MB</term>
</localcontrol>
<localcontrol localtype="daoFlag">
  <term>true</term>
</localcontrol>
<localcontrol localtype="maxComponentID">
  <term>414</term>
</localcontrol>
<localcontrol localtype="processinglevel">
  <term>item</term>
</localcontrol>
```

<localtypedeclaration>

<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:

```
<control> [. . .]
  <conventiondeclaration>
    <abbr>ISAD(G)</abbr>
    <citation>ISAD(G): General International
    Standard Archival Description, second
    edition, Ottawa 2000</citation>
  </conventiondeclaration>
  <localtypedeclaration>
    <citation>IAMS Catloguing Guidelines
    Part 1: Describing Archives and
    Manuscripts</citation>
  </localtypedeclaration>
  <localcontrol localtype="levelofdetail">
    <term>Minimum</term>
  </localcontrol>
[. . .] </control>
<localtypedeclaration>
  <abbr>PM-AMC</abbr>
  <citation>Processing manual for archival and
  manuscript collections</citation>
  <descriptivenote>
    <p>This finding aid conforms to the
    standards of description outlined in the
    seventh section of the university's
      <title>
        <part>Processing manual for archival
        and manuscript collections</part>
      </title>
    .</p>
  </descriptivenote>
</localtypedeclaration>
```

<maintenanceagency>

<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

Attributes:

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

Attribute usage:	Use @countrycode to indicate a unique code for the country of the maintenance agency.
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
See also:	Use < repository > to identify the institution or agency responsible for providing intellectual access to the materials being described, which may be the same as the maintenance agency.

Examples:

```
<control> [. . .]
  <maintenancestatus
  value="derived"></maintenancestatus>
  <maintenanceagency>
    <otheragencycode
    localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
  <languagedeclaration>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
  </languagedeclaration>
[. . .] </control>
<control> [. . .]
  <maintenancestatus
  value="revised"></maintenancestatus>
  <publicationstatus
  value="published"></publicationstatus>
  <maintenanceagency>
    <agencycode>DNASA-G</agencycode>
    <otheragencycode
    localtype="agency">GSFC</otheragencycode>
    <agencyname>NASA Goddard Space Flight
    Center</agencyname>
  </maintenanceagency>
[. . .] </control>
```

<maintenanceevent> Maintenance Event (Table of Contents)

Summary:	A required child element of <maintenancehistory> used to record information about maintenance activities in the history of the EAD instance.
May contain:	agent, agenttype, eventdatetime, eventdescription, eventtype
May occur within:	maintenancehistory

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

Description and Usage:

Use <maintenanceevent> to record an activity in the creation and ongoing maintenance of an EAD instance, including revisions, updates, deletions, etc. There will always be at least one maintenance event for each instance, which will typically be its creation.

The type of each event must be defined in the child <eventtype>. The child <agent> and <agenttype> elements are required to provide information about who or what carried out, or was otherwise responsible for, the work on the EAD instance. The child <eventdatetime> is also required to record when the event took place. Optionally, the information about the event may be described further in <eventdescription>.

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

<eventtype>

<eventdatetime>

<agenttype>

<agent>

Availability:	Required, repeatable
References:	MODS <recordOrigin>
Examples:	

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Michael Rush</agent>
    <eventdescription>Finding aid
    created.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>Beinecke Library Edix/Wordix
    macros</agent>
    <eventdescription>Encoded in EAD
    1.0.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2007-08-13"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>brbl-migrate-01.xsl</agent>
    <eventdescription>converted for compliance
    with Yale EAD Best Practice Guidelines
    </eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2007-07-26"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>v1to02.xsl</agent>
    <eventdescription>PUBLIC "-//Yale
    University::Beinecke Rare Book and
    Manuscript Library//TEXT (US::CtYBR::::
    [ABRAHAM HAYWARD COLLECTION ])//
    EN" "hayward.xml" converted from
```

```
              EAD 1.0 to 2002 by v1to02.xsl
              (sy2003-10-15).</eventdescription>
          </maintenanceevent>
          <maintenanceevent>
            <eventtype value="revised"></eventtype>
            <eventdatetime
            standarddatetime="2010-02-10"></eventdatetime>
            <agenttype value="machine"></agenttype>
            <agent>yale.addEadidUrl.xsl</agent>
            <eventdescription>Transformed with
            yale.addEadidUrl.xsl. Adds @url with
            handle for finding aid. Overwrites @url if
            already present.</eventdescription>
          </maintenanceevent>
      </maintenancehistory>
      <maintenancehistory>
          <maintenanceevent>
            <eventtype value="derived"></eventtype>
            <eventdatetime
            standarddatetime="2015-09-13T08:05:33-05:00">13
            September 2015</eventdatetime>
            <agenttype value="machine"></agenttype>
            <agent>EAD2002_to_EAD3.xsl</agent>
            <eventdescription>Conversion from
            EAD 2002 finding aid using XSL
            transformation.</eventdescription>
          </maintenanceevent>
          <maintenanceevent>
            <eventtype value="revised"></eventtype>
            <eventdatetime
            standarddatetime="2015-09-14T10:05:23-05:00">14
            September 2014</eventdatetime>
            <agenttype value="human"></agenttype>
            <agent>Lisa Bolkonskaya</agent>
            <eventdescription>Conversion from EAD 2002
            revised. Conventions and local control
            added..</eventdescription>
          </maintenanceevent>
          <maintenanceevent>
            <eventtype value="revised"></eventtype>
            <eventdatetime
            standarddatetime="2015-09-16T14:23:42-05:00">16
            September 2014</eventdatetime>
            <agenttype value="human"></agenttype>
            <agent>Lisa Bolkonskaya</agent>
            <eventdescription>Minor revisions. Added
            sources.</eventdescription>
          </maintenanceevent>
      </maintenancehistory>
```

<maintenancehistory> Maintenance History

(Table of Contents)

Summary:	A required child element of <control> that captures the history of the EAD instance.
May contain:	maintenanceevent
May occur within:	control

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

Description and Usage:	<maintenancehistory> is for recording the history of the creation, revisions, updates, and other modifications to the EAD instance. There must be at least one child <maintenanceevent> in <maintenancehistory>, which usually will be a record of the creation of the instance, but there may be many other <maintenanceevent> elements documenting the milestone changes or activities in the maintenance of the instance.
Availability:	Required, not repeatable

Examples:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Michael Rush</agent>
    <eventdescription>Finding aid
    created.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>Beinecke Library Edix/Wordix
    macros</agent>
    <eventdescription>Encoded in EAD
    1.0.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2007-08-13"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>brbl-migrate-01.xsl</agent>
    <eventdescription>converted for
    compliance with Yale EAD Best Practice
    Guidelines</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2007-07-26"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>v1to02.xsl</agent>
    <eventdescription>PUBLIC "-//Yale
    University::Beinecke Rare Book and
    Manuscript Library//TEXT (US::CtYBR::::
    [ABRAHAM HAYWARD COLLECTION ])//
    EN" "hayward.xml" converted from
    EAD 1.0 to 2002 by v1to02.xsl
    (sy2003-10-15).</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
    standarddatetime="2010-02-10"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>yale.addEadidUrl.xsl</agent>
    <eventdescription>Transformed with
    yale.addEadidUrl.xsl. Adds @url with
```

```
                              handle for finding aid. Overwrites @url if
                              already present.</eventdescription>
                         </maintenanceevent>
                    </maintenancehistory>
                    <maintenancehistory>
                         <maintenanceevent>
                              <eventtype value="derived"></eventtype>
                              <eventdatetime
                              standarddatetime="2015-09-13T08:05:33-05:00">13
                              September 2015</eventdatetime>
                              <agenttype value="machine"></agenttype>
                              <agent>EAD2002_to_EAD3.xsl</agent>
                              <eventdescription>Conversion from
                              EAD 2002 finding aid using XSL
                              transformation.</eventdescription>
                         </maintenanceevent>
                         <maintenanceevent>
                              <eventtype value="revised"></eventtype>
                              <eventdatetime
                              standarddatetime="2015-09-14T10:05:23-05:00">14
                              September 2014</eventdatetime>
                              <agenttype value="human"></agenttype>
                              <agent>Lisa Bolkonskaya</agent>
                              <eventdescription>Conversion from EAD 2002
                              revised. Conventions and local control
                              added..</eventdescription>
                         </maintenanceevent>
                         <maintenanceevent>
                              <eventtype value="revised"></eventtype>
                              <eventdatetime
                              standarddatetime="2015-09-16T14:23:42-05:00">16
                              September 2014</eventdatetime>
                              <agenttype value="human"></agenttype>
                              <agent>Lisa Bolkonskaya</agent>
                              <eventdescription>Minor revisions. Added
                              sources. </eventdescription>
                         </maintenanceevent>
                    </maintenancehistory>
```

<maintenancestatus>

<maintenancestatus> Maintenance Status (Table of Contents)

Summary:	A required child element of <control> that records the current version status of the EAD instance.
May contain:	[text]
May occur within:	control

Attributes:	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived)

Attribute usage:	Upon creation, record the status as "new."
	On revision, change the status to "revised."
	Because it is important to be clear about what has happened to instances, particularly when sharing and making links between them, a number of status values are available for records that are no longer current:
	A "derived" status value is available to indicate that the record was derived from another descriptive system.
Description and Usage:	Use <maintenancestatus> 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 <maintenancehistory>).
	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 <maintenancestatus> in a language other than English, otherwise it should remain empty.

Availability: Required, not repeatable

Examples:
```
<control>
  <recordid>AddMS88938</recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of
      James Graham Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
  <maintenancestatus
  value="derived"></maintenancestatus>
  <publicationstatus
  value="approved"></publicationstatus>
  <maintenanceagency>
    <otheragencycode
    localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
[. . .] </control>
<control> [. . .]
  <maintenancestatus
  value="revised"></maintenancestatus>
  <publicationstatus
  value="published"></publicationstatus>
  <maintenanceagency>
    <agencycode>DNASA-G</agencycode>
    <otheragencycode localtype="agency">GSFC
    </otheragencycode>
    <agencyname>NASA Goddard Space Flight
    Center</agencyname>
  </maintenanceagency>
[. . .] </control>
```

<materialspec>

<materialspec> Material Specific Details (Table of Contents)

Summary:	A child elementof <did> for providing material specific details for a small group of materials or an item.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

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

Attribute usage:	Use @localtype to specify the type of data being conveyed in the element, e.g., <materialspec localtype="scale">1:200</materialspec>.
Description and Usage:	<materialspec> is for recording material specific details that are unique to a particular class or form of material and which are not recorded in any other element of description. Examples of material specific details include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and presentation data that describes the format of music manuscripts.
	Most likely <materialspec> will be useful at the item or small group level of description, such as a file of maps, a group of sound recordings, etc.
Availability:	Optional, repeatable
References:	MARC 254, 255
	MODS <subject> <cartographics> <projection>, <subject> <cartographics> <scale>

Examples:

```
<c03 level="file">
  <did> [ . . .]
    <materialspec label="Scale:"
    localtype="scale"> 1:10000 </materialspec>
    <materialspec label="Projection:"
    localtype="projection"> Universal
    transverse Mercator projection
    </materialspec>
  [ . . .] </did>
</c03>
<c02>
  <did>
    <unittitle>Rebecca (Selznick International
    Pictures)</unittitle>
    <abstract>Autograph conductor's full
    score (pencil), with mimeographed
    conductor's short score of certain
    sections interleaved. Selections,
    including deletions.</abstract>
    <unitdate unitdatetype="inclusive"
    normal="1940">1940</unitdate>
    <materialspec> Full score. </materialspec>
  </did>
</c02>
```

< name >

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

Summary:	An element for encoding generic names.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

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

Attribute usage: Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the name in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of name.

Use @normal to identify a standardized form of the name if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the name has to the described materials, for example "subject" or "photographer." The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	The proper noun or noun phrase designation for an entity that is difficult to tag more specifically as <corpname>, <famname>, <geogname>, or <persname>. <name> 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, <name> might be used in an <indexentry> when it is not clear if the name "Bachrach" refers to a person or a photographic corporation. <name> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the name.
Availability:	Within <indexentry>: Optional, not repeatable Within all other elements: Optional, repeatable
References:	MARC 720 MODS <name>
Example:	

```
<controlaccess>
  <name encodinganalog="610" rules="RDA">
    <part>Winwood</part>
  </name>
</controlaccess>
```

<namegrp>

<namegrp> Name Group (Table of Contents)

Summary:	An element for binding together multiple access element entries within an <indexentry>.
May contain:	corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title
May occur within:	indexentry

Attributes:

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

Description and Usage:	Use <namegrp> to group multiple access elements that share the same <ref>, <ptr>, or <ptrgrp>.
Availability:	Optional, not repeatable

Example:

```
<archdesc level="collection">
  <did>[...]</did>
  <scopecontent>[...]</scopecontent>
  <index>
    <head>Correspondent Index</head>
    <indexentry>
      <namegrp>
        <persname>
          <part
          localtype="lastname">Bach</part>
          <part localtype="firstname">Johan
          Sebastian</part>
        </persname>
        <persname>
          <part
          localtype="lastname">Bach</part>
          <part localtype="firstname">Carl
          Philipp Emanuel</part>
        </persname>
        <persname>
          <part
          localtype="lastname">Bach</part>
          <part localtype="firstname">Johann
          Christian</part>
        </persname>
        <persname>
          <part
          localtype="lastname">Bach</part>
          <part localtype="firstname">Wilhelm
          Friedemann</part>
        </persname>
        <persname>
          <part
          localtype="lastname">Bach</part>
          <part localtype="firstname">Johann
          Christoph Friedrich</part>
        </persname>
      </namegrp>
      <ref href="https://en.wikipedia.org/
      wiki/Bach_family" linktitle="Link
      to Wikipedia entry about the Bach
      family">Bach family</ref>
    </indexentry>
  </index>
</archdesc>
```

<notestmt>

<notestmt> Note Statement (Table of Contents)

Summary:	An optional child element of <filedesc> that binds together one or more <controlnote> elements.
May contain:	controlnote
May occur within:	filedesc

Attributes:

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

Description and Usage:	Use <notestmt> to record one or more general descriptive notes about the EAD instance, each note being encoded in a single <controlnote>. <controlnote> is similar to the "general note" in traditional bibliographic descriptions.
Availability:	Optional, not repeatable

Examples:

```
<filedesc> [. . .]
  <notestmt>
    <controlnote localtype="bpg">
      <p>This encoded finding aid is compliant
      with the Yale EAD Best Practice
      Guidelines, Version 1.0.</p>
    </controlnote>
  </notestmt>
</filedesc>
<notestmt>
  <controlnote>
    <p>Contact information:
      <ref show="new" actuate="onrequest"
      href="http://hdl.loc.gov/loc.mss/
      mss.contact">http://hdl.loc.gov/loc.mss/
      mss.contact</ref>
    </p>
  </controlnote>
  <controlnote>
    <p>Catalog Record:
      <ref href="http://lccn.loc.gov/
      mm82036905" actuate="onrequest"
      linktitle="MARC record for
```

```
                    collection">http://lccn.loc.gov/
                    mm82036905</ref>
                </p>
            </controlnote>
        </notestmt>
```

< num >

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

Summary:	A generic element for expressing numeric information.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	abstract, archref, bibref, entry, event, item, p, physfacet, publicationstmt, ref, seriesstmt, unittitle

Attributes:

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

Description and Usage: A generic element for 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 > ...

Availability: Optional, repeatable

See also: Do not confuse with < container >, < unitid >, < recordid >, or < otherrecordid > which may also contain numeric information.

Examples:

```
<filedesc>
  <titlestmt>[...]</titlestmt>
  <seriesstmt>
    <titleproper
    encodinganalog="440$a">Archival
    Inventories and Guides of the World;
    </titleproper>
    <num encodinganalog="440$v"> no. 148
    </num>
  </seriesstmt>
</filedesc>
```

```
<acqinfo>
  <p>The collection (Donor No.
    <num localtype="donor"> 8338 </num>
  ) was donated by
    <persname relator="donor">
      <part>Vonda Thomas</part>
    </persname>
  and
    <persname relator="donor">
      <part>Francine Farrow</part>
    </persname>
  in March 1995.</p>
</acqinfo>
```

<objectxmlwrap> Object XML Wrap (Table of

Contents)

Summary:	A sublement of <relation> and <source> that allows for the inclusion of an XML element from any XML namespace other than EAD.
May contain:	[any element from any namespace other than EAD]
May occur within:	relation, source

Attributes:

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

Description and Usage: A 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.

Availability: Optional, not repeatable

Available in Relax NG and W3C XML Schema versions only – not available in DTD version of EAD3.

Example:
```
<sources>
  <source
  lastdatetimeverified="2015-07-03T14:36:00-05:00"
  href="https://archive.org/details/
  dictionaryofamer00drakrich"
```

```
            actuate="onrequest" linktitle="Dictionary of
            American biography">
                <sourceentry>Dictionary of American
                biography: including men of the time ...
                and a supplement</sourceentry>
                <objectxmlwrap>
                    <dc>
                        <title>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</title>
                        <creator>Drake, Francis S. (Francis
                        Samuel), 1828-1885</creator>
                        <date>1872</date>
                        <identifier>E176 .D725
                        1872</identifier>
                        <identifier> https://archive.org/
                        details/dictionaryofamer00drakrich
                        </identifier>
                    </dc>
                </objectxmlwrap>
                <descriptivenote>
                    <p>Basic biographical information about
                        <persname source="lcnaf"
                        normal="Freeman, Nathaniel,
                        1741-1827">
                            <part>Nathaniel Freeman</part>
                        </persname>
                    was taken from
                        <title>
                            <part>Dictionary of American
                            biography: including men of the
                            time ... and a supplement</part>
                        </title>
                    , page 340.</p>
                </descriptivenote>
            </source>
        </sources>
```

< occupation >

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

Summary: An element for specifying a profession.

May contain: part

May occur within: abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

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

Attribute usage: Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the occupation in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of occupation.

Use @normal to identify a standardized form of the occupation if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the occupation has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	A type of work, profession, trade, business, or avocation significantly reflected in the materials being described.

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

Part 1:Public officers

Part 2:Maryland

Use <occupation> within <controlaccess> for encoding occupations as defined by controlled vocabularies or according to appropriate rules. You may also use <occupation> for encoding occupations as they appear within text. |
| **Availability:** | Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable |
| **See also:** | Do not confuse <occupation> with @relator, which is used to indicate a certain relationship between a name and the materials being described.

Do not confuse <occupation> with <function>, which names activities and processes, but not professions. |
| **References:** | MARC 656

MODS <occupation> |
| **Example:** | ```
<controlaccess>
  <occupation encodinganalog="656"
  source="aat">
    <part>Politicians</part>
  </occupation>
</controlaccess>
``` |

<odd>

<odd> Other Descriptive Data (Table of Contents)

Summary:	For recording additional information about the described materials that is not easily incorporated into one of the other named elements within <archdesc> and <c>.
May contain:	blockquote, chronlist, head, list, odd, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, odd

Attributes:

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

Attribute usage:	Use @localtype to more specifically designate the type of information being provided.
Description and Usage:	<odd> 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. <odd> 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.

Use <odd> only after considering how the existence of unspecified content will affect search, retrieval, and display.

References:

ISAD(G) 3.6.1

MARC 500

MODS <note>

Availability:	Optional, repeatable

References: ISAD(G) 3.6.1

MARC 500

MODS <note>

Availability:

Optional, repeatable

Example:
```
<odd>
  <head>Selected list of correspondents</head>
  <p>All correspondence in the collection
  is arranged chronologically. Following
  is a list of notable correspondents, with
  dates.</p>
  <list>
    <item>Adams, Samuel
      <list>
        <item>1870 Mar 3</item>
        <item>1871 Jan 15</item>
      </list>
    </item>
    <item>Barlow, Christine
      <list>
        <item>1872 Feb 15</item>
        <item>1872 Nov 24</item>
      </list>
    </item>
  [. . .] </list>
</odd>
```

<originalsloc>

<originalsloc> Location of Originals (Table of Contents)

Summary:	For conveying information about the existence of originals when the unit described exists of copies.
May contain:	blockquote, chronlist, head, list, originalsloc, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, originalsloc

Attributes:

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

Description and Usage:	<originalsloc> may be used to provide information about the location, availability, and/or destruction of originals.
Availability:	Optional, repeatable
See also:	Do not confuse with <altformavail>, which is used to encode information about copies of the material being described.
References:	ISAD(G) 3.5.1
	MARC 535
Examples:	

```
<c01 level="file">
  <did>
    <unittitle>Dream diary, </unittitle>
    <unitdate
    normal="1947/1948">1947-48</unitdate>
  </did>
  <originalsloc>
    <p>File contains photocopies of original
    still held by the donor.</p>
  </originalsloc>
</c01>
```

```
<c01 level="series">
  <did>[...]</did>
  <originalsloc>
    <p>Originals destroyed after microfilming,
    1981.</p>
  </originalsloc>
</c01>
```

<origination> Origination (Table of Contents)

Summary:	A child element of <did> that names the creator or collector of the described materials.
May contain:	corpname, famname, name, persname
May occur within:	did

Attributes:

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

Description and Usage:	<orgination> 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.
Availability:	Optional, repeatable
References:	ISAD(G) 3.2.1
	MARC 100, 110, 111
	MODS <name>

Examples:

```
<archdesc level="collection">
  <did>
    <origination label="Creator">
      <corpname encodinganalog="110"
      source="lcnaf">
        <part>National Association for the
        Advancement of Colored People</part>
      </corpname>
    </origination>
  [. . .] </did>
[. . .] </archdesc>
```

```
<did>
  <head>Descriptive Summary</head>
  <unittitle label="Title">Donald C. Stone,
  Jr. Papers, </unittitle>
  <unitdate
  unitdatetype="inclusive">1971-1983</unitdate>
  <unitid countrycode="US"
  repositorycode="cbgtu" label="Accession
  number">GTU 2001-8-03</unitid>
  <origination label="Creator">
    <persname source="lcnaf">
      <part>Stone, Donald C., Jr.</part>
    </persname>
  </origination>
  <physdesc label="Extent">4 boxes, (4 linear
  ft.)</physdesc>
  <repository label="Repository">The Graduate
  Theological Union</repository>
</did>
<origination label="Creator">
  <persname>
    <part>Skinner</part>
    <part>B. F.</part>
    <part>Burrhus Frederic</part>
    <part>1904-1990</part>
  </persname>
</origination>
```

<otheragencycode>

<otheragencycode> Other Agency Code (Table of Contents)

Summary:	A child element of <maintenanceagency> that provides an alternative code for the institution or service responsible for the EAD instance.
May contain:	[text]
May occur within:	maintenanceagency

Attributes:

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

Attribute usage:	Use @localtype to specify the type of code being provided.
Description and Usage:	Use <otheragencycode> to provide alternative and/or local institution code that represents the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Any code other than that given in <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.
Availability:	Optional, repeatable
See also:	To provide an institution code in the format of the International Standard identifier for Libraries and Related Organizations (ISIL: ISO 15511), use <agencycode>.
	Provide the name of the agency in <agencyname>.
References:	MODS <recordContentSource>

Examples:

```
<maintenanceagency>
  <otheragencycode localtype="archon"> GB-58
  </otheragencycode>
  <agencyname>British Library</agencyname>
</maintenanceagency>
<maintenanceagency>
  <agencycode>DNASA-G</agencycode>
  <otheragencycode localtype="agency"> GSFC
  </otheragencycode>
  <agencyname>NASA Goddard Space Flight
  Center</agencyname>
</maintenanceagency>
```

< otherfindaid >

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

Summary:	For identifying any other finding aids to the materials being described.
May contain:	archref, bibref, blockquote, chronlist, head, list, otherfindaid, p, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, otherfindaid

Attributes:

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

Description and Usage:	Information about additional or alternative guides to the described material, such as card files, dealers' inventories, a catalog record, or lists generated by the creator or compiler of the materials. < otherfindaid > is used to indicate the existence of additional finding aids; it is not designed to encode the content of those guides.
	If desired, use < archref > to give a formal citation to the other finding aid or to link to an online version of it.
Availability:	Optional, repeatable
References:	ISAD(G) 3.4.5

Examples:

```
<otherfindaid>
  <bibref>The Society has published an
  expanded guide to this collection:
    <title>
      <part>Guide to the Records of the
      American Crystal Sugar Company. </part>
    </title>
  . Compiled by
    <persname relator="author">
      <part>David Carmichael</part>
    </persname>
  ; assisted by
    <persname relator="author">
      <part>Lydia A. Lucas</part>
    </persname>
  and
    <persname relator="author">
      <part>Marion E. Matters</part>
    </persname>
  . St. Paul. Division of Archives and
  Manuscripts. Minnesota Historical Society.
  1985. </bibref>
</otherfindaid>
<otherfindaid>
  <head>Other Finding Aids</head>
  <p>The inventory of individual titles is
  also available in
    <ref href="itemlist.xlsx" show="new"
    actuate="onrequest">an Excel
    spreadsheet</ref>
  , which can be sorted by author, title,
  subject, and publication date.</p>
</otherfindaid>
```

<otherrecordid>

<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

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

Attribute usage:	Use @localtype to identify the institution or service responsible for providing the associated record identifier, if not the same as that given in <maintenanceagency>.
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
See also:	Use <representation> to capture URLs for transformed and deliverable versions of the EAD instance (HTML, PDF, etc.). Do not confuse with <unitid>, which records unique identifiers for the materials being described, rather than the finding aid itself.

Examples:

```
<control>
  <recordid>beinecke.hayward</recordid>
  <otherrecordid localtype="url "> http://
  hdl.handle.net/10079/fa/beinecke.hayward
  </otherrecordid>
  <otherrecordid localtype="publicid">
  -//Yale University::Beinecke Rare Book
  and Manuscript Library//TEXT (US::CtY-
  BR::::[ABRAHAM HAYWARD COLLECTION])//EN
  </otherrecordid>
  <filedesc>
    <titlestmt>
      <titleproper localtype="formal">Guide
      to the Abraham Hayward Collection
      </titleproper>
      <titleproper localtype="filing"
      render="altrender" altrender="nodisplay"
      audience="internal"> Hayward (Abraham)
      Collection </titleproper>
      <author>by Michael Rush</author>
    </titlestmt>
  </filedesc>
[. . .] </control>
<control>
  <recordid instanceurl="http://
  drs.library.yale.edu/findaids/wa-mss-
  s-2636.xml">WA MSS S-2636</recordid>
  <otherrecordid localtype="mss"> S-2636
  </otherrecordid>
  <filedesc>[. . .]</filedesc>
[. . .] </control>
```

<p>

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

Summary:	A general purpose element used to encode blocks of text.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title
May occur within:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, descriptivenote, dsc, editionstmt, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, publicationstmt, relatedmaterial, scopecontent, separatedmaterial, seriesstmt, userestrict

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

Description and Usage:	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.
Availability:	Within <descriptivenote>: Required, repeatable
	Within all other parents: Optional, repeatable

Example:	`<bioghist>` `<head>Biographical Sketch</head>` `<p>John Ferguson Godfrey was born in Toronto on December 19, 1942. He received a B.A. (Hons.) from Trinity College, University of Toronto, in 1965, a M.Phil. degree from Balliol College, Oxford University, England, in 1967, and a D.Phil. degree from St. Anthony's College, Oxford University, in 1975. He holds the title of Doctor of Sacred letters (honoris causa), Trinity College (1987).</p>`   `<p> Mr. Godfrey taught in the Department of History of Dalhousie University, Halifax,`

first as Assistant Professor (1970-1975),
and then as Associate Professor (1980-1987).
At King's College University, Halifax he
held the position of Assistant Professor
(1975-1976), before becoming President and
Vice-Chancellor (1977-1987).</p>
</bioghist>

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

Summary:	A required and repeatable child of controlled access elements used to encode one or more parts of an access term.
May contain:	[text], abbr, date, emph, expan, foreign, lb, ptr, ref
May occur within:	corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title

Attributes:

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

Attribute usage:

Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the part in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system, if different from the @identifier for the parent element. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of part.

Description and Usage:

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.

Availability: Required, repeatable.

Examples:
```
<persname encodinganalog="600"
relator="creator" rules="RDA"
identifier="http://viaf.org/viaf/23746712">
   <part localtype="surname"> Casey </part>
   <part localtype="givenname"> Silas </part>
   <part localtype="dates"> 1807-1882 </part>
</persname>
<subject encodinganalog="650" rules="RDA"
source="lcsh">
   <part encodinganalog="a"> Railroads </part>
   <part encodinganalog="z"> Washington (State)
   </part>
   <part encodinganalog="x"> History </part>
</subject>
<subject encodinganalog="650" source="lcsh">
   <part> Dance schools-- Massachusetts--
   Boston--Archival resources. </part>
</subject>
```

< persname >

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

Summary:	An element for identifying a personal name.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

Attributes:

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

Attribute usage:

Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the personal name in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of personal name.

Use @normal to identify a standardized form of the personal name if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the personal name has to the described materials, for example, "compiler," "creator," "collector," or "subject." The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	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.
Availability:	Within \<indexentry\>: Optional, not repeatable
	Within all other elements: Optional, repeatable
References:	MARC 600, 700
Examples:	

```
<controlaccess>
  <persname encodinganalog="600"
  relator="creator" rules="RDA"
  identifier="http://viaf.org/viaf/23746712"
  source="viaf">
    <part localtype="surname">Casey</part>
    <part localtype="givenname">Silas</part>
    <part localtype="dates">1807-1882</part>
  </persname>
</controlaccess>
<origination label="Creator">
  <persname>
    <part>Skinner</part>
    <part>B. F.</part>
    <part>Burrhus Frederic</part>
    <part>1904-1990</part>
  </persname>
</origination>
```

<physdesc>

<physdesc> Physical Description (Table of Contents)

Summary:	A child element of <did> that provides a simple, unstructured statement about the physical characteristics of the material being described.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

Attributes:

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

Description and Usage:

<physdesc> is for describing, in an unstructured statement, the physical or logical extent, medium, appearance, or construction of the described materials, such as their dimensions, a count of their quantity, 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.

Those who wish to record formally structured elements of physical description in order to enable consistent machine processing and data exchange will want to use <physdescstructured> instead of <physdesc>.

Availability:	Optional, repeatable
References:	ISAD(G) 3.1.5
	MARC 300
	MODS <physicalDescription> <extent>

Examples:

```
<c01 level="series">
  <did>
    <unittitle>Seizure Records, </unittitle>
    <unitdate>December 1908-January
    1928.</unitdate>
    <physdesc> 4 volumes and 1 folder.
    </physdesc>
  </did>
</c01>
```

```
<c level="subseries">
  <did>
    <unittitle>Documentary Movies,
    </unittitle>
    <unitdate
    unitdatetype="inclusive">1952-1964</unitdate>
    <physdesc> 2.5 linear ft. </physdesc>
  </did>
</c>
<did>
  <unittitle>Class Notes,
  Undergraduate</unittitle>
  <unitdatestructured
  unitdatetype="inclusive">
    <daterange>
      <fromdate
      notafter="1962">1962</fromdate>
      <todate notafter="1968">1968</todate>
    </daterange>
  </unitdatestructured>
  <physdesc> 12 notebooks </physdesc>
  <container localtype="boxes">5-6</container>
  <didnote>The notebooks contain months and
  days, not years. Estimated dates are based
  on the years Scully attended the University
  of Maryland.</didnote>
</did>
```

< physdescset >

< **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

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
coverage	Optional (values limited to: part, whole)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
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 < physdescstrutured > 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:	

```
<physdescset parallel="true">
  <physdescstructured coverage="part"
  physdescstructuredtype="spaceoccupied">
    <quantity>650</quantity>
    <unittype>gigabytes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>1</quantity>
    <unittype>hard disk</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>7500</quantity>
    <unittype>electronic files</unittype>
  </physdescstructured>
</physdescset>
```

```
<physdescset parallel="false" coverage="whole">
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>50</quantity>
    <unittype>boxes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>5</quantity>
    <unittype>broadside folders</unittype>
  </physdescstructured>
</physdescset>
<physdescset parallel="false" coverage="part">
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>10</quantity>
    <unittype>videocassettes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>25</quantity>
    <unittype>audiocassettes</unittype>
  </physdescstructured>
</physdescset>
<physdescset>
  <physdescstructured label="Quantity:
  " physdescstructuredtype="carrier"
  coverage="whole" encodinganalog="300">
    <quantity>3 </quantity>
    <unittype>boxes</unittype>
  </physdescstructured>
  <physdescstructured label="Quantity: "
  physdescstructuredtype="spaceoccupied"
  coverage="whole" encodinganalog="300">
    <quantity>1.2</quantity>
    <unittype>cubic feet</unittype>
  </physdescstructured>
  <physdescstructured label="Quantity: "
  physdescstructuredtype="materialtype"
  coverage="whole" encodinganalog="300">
    <quantity>50</quantity>
    <unittype>diaries</unittype>
  </physdescstructured>
</physdescset>
```

< physdescstructured >

< **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

Attributes:

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

Attribute usage:	Use the required @physdescstructuredtype to specify the nature of the statement about the materials being described.
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>

Availability:	Optional, repeatable
See also:	Use <physdesc> to express physical description in a non-machine-processable form and in instances where data exchange is not a concern. Use <physdescset> to bind two or more <physdescstructured> elements in order to convey parallel or coverage relationships between them.
References:	ISAD(G) 3.1.5 MARC 300 MODS <physicalDescription> <extent>
Examples:	

```
<physdescstructured coverage="whole"
physdescstructuredtype="spaceoccupied">
   <quantity>12</quantity>
   <unittype>linear feet</unittype>
</physdescstructured>
<physdescstructured coverage="whole"
physdescstructuredtype="carrier">
   <quantity>24</quantity>
   <unittype>boxes</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
   <quantity>5</quantity>
   <unittype>dageurreotypes</unittype>
   <physfacet>hand-tinted</physfacet>
   <dimensions>6.5 x 8.5 inches</dimensions>
</physdescstructured>
```

```
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity></quantity>
  <unittype identifier="http://
  vocab.getty.edu/aat/300247651">
  Volvelles</unittype>
  <dimensions>10 cm in diameter</dimensions>
</physdescstructured>
<physdescset parallel="true" coverage="part">
  <physdescstructured coverage="part"
  physdescstructuredtype="spaceoccupied">
    <quantity>6</quantity>
    <unittype>terabytes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>12</quantity>
    <unittype>hard drives</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>1800</quantity>
    <unittype>electronic files</unittype>
  </physdescstructured>
</physdescset>
<physdescstructured coverage="whole"
physdescstructuredtype="otherphysdescstructuredtype"
otherphysdescstructuredtype="duration">
  <quantity>30</quantity>
  <unittype>minutes</unittype>
</physdescstructured>
```

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

Summary:	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.
May contain:	[text], abbr, corpname, date, expan, emph, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title
May occur within:	physdescstructured

Attributes:

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

Description and Usage:	<physfacet> 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 <unittype> within <physdescstructured>. It generally should not be used for aspects of physical description that are covered more directly by <unittype>, <dimensions> and <genreform>.
	Physical facet terminology can be found in the Art and Architecture Thesaurus and other sources for authorized data values.
Availability:	Optional, repeatable

Examples:
```
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
   <quantity>5</quantity>
   <unittype>dageurreotypes</unittype>
   <physfacet> hand-tinted </physfacet>
   <dimensions>6.5 x 8.5 inches</dimensions>
</physdescstructured>
<physdescset parallel="false" coverage="part">
   <physdescstructured coverage="part"
   physdescstructuredtype="materialtype">
      <quantity>10</quantity>
      <unittype>videocassettes</unittype>
      <physfacet> tabs removed </physfacet>
   </physdescstructured>
   <physdescstructured coverage="part"
   physdescstructuredtype="materialtype">
      <quantity>25</quantity>
      <unittype>audiocassettes</unittype>
   </physdescstructured>
</physdescset>
```

<physloc>

<physloc> Physical Location (Table of Contents)

Summary:	A child element of <did> that specifies the physical location of the materials.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

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

Attribute usage:	Like all child elements of <did>, <physloc> has @label that may be used to provide a readily understandable heading for the element's content.
Description and Usage:	<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.
Availability:	Optional, repeatable
See also:	Do not confuse with <container>, which is used to identify the cartons, boxes, reels, folders, and other storage devices used to hold the described materials.
References:	MARC 852

Examples:

```
<archdesc localtype="inventory" level="subgrp">
  <did>
    <head>Overview of the Records</head>
    <repository label="Repository:">
      <corpname>
        <part>Minnesota Historical
        Society</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <corpname>
        <part>Minnesota. Game and Fish
        Department</part>
      </corpname>
    </origination>
    <unittitle label="Title:">Game laws
    violation records,</unittitle>
    <unitdate
    label="Dates:">1908-1928</unitdate>
    <abstract label="Abstract:">Records of
    prosecutions for and seizures of property
    resulting from violation of the state's
    hunting and fishing laws.</abstract>
    <physdesc label="Quantity:">2.25 cu. ft.
    (7 v. and 1 folder in 3 boxes)</physdesc>
    <physloc label="Location:"> Offsite
    </physloc>
  </did>
</archdesc>
<c02 level="file">
  <did>
    <physloc localtype="shelf"> 27:A:4
    </physloc>
    <container localtype="box">2</container>
    <unittitle>Printed material</unittitle>
    <unitdate
    unitdatetype="inclusive">December 1908-
    July 1917</unitdate>
  </did>
</c02>
```

< phystech >

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

Summary:	For describing the physical condition of the materials and/or technical requirements that affect their use.
May contain:	blockquote, chronlist, head, list, p, phystech, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, phystech

Attributes:

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

Description and Usage:	< 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.
Availability:	Optional, repeatable
References:	ISAD(G) 3.4.4
	MARC 340, 538

Examples:

```
<c04 level="item">
  <did>[...]</did>
  <phystech>
    <p>Some oxydization of the aluminum
    layer.</p>
  </phystech>
</c04>
<c02 level="subseries">
  <did>[...]</did>
  <phystech>
    <head>System Requirements</head>
    <p>48K RAM; Apple Disk II with controller;
    colour monitor</p>
  </phystech>
</c02>
```

< prefercite >

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

Summary:	An element for specifying how users should cite the described materials in publication credits.
May contain:	blockquote, chronlist, head, list, p, prefercite, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, prefercite

Attributes:

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

Description and Usage:	Use < prefercite > to supply users with a prescribed wording or format for references to the described materials to be included in bibliographies, footnotes, screen credits, etc.
Availability:	Optional, repeatable
See also:	Do not confuse with < archref > or < bibref >, which are used to cite materials other than those described in the finding aid.
References:	MARC 524

Examples:

```
<prefercite>
  <head>Preferred Citation</head>
  <p>[Identification of item], Arequipa
  Sanatorium Records, BANC MSS 92/894c, The
  Bancroft Library, University of California,
  Berkeley.</p>
</prefercite>
<prefercite>
  <p>item, folder title, box number, Charles
  Thomas, Jr. Papers, Bentley Historical
  Library, University of Michigan.</p>
</prefercite>
```

<processinfo>

<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

Attributes:		
	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:

```
<processinfo>
  <head>Processing Information:</head>
  <p>These records were organized and
  cataloged in
    <date>1977</date>
  by Lydia Lucas.</p>
</processinfo>
```

```
<processinfo>
  <head>Processing Information:</head>
  <p>Material was processed over several
  years.</p>
  <chronlist>
    <chronitem>
      <datesingle>1982</datesingle>
      <event>Correspondence processed</event>
    </chronitem>
    <chronitem>
      <datesingle>1984</datesingle>
      <event>Published material transferred to
      Rare Books for cataloging.</event>
    </chronitem>
    <chronitem>
      <datesingle>1989</datesingle>
      <event>Processing completed,
      including integration of 1986 and 1987
      accessions</event>
    </chronitem>
  </chronlist>
</processinfo>
<processinfo>
  <p>Re-bound in 1987 as two volumes for
  conservation purposes.</p>
</processinfo>
```

< ptr >

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

Summary:	An empty element that provides links to content that may be internal or external to the finding aid.
May contain:	[empty]
May occur within:	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, indexentry, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, ptrgrp, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:	actuate	Optional (values limited to: 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

Attribute usage:	Use @target to link to another element within the finding aid.
	Use @href to link to or embed an external file.
	Use @linkrole to provide a URI that characterizes the nature of the remote resource to which < ptr > links.
	Use @arcrole to provide a URI that characterizes the nature of the link itself.

Description and Usage:	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.
Availability:	Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable
	Within <indexentry>: Optional, not repeatable
	Within all other parents: Optional, repeatable
See also:	<ref>, if you wish to encode text and child elements to display a link to the external file.
	<dao>, if you wish to link to or embed an external file in <did>.
| **Example:** | ```
<appraisal>
  <p>This collection was re-appraised by
  repository staff in 1992 in order to
  facilitate use by weeding the collection
  of materials no longed deemed as having
  evidential or informational value. A list of
  materials removed from the collection after
  the re-appraisal is provided at the end of
  this guide.
    <ptr actuate="onrequest" show="replace"
    target="mss1982-062_add2"></ptr>
  </p>
</appraisal>
``` |

<ptrgrp>

<ptrgrp> Pointer Group (Table of Contents)

Summary:	An element for binding together two or more <ptr> or <ref> elements.
May contain:	ptr, ref
May occur within:	indexentry

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

Description and Usage:	<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 occurences of that name elsewhere within the EAD instance. <ptrgrp> prevents the entry from having to appear multiple times in the index.
Availability:	Optional, not repeatable

Example:

```
<archdesc> [...]
  <index>
    <head>Correspondent Index</head>
  [...]
    <indexentry>
      <persname>
        <part
        localtype="lastname">Dickinson</part>
        <part
        localtype="firstname">Emily</part>
      </persname>
      <ptrgrp>
        <ptr target="a1234"
        actuate="onrequest"
        show="replace"></ptr>
        <ptr target="a1238"
        actuate="onrequest"
        show="replace"></ptr>
        <ptr target="a1258"
        actuate="onrequest"
        show="replace"></ptr>
      </ptrgrp>
    </indexentry>
  [...] </index>
  <dsc>
    <c>
      <did>
        <unittitle>Correspondence</unittitle>
      </did>
    [...]
      <c>
        <did>
          <unitid id="a1234">1234</unitid>
          <unittitle>Letter from Emily
          Dickinson</unittitle>
          <unitdate>12 September
          1856</unitdate>
        </did>
      </c>
    [...]
      <c>
        <did>
          <unitid id="a1238">1238</unitid>
          <unittitle>Letter to Emily
          Dickinson</unittitle>
          <unitdate>4 February
          1857</unitdate>
        </did>
      </c>
    [...]
      <c>
        <did>
          <unitid id="a1258">1258</unitid>
```

```
                    <unittitle>Letter from Emily
                    Dickinson</unittitle>
                    <unitdate>26 May 1857</unitdate>
                </did>
            </c>
        [...] </c>
    </dsc>
</archdesc>
```

< publicationstatus >

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

Summary:	An optional child element of < control > that records the current publishing status of the EAD instance.
May contain:	[text]
May occur within:	control

Attributes:		
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: inprocess, approved, published)

Attribute usage:	Use @value, which offers a controlled list of terms, to provide information about the current publication status of the EAD instance.
Description and Usage:	Use < publicationstatus > to indicate the current publication status of the EAD instance, whether in process or final. An optional element, < publicationstatus >, is only necessary if it supports local maintenance practice.
	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 < publicationstatus > in a language other than English, otherwise it should remain empty.
Availability:	Optional, not repeatable

Examples:

```
<control> [. . .]
  <maintenancestatus
  value="derived"></maintenancestatus>
  <publicationstatus value=" approved
  "></publicationstatus>
  <maintenanceagency>
    <otheragencycode
    localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
[. . .] </control>
<control> [. . .]
  <maintenancestatus
  value="revised"></maintenancestatus>
  <publicationstatus
  value="published"></publicationstatus>
  <maintenanceagency>
    <agencycode>DNASA-G</agencycode>
    <otheragencycode
    localtype="agency">GSFC</otheragencycode>
    <agencyname>NASA Goddard Space Flight
    Center</agencyname>
  </maintenanceagency>
[. . .] </control>
```

<publicationstmt>

<publicationstmt> Publication Statement (Table of Contents)

Summary:	An optional child element of <filedesc> that provides information concerning the publication or distribution of the EAD instance.
May contain:	address, date, num, p, publisher
May occur within:	filedesc

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

Description and Usage:	Use <publicationstmt> to record and bind together information about the publication or distribution of a finding aid. Such information includes the publisher's name and contact information, publication date, and other details of publication or distribution. <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.
Availability:	Optional, not repeatable

Example:

```
<filedesc>
  <titlestmt>
    <titleproper>Guide to the Edward Raymond
    Zane Letters, 1960</titleproper>
    <author>Noah Huffman</author>
  </titlestmt>
  <publicationstmt>
    <publisher>David M. Rubenstein Rare Book
    and Manuscript Library</publisher>
    <address>
      <addressline>411 Chapel
      Drive</addressline>
      <addressline>Duke
      University</addressline>
      <addressline>Durham 27708</addressline>
    </address>
    <date>February 2016</date>
    <num>RL.11119</num>
  </publicationstmt>
</filedesc>
```

< publisher >

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

Summary:	A child element of < publicationstmt > that identifies the institution or agency responsible for distribution of the EAD instance.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	publicationstmt

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

Attribute usage:	Use @localtype if local practice requires recording the type of name.
Description and Usage:	Use < publisher > to record the name of the agent responsible for issuing or distributing the EAD instance. Often this is the same corporate body identified in < repository > in < did >.
Availability:	Within < publicationstmt > one of < address >, < date >, < num >, < p >, or < publisher > is required, repeatable

Examples:

```
<publicationstmt>
  <publisher> Yale University Library
  </publisher>
  <publisher> Beinecke Rare Book and
  Manuscript Library </publisher>
  <publisher> General Collection of Modern
  Books and Manuscripts </publisher>
  <address>
    <addressline>New Haven,
    Connecticut</addressline>
  </address>
  <date localtype="original"
  normal="2006-10">October 2006</date>
  <p>
    <ref actuate="onrequest" show="new"
    href="http://hdl.handle.net/10079/9p8czk9
    "> Copyright ©
      <date localtype="copyright"
      normal="1996/2007">1996-2007</date>
    by the Yale University Library.</ref>
  </p>
</publicationstmt>
<publicationstmt>
  <publisher> British Library </publisher>
</publicationstmt>
```

< quantity >

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

Summary:	A required child element of < physdescstructured > that indicates the number of units present as described by < unittype >.
May contain:	[text]
May occur within:	physdescstructured

Attributes:

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

Description and Usage:	< quantity > is for indicating the number of < unittype >s being described. The content of < quantity > should be a number. Use of < quantity > enables extent statements to be machine processable. If the quantity is unknown, the element should remain empty.
Availability:	Required, not repeatable

Examples:

```
<physdescstructured
physdescstructuredtype="materialtype"
coverage="whole">
  <quantity> 15 </quantity>
  <unittype>daguerreotypes</unittype>
  <dimensions>3.25" x 4.25"</dimensions>
  <physfacet>hand colored</physfacet>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="carrier">
  <quantity> 1 </quantity>
  <unittype>hard disk</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity> 7500 </quantity>
  <unittype>electronic files</unittype>
</physdescstructured>
```

```
<physdescstructured coverage="part"
physdescstructuredtype="carrier">
   <quantity> 50 </quantity>
   <unittype>boxes</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="carrier">
   <quantity> 5 </quantity>
   <unittype>broadside folders</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
   <quantity> 10 </quantity>
   <unittype>videocassettes</unittype>
   <physfacet>tabs removed</physfacet>
</physdescstructured>
```

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

Summary:	A phrase-level element for identifying or formatting an inline quotation.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref

Attributes:

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

Description and Usage:	Use <quote> to identify inline quotations within a block of text.
Availability:	Optional, repeatable
See also:	Use <blockquote> to designate an extended quotation.
References:	Equivalent to the element <q> in HTML.

Example:

```
<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,
  <quote>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 . . .</quote>
</p>
```

<recordid>

<recordid> Record Identifier (Table of Contents)

Summary:	A required child element of <control> that designates a unique identifier for the EAD instance.
May contain:	[text]
May occur within:	control

Attributes:

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

Attribute usage:	Use @instanceurl to record the URL of the EAD XML instance.
Description and Usage:	<recordid> is used for recording a unique identifier for the EAD instance. The institution assigning the identifier ensures uniqueness of the <recordid> value within the archival descriptions under its control. 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>.
Availability:	Required, not repeatable
See also:	If recording alternative identifiers is desired, use <otherrecordid>.
	Use <representation> to capture URLs for transformed and deliverable versions of the EAD instance (HTML, PDF, etc.).
	Do not confuse with <unitid>, which records unique identifiers for the materials being described, rather than the finding aid itself.
References:	ISAD(G) 3.1.1
	MODS <recordIdentifier>

Examples:

```
<control>
  <recordid> AddMS88938 </recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of
      James Graham Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
[. . .] </control>
<control>
  <recordid instanceurl="http://
  drs.library.yale.edu/findaids/wa-mss-
  s-2636.xml"> WA MSS S-2636 </recordid>
  <otherrecordid
  localtype="mss">S-2636</otherrecordid>
  <filedesc>[. . .]</filedesc>
[. . .] </control>
```

<ref>

<ref> Reference (Table of Contents)

Summary:	An element that provides a link to content that may be internal or external to the finding aid.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign (revised in 1.1.1), function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, subject, title
May occur within:	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, indexentry, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, ptrgrp, publisher, quote, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

Attributes:		
	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

Attribute usage:	Use @target to link to another element within the finding aid.
	Use @href to link to or embed an external file.
	Use @linkrole to provide a URI that characterizes the nature of the remote resource to which <ref> links.

Use @arcrole to provide a URI that characterizes the nature of the link itself.

Description and Usage:
<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.

Availability:
Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable

Within <indexentry>: Optional, not repeatable

Within all other parents: Optional, repeatable

See also:
Use <ptr> to provide a reference to a file when text or child elements that describe the referenced object are not needed, for example, when providing an image to be embedded in the finding aid.

Example:
```
<indexentry>
  <genreform>
    <part>Pedigree, 20th cent.</part>
  </genreform>
  <ref linkrole="internal" target="EngC5769-
  f74" show="replace" actuate="onrequest">MS.
  Eng. c. 5769, fol. 74</ref>
</indexentry>
```

<relatedmaterial> Related Material (Table of
Contents)

Summary:	For identifying archival materials that have an association to the materials being described.
May contain:	archref, bibref, blockquote, chronlist, head, list, p, relatedmaterial, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, relatedmaterial

Attributes:

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

Description and Usage:	<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.
Availability:	Optional, repeatable
See also:	Do not confuse with <separatedmaterial>, which provides information about materials that have been separated or physically removed from the described materials but that are related to them by provenance.
	Do not confuse with <altformavail>, which encodes information about copies of the described materials, such as microforms, photocopies, and reproductions in digital formats.
	Do not confuse with <originalsloc>, which encodes information regarding the existence and location of the originals when the unit being described consists of copies.
References:	ISAD(G) 3.5.3
	MARC 544

Examples:

```
<relatedmaterial>
  <p>See also the following collections:</p>
  <archref>Mary Smith Papers</archref>
  <archref>Jeremiah Smith
  Correspondence</archref>
</relatedmaterial>
<separatedmaterial>
  <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>
  <list>[...]</list>
</separatedmaterial>
<relatedmaterial>
  <p>Records relating to the Warren Commission
  are held in the National Archives and
  Records Administration.</p>
</relatedmaterial>
<relatedmaterial>
  <p>Several genealogies and biographies of
  the Smith family have been published and are
  held in the Rare Books Department.</p>
  <bibref>Kavanaugh, Carol.
    <title>
      <part>The Smith Family in Johnson
      County</part>
    </title>
  . (New York: Penguin)
    <num localtype="bibid">4569982</num>
  </bibref>
  <bibref>Llewellyn, Gareth.
    <title>
      <part>Smythe, Smith: What's the
      Difference?</part>
    </title>
  . (London: Jonathan Cape)
    <num localtype="bibid">336712</num>
  </bibref>
</relatedmaterial>
```

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

Summary:	A child element of <relations> for describing a relationship between the materials described in the EAD instance and a related entity.
May contain:	daterange, dateset, datesingle, descriptivenote, objectxmlwrap, geogname, relationentry
May occur within:	relations

Attributes:	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
	otherrelationtype	Optional
	relationtype	Required (values limited to: cpfrelation, functionrelation, resourcerelation, otherrelationtype)
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)

Attribute usage:	Use @relationtype to specify the kind of relationship being encoded.
	Use @otherrelationtype to specify the alternate type of relationship, when @relationtype is set to "otherrelationtype"

Use @arcrole to supply a URI that describes the nature of the relationship between the materials being described and the related entity.

Use @linkrole to supply a URI that describes the nature of the remote resource.

Description and Usage:	<relation> records descriptive information about a relationship between the materials being described and a related entity, such as: an archival, bibliographic, or other resource; a corporate body, person, or family; a function; or any other entity.

Use <relationentry> to provide a textual description of the related entity. Use <objectxmlwrap> to embed XML documenting the related entity from any namespace other than EAD. Use <date>, <daterange>, or <dateset> for specifying the time period of the relationship and <geogname> for relevant location information. <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
See also:	The children of <controlaccess>, which can be used to specify the individuals, organizations, families, topics, and functions related to the materials being described using controlled vocabularies.

Example: See examples under < relations >.

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

Summary:	A child element of < relation > that identifies an entity related to the materials being described.
May contain:	[text]
May occur within:	relation

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

Attribute usage:	Use @localtype if local practice requires recording the type of relation entry.
	Use @transliteration to indicate the conventions or rules that prescribe a method for converting one script to another.
Description and Usage:	< 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:
Availability:	Optional, repeatable
Example:	``` <archdesc level="fonds"> [...] <relations> <relation relationtype="resourcerelation" href="http://www.archivesportaleurope.net/ ead-display/-/ead/pl/aicode/ES-28079-AHN9/ ```

```
            type/hg/id/ES-28079-AHN/unitid/ES-28079-
            AHN-UD-172341">
              <relationentry>Archivo de Vicente Rojo
              Lluch</relationentry>
            </relation>
            <relation relationtype="resourcerelation"
            href="http://www.archivesportaleurope.net/
            ead-display/-/ead/pl/aicode/ES-37274-
            CDMH1/type/hg/id/ES-37274-CDMH/unitid/
            ES-37274-CDMH-UD-3604591">
              <relationentry>Rojo Lluch, Vicente
              (1894-1966)</relationentry>
            </relation>
         </relations>
      </archdesc>
```

<**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

Attributes:

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

Description and Usage:

A 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
See also:	<controlaccess>, which binds together elements containing access headings from controlled vocabularies related to the described materials.

Examples:

```
<archdesc>
  <did>
    <unittitle>Michael Butterworth
    Papers</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="resourcerelation"
    href="http://resolver.bl.uk/
    ark:/81055/vdc_100000000035.0x000122"
    actuate="onrequest" show="new"
    arcrole="http://www.w3c.org/2000/01/rdf-
    schema#seeAlso" linkrole="http://purl.org/
    archival/vocab/arch#Collection">
      <relationentry>Add MS 88967:
      Michael Butterworth and J
      G Ballard: Correspondence,
      1965-2011</relationentry>
    </relation>
  </relations>
[...] </archdesc>
<c01 level="series">
  <did>
    <unittitle>Archives du
    Bretagne</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="resourcerelation">
      <relationentry>Archives du cabinet du
      préfet du Morbihan</relationentry>
      <geogname>
        <part>Morbihan, département du
        (France) </part>
      </geogname>
    </relation>
  </relations>
</c01>
<archdesc level="collection">
  <did>
    <unittitle>Johann Sebastian Bach
    Papers</unittitle>
  </did>
  <relations>
    <relation relationtype="cpfrelation"
    arcrole="http://purl.org/dc/terms/
    subject" linkrole="http://xmlns.com/
    foaf/0.1/Person" href="http://
```

```
          socialarchive.iath.virginia.edu/
          ark:/99166/w6v988fv">
            <relationentry>Carl Philipp Emanuel
            Bach</relationentry>
            <descriptivenote>
              <p>Bach's son</p>
            </descriptivenote>
          </relation>
          <relation relationtype="cpfrelation"
          arcrole="http://purl.org/dc/terms/
          subject" linkrole="http://xmlns.com/
          foaf/0.1/Person" href="http://viaf.org/
          viaf/71579513">
            <relationentry>Georg Philipp
            Telemann</relationentry>
            <descriptivenote>
              <p>Bach's godfather</p>
            </descriptivenote>
          </relation>
        </relations>
      </archdesc>
      <archdesc level="collection">
        <did>
          <unittitle>Henry VIII Papers</unittitle>
        [...] </did>
        <relations>
          <relation relationtype="cpfrelation"
          arcrole="http://purl.org/dc/terms/subject"
          linkrole="http://xmlns.com/foaf/0.1/
          Person" href="http://n2t.net/ark:/99166/
          w62r4rsz">
            <relationentry>Katherine of
            Aragon</relationentry>
            <daterange>
              <fromdate
              standarddate="1509-06-11">11 June
              1509</fromdate>
              <todate standarddate="1533-05-23">23
              May 1533</todate>
            </daterange>
            <descriptivenote>
              <p>Wife</p>
            </descriptivenote>
          </relation>
        </relations>
      </archdesc>
```

```
<c01 level="series">
  <did>
    <unittitle>Commissioned
    projects</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="cpfrelation">
      <relationentry>Wohnbedarf Furniture
      Company</relationentry>
      <geogname>
         <part>Basel, Switzerland</part>
      </geogname>
    </relation>
    <relation relationtype="cpfrelation">
      <relationentry>New York World's
      Fair</relationentry>
      <datesingle
      standarddate="1939">1939</datesingle>
      <geogname>
         <part>New York, NY</part>
      </geogname>
    </relation>
  </relations>
</c01>
<archdesc level="collection">
  <did>
    <unittitle>ExxonMobil Corporate
    Records</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="resourcerelation"
    href="http://www.amazon.com/Private-
    Empire-ExxonMobil-American-Power/
    dp/0143123548">
      <relationentry>Private Empire:
      ExxonMobil and American Power,
      by Steve Coll (Penguin Books :
      2013)</relationentry>
    </relation>
    <relation relationtype="resourcerelation"
    href="http://www.lib.utexas.edu/taro/
    utcah/00462/cah-00462.html">
      <relationentry>ExxonMobil Historical
      Collection</relationentry>
      <descriptivenote>
         <p>Dolph Briscoe Center for American
         History,The University of Texas
```

```
      at Austin; includes predecessor
      organizations</p>
    </descriptivenote>
  </relation>
  <relation relationtype="cpfrelation"
  href="http://lccn.loc.gov/n79053084">
    <relationentry>Exxon</relationentry>
    <daterange>
      <fromdate
      standarddate="1972">1972</fromdate>
      <todate
      standarddate="1999">1999</todate>
    </daterange>
    <geogname>
      <part>United States</part>
    </geogname>
  </relation>
  <relation relationtype="cpfrelation"
  href="http://lccn.loc.gov/n82045453">
    <relationentry>Mobil</relationentry>
    <daterange>
      <fromdate
      standarddate="1911">1911</fromdate>
      <todate
      standarddate="1999">1999</todate>
    </daterange>
    <geogname>
      <part>United States</part>
    </geogname>
  </relation>
  <relation relationtype="cpfrelation"
  href="http://lccn.loc.gov/n85037919">
    <relationentry>Imperial Oil
    Limited</relationentry>
    <daterange>
      <fromdate
      standarddate="2012">2012</fromdate>
    </daterange>
    <geogname>
      <part>Canada</part>
    </geogname>
  </relation>
  <relation relationtype="cpfrelation">
    <relationentry>Rockefeller, John
    D.</relationentry>
    <descriptivenote>
      <p>Founder</p>
    </descriptivenote>
  </relation>
  <relation relationtype="functionrelation"
  href="http://lccn.loc.gov/sh85063317">
    <relationentry>Hydraulic
    fracturing</relationentry>
  </relation>
```

```
        <relation relationtype="functionrelation">
          <relationentry>Gasoline
          retail</relationentry>
          <daterange>
            <fromdate
            standarddate="1999">1999</fromdate>
            <todate
            standarddate="2008">2008</todate>
          </daterange>
          <descriptivenote>
            <p>Transitioning out of retail
            business as of 2008; retail will be
            taken over by subsidiaries</p>
          </descriptivenote>
        </relation>
        <relation relationtype="functionrelation"
        href="http://lccn.loc.gov/sh85100427">
          <relationentry>Petroleum
          engineering</relationentry>
          <descriptivenote>
            <p>including production of plastics,
            lubricants, etc.</p>
          </descriptivenote>
        </relation>
        <relation relationtype="otherrelationtype"
        otherrelationtype="Creator">
          <relationentry>Exxon Valdez oil
          spill</relationentry>
          <geogname>
            <part>Bligh Reef, Prince William
            Sound, Alaska</part>
            <geographiccoordinates
            coordinatesystem="utm">6V 490800mE
            6719917mN</geographiccoordinates>
          </geogname>
        </relation>
      </relations>
[...] </archdesc>
```

<**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:	

```
<archdesc localtype="inventory" level="subgrp">
  <did>
    <head>Overview of the Records</head>
    <repository label="Repository:">
      <corpname>
        <part>Minnesota Historical
        Society</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <corpname>
        <part>Minnesota. Game and Fish
        Department</part>
      </corpname>
    </origination>
    <unittitle label="Title:">Game laws
    violation records,</unittitle>
    <unitdate
    label="Dates:">1908-1928</unitdate>
    <abstract label="Abstract:">Records of
    prosecutions for and seizures of property
    resulting from violation of the state's
    hunting and fishing laws.</abstract>
    <physdesc label="Quantity:">2.25 cu. ft.
    (7 v. and 1 folder in 3 boxes)</physdesc>
    <physloc label="Location:">See
    Detailed Description section for box
    location</physloc>
  </did>
</archdesc>
```

```xml
<archdesc level="fonds">
  <did>
    <unitid>EW</unitid>
    <unittitle>Records of the Department of
    Economic Affairs</unittitle>
    <origination>
      <corpname>
        <part>Department of Economic
        Affairs</part>
      </corpname>
    </origination>
    <unitdate>1945-1979</unitdate>
    <physdesc>28 series</physdesc>
    <repository>
      <corpname>
        <part>The National Archives</part>
      </corpname>
    </repository>
  </did>
</archdesc>
```

<representation>

<representation> Representation (Table of Contents)

Summary:	A child element of <control> for recording a link to a transformed and deliverable version of the EAD instance.
May contain:	[text]
May occur within:	control

Attributes:

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)

Description and Usage:	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.
Availability:	Optional, repeatable
See also:	Do not confuse with the @instanceurl on <recordid>, used to record the URL of the XML version of the EAD.
	Use <otherrecordid> to provide any local identifier for the EAD instance that does not link to a deliverable version.
Example:	`<control countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b"`

```
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
   <recordid>FRAN_IR_000864</recordid>
   <representation href="https://
   www.siv.archives-nationales.culture.gouv.fr/
   siv/IR/FRAN_IR_000864"></representation>
[...] </control>
```

<rightsdeclaration>

<rightsdeclaration> Rights Declaration (Table of Contents)

Summary:	An optional child element of <control> that indicates a standard rights statement associated with 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
	localtype	Optional
	script	Optional

Description and Usage:	Use <rightsdeclaration> to provide structured information about the usage rights of the EAD instance. <rightsdeclaration> should only be used to reference shared published licenses, such as Creative Commons, RightsStatements.org, and published locally-defined licenses.
	<abbr> may be used to provide the abbreviated name for the rights statement. The value of <abbr> should align with the rights statements referenced by <citation> and <descriptivenote>.
	<citation> must be used to provide a machine-readable reference to a license statement (for example, a dereferenceable URI). It may also be used to encode the name of the license statement. <descriptivenote> may be used to provide additional, human-readable description or explanation of the license statement.
	<descriptivenote> may be used to provide a human-readable description of the license statement.
Availability:	Optional, repeatable
See also:	Do not confuse with <userestrict>, which provides unstructured rights information about the material being described.

Use <publicationstmt> for unstructured and/or non-referencable rights information associated with the finding aid.

Example:

```
<control>
   <rightsdeclaration>
     <abbr>CC0</abbr>
     <citation href="https://
     creativecommons.org/publicdomain/
     zero/1.0/">CC0 1.0 Universal (CC0
     1.0)</citation>
     <descriptivenote> This work has been
     dedicated to the public domain, meaning
     that you can copy, modify, distribute
     and perform the work, even for commercial
     purposes, all without asking permission.
     </descriptivenote>
   </rightsdeclaration>
</control>
```

<row>

<row> Table Row (Table of Contents)

Summary:	A formatting element that contains one or more horizontal cells in a table.
May contain:	entry
May occur within:	tbody, thead

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
rowsep	Optional (values limited to: false, true)
script	Optional
valign	Optional (values limited to: bottom, middle, top)

Description and Usage:	A formatting element that contains one or more <entry> elements in a table. By convention, a rule specified by @rowsep prints or displays below the row. Vertical rules are specified by @colsep in <table> or one of its column-related descendant elements; external rules are specified by @frame available on <table>.
Availability:	Within <tbody> and <thead>, required, repeatable

Example:

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

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

Summary:	An element that provides information about the nature of and activities reflected in the described materials.
May contain:	blockquote, chronlist, head, list, p, scopecontent, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, scopecontent

Attributes:

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

Description and Usage:	<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.
Availability:	Optional, repeatable
References:	ISAD(G) 3.3.1
	MARC 520
	MODS

Examples:

```
<archdesc level="fonds">
  <did>[...]</did>
  <scopecontent encodinganalog="520">
    <head>Scope and Content</head>
    <p>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.</p>
        </scopecontent>
    </archdesc>
    <dsc dsctype="combined">
        <head>Detailed Description of the
        Collection</head>
        <c01 level="series">
            <did>
                <unittitle>Record of Prosecutions,
                </unittitle>
                <unitdate>1916-1927. </unitdate>
                <physdesc>3 volumes.</physdesc>
            </did>
            <scopecontent>
                <p>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.</p>
            </scopecontent>
        </c01>
    </dsc>
```

```xml
<c02>
  <did>
    <unittitle>Suspicion (RKO Radio Pictures)
    </unittitle>
    <unitdate normal="1941"
    unitdatetype="inclusive">1941</unitdate>
    <container
    localtype="Oversize">102A</container>
  </did>
  <relatedmaterial>
    <p>See also
      <ref target="cftm1">Classic Film Themes
      Medley [I]</ref>
    and
      <ref target="nft">Nostalgic Film
      Themes</ref>
    .</p>
  </relatedmaterial>
  <scopecontent>
    <p>Production score - excerpted
    reductions, photostats:</p>
    <list>
      <item>PROD. #306 M:10 Main title /
      before the fact</item>
      <item>PROD. #306 M:60 Melbeck's office /
      before the fact</item>
      <item>PROD. #306 M:74 Looking for
      Johnny / before the fact</item>
      <item>PROD. #306 M:85 Lina alone /
      before the fact</item>
      <item>PROD. #306 M:94 The morning mail /
      before the fact</item>
      <item>PROD. #306 M:106 Too fast / before
      the fact</item>
      <item>PROD. #306 M:74 Looking for
      Johnny / before the fact</item>
    </list>
  </scopecontent>
</c02>
```

<script>

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

Summary:	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.
May contain:	[text]
May occur within:	languagedeclaration, languageset

Attributes:

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

Attribute usage: Use @scriptcode to provide an identifying code for the script according to the authoritative source identified in @scriptencoding. In most cases this will be a four-letter ISO15924 code.

Description and Usage: <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.

Availability: Within <languagedeclaration>: Required, not repeatable

Within <languageset>: Required, repeatable

See also: Use <language> to specify, in human-readable form, the corresponding language.

Do not confuse <script> with @script and @lang, which can be used on all elements to indicate the script and language of the descriptive information, not the language of the materials.

Examples:
```
<languagedeclaration>
  <language langcode="eng">English</language>
  <script scriptcode="Latn"> Latin </script>
</languagedeclaration>
```

```xml
<languagedeclaration>
  <language langcode="fre">French</language>
  <script scriptcode="Latn">Latin </script>
</languagedeclaration>
<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <languageset>
    <language
    langcode="eng">English</language>
    <language langcode="fre">French</language>
    <script scriptcode="Latn"> Latin </script>
  </languageset>
</langmaterial>
<langmaterial>
  <language langcode="eng">English</language>
  <language langcode="fre">French</language>
  <languageset>
    <language
    langcode="jpn">Japanese</language>
    <script scriptcode="Hira"> hiragana
    </script>
    <script scriptcode="Kana"> katakana
    </script>
  </languageset>
</langmaterial>
```

<separatedmaterial> Separated Material (Table of Contents)

Summary:	For identifying materials associated by provenance that have been physically separated or removed.
May contain:	archref, bibref, blockquote, chronlist, head, list, p, separatedmaterial, table
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, separatedmaterial

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

Description and Usage:	<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.
Availability:	Optional, repeatable
See also:	Do not confuse with <relatedmaterial>, which is used for references to materials that are not physically or logically included in the material described in the finding aid.
References:	ISAD(G) 3.5.3
	MARC 544

| **Examples:** | ```
<separatedmaterial>
  <head>Materials Cataloged Separately</head>
  <p>Photographs have been transferred to
  Pictorial Collections of The Bancroft
  Library.</p>
</separatedmaterial>
<separatedmaterial>
  <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>
        <list>[...]</list>
    </separatedmaterial>
    <separatedmaterial>
        <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>
    </separatedmaterial>
    <relatedmaterial>
        <p>Records relating to the Warren Commission
        are held in the National Archives and
        Records Administration.</p>
    </relatedmaterial>
```

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

Summary:	A child element of <filedesc> that groups information about the published monographic series to which an EAD instance belongs.
May contain:	num, p, titleproper
May occur within:	filedesc

Attributes:

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

Description and Usage:	Use <seriesstmt> to record and bind together information about the published monographic series of which the encoded finding aid is a part. <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.
Availability:	Optional, not repeatable

Example:

```
<filedesc>
  <titlestmt>
    <titleproper>Guide to the Lucretia
    Mott Papers, 1848-1887 and
    undated</titleproper>
    <author>Alice Poffinberger</author>
  </titlestmt>
  <publicationstmt>
    <publisher>David M. Rubenstein Rare Book
    and Manuscript Library</publisher>
  </publicationstmt>
  <seriesstmt>
    <p>The Lisa Unger Baskin Collection</p>
  </seriesstmt>
</filedesc>
```

<source>

<source> Source (Table of Contents)

Summary:	A child element of <sources> used to identify a particular source of evidence used in describing the archival material.
May contain:	descriptivenote, objectxmlwrap, sourceentry
May occur within:	sources

Attributes:		
	actuate	Optional (values limited to: 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 (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 EAD.

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

<sourceentry>

<objectxmlwrap>

Availability: Required, repeatable

See also: Do not confuse with <citation>, used in <conventiondeclaration> and <localtypedeclaration> to identify any rules and conventions applied in the description.

Examples:
```
<control> [. . .]
  <sources>
    <source>
      <sourceentry>HMC, Principal Family and
      Estate Collections: Family Names L-W,
      1999</sourceentry>
    </source>
    <source>
      <sourceentry>HMC, Complete Peerage,
      1936</sourceentry>
    </source>
  </sources>
</control>
<sources>
  <source
  lastdatetimeverified="2015-07-03T14:36:00-05:00"
  href="https://archive.org/details/
  dictionaryofamer00drakrich"
  actuate="onrequest" linktitle="Dictionary of
  American biography">
    <sourceentry>Dictionary of American
    biography: including men of the time ...
    and a supplement</sourceentry>
  [. . .] </source>
</sources>
```

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

Summary:	A child element within < source > that identifies a specific source used in creating the archival description.
May contain:	[text]
May occur within:	source

Attributes:

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

Description and Usage:	Used to cite a source used in the construction of the archival description. < sourceentry > should be used for brief citation information, with any additional information provided in < descriptivenote >.
Availability:	Optional, repeatable

Examples:

```
<control> [. . .]
  <sources>
    <source>
      <sourceentry> HMC, Principal Family and
      Estate Collections: Family Names L-W,
      1999 </sourceentry>
    </source>
    <source>
      <sourceentry> HMC, Complete Peerage,
      1936 </sourceentry>
    </source>
  </sources>
</control>
<sources>
  <source
  lastdatetimeverified="2015-07-03T14:36:00-05:00"
  href="https://archive.org/details/
  dictionaryofamer00drakrich"
```

```
                    actuate="onrequest" linktitle="Dictionary of
                    American biography">
                      <sourceentry> Dictionary of American
                      biography: including men of the time ...
                      and a supplement </sourceentry>
                      <objectxmlwrap>
                        <dc>
                          <title>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</title>
                          <creator>Drake, Francis S. (Francis
                          Samuel), 1828-1885</creator>
                          <date>1872</date>
                          <identifier>E176 .D725
                          1872</identifier>
                          <identifier> https://archive.org/
                          details/dictionaryofamer00drakrich
                          </identifier>
                        </dc>
                      </objectxmlwrap>
                      <descriptivenote>
                        <p>Basic biographical information about
                          <persname source="lcnaf"
                          normal="Freeman, Nathaniel,
                          1741-1827">
                            <part>Nathaniel Freeman</part>
                          </persname>
                        was taken from
                          <title>
                            <part>Dictionary of American
                            biography: including men of the
                            time ... and a supplement</part>
                          </title>
                        , page 340.</p>
                      </descriptivenote>
                    </source>
                  </sources>
```

<sources>

<sources> Sources (Table of Contents)

Summary:	An optional child element of <control> that groups one or more <source>s of evidence used in describing the archival material.
May contain:	source
May occur within:	control

Attributes:

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

Attribute usage:	Use @base to specify a URI (other than the base URI of the EAD instance) to be used for resolving relative URIs within <sources> or descendant elements.
Description and Usage:	Use <sources> to bind together one or more <source> elements.
Availability:	Optional, not repeatable

Examples:

```
<control> [. . .]
  <sources>
    <source>
      <sourceentry>HMC, Principal Family and
      Estate Collections: Family Names L-W,
      1999</sourceentry>
    </source>
    <source>
      <sourceentry>HMC, Complete Peerage,
      1936</sourceentry>
    </source>
  </sources>
</control>
<sources>
  <source
  lastdatetimeverified="2015-07-03T14:36:00-05:00"
  href="https://archive.org/details/
  dictionaryofamer00drakrich"
```

```xml
                        actuate="onrequest" linktitle="Dictionary of
                        American biography">
                          <sourceentry>Dictionary of American
                          biography: including men of the time ...
                          and a supplement</sourceentry>
                          <objectxmlwrap>
                            <dc>
                              <title>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</title>
                              <creator>Drake, Francis S. (Francis
                              Samuel), 1828-1885</creator>
                              <date>1872</date>
                              <identifier>E176 .D725
                              1872</identifier>
                              <identifier> https://archive.org/
                              details/dictionaryofamer00drakrich
                              </identifier>
                            </dc>
                          </objectxmlwrap>
                        <descriptivenote>
                          <p>Basic biographical information about
                            <persname source="lcnaf"
                            normal="Freeman, Nathaniel,
                            1741-1827">
                              <part>Nathaniel Freeman</part>
                            </persname>
                          was taken from
                            <title>
                              <part>Dictionary of American
                              biography: including men of the
                              time ... and a supplement</part>
                            </title>
                          , page 340.</p>
                        </descriptivenote>
                      </source>
                    </sources>
```

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

Summary:	An optional child element of <titlestmt> for providing the name of an institution or individual who contributed significant support, monetary or otherwise, to the processing of the materials being described.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	titlestmt

Attributes:

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

Attribute usage:	Use @localtype if local practice requires recording the type of sponsor.
Description and Usage:	<sponsor> may be used to identify institution(s) and individual(s) who endorsed, financed, or arranged the acquisition, appraisal, and processing of the described materials or the preparation and distribution of the finding aid.
Availability:	Optional, repeatable
See also:	Do not confuse with <author>, which is for identifying the persons or institutions responsible for the intellectual content of the finding aid, or with <repository>, which is used to identify the institution or corporate body providing intellectual access to the described materials.
References:	MARC 536

Example:

```
<titlestmt>
  <titleproper encodinganalog="245$a">The
  Edgar Holden Papers, 1978-1993</titleproper>
  <subtitle encodinganalog="245$b">A Guide
  to the Holden Papers at the University of
  Ishtaba</subtitle>
  <author>Finding aid prepared by Avery
  Thimble</author>
  <sponsor>Processing sponsored by grant
  funding from the National Historical
  Publications and Records Commission, grant
  number 94-0123</sponsor>
</titlestmt>
```

< **subject** > **Subject** (Table of Contents)

Summary:	An element for encoding topics represented in the materials being described.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:

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

Attribute usage: Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the subject in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of subject.

Use @normal to identify a standardized form of the subject if not provided in the element itself.

Use @relator to specify, either as a URI or a string, other relationship(s) the subject has to the described materials. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Description and Usage:	Indicates a topic reflected in the described materials.
	\<subject\> must contain one or more \<part\> elements. A single \<part\> may be used for the entire string, or if more granularity is desired, multiple \<part\> elements may be used to capture each component of the subject term, e.g.,
	Part 1: Boats
	Part 2: California
	Part 3: 20th Century
	Use \<subject\> within \<controlaccess\> for encoding subjects as defined by controlled vocabularies or according to appropriate rules. You may also use \<subject\> for encoding subjects as they appear within text.
Availability:	Within \<indexentry\>: Optional, not repeatable
	Within all other elements: Optional, repeatable
See also:	Personal, corporate, family and geographic names used as subjects are tagged as \<persname\>, \<corpname\>, \<famname\>, and \<geogname\> respectively. The term "subject" can be used as the value of @relator when indicating a personal name, corporate name, family, or geographic name is a subject of the materials being described.
References:	MARC 650, 69X
	MODS \<topic\>
Examples:	

```
<controlaccess>
  <subject encodinganalog="650" rules="RDA"
  source="lcsh">
    <part>Indians of North America</part>
    <part>Idaho</part>
  </subject>
  <subject encodinganalog="650" rules="RDA"
  source="lcsh">
    <part>Railroads</part>
    <part>Washington (State)</part>
    <part>History</part>
  </subject>
</controlaccess>
```

```
<controlaccess>
  <subject>
    <part>Alien and Sedition laws, 1798</part>
  </subject>
  <subject>
    <part>American Confederate voluntary
    exiles</part>
  </subject>
  <subject>
    <part>Kentucky and Virginia resolutions of
    1798</part>
  </subject>
</controlaccess>
```

<**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 <titlessmt> and is intended to support additional title information.
Availability:	Optional, repeatable
See also:	Do not confuse with <title>. Subtitles of monographs, serials, paintings, and other such works mentioned in the finding aid are not separately encoded, but they may be listed as <part> within <title>.

Example:

```
<filedesc>
  <titlestmt>
    <titleproper>Tom Stoppard</titleproper>
    <subtitle>An Inventory of His Papers
    at the Harry Ransom Humanities Research
    Center</subtitle>
    <author>Finding aid written by Katherine
    Mosley</author>
  </titlestmt>
  <publicationstmt>
    <publisher>The University of Texas at
    Austin, Harry Ransom Humanities Research
    Center</publisher>
    <date>2000</date>
  </publicationstmt>
</filedesc>
```

< table >

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

Summary:	A wrapper element for formatting information in a row and column display.
May contain:	head, tgroup
May occur within:	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userestrict

Attributes:

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

Attribute usage:

Use @colsep to indicate if the columns in the table are to be separated by vertical rules.

Use @frame to indicate if there are rules surrounding the table.

Use @pgwide to indicate if the table is the width of the page or of the text column.

Use @rowsep to indicate if the rows in the table are to be separated by horizontal rules.

Description and Usage:

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.

Availability: Optional, repeatable

Example:

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
        Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
        (1760-1806)</entry>
        <entry colname="2">Mary Frances
        Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
        Albemarle (1787-1848)</entry>
      </row>
    [. . .] </tbody>
  </tgroup>
</table>
```

<tbody>

<tbody> Table Body (Table of Contents)

Summary:	A child element of <tgroup> that binds together one or more rows forming the main body of a table.
May contain:	row
May occur within:	tgroup

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional
valign	Optional (values limited to: bottom, middle, top)

Description and Usage:	A formatting element that contains one or more <row> elements, which in turn contain <entry> elements in <table>. <tbody> identifies the body of the information in <table>, as distinct from the column headings (<thead>).
Availability:	Required, not repeatable
See also:	Related elements <entry>, <row>, <table>, <tgroup>, and <thead>.

Example:

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
    align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
    align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
        Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
        (1760-1806)</entry>
        <entry colname="2">Mary Frances
        Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
        Albemarle (1787-1848)</entry>
      </row>
    [. . .] </tbody>
  </tgroup>
</table>
```

<term>

<term> Term (Table of Contents)

Summary:	A child element of <localcontrol> used to specify a descriptive term in accordance with local rules.
May contain:	[text]
May occur within:	localcontrol

Attributes:	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	lastdatetimeverified	Optional (must follow pattern based on ISO 8601)
	rules	Optional
	script	Optional
	source	Optional
	transliteration	Optional

Attribute usage: Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the term in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @lastdatetimeverified to specify when the term captured was last verified for accuracy.

Use @rules to indicate any rules used in formulating the term.

Use @source to indicate the vocabulary from which the term has been taken.

Use @transliteration for indicating the conventions or rules that prescribe a method for converting one script to another.

Description and Usage: 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."
Availability:	Optional, not repeatable
Examples:	

```
<localcontrol localtype="levelofdetail">
   <term> Minimum </term>
</localcontrol>
<localcontrol localtype="fileSize">
   <term> 8 MB </term>
</localcontrol>
<localcontrol localtype="daoFlag">
   <term> true </term>
</localcontrol>
<localcontrol localtype="maxComponentID">
   <term> 414 </term>
</localcontrol>
<localcontrol localtype="processinglevel">
   <term> item </term>
</localcontrol>
```

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

Summary:	A wrapper element that binds together < colspec >, < thead >, and < tbody > elements in a table.
May contain:	colspec, tbody, thead
May occur within:	table

Attributes:		
	align	Optional (values limited to: center, char, justify, left, right)
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	cols	Required
	colsep	Optional (values limited to: false, true)
	id	Optional
	lang	Optional
	rowsep	Optional (values limited to: false, true)
	script	Optional

Attribute usage: The required @cols specifies the number of columns in the table group.

By convention, any rule specified in @colsep is printed or displayed to the right of the column.

External rules are specified with the @frame of < table >; horizontal rules are specified with < table > or < tgroup > @rowsep.

By convention, any rule specified in @rowsep prints or displays below the row.

Vertical rules are specified by @colsep; external rules are specified by @frame in < table >.

Description and Usage: 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.

Availability:	Required, repeatable
See also:	Related elements <colspec>, <table>, <tbody>, <thead>.

Example:

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

<thead>

<thead> Table Head (Table of Contents)

Summary:	A formatting element that contains the heading information in <table>.
May contain:	row
May occur within:	c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, dsc, tgroup

Attributes:		
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
	valign	Optional (values limited to: bottom, middle, top)

Description and Usage:	Use <thead> to record column headings that appear at the top of a table and may appear again at the top of any physical break in rows in the body. <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.
Availability:	Optional, not repeatable
See also:	Related elements <table> and <tgroup> for general table information.

Example:

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

<title> Title (Table of Contents)

Summary:	An element for encoding the formal name of a work.
May contain:	part
May occur within:	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

Attributes:		
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote,
	rules	Optional
	script	Optional
	source	Optional

Attribute usage: Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the title in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @localtype, if local practice requires specification of the type of title.

Use @normal to identify a standardized form of the title if not provided in the element itself.

Use @relator to specify, either as a URI or a string, the relationship between the title and the materials being

described. The schema does not limit possible values of @relator, but an institution could define and enforce values elsewhere if desired.

Use @render to indicate how the title should be displayed. Options are limited to altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, and underline.

Use @rules to specify the descriptive rules followed for forming the title statement.

Use @source to indicate the vocabulary from which the title statement has been taken.

Description and Usage:	The name of an intellectual work, such as a monograph, serial, or painting, listed in a finding aid. Within <controlaccess>, the formal, authorized name should be used, but <title> may also be used to encode titles as they appear within other elements to enable formatting such as italics or quotations.
	Subtitles of such works are not separately encoded but may instead be listed as part of <title>, either along with the title in a single <part>, or in multiple parts as follows:
	Part 1: Private eyeballs
	Part 2: A golden history of bad taste
Availability:	Within <indexentry>: Optional, not repeatable
	Within all other elements: Optional, repeatable
See also:	Do not confuse with <titleproper>, which is used for the title of the encoded finding aid.
	Do not confuse with <unittitle>, which is used to encode the name of the described materials, such as the title of a collection, record group, fonds, series, file, or item. <title> may be a child of <unittitle>, and it is possible that <unittitle> may contain no text other than that which is further specified by <title>.

Do not confuse with @linktitle, which is found in linking elements.

References: MARC 630, 730, 740

MODS <subject> <titleInfo>

Examples:
```
<c01>
  <did>
    <unittitle>Short stories, </unittitle>
    <unitdate>1946-1954</unitdate>
  </did>
  <c02>
    <did>
      <unittitle>
        <title render="italic">
          <part>The Lottery</part>
        </title>
      </unittitle>
    </did>
  </c02>
</c01>
<bibref>
  <title render="italic">
    <part>Library of Congress Acquisitions:
    Manuscript Division, 1982</part>
  </title>
, p. 29. </bibref>
```

<titleproper>

<titleproper> Title Proper of the Finding Aid

(Table of Contents)

Summary:	A child element of <titlestmt> and <seriesstmt> that indicates the title of a findingc aid or finding aid series.
May contain:	[text] abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	seriesstmt, titlestmt

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

Attribute usage:	Use @localtype if local practice requires recording the type of title.
	Use @render to specify formatting of <titleproper> for display and print purposes.
Description and Usage:	Use <titleproper> to record the title of a finding aid or finding aid series.
Availability:	Within <seriesstmt>: Required, not repeatable
	Within <titlestmt>: Required, repeatable
See also:	Do not confuse with <title>, which is used to encode the formal names of works such as monographs, serials, paintings, etc., mentioned in the finding aid.

Do not confuse with <unittitle>, which identifies the name of the described materials.

Examples:

```
<titlestmt>
  <titleproper> The Edgar Holden Papers,
  1978-1993 </titleproper>
  <subtitle>A Guide to the Holden Papers at
  the University of Ishtaba</subtitle>
  <author>Finding aid prepared by Avery
  Thimble</author>
  <sponsor>Processing sponsored by grant
  funding from the National Historical
  Publications and Records Commission, grant
  number 94-0123</sponsor>
</titlestmt>
<titlestmt>
  <titleproper> Catalogue of the Papers of
  James Graham Ballard </titleproper>
</titlestmt>
<titlestmt>
  <titleproper localtype="formal"> Guide
  to the Abraham Hayward Collection
  </titleproper>
  <titleproper localtype="filing"
  render="altrender" altrender="nodisplay"
  audience="internal"> Hayward (Abraham)
  Collection </titleproper>
  <author>by Michael Rush</author>
</titlestmt>
```

<titlestmt>

<titlestmt> Title Statement (Table of Contents)

Summary:	A required child element of <filedesc> that binds together information about the name of an encoded finding aid and those responsible for its content.
May contain:	author, sponsor, subtitle, titleproper
May occur within:	filedesc

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

Description and Usage:	Use <titlestmt> to bind together elements containing bibliographic information about a finding aid, including its title and the names and roles of those responsible for the finding aid's intellectual content. The prescribed order of all child elements (both required and optional) is:

> <titleproper>
>
> <subtitle>
>
> <author>
>
> <sponsor>

Availability:	Required, not repeatable
See also:	Do not confuse with <title>, which is used to encode the formal names of works such as monographs, serials, paintings, etc., mentioned in the finding aid. Do not confuse with <unittitle>, which identifies the name of the described materials.

Examples:

```
<titlestmt>
  <titleproper>The Edgar Holden Papers,
  1978-1993</titleproper>
  <subtitle>A Guide to the Holden Papers at
  the University of Ishtaba</subtitle>
  <author>Finding aid prepared by Avery
  Thimble</author>
  <sponsor>Processing sponsored by grant
  funding from the National Historical
  Publications and Records Commission, grant
  number 94-0123</sponsor>
</titlestmt>
<titlestmt>
  <titleproper>Catalogue of the Papers of
  James Graham Ballard</titleproper>
</titlestmt>
<titlestmt>
  <titleproper localtype="formal">Guide to the
  Abraham Hayward Collection </titleproper>
  <titleproper localtype="filing"
  render="altrender" altrender="nodisplay"
  audience="internal"> Hayward (Abraham)
  Collection </titleproper>
  <author>by Michael Rush</author>
</titlestmt>
```

<todate> 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

Attribute usage:	Use @localtype to supply a more specific characterization of the date range.
	Use @notafter and @notbefore to capture the earliest and latest possible dates in machine-processable form in cases when the date is uncertain.
	Use @standarddate to provide a machine-processable form of the date.
Description and Usage:	Use <todate> to record the end date in a range of dates, whether they be known or approximate. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the @standarddate should be used to record the date in machine-processable form as well. <todate> may be omitted from <daterange> if the date span is ongoing.
Availability:	Optional, not repeatable
See also:	Use <fromdate> to record the starting point of a date range.

Examples:

```
<unitdatestructured calendar="gregorian"
era="ce">
   <dateset>
     <datesingle standarddate="1963-01-22">22
     January 1963</datesingle>
     <daterange>
        <fromdate standarddate="1971-06-01">1
        June 1971</fromdate>
        <todate standarddate="1974-04-30"> 30
        April 1974 </todate>
     </daterange>
   </dateset>
</unitdatestructured>
<chronitem>
   <daterange>
     <fromdate>1819</fromdate>
     <todate> 1820 </todate>
   </daterange>
   <event>Studies theology at Yale
   College</event>
</chronitem>
<unitdatestructured unitdatetype="inclusive">
   <daterange>
     <fromdate notafter="1962">1962</fromdate>
     <todate notafter="1968"> 1968 </todate>
   </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
   <daterange>
     <fromdate notbefore="1971"
     notafter="1975">around 1973</fromdate>
     <todate standarddate="1992"> 1992
     </todate>
   </daterange>
</unitdatestructured>
```

<unitdate>

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

Summary:	A child element of <did> that provides a simple statement of the date(s) covered by the described materials.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

Attributes:

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

Attribute usage:	Use @unitdatetype to indicate if <unitdate> represents inclusive dates or bulk (predominant) dates.
Description and Usage:	<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.
Availability:	Optional, repeatable
See also:	Use <unitdatestructured> to provide a more granular, machine-processable statement for the dates of the materials being described. Do not confuse <unitdate> with <date>, which is used to encode dates not related to the creation or accumulation of the records being described.

References: 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>

Examples:
```
<archdesc level="collection">
  <did>
    <head>Collection Summary</head>
    <origination label="Creator">
      <corpname encodinganalog="110">
        <part>National Association for the
        Advancement of Colored People</part>
      </corpname>
    </origination>
    <unittitle label="Title"
    encodinganalog="245">Visual Materials
    from the National Association for the
    Advancement of Colored People Records
    (Library of Congress)</unittitle>
    <unitdate label="Dates"
    unitdatetype="inclusive"
    encodinganalog="260"> ca. 1838-1969
    </unitdate>
    <unitdate unitdatetype="bulk"> bulk
    1944-1955 </unitdate>
  </did>
</archdesc>
<did>
  <unittitle encodinganalog="245$a">Philip M.
  Wagner papers</unittitle>
  <unitdate unitdatetype="inclusive"
  encodinganalog="245$f"> 1839-1995
  </unitdate>
  <unitdate unitdatetype="bulk"
  encodinganalog="245$g"> bulk 1942-1989
  </unitdate>
  <physdesc encodinganalog="300$a$f">8 boxes
  (9.35 linear feet)</physdesc>
[...] </did>
<dsc type="analyticover">
  <c level="subseries">
    <did>
      <unittitle>Documentary
      Movies</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1952/1964"> 1952-1964
      </unitdate>
      <abstract>Includes scores, arranged
      alphabetically by movie title,
```

```
                    and some correspondence, arranged
                    chronologically.</abstract>
                </did>
            </c>
[. . .] </dsc>
```

<unitdatestructured>

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

Summary:	A child element of <did> that enables structured, machine-processable expressions of the dates of the materials being described.
May contain:	daterange, dateset, datesingle
May occur within:	did

Attributes:

altrender	Optional
audience	Optional (values limited to: external, internal)
calendar	Optional
certainty	Optional
datechar	Optional
encodinganalog	Optional
era	Optional
id	Optional
label	Optional
lang	Optional
script	Optional
unitdatetype	Optional (values limited to: bulk, inclusive)

Attribute usage:	Use @unitdatetype to indicate if <unitdatestructured> represents inclusive dates or bulk (predominant) dates.
Description and Usage:	<unitdatestructured> provides a machine-processable statement of the date or dates the materials described were created, issued, copyrighted, broadcast, etc. <unitdatestructured> must contain one of the following child elements: <datesingle>, <daterange>, or <dateset>.
	<unitdatestructured> may contain only one child, therefore <dateset> 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 <datesingle> and <daterange> elements.
Availability:	Optional, repeatable

Do not confuse <unitdatestructured> with <date>, which is used to encode dates not related to the creation or accumulation of the records being described.

Use <unitdate> to provide an unstructured statement of the dates of the material being described.

References: 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>

Examples:
```
<did>
  <unittitle>Class Notes,
  Undergraduate</unittitle>
  <unitdatestructured
  unitdatetype="inclusive">
    <daterange>
      <fromdate
      notafter="1962">1962</fromdate>
      <todate notafter="1968">1968</todate>
    </daterange>
  </unitdatestructured>
  <physdesc>12 notebooks</physdesc>
  <container localtype="boxes">5-6</container>
  <didnote>The notebooks contain months and
  days, not years. Estimated dates are based
  on the years Scully attended the University
  of Maryland.</didnote>
</did>
<unitdatestructured unitdatetype=" inclusive "
encodinganalog="245">
  <dateset>
    <datesingle standarddate="1963-01-22">1963
    January 22</datesingle>
    <daterange>
      <fromdate standarddate="1971-06-01">1971
      June 1</fromdate>
      <todate standarddate="1974-04-30">1974
      April 30</todate>
    </daterange>
  </dateset>
</unitdatestructured>
```

```
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
   <daterange>
      <fromdate notbefore="1971"
      notafter="1975">around 1973</fromdate>
      <todate standarddate="1992">1992</todate>
   </daterange>
</unitdatestructured>
<unitdatestructured>
   <daterange>
      <fromdate>1900</fromdate>
      <todate>1910</todate>
   </daterange>
</unitdatestructured>
<unitdatestructured unitdatetype=" inclusive ">
   <datesingle standarddate=" 2015-06 ">2015
   June</datesingle>
</unitdatestructured>
```

<unitid>

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

Summary:	A child element of <did> that provides an identifier for the materials being described, such as an accession number.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	did

Attributes:

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

Attribute usage:	Although not required, the @countrycode and @repositorycode should be used in <unitid> at the <archdesc>/<did> level to comply with ISAD(G) element 3.1.1.
Description and Usage:	<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.
Availability:	Optional, repeatable
See also:	Use <container> and <physloc> to designate the physical housing or location of the described materials. Do not confuse with <recordid> or <otherrecordid>, which are identifiers for the finding aid itself, not the materials described therein.

References: ISAD(G) 3.1.1

MODS <identifier>

Examples:
```
<c01>
  <did>
    <unittitle>Manouche</unittitle>
  </did>
  <c02>
    <did>
      <unittitle>Recording</unittitle>
      <unitid> grove_005 </unitid>
      <abstract>45-rpm phonodisc of Manouche
      singing two unidentified French
      songs</abstract>
      <container
      localtype="Box">559</container>
    </did>
  </c02>
[. . .] </c01>
<archdesc level="collection">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Donald C. Stone,
    Jr. Papers, </unittitle>
    <unitdate
    unitdatetype="inclusive">1971-1983</unitdate>
    <unitid countrycode="US"
    repositorycode="cbgtu" identifier="http://
    library.syr.edu/guides/s/stone_dc.htm"
    label="Accession number"> GTU 2001-8-03
    </unitid>
    <origination label="Creator">
      <persname source="lcnaf">
        <part>Stone, Donald C., Jr.</part>
      </persname>
    </origination>
    <physdesc label="Extent">4 boxes, 4 linear
    ft. </physdesc>
    <repository label="Repository">
      <corpname>
        <part>The Graduate Theological
        Union</part>
      </corpname>
      <address>
        <addressline>Berkeley,
        California</addressline>
      </address>
    </repository>
    <abstract label="Abstract">The papers
    document Donald C. Stone's work with
    Ornstein and Swencionis on the
      <emph render="italic">est</emph>
    Outcome Project, and the development
    of his doctoral research, including
```

```
                        his various publications on the human
                        potential movement, up to the completion
                        of his doctoral dissertation.</abstract>
                        <physloc label="Shelf location">5/
                        D/4-5</physloc>
                     </did>
               [. . .] </archdesc>
```

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

Summary:	A child element of <did> that specifies a title for the described materials.
May contain:	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title
May occur within:	did

Attributes:

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

Attribute usage:	Use @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
	Use @localtype if local use requires recording the type of <unittitle>.
	Use @normal to allow for normalization of unit titles with initial articles.
Description and Usage:	<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).
Availability:	Optional, repeatable
See also:	Do not confuse <unittitle> with <title>, an element used to encode the formal names of works such as monographs, serials, paintings, etc.

References: ISAD(G) 3.1.2

MARC 130, 240, 245

MODS <titleInfo> <title>

Examples:
```
<c level="subseries">
  <did>
    <unittitle> Documentary Movies
    </unittitle>
    <unitdate
    unitdatetype="inclusive">1952-1964</unitdate>
    <physdesc>2.5 linear ft.</physdesc>
    <abstract label="Summary:">Includes
    scores, arranged alphabetically by movie
    title, and some correspondence, arranged
    chronologically.</abstract>
  </did>
</c>
<archdesc level="collection"
relatedencoding="MARC21" localtype="inventory">
  <did>
    <head>Overview of the Collection</head>
    <repository encodinganalog="852$a"
    label="Repository:">
      <corpname>
        <part>Syracuse University Special
        Collections Research Center</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <persname encodinganalog="100">
        <part>Langner, William R.</part>
      </persname>
    </origination>
    <unittitle encodinganalog="245$a"
    label="Title:"> William Langner Papers
    </unittitle>
    <abstract encodinganalog="520$a"
    label="Abstract:">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 material (papers, reports,
```

```
            handbooks, manuals, etc).concerning adult
            education.</abstract>
            <langmaterial encodinganalog="546"
            label="Language:">
               <language langcode="eng"></language>
               <language langcode="spa"></language>
               <descriptivenote>
                  <p>English, some printed material in
                  Spanish</p>
               </descriptivenote>
            </langmaterial>
         </did>
         <accessrestrict>
            <head>Access Restrictions</head>
            <p>Unprocessed. Accessible by special
            permission only.</p>
         </accessrestrict>
      </archdesc>
```

<unittype> Unit Type (Table of Contents)

Summary:	A child element of <physdescstructured> that indicates the type of unit being quantified, e.g., boxes, linear feet, etc.
May contain:	[text]
May occur within:	physdescstructured

Attributes:

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

Attribute usage: Use @identifier to provide a number, code, or string (e.g., URI) that uniquely identifies the unit type in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Do not confuse with @id, which provides a unique id for the element within the XML instance.

Use @rules to specify the descriptive rules followed for forming the unit type.

Description and Usage: Required in <physdescstructured>, <unittype> identifies the type of unit being quantified.

Availability: Required, not repeatable

Examples:
```
<physdescset>
  <physdescstructured coverage="whole"
  physdescstructuredtype="spaceoccupied">
    <quantity>12</quantity>
    <unittype> linear feet </unittype>
  </physdescstructured>
  <physdescstructured coverage="whole"
  physdescstructuredtype="carrier">
    <quantity>24</quantity>
    <unittype> boxes </unittype>
  </physdescstructured>
</physdescset>
```

```
<physdescset>
  <physdescstructured coverage="part"
  physdescstructuredtype="spaceoccupied">
    <quantity>6</quantity>
    <unittype> terabytes </unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>24</quantity>
    <unittype> 3 ½" floppy disks </unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>1800</quantity>
    <unittype> electronic files </unittype>
  </physdescstructured>
</physdescset>
```

< userestrict >

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

Summary:	An element for indicating any conditions that affect the use of the described materials, such as in publications.
May contain:	blockquote, chronlist, head, list, p, table, userestrict
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, userestrict

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

Description and Usage:	Use < userestrict > 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. < userestrict > may also be used to indicate the absence of restrictions, such as when intellectual property rights have been dedicated to the public.
Availability:	Optional, repeatable
See also:	Do not confuse with < accessrestrict >, which contains information about conditions affecting the availability of the described materials.
	< prefercite > may be used to specify how the described materials should be referenced.
	Do not confused with < rightsdeclaration >, which provides information about the rights of the finding aid itself.
References:	ISAD(G) 3.4.2
	MARC 540

Examples:

```
<userestrict>
  <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.</p>
</userestrict>
<userestrict>
  <p>Copyright to the collection has been
  transferred to the Regents of the University
  of Michigan.</p>
</userestrict>
<userestrict>
  <head>Restrictions on usage</head>
  <p>Per the deed of gift:</p>
  <blockquote>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.</blockquote>
</userestrict>
```

Appendix :

Appendix A : EAD Crosswalks

ISAD(G) to EAD3

ISAD(G)	EAD
3.1.1 Reference code(s)	\<agencycode\> and \<recordid\> within \<control\>; \<unitid\> with @countrycode and @repositorycode
3.1.2 Title	\<unittitle\>
3.1.3 Dates	\<unitdate\>, \<unitdatestructured\>
3.1.4 Level of description	\<archdesc\> and \<c\> @level
3.1.5 Extent and medium of the unit	\<physdesc\>, \<physdescstructured\>
3.2.1 Name of creator	\<origination\>
3.2.2 Administrative/Biographical history	\<bioghist\>
3.2.3 Archival history	\<custodhist\>
3.2.4 Immediate source of acquisition	\<acqinfo\>
3.3.1 Scope and content	\<scopecontent\>
3.3.2 Appraisal, destruction and scheduling	\<appraisal\>
3.3.3 Accruals	\<accruals\>
3.3.4 System of arrangement	\<arrangement\>
3.4.1 Conditions governing access	\<accessrestrict\>
3.4.2 Conditions governing reproduction	\<userestrict\>
3.4.3 Language/scripts of material	\<langmaterial\>
3.4.4 Physical characteristics and technical requirements	\<phystech\>
3.4.5 Finding aids	\<otherfindaid\>
3.5.1 Existence and location of originals	\<originalsloc\>
3.5.2 Existence and location of copies	\<altformavail\>
3.5.3 Related units of description	\<relatedmaterial\>, \<separatedmaterial\>
3.5.4 Publication note	\<bibliography\>
3.6.1 Note	\<didnote\>, \<odd\>
3.7.1 Archivist's note	\<processinfo\>
3.7.2 Rules or conventions	\<conventiondeclaration\>
3.7.3 Date(s) of descriptions	\<maintenanceevent\>/\<eventdatetime\>

MARC21 to EAD3

MARC	EAD
041 Language	\<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$f Title statement/inclusive dates	\<unitdate unitdatetype="inclusive"\>, \<unitdatestructured unitdatetype="inclusive"\>
245$g Title statement/bulk dates	\<unitdate unitdatetype="bulk"\>, \<unitdatestructured unitdatetype="bulk"\>
254 Musical presentation statement	\<materialspec\>
255 Cartographic mathematical data	\<materialspec\>
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	<userestrict>
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	
583 Action	<appraisal>, <processinfo>
584 Accumulation and frequency of use	<accruals>
600 Subject--personal name	<controlaccess> <persname relator="subject">, <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> <famna
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	EAD
\<abstract\>	\<abstract\>, \<scopecontent\>
\<accessCondition\>	\<accessrestrict\>
\<genre\>	\<controlaccess\> \<genreform\>
\<identifier\>	\<unitid\>
\<language\> \<languageTerm\>	\<langmaterial\> \<language\>, \<langmaterial\> \<languageset\> \<language\>
\<location\> \<physicalLocation\>	\<repository\>
\<location\> \<url\>	\<dao\>, \<daoset\>
\<name\>	\<origination\>
\<note\>	\<didnote\>, \<odd\>
\<originInfo\> \<dateCreated\>	\<unitdate\>, \<unitdatestructured\>
\<physicalDescription\> \<extent\>	\<physdesc\>, \<physdescstructured\> \<quantity\> and \<physdescstructured\> \<unittype\>, \<physdescstructured\> \<dimensions\>
\<recordInfo\> \<recordContentSource\>	\<maintenanceagency\> \<agencyname\>, \<maintenanceagency\> \<agencycode\>, \<maintenanceagency\> \<otheragencycode\>
\<recordInfo\> \<recordCreationDate\>	\<maintenancehistory\> \<maintenanceevent\> \<eventdate\> (where \<eventtype\> @value='created')
\<recordInfo\> \<recordChangeDate\>	\<maintenancehistory\> \<maintenanceevent\> \<eventdate\>
\<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 > < langusage > < linkgrp > < note > < ptrloc > < refloc > < resource > < revisiondesc > < subarea >

Deprecated Attributes

@placement (Table of Contents)

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

Summary:	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.
Description and Usage:	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.
May contain:	[text], emph, lb, num, ptr, ref, title
May occur within:	bibref, titlepage, unittitle

Attributes:

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

Availability:	Optional, repeatable

<descgrp>

<descgrp> Description Group (Table of Contents)

Summary:	An element for grouping together any number of elements that are following siblings of the <did> element.
Description and Usage:	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)).
May contain:	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, userestrict
May occur within:	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, descgrp

Attributes:

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

Availability:	Optional, repeatable

<div>

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

Summary:	A generic element that designates a major section of text within <frontmatter>.
Description and Usage:	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.
May contain:	blockquote, chronlist, div, head, list, p, table
May occur within:	div, frontmatter
Attributes:	altrender Optional audience Optional (values limited to: external, internal) id Optional lang Optional script Optional
Availability:	Optional, repeatable

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

Summary:	A child of <physdesc> used for information about the quantity of the materials being described or an expression of the physical space they occupy.
Description and Usage:	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.
May contain:	[text], abbr, emph, expan, foreign, lb, ptr, ref
May occur within:	physdesc

Attributes:

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

Availability:	Optional, repeatable

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

Summary:	A wrapper element that bundles prefatory text found before the start of <archdesc>.
Description and Usage:	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.
May contain:	div, titlepage
May occur within:	ead

Attributes:

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

Availability:	Optional, non repeatable

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

Summary:	An element for encoding information relating to the publication or distribution of a work cited in a <bibref> or <unittitle>.
Description and Usage:	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>.
May contain:	[text], date, emph, geogname, lb, ptr, publisher
May occur within:	bibref, unittitle

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

Availability:	Optional, repeatable

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

Summary:	A child element of <did> that provides a statement about the physical characteristics of the material being described.
Description and Usage:	<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.
May contain:	[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
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

Availability:	Optional, repeatable
References:	ISAD(G) 3.1.5
	MARC 300
	MODS <physicalDescription> <extent>

<runner>

<runner> Runner (Table of Contents)

Summary:	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.
Description and Usage:	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>.
May contain:	[text], emph, lb, ptr
May occur within:	archdesc

Attributes:

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

Availability:	Optional, repeatable

<titlepage> Title Page (Table of Contents)

Summary:	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.
Description and Usage:	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.
May contain:	author, bibseries, blockquote, chronlist, date, edition, list, num, p, publisher, sponsor, subtitle, table, titleproper
May occur within:	frontmatter

Attributes:

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

Availability:	Optional, non repeatable

<unittitle>

<unittitle> Title of the Unit [Deprecated Data Model] (Table of Contents)

Summary:	A child element of <did> that specifies a title for the described materials.
Description and Usage:	A <unittitle> is for recording the title statement, either formal or supplied, of the described materials. The title statement may consist of a word or phrase. The <unittitle> is used at both the highest unit or <archdesc> level (e.g., collection, record group, or fonds) and at all the subordinate <c> levels (e.g., subseries, files, items, or other intervening stages within a hierarchical description).
May contain:	[text], abbr, bibseries, corpname, date, edition, emph, expan, famname, footnote, foreign, function, genreform, geogname, imprint, lb, name, num, occupation, persname, ptr, quote, ref, subject, title, unitdate
May occur within:	did

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

Availability:	Optional, repeatable
References:	ISAD(G) 3.1.2
	MARC 130, 240, 245
	MODS <titleIfo> <title>

Appendix :

Appendix C: Revision History

EAD3 1.1.1 (2019 December)

1. The foreign element is now a valid child of the ref element.
2. The c12 element is now valid in the XSD schemas.
3. The objectxmlwrap element cannot have descendants in the EAD3 namespace in the XSD schemas.

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.

Appendix