



This meeting is being recorded!

TS-EAS

Wednesday 18th: 9pm PST / 10pm MST / 11pm CST
Thursday 19th: 0am EST / 5am UTC / 6am CET /
7am EET / 10.30am IST / 1pm CST / 4pm AEDT

TS-EAS 2025-2026

Participants (from top-left to bottom-right):

- Mary Samouelian
- Karin Bredenberg, Sydarkivera (she, her, hers, and herself)
- Rebecca's Pa...
- Mark Custer
- Ypapanti (Dia) Kyta
- Rhys Eila
- abjornsson
- Kolbe Resnick
- Andrew Jones
- Martin Crnelli
- Vogita Sharma
- Iris Lee
- Allie Smith
- Elizabeth Russey Roke
- Glenn
- Alexander Duryee (heyhim)
- Horence Livaudou (member of EGAD)
- John Strangochan
- Cory Nimer
- Jonathan Kirkwood
- Venkat
- Yanlin Li
- Gerhard Mueller
- Dan Michelson
- Eric Sonnenberg
- Kerstin Arnold (Archives Portal Europe)

Karin and Mary: Welcome

Rebecca: Notes

Updates

Anna: Standards Committee



Standards Committee

- Recent Webinar:
 - [Demystifying the Standards Maintenance Process](#)
- Upcoming Webinar:
 - There's a Standard for That!
 - Date TBD (late spring)
 - Volunteers to present TS-EAS maintained standards?

?: EAS Section

No news!

Cory: Outreach and Communications



Outreach Subteam

- Responsible for sharing information about TS-EAS work and standards
- Expanded group membership finalized for current term
- Brainstorming meeting held in September
 - Initial focus on community survey during Fall 2025
 - Developing outreach plan for research in Winter/Spring 2026
- Available for collaborations with other teams



Outreach Subteam

- Community survey
 - Focus on standards usage, including current versions
 - Seeks information on training needs and venues
 - Additional feedback from wider TS-EAS welcome
 - Survey to be distributed by end of month, with results in late March
- Archivists of Religious Collections Section
 - Initial planning for training in May
 - Currently waiting on SAA Council decision for content outline

**Full committee
discussion points or updates**

Updates

Co-chairs





Updates

- Call for members closed February 5, 2026
 - We had a number of applications directly for TS-EAS and others that said they were open for all committees
 - In the end, we submitted for 5 reappointments and 5 new members (2 international and 3 SAA members) on January 30, 2026
 - According to SAA, the appointment process is changing this year and the SAA Vice President will be sending out appointment letter confirmations to candidates immediately instead of waiting until the committee's work is done in April/May.



Updates

- SAA Annual Meeting 2026
 - Proposal submitted for a session with the goal of announcing the approved revisions of EAS!
 - No request from us co-chairs that you plan to be there!
- Annual meeting for TS-EAS 2026 will be on-line around the SAA annual meeting



Updates

- OHA (Oral History Association) Metadata Working Group Crosswalk Project
 - Karin & Mary volunteered to participate in this working group whose deliverables are to crosswalk metadata elements specifically for oral history materials to various schemas including EAD.
 - Specifically we're on the EAD crosswalk team and by August 1, 2026 the team will complete the following deliverables:
 - Determine which elements used to describe oral history materials can respectively cannot be encoded in EAD
 - Determine where those elements that do have an equivalent in EAD go exactly
 - Mapping for an individual oral history interview
 - Mapping for a collection of interviews



Updates

- Great opportunity to not only collaborate with other groups, but also to inform other groups about the EAS!
- And we will keep in mind the things Venkat brought up on this subject in the EAD revision work!
 - @Venkat: Can we share the text you wrote with the group?

Submission packet

Karin and Mary





Where we are and where we're going

- First draft of the submission packet was sent to the Standards Committee before the October 17th deadline.
 - The document was updated after input from Standards Committee
 - TL's were updated
- Final draft of the submission packet was sent to the SAA Council by the Standards Committee in time for their February 17-19, 2026 meeting.
- We confirmed that the approval for EAS is on the agenda
 - The discussion is scheduled for the afternoon of February 19th, Chicago (CST) time
 - Hopefully we will know something at that time or soon thereafter.
 - We'll let you know as soon as we know!



Best Practices Guide

- First release of new version of the BPG coincides with the release of the EAS TLs
 - Right now all articles will be seen as drafts and are in GitHub as issues
- There are two components of the BPG
 - Technical component - Iris is responsible for this
 - Editorial component
 - Creating the *draft* articles - TS-EAS members are responsible for this
 - Ensuring articles are ready for publication - this will be a new editorial task force
- New editorial task force
 - Co-chairs will be responsible for setting up and providing the charge for the task force
 - Goal for this will be the TS-EAS May meeting

BPG

Iris



@id

ID [toc]

Summary:

A unique identifier to name the element.

Description and Usage:

An identifier that must be unique within the current document and is used to so that it can be referred to, or referenced from, somewhere is building links between the element and other resources.

tionDeclarationReference, localTypeDeclarationReference, Reference, or sourceReference to link to an id attribute within the EAC-CPE instance.

ata Type

xample

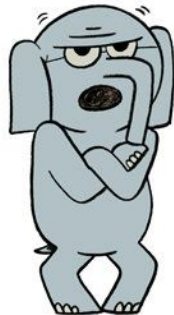
```
<occupation>  
<term>Assistant  
III</term>  
<placeName  
target="#place1"  
>  
</occupation>  
</occupations>  
</res>  
<place id="place1"  
<placeName>Bern</placeName>  
</place>  
</res>  
</placeRole>Place of work</placeRole>
```

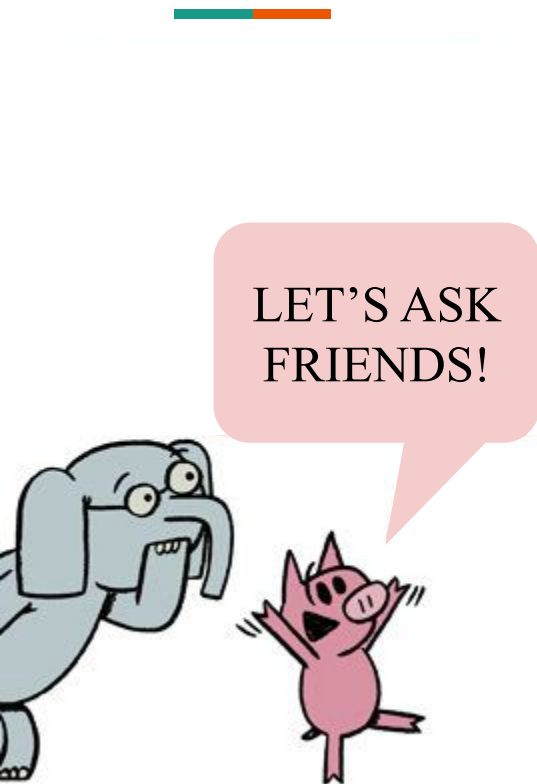
I have an idea!



I do not understand this @id @target business

I have read the Tag Library over and over and over and I still DO NOT GET IT







The Best Practices Guide (BPG) – What is it? Why do we need one? Who is going to write it?

- Initially developed in 2022 as a shared document to describe and provide examples of the concepts and encodings of (then) newly revised EAC-CPF 2.0
- Goals:
 - Provide context around certain topics in archival description
 - Share real use cases with example encodings
 - Promote wider adoption and comfort in employing standards
 - Describe usage in natural language
 - Create a unified format that would include all EAS (EAD and EAC-F)
 - Build a living resource, built by and for our professional community



@id, @target explained

References

Internal References

Schema: EAC-CPF

Context: Creating a reference from one element to another element in a single EAC-CPF instance.

Description: It is possible to create internal references from one element to another element within a single EAC-CPF instance. For example, you may wish to reference a detailed <place> element from <placename> elsewhere in the EAC-CPF instance. The @id and @target attributes are used to create these internal references.

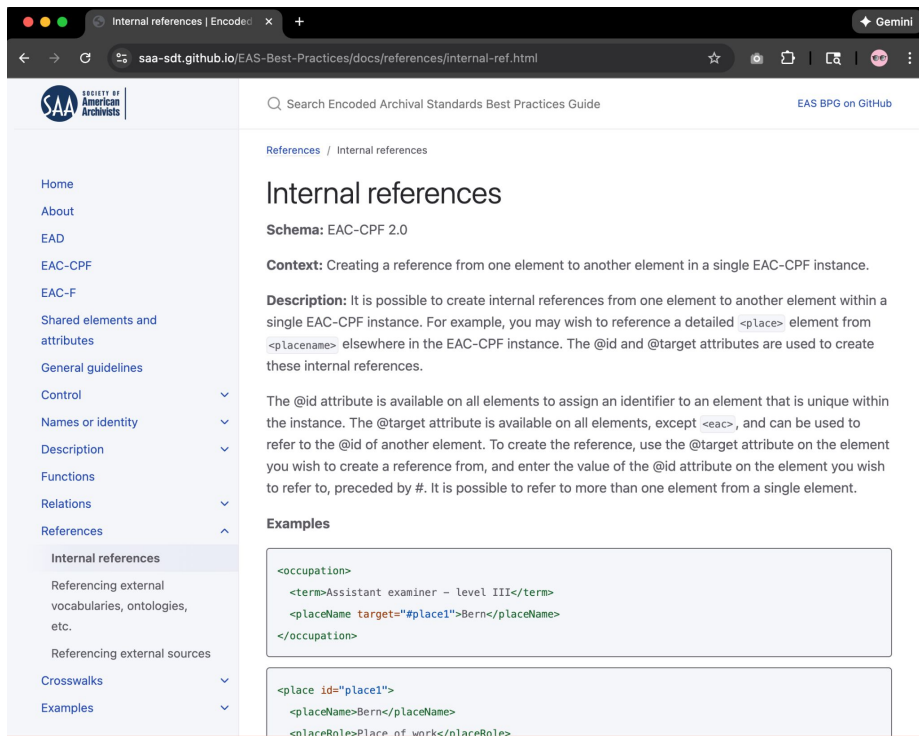
The @id attribute is available on all elements to assign an identifier to an element that is unique within the instance. The @target attribute is available on all elements, except <eac>, and can be used to refer to the @id of another element. To create the reference, use the @target attribute on the element you wish to create a reference from, and enter the value of the @id attribute on the element you wish to refer to, preceded by #. It is possible to refer to more than one element from a single element.

Examples:

```
<occupation>
  <term>Assistant examiner - level III</term>
  <placeName target="#place1">Bern</placeName>
</occupation>
<place id="place1">
  <placeName>Bern</placeName>
  <placeRole>Place of work</placeRole>
  <address>
    <addressLine addressLineType="street">Stauffacherstrasse 65/59g</addressLine>
    <addressLine addressLineType="postalCode">3003</addressLine>
    <addressLine addressLineType="country">Switzerland</addressLine>
```

BPG draft document

@id, @target explained online



The screenshot shows a web browser displaying the 'Internal references' page from the SAA GitHub Pages. The browser's address bar shows the URL `saa-sdt.github.io/EAS-Best-Practices/docs/references/internal-ref.html`. The page features a sidebar with navigation links such as 'Home', 'About', 'EAD', 'EAC-CPF', 'EAC-F', 'Shared elements and attributes', 'General guidelines', 'Control', 'Names or identity', 'Description', 'Functions', 'Relations', 'References', 'Internal references', 'Referencing external vocabularies, ontologies, etc.', 'Referencing external sources', 'Crosswalks', and 'Examples'. The main content area is titled 'Internal references' and includes a search bar, a 'Schema: EAC-CPF 2.0' label, and a 'Context' section explaining that it creates a reference from one element to another in a single EAC-CPF instance. A 'Description' section states that it is possible to create internal references from one element to another within a single EAC-CPF instance, using the `@id` and `@target` attributes. An 'Examples' section shows two XML snippets: one for an `<occupation>` element with a `@target` attribute pointing to a `placeName` element, and another for a `<place id="place1">` element with a `placeName` attribute pointing to a `placeRole` element.

Internal references | Encoded x + Gemini

saa-sdt.github.io/EAS-Best-Practices/docs/references/internal-ref.html

Search Encoded Archival Standards Best Practices Guide EAS BPG on GitHub

References / Internal references

Internal references

Schema: EAC-CPF 2.0

Context: Creating a reference from one element to another element in a single EAC-CPF instance.

Description: It is possible to create internal references from one element to another element within a single EAC-CPF instance. For example, you may wish to reference a detailed `<place>` element from `<placeName>` elsewhere in the EAC-CPF instance. The `@id` and `@target` attributes are used to create these internal references.

The `@id` attribute is available on all elements to assign an identifier to an element that is unique within the instance. The `@target` attribute is available on all elements, except `<eac>`, and can be used to refer to the `@id` of another element. To create the reference, use the `@target` attribute on the element you wish to create a reference from, and enter the value of the `@id` attribute on the element you wish to refer to, preceded by `#`. It is possible to refer to more than one element from a single element.

Examples

```
<occupation>
  <term>Assistant examiner - level III</term>
  <placeName target="#place1">Bern</placeName>
</occupation>
```

```
<place id="place1">
  <placeName>Bern</placeName>
  <placeRole>Place of work</placeRole>
```

GitHub Pages:
<https://saa-sdt.github.io/EAS-Best-Practices/>



Tag Library vs. BPG

Tag Library

- Written, approved and published by schema committee
- Defines elements and attributes in metadata schema (alphabetical order)
- Documents values and constraints generally
- Reference for creating valid metadata for schema releases

BPG

- Produced by committee with open contributions, with on-going additions as needed
- Describes elements and attributes in context
- Documents examples of valid encodings for specific use cases
- Reference for creating valid metadata based on schema releases



Tag Library vs. BPG

Tag Library

- Written, approved and published by schema committee
- Defines elements and attributes in metadata schema (alphabetical order)
- Documents values and constraints generally
- Reference for creating valid metadata for schema releases
- **Will not include encoded examples for each entry**

BPG

- Produced by committee with open contributions, with on-going additions as needed
- Describes elements and attributes in context
- Documents examples of valid encodings for specific use cases
- Reference for creating valid metadata based on schema releases

Centralized EAS schema resource

Tag Libraries for EAS schemas



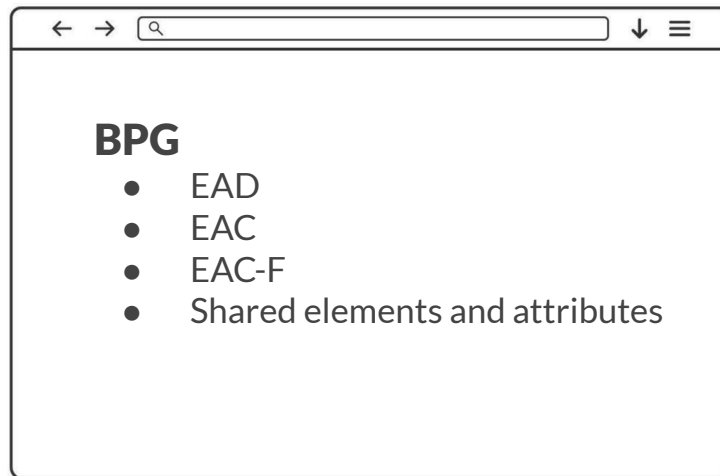
EAD



EAC

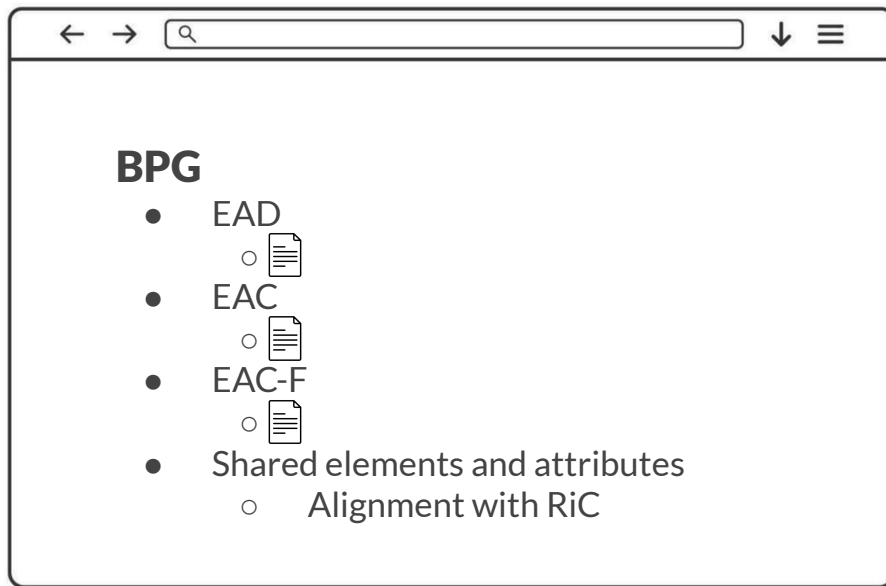


EAC-F





Centralized EAS schema resource



BPG Online

Using GitHub Pages



GitHub Pages for web publishing

- <https://pages.github.com/>
- Website built from GitHub repository using Jekyll
 - Jekyll is a static site generator with built-in support for GitHub Pages
 - Not the only way to build a GitHub site, but probably the easiest
- Many open-source Jekyll themes to choose from
 - <https://jekyllthemes.io/free>
- BPG uses [Just the Docs](#) theme
 - Free
 - Simple, no fuss site
 - Customizable



Markdown

- Easy to learn, easy to use
- Perfect for publishing snippets of code
- Once a format is established, pages can be generated quickly

```
1 ---
2 layout: default
3 title: Uncertain dates
4 parent: Dates
5 nav_order: 1
6 ---
7
8 ▾ # Uncertain dates
9 **Schema:**
10 EAC-CPF 2.0
11
12 **Context:**
13 Encoding uncertain dates in `<date>`, `<toDate>`, `<
14
15 **Description:**
16 The attributes `@certainty`, `@notBefore` and `@notA
17
18 EAC-CPF will also enable the use of the Extended Dat
19
20 **Example**
21 ```xml
```

Markdown

- Easy to learn, easy to use
- Perfect for publishing snippets of code
- Once a format is established,

Navigation instructions listed between three dashes:

Preview

Navigation

```
1 ---
2 layout: default
3 title: Uncertain dates
4 parent: Dates
5 nav_order: 1
6 ---
7
8 ▾ # Uncertain dates
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```

Markdown

- Easy to learn, easy to use
- Perfect for publishing snippets of code
- Once a format is established,

Heading preceded by hash-space: # Header 1

Smaller headings can be formatted using more hashes: ## Header 2, ### Header 3, etc.

Preview

Code

Blame

```
1 ---
2 layout: default
3 title: Uncertain dates
4 parent: Dates
5 nav_order: 1
6
7
8 # Uncertain dates
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18 EAC-CPF will also enable the use of the Extended Dat
19
20 **Example**
21 ```xml
```

Markdown

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Bolded text enclosed by two asterisk (no space):
****Section****

Preview

Code

Blame

```
1  ---
2  layout: default
3  title: Uncertain dates
4  parent: Dates
5  nav_order: 1
6  ---
7
8  Bolded text
9  **Schema:**
10 EAC-CPF 2.0
11
12 **Context:**
13 Encoding uncertain dates in `<date>`, `<toDate>`, `<
14
15 **Description:**
16 The attributes `@certainty`, `@notBefore` and `@notA
17
18 EAC-CPF will also enable the use of the Extended Dat
19
20 **Example**
21 <?xml
```

Markdown

- Easy to learn, easy to use
- Perfect for publishing snippets of code
- Once a format is established, pages can be generated quickly

Words or phrases to be rendered as code enclosed by a backtick: `<code>`

Preview

Code

Blame

```
1 ---
2 layout: default
3 title: Uncertain dates
4 parent: Dates
5 nav_order: 1
6 ---
7
8 # Uncertain dates
9 **Schema:**
10 EAC-CPF 2.0
11
12 **Context:**
13 Encoding uncertain dates in <date>, <toDate>, <
14
15 **Description:**
16 The attributes @certainty, @notBefore and @notA
17
18 EAC-CPF will also enable the use of the Extended Dat
19
20 **Example**
21 ```xml
```

Render code

Markdown

- Easy to learn, easy to use
- Perfect for publishing snippets of code
- Once a format is established, pages can be generated quickly

Render lines of code

```
```xml
<dateRange>
 <fromDate notBefore="1971"
 <toDate standardDate="1992"
</dateRange>
```
```

Blocks of xml code go in separate lines after three backticks-xml and closed by a line of three backticks:

```
```xml
```

```
```
```

****Context:****

Encoding uncertain dates in ``<date>``, ``<toDate>``, ``<`

****Description:****

The attributes ``@certainty``, ``@notBefore`` and ``@notA`

EAC-CPF will also enable the use of the Extended Dat

****Example****

```
```xml
```




# Simple, consistent formatting

- Unified format. Think: TEMPLATE
- Accommodate all the EAS standards
- Provide content for more than one standard on a page
- Ensure this can be a growing resource with multiple users publishing content to site
- Goals:
  - Easily shared
  - Easily updated
  - Easily understood

SAA-SDT/EAS-Best-Practices x Home | Encoded Archival Sta x Gemini

saa-sdt.github.io/EAS-Best-Practices/ Relaunch to update



Home

About

General guidelines

EAS Schemas

Control

Names or identity

Description

Functions

Relations

References

Crosswalks

Search Encoded Archival Standards Best Practices Guide

EAS BPG on GitHub

# Encoded Archival Standards: Best Practices Guide

The Encoded Archival Standards: Best Practices Guide is a collaborative resource built to complement the EAS Tag Libraries for Encoded Archival Description (EAD), Encoded Archival Context - Corporate Bodies, Persons and Families (EAC-CPF) and Encoded Archival Context - Functions (EAC-F).

While the Tag Libraries define each element and attribute individually, the Best Practices Guide provides in-depth explanations of elements and attributes being used together to fulfill a variety of use cases. These are accompanied by encoded examples, to clarify the usage.

We are undergoing a major reorganization of the site during the approval process of the EAS schemas. You may access archived pages for current best practices and recommendations in GitHub: <https://github.com/SAA-SDT/EAS-Best-Practices/tree/main/previous-versions/2025>





SAA-SDT/EAS-Best-Practices


Home | Encoded Archival Standards Best Practices Guide

Gemini

← → ↺

saa-sdt.github.io/EAS-Best-Practices/

☆ 📷 📄 🔍 👤 ⋮

SOCIETY OF  
American  
Archivists

Home

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General guidelines

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EAC-F

Shared elements and attributes

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EAS BPG on GitHub

Overview and how to use site

Encoded Archival Standards: Best Practices Guide

The Encoded Archival Standards: Best Practices Guide is a collaborative resource built to complement the EAS Tag Libraries for Encoded Archival Description (EAD), Encoded Archival Context - Corporate Bodies, Persons and Families (EAC-CPF) and Encoded Archival Context - Functions (EAC-F).

...ment and attribute individually, the ... explanations of elements and ... a variety of use cases. These are ... clarify the usage.

We are undergoing a major reorganization of the site during the approval process of the EAS schemas. You may access archived pages for current ... in GitHub: <https://github.com/SAA-...ain/previous-versions/2025>

Editorial guidance

Focus on schemas

Helpful related information

Sections within descriptive record (across all schemas)

Use of references across schemas



# Quick tour

<https://saa-sdt.github.io/EAS-Best-Practices/>

---

# Collaboration and working documents

# Collaboration



**Iris Lee**  
deletedname  
Cataloging and Metadata Librarian

*Iris created the site, but Iris did not write the content on the site.*

The BPG is a cooperative effort within TS-EAS. Content is provided by:

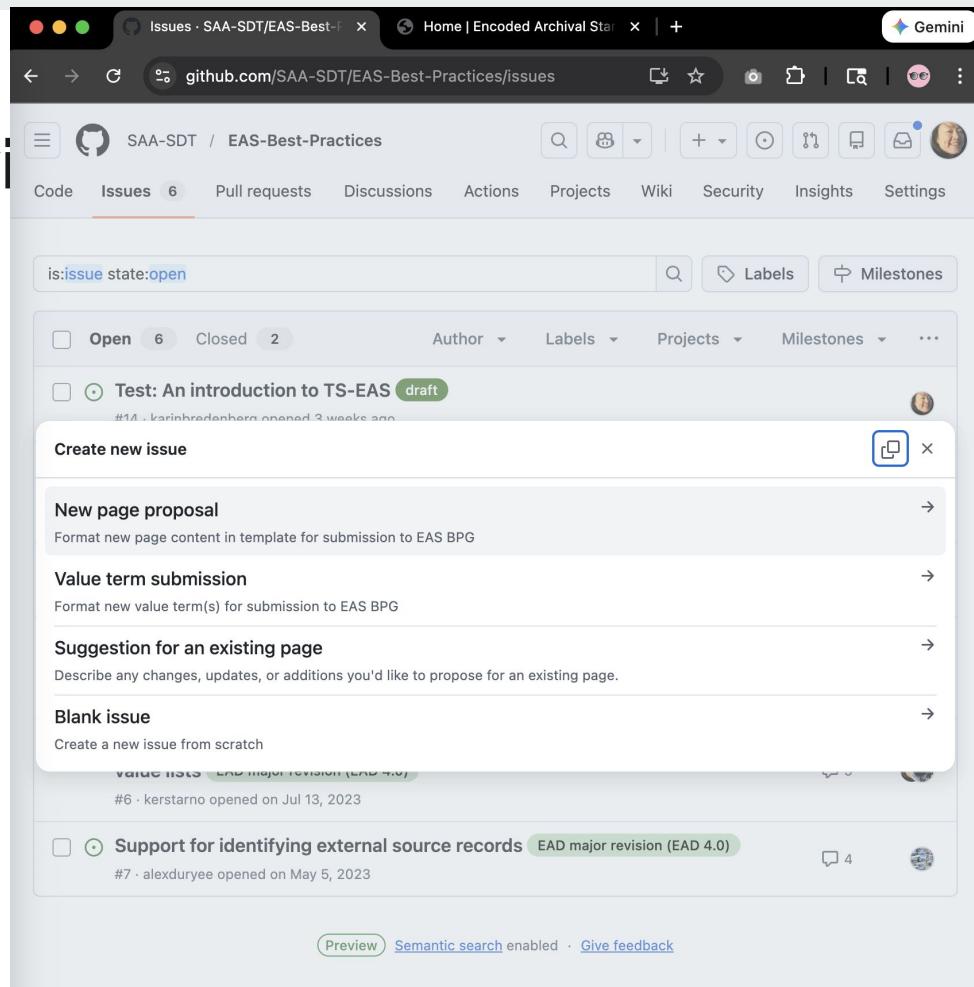
- TS-EAS Working Groups
  - EAC-CPF Team
  - EAD Team
  - EAC-F Team
  - EAS Schema Team
  - New Editorial Task Force



# Submitting drafts via Issues

Four options:

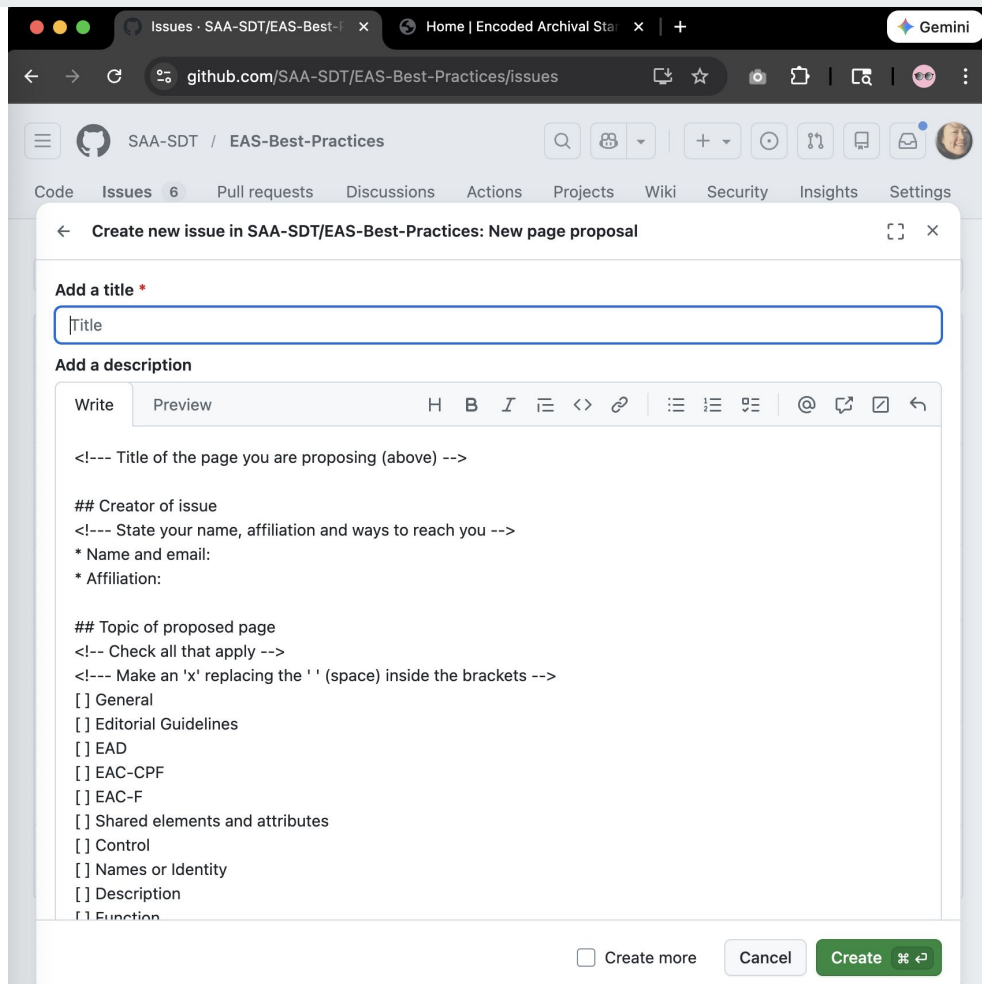
- New page (*Editorial team*)
- New value term (*Schema teams*)
- Suggestion for edits (*anyone*)
- Unformatted for other issues (*anyone*)



# Issue templates

Formatted in markdown to capture information about the submission and the draft content for a new BPG page.

- Less need for interpretation
- Mirrors layout of BPG pages in markdown
- Can easily push accepted content into GitHub Pages



Issues · SAA-SDT/EAS-Best-Practices / EAS-Best-Practices










Create new issue in SAA-SDT/EAS-Best-Practices: New page proposal

Add a title \*

Title

Add a description

Write Preview

H B I       @   

<!-- Title of the page you are proposing (above) -->

## Creator of issue

<!-- State your name, affiliation and ways to reach you -->

\* Name and email:

\* Affiliation:

## Topic of proposed page

<!-- Check all that apply -->

<!-- Make an 'x' replacing the ' ' (space) inside the brackets -->

☐ General

☐ Editorial Guidelines

☐ EAD

☐ EAC-CPF

☐ EAC-F


☐ Shared elements and attributes

☐ Control

☐ Names or Identity

☐ Description

☐ Function

☐ Create more Cancel Create 

# Issues ready for review

- New content will automatically have the label “draft”
- Approved content will have the label “ready for publication”
- Members of the community may comment on the issue
- GitHub provides a platform for transparent engagement in all activity
- Truly collaborative living document!

The screenshot shows a GitHub issue page for the repository 'SAA-SDT / EAS-Best-Practices'. The issue title is 'Test: An introduction to TS-EAS #14'. The issue is labeled 'draft' and is assigned to 'deletedname'. The issue was opened 3 weeks ago by 'karinbrenenberg' and edited by 'deletedname'. The issue content includes a section titled 'Section of BPG to add page' with a list of checkboxes: 'About', 'General guidelines' (checked), 'EAD', 'EAC-CPF', 'EAC-F', 'Shared elements and attributes', 'Control', 'Names or Identity', 'Description', 'Function', 'Relations', and 'References'. A green arrow points from the 'draft' label to the 'General guidelines' checkbox. The right sidebar shows settings for Assignees, Labels, Type, Projects, Milestone, Relationships, and Development.

Test: An introduction to TS-EAS #14

Open

karinbrenenberg opened 3 weeks ago · edited by deletedname

Creator of issue

- Name and email: Karin Bredenberg, email as usual
- Affiliation: co-chair TS-EAS

Section of BPG to add page

- ☐ About
- ☒ General guidelines
- ☐ EAD
- ☐ EAC-CPF
- ☐ EAC-F
- ☐ Shared elements and attributes
- ☐ Control
- ☐ Names or Identity
- ☐ Description
- ☐ Function
- ☐ Relations
- ☐ References

Assignees

deletedname

Labels

draft

Type

No type

Projects

No projects

Milestone

No milestone

Relationships

None yet

Development

Code with agent mode

Create a branch for this issue or link a pull request.



# Contributions outside TS-EAS

We welcome feedback and requests from the wider community! They can email:

- [ts-eas@archivists.org](mailto:ts-eas@archivists.org)

Visibility, engagement and support will be needed! Some ideas:

- Outreach and communications to send a call out to the public regularly
- Publish links to BPG on SAA site, Tag Libraries, other publications





# Towards a BPG v.1.0 release

May 2023 to today -- *Encoded Archival Standards Best Practices Guide v.0.1 (beta)*

- Mostly refers to EAC-CPF 2.0
- Includes working pages for EAS value lists (not yet approved)
- Not wholly realized
- Archived as pdf:  
<https://github.com/SAA-SDT/EAS-Best-Practices/tree/main/previous-versions/2025>

August 2026 -- *Encoded Archival Standards Best Practices Guide v.1.0*

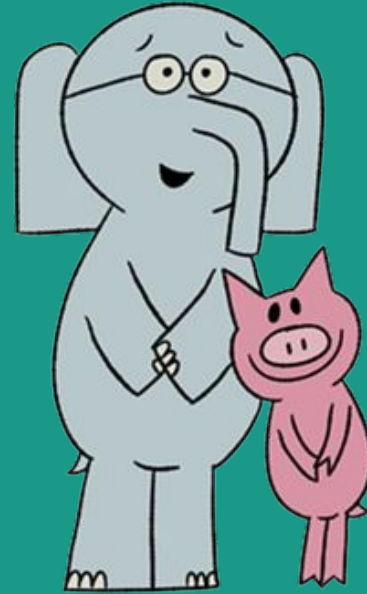
- Will cover EAS suite:
  - EAD4
  - EAC-CPF 3.0
  - EAC-F
  - Shared attributes and elements
- Updated content for existing pages

---

# Thank you!

Iris

GitHub: @deletedname



**Elephant &  
Piggie**

Elephant & Piggie by Mo Willems - <https://mowillemsworkshop.com/catalog/books/collection/elephant-and-piggie>,  
Fair use, <https://en.wikipedia.org/w/index.php?curid=79219364>

---

# Any other business items?

All

---

# ALL TS-EAS!

Next all TS-EAS meeting:

- May
- SAA Annual Meeting
- October
- February (aim: time better for members in the timezones with more than +5 from GMT)