



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



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:

I do not understand
this @id @target
business

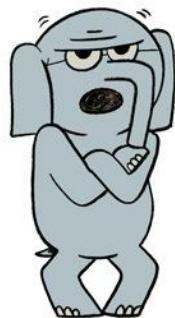
An identifier that must be unique within the current document and is used to so that it can be referred to, or referenced from, somewhere s building links between the element and other resources.

the EAC-CRE

ata Typ
xample

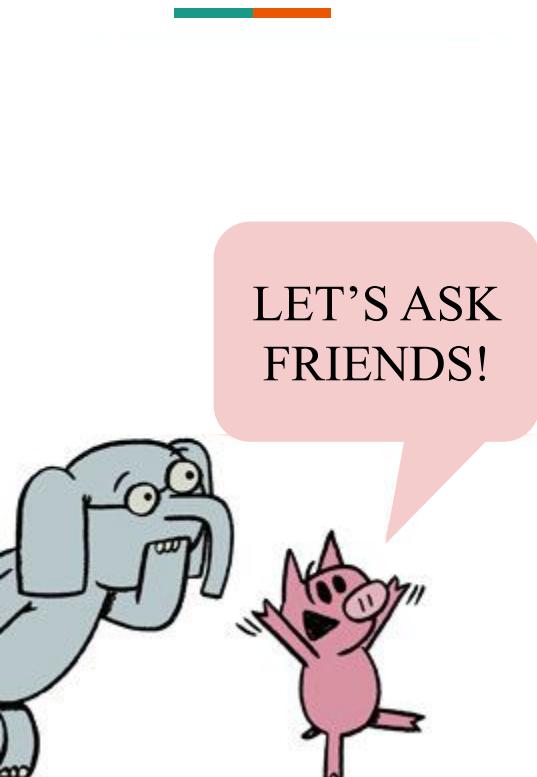
I have read the Tag
Library over and over
and over and I still
DO NOT GET IT

```
<occupation>  
  <term>Assistant  
    <placeName  
      target="#place1"  
    </placeName>  
  </term>  
</occupation>  
<occupations>  
<placeRole>  
  <place id="place1">  
    <placeName>Bern<
```

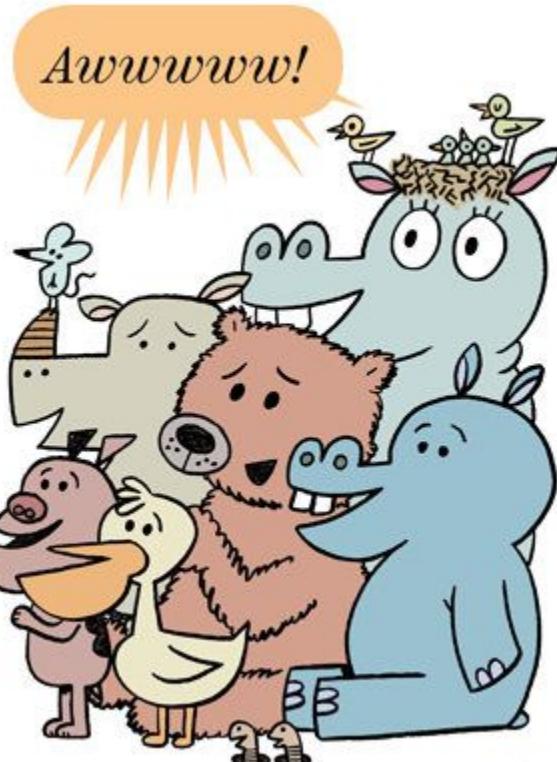


I have an
idea!





Images from the Elephant and Piggie series by Mo Willems



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.

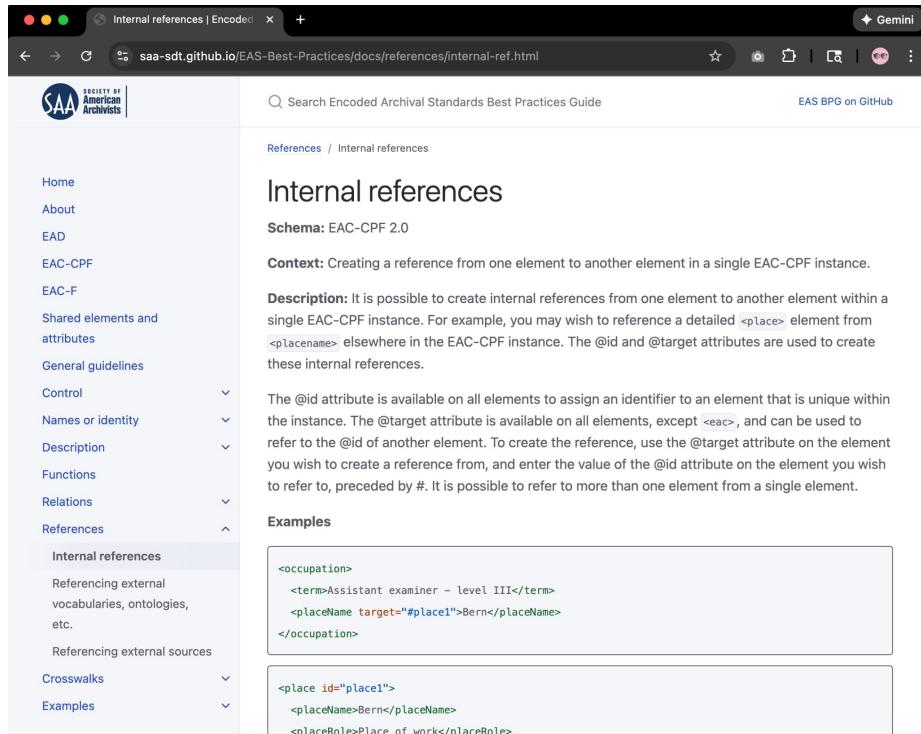
The @id attribute is available on all elements to assign an identifier to an element that is unique within the instance. The @target attribute is available on all elements, except <eac>, and can be used to refer to the @id of another element. To create the reference, use the @target attribute on the 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 window with the title "Internal references | Encoded". The URL is "saa-sdt.github.io/EAS-Best-Practices/docs/references/internal-ref.html". The page content is as follows:

Society of American Archivists (SAA)

Search Encoded Archival Standards Best Practices Guide

EAS BPG on GitHub

[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](#)

[Examples](#)

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.

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

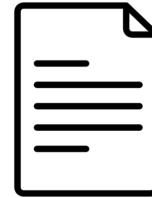
Tag Libraries for EAS
schemas



EAD



EAC

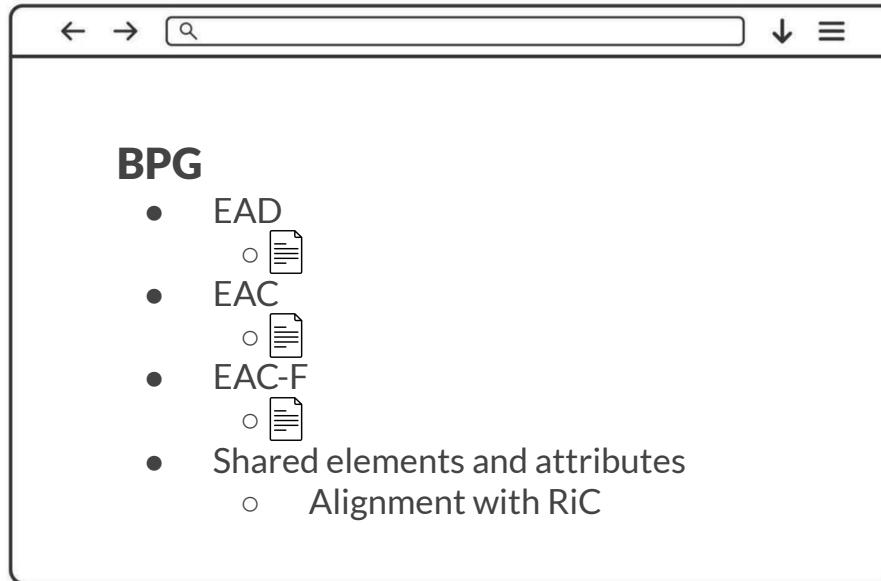


EAC-F

The diagram shows a simplified representation of a web browser window. At the top is a header bar with standard icons for back, forward, search, and others. Below the header is a main content area. In the content area, the word "BPG" is displayed in bold capital letters. Below "BPG" is a bulleted list:

- EAD
- EAC
- EAC-F
- Shared elements and attributes

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  <div class="list-item expanded">
9    <div># Uncertain dates</div>
10   <div>**Schema:**</div>
11   EAC-CPF 2.0
12
13  <div>**Context:**</div>
14  Encoding uncertain dates in `<date>`, `<toDate>`, `<
15
16  <div>**Description:**</div>
17  The attributes `@certainty`, `@notBefore` and `@notA
18
19  EAC-CPF will also enable the use of the Extended Dat
20
21  <div>**Example**</div>
22  ````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
9  **Schema:** EAC-CPF 2.0
10
11
12  **Context:** Encoding uncertain dates in `<date>`, `<toDate>`, `<
13
14
15  **Description:** The attributes `@certainty`, `@notBefore` and `@notA
16
17
18  EAC-CPF will also enable the use of the Extended Dat
19
20  **Example:** ````xml
21
```

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.

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

Markdown

- Easy to learn, easy to use
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- Once a format is established, pages can be generated quickly

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

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

Markdown

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

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

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>
````
```

1
2
3
4
5
6
7
8 <
9
10
11
12
13
14
15
16
17
18
19
20
21

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

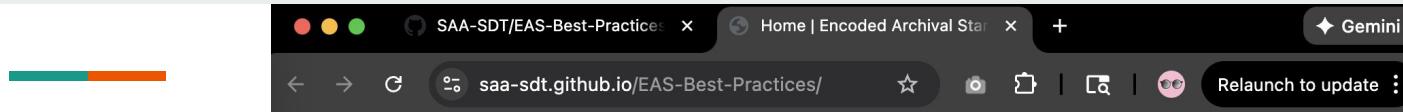
EAC-CPF will also enable the use of the Extended Dat

\*\*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



Home

About

General guidelines

EAS Schemas



Control



Names or identity



Description



Functions

Relations



References



Crosswalks

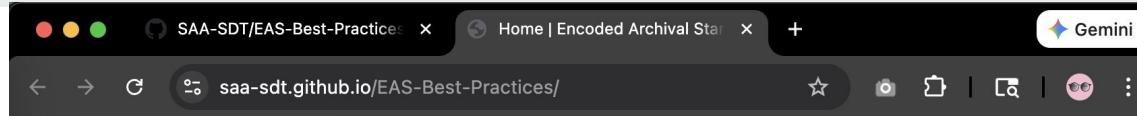


Encoded Archival Standards: Best Practices Guide

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>



Editorial
guidance

Focus on schemas

Helpful related
information

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).

Sections within
descriptive record
(across all schemas)

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

ations in GitHub: <https://github.com/SAA-SDT/EAS-Best-Practices/tree/previous-versions/2025>

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:

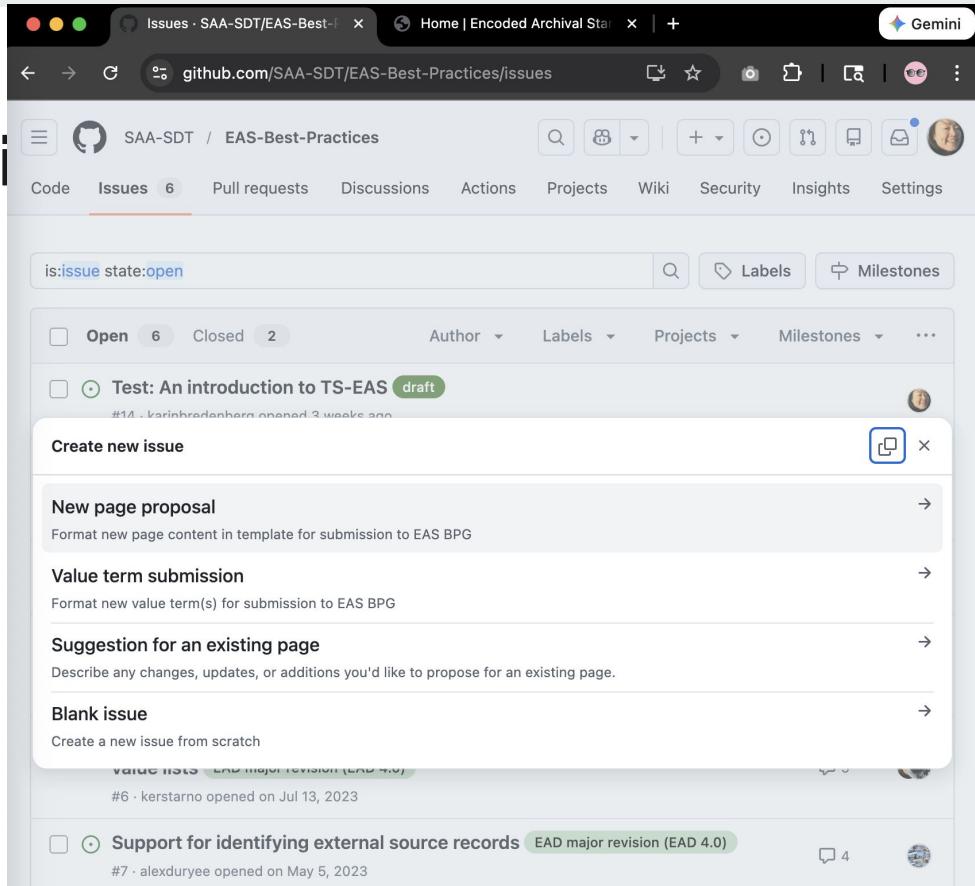
- TS-EAS Working Groups
 - EAC-CPF Team
 - EAD Team
 - EAC-F Team
 - EAS Schema Team
 - New Editorial Task Force



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

The screenshot shows a GitHub issue creation dialog titled "Create new issue in SAA-SDT/EAS-Best-Practices: New page proposal". The dialog has fields for "Add a title" (with placeholder "Title") and "Add a description". Below the description area is a rich text editor toolbar. The main body of the dialog contains markdown documentation for the template fields:

```
<!--- 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
```

At the bottom right of the dialog are buttons for "Create more", "Cancel", and "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 is titled 'Test: An introduction to TS-EAS #14'. The 'Issues' tab is selected, showing 6 issues. The issue itself is labeled 'Open' and has a green 'Assignees' field containing 'deletedname'. The 'Labels' field is highlighted with a green arrow and contains the label 'draft'. The 'Type' field is set to 'No type'. The 'Projects' field shows 'No projects'. The 'Milestone' field shows 'No milestone'. The 'Relationships' field shows 'None yet'. The 'Development' field has a dropdown menu set to 'Code with agent mode'. At the bottom, there is a link to 'Create a branch'.

Test: An introduction to TS-EAS #14

Open

karinbredenberg opened 3 weeks ago · edited by deletedname

Assignees
deletedname

Labels
draft

Type
No type

Projects
No projects

Milestone
No milestone

Relationships
None yet

Development
Code with agent mode

Create a branch

Contributions outside TS-EAS

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

- 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>

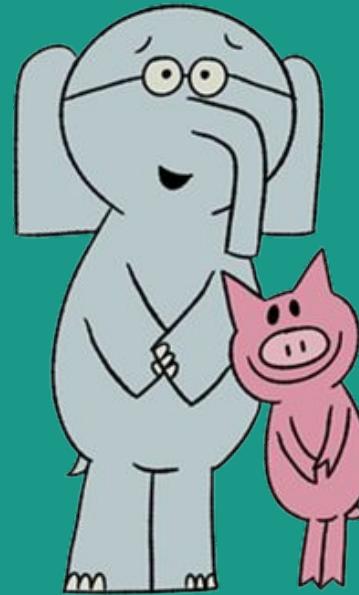
August 2026 -- *Encoded Archival Standards Best Practices Guide v.1.0*

- 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)