

Special Collections
Albin O. Kuhn Library & Gallery
University of Maryland, Baltimore County

Archives Processing Manual

Description

version 2, finalized May 2016

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INTRODUCTION

The *Archives Processing Manual: Description* serves to guide and standardize the description process for the archival collections held by the Albin O. Kuhn Library & Gallery, including the University Archives, the Center for Biological Sciences Archives, local history collections, science fiction literary manuscripts, photography related historical manuscripts. Collection level records for the photography collections should also follow this Manual. Textual publications, photographic negatives and prints, and equipment collections are not governed by these standards.

Description, as defined by the Glossary of Archival and Records Terminology:

“The process of creating a finding aid or other access tools that allow individuals to browse a surrogate of the collection to facilitate access and that improve security by creating a record of the collection and by minimizing the amount of handling of the original materials.”

In addition to defining the “access tools” required for archival collections, this Manual will also define the components of each tool and the appropriate descriptive standards that should be used during creation. One reference publication that should be a constant companion is *Describing Archives: A Content Standard*, second edition (SAA, 2013). A copy is available in the Staff collection in the Special Collections office or online at <http://www2.archivists.org/standards/DACS>. As defined in Chapter 1 of DACS, both single level and multilevel description records are used at UMBC and outlined in this Manual.

This document only addresses descriptive procedures. Because the accessioning process is used as the first step in the larger description process, accessioning guidelines for the archival collections have been incorporated into this manual. Related arrangement and processing procedures are not included in this Manual; a second volume, *Arrangement*, will be created to document these related procedures.

Version 1 of the *Archives Processing Manual: Description* was completed by Lindsey Loeper, Special Collections Archivist, in July 2010. The Manual was updated in 2015-2016 as part of a grant funded project to implement EAD-XML compliant description practices at UMBC; funding was provided by the National Historical Publications and Records Commission (NHPRC) through their Access to Historical Records grant program. Special Collections Archivist Lindsey Loeper coordinated the update, which included contributions by Emily Somach, Dmitri Rudnitsky, Eric Sonnenberg, and Catalog Librarian Vicki Sipe.

OUTLINE OF DOCUMENTS CREATED

An overview of each type of document created throughout the processing workflow is outlined below. In-depth information on each document may be found on the instruction pages that follow.

Accession record: This documents the donation or transfer of materials from the donor to the Library. Donor information, donation description, transaction dates, and the deed of gift are tied to this document. Special Collections creates the accession record and deed of gift within the Accessions module of PastPerfect.

Accession paper file: This file contains all printed paperwork related to the accession, including copies of the accession record, a preliminary box list, the signed deed of gift, gift forms, and any other transactional paperwork. Non-printed paperwork should be copied into PastPerfect in the accession record (use Multimedia Link).

Accession level descriptive record: Prior to the processing of the accession, an accession-level catalog record should be created in the Archives module of PastPerfect. This will allow unprocessed materials to still be accessible to Special Collections staff for reference and processing questions, and the record will include the specific storage location information. It will be linked to a collection level record in PastPerfect.

Collection level descriptive record in PastPerfect, EAD, and MARC formats: This record contains information about the processed collection or collates several unprocessed accessions that will eventually be a processed collection. Includes a link to the online finding aid (when available). This is a single level descriptive record.

Finding aid in EAD, PDF, and online (php) formats: Point of service for full collection information, including the historical/biographical note, the scope and content note, organization and provenance information, series descriptions, and the container list. This is a multilevel descriptive record because it can include description at the collection, series, subseries, and file level all in one record.

Collection paper file: Contains copies of the collection documents as well as supplemental materials when available (research documents, loan forms, use requests, bibliographies, etc.). Inventories from related unprocessed accessions should be copied and included in the collection paper file so that all inventories for one unprocessed collection can be easily accessed.

SAVING DIGITAL FILES

Collection digital files

All digital files relating to a collection should be saved within the collection's folder on the I: drive. Within each collection's folder you may wish to create sub-folders to better organize accession-specific documents or inventories. Digital files may be copied into PastPerfect when appropriate, but should not be deleted from the I:. This does not include born-digital or digitized records that are accessioned as part of the collection or created by staff during accessioning or processing.

UARC: I:\SpecColl\Archives\university archives

MSS, PHMS, UMBC Faculty, Sci-Fi MSS: I:\SpecColl\Archives\Manuscript Collections

CBSA/SARCV: I:\SpecColl\Archives\CBSA

Photography: I:\SpecColl\[Photo guides and inventories?]

Storing and saving the EAD, PHP, and PDF files

Any completed EAD, PHP, and PDF files should be saved to Box Sync\EAD NHPRC 2014-16\EAD-XML-master\ead-finding-aids; the Archivist can provide access. If the finding aid is being revised or updated, a local copy can be saved to the collection folder for revision. It is suggested that the file be saved as coll###YYYYMMDD.xml in order to keep track of the version before it is saved as the final version. Remember: any updates need to be documented as a maintenance event in the EAD-XML file.

Saving files for web access

Only finalized versions of the files should be saved to the web server. Files that are still in development, are being revised or edited, should be saved as a local copy as described above. EAD-XML files should be saved to \speccoll\findingaids\ead; the PHP and PDF versions should be saved to \speccoll\findingaids. File name structure: coll###.xml. Please note that all files are lowercase; this needs to be consistent to maintain access. You may find that when you copy a file into the folder and it automatically capitalizes the first letter in the file name (ex. Coll###.php); to avoid this, delete the files that you intend to replace before copying the updated files into the folder.

ACCESSIONING NEW RECORDS

Determine the accession number

Accession numbers have 3 parts: the collecting area prefix, the year of donation, and the sequential donation number. Example: UARC 2010-75 is the 75th donation in 2010 to the University Archives.

- Collection area prefixes:
 - University Archives - UARC
 - Science Archives/Center for Biological Sciences Archives - SARCV
 - Photography Manuscripts and Archives - PHMS
 - General Manuscripts and Archives – MSS
- Collection area prefixes should be capitalized.
- Always use the full 4 digit year not the 2 digit abbreviation. (Use 2010 not 10.)
- Use a 2 digit donation number. Donation numbers should repeat across collecting areas – the first donation to each collecting area should be [PREFIX] [YEAR]-01.

Determine the collection title

Use DACS to determine format of the collection title (DACS section 2.3). If the accession is an addition to an existing collection, use the collection title that is available. See the field descriptions in Appendix A for additional information.

In some cases, a collection will be a part of specific collecting area in Special Collections. These include the Center for Biological Sciences Archives, the University Archives, and the Photography Collections. The collecting area should not be included as part of the collection title. This is a change from the previous version of this manual.

Determine the collection number (if applicable)

The collection number will be assigned when the collection level record is created. Collection numbers are assigned consecutively across collection areas - do not use a different numbering order based on the collecting area. All collection numbers will be in the format "Collection [#]" and abbreviated as Coll### - not UARC 3, SARCV 4, etc. Check the paper files and PastPerfect before assigning a collection number to ensure that a number is not used twice.

Verify or create the donor record

Each donor should have a record in the PastPerfect **Contacts** database. This step should be completed before the accession record is created.

- The contact record may have been created prior to the accession arriving in Special Collections. Always check to see if the donor already has a record. IF YES - update any new or changed information and record the interaction in the Mail & Contact Log. (Example: 04/23/2008 11:29 <LL >Sent Information Accession UARC 2008-11)
- Use the top left section (First/Last Name, Title, etc) to describe the personal donor. In the case of a donation by an organization or academic department, use the name of the contact person there or the person who authorized the transfer of records.
- Assign a **Group**: UMBC (meaning employee, student, alumni), Donor, Researcher, or Vendor
- Select Type of **Mailing Address** (will typically be "Work").
- Fill in the UMBC department or organization name in the **Company** space. (ex. Academic Affairs, Office of the Provost) Use the same format is in the Accession, Catalog record.
- Address: For UMBC campus addresses, use the first line for the Room/Bldg # (Administration 102), and in the second line use "UMBC, 1000 Hilltop Circle."
- **E-mail**: Use the contact person's e-mail address.

- **Web address:** If there is an organizational or department homepage, list here.
- List interaction in the **Mail & Contact Log**. See example above.

Save the record. In the bottom left corner of the screen, click on **Add this Contact to a List**. Check off as many of the options as apply to this person (e.g. a UMBC faculty member donates some fine art photography prints to Special Collections: Check off UMBC employee and Photography Collections Donor)
Save & Exit

Create the accession record

The accession record serves as the transaction and donation record as well as the first step in describing the records. Having a well-formed accession record will help you in many ways later in terms of record keeping, statistics, determining the extent of holdings for a given donor or topic, locating materials within the Library, and locating records for reference and researcher use.

Accession records are created using the PastPerfect **Accession** database.

- **Accession number:** as described above. You **MUST** include the appropriate pre-fix!
- In the initial Accession box, "**Select donor from Contacts file**" to link the contact record to the accession record.
- **Received As:** Select the type of donation. Common selections:
 - Donation: Use for cash donations.
 - Gift: Gift in-kind; use for non-cash donations. This will be the most used option for the archival holdings.
 - Transfer: Use for UMBC records.
 - For Faculty Papers: Faculty papers documenting their work at UMBC should be designated as a Transfer. Faculty personal or non-UMBC research papers should be designated as a Gift.
- **Source:** the donor. This may be a person name, a department name, or an association name. For UARC use the department/office name unless they are personal records (faculty papers), then use the personal name. For SARCV use the association name unless they are personal records (ex. Rita Colwell), then use personal name.
- **Contact:** Personal name for actual person serving as contact. May be donor of personal papers or records manager at dept/assoc. [Update in Contact record if necessary.]
- **Address:** Include room number for UARC donations. [Update in Contact record if necessary.]
- **Email:** Donor's e-mail. [Update in Contact record if necessary.]
- **Website:** If materials are available online, include address here. This option is also available as a multi-media link in the catalog record and in most cases the web address is more appropriate here (for example, a UMBC dept or CBSA association homepage).
- **Description:** provide a thorough description of materials including number/size/type of boxes, types of materials, subject of donation, etc. This section will be included on the deed of gift as a description of materials donated so it should be professional and inclusive but brief. (Example: 10 record carton boxes of departmental meeting minutes, newsletters, and award notifications, 1985-1998. 12.5 linear feet.)
- **Restrictions:** include any physical or intellectual restrictions. Example: Donor requests papers closed to public until 2025. OR Materials are extremely brittle and should be conserved before public use. If any text is entered into this box the catalog record will be flagged as being "Restricted."
- **Notes:** may used for general notes about the accession. If the accession will be added to an existing collection, you can include the name and number here. Use this field only as needed.
- Fill out all fields that include name or dates of editing. (**Accessioned, Inventoried, Received** by, etc)

- When entering information from an older accession record, include the author of the original accession in Accessioned by - unless you are conducting additional research for the accession record. If you are simply transferring information from the original to PastPerfect, use the original author's name. Your name will be entered in the catalog record (Cataloged by).

Create the Gift paperwork (if applicable)

Gift paperwork should be completed for all accessions that are not direct UMBC transfers. Instructions for non-book (photographs, archives, objects, etc.) gifts that are available at:

<https://wiki.umbc.edu/display/library/Gift+Paperwork+Workflow+--+Instructions>

Create the accession folder

Although most of our accessioning documents are created and stored in PastPerfect, having a paper file is necessary as a preservation and access strategy. Use a plain manila folder; it does not need to be acid free but should be clean, uncoated, and have a tab. On the upper left corner of the tab write the accession number; for non-University Archives accessions you may also wish to write a short one word cue in the upper right corner (for example, writing AAA for the American Association of Anatomists). These accession folders are filed in the Archives file cabinet by the collecting area and then by accession number. Within the accession folder you should include: the accession record, any gift paperwork, any paperwork accompanying the physical transfer of materials, correspondence with the donor relating to the accession, a preliminary box list, the accession catalog record, etc.

SINGLE LEVEL COLLECTION DESCRIPTIONS

Single level records only describe one level of the arrangement – in this case the highest level is the collection level. A single level record could also describe one accession or one item/file. The next section describes multilevel description (also called a finding aid), which may include description at the collection, series, subseries, and file levels all in the same record. Rules, examples, and mapping from PastPerfect to MARC and EAD for each field are available in Appendix A. Field descriptions.

Collection level

A collection level record should be created at the time of the first accession. All archival materials should be associated with a designated collection. The record will be updated during the arrangement and processing work and again if additional accessions are sent to UMBC. The collection level record is a summary record and may not be as detailed as the accession records or the multilevel finding aid. It will be used as the starting point for writing a full multilevel finding aid and should be updated throughout the processing work. In many cases, the content in the collection level record is included in the multilevel finding aid as part of the overview section.

The finalized collection level record will be approved by a Special Collections staff member and then exported and made available as a PastPerfect Online record, an EAD file, a web page, and a MARC record through the Library catalogs. The EAD collection level record will be replaced by the EAD finding aid after the collection has been processed.

Accession or item level

In many cases there will be a delay of time before Special Collections staff will have the opportunity to process an accession, or a group of accessions, into a completed collection with a finding aid. To ensure that these materials are still available for reference or researchers, create a catalog record at the accession level within the Archives module in PastPerfect. This will allow access to the unprocessed accession material. The accession level record should not be made public but Special Collections staff will still have access to the information for reference or statistics work and to document the description, condition, and location of the accession. Once the record is complete it should be printed and placed within the accession folder.

The accession record should be linked to the collection level record using the Relations tab. The collection level record should also be updated to reflect the new accession. If you are updating a record that has already been exported to EAD and MARC, notify the Archivist and so that they can update the records. Item level records are not typically created for archival collection materials and should only be initiated by Special Collections staff.

EAD-XML template

To ensure the standardization of the collection level records, a template was developed for both collection level EAD records and the EAD finding aids. All EAD records created by UMBC should follow one of these templates. The current templates were completed in 2015 by Lindsey Loeper, Emily Somach, and Dmitri Rudnitsky. Sample records and the .xml files have been saved to the I:SC_BMS folder.

Standards used to create template

- *Describing Archives: A Content Standard*. Chicago: Society of American Archivists, 2013.
- Kitchin Tillman, Ruth. EADiva. Accessed May 1, 2015. <http://ead3.eadiva.com/>.
- Technical Subcommittee for Encoded Archival Description (TS-EAD). Society of American Archivists. Accessed May 1, 2015. <http://www2.archivists.org/groups/technical-subcommittee-on-encoded-archival-description-ead>.

- “Encoded Archival Description Tag Library – Version EAD3.” Technical Subcommittee for Encoded Archival Description (TS-EAD). Society of American Archivists. Accessed September 1, 2015.
<http://www2.archivists.org/sites/all/files/TagLibrary-VersionEAD3.pdf>

Template fields

There are some fields that are coded directly into the EAD template. They are listed at the end of Appendix A. Field descriptions. The field description title will be formatted as: Title [EAD TEMPLATE].

PastPerfect export for EAD and MARC

Prior to export, all data in PastPerfect should be reviewed and approved by the Archivist.

Step 1. Log In to PastPerfect.

Step 2. The Export Function

Navigate to the “Export” function. It is located at the top-right corner of the screen, under the “Utilities” drop-down menu.

Step 3. The Export Window & Fields to Export

In the “Export” window, select the “Archives” radio button. Next, for “Fields to Export,” select the “All” radio button (Figure 1).

Figure 1

Step 4. Records to Export

In the “Records to Export” section (Figure 2) click the “Selected” radio button to enable typing and editing in the text field. Using PastPerfect specific filter statements, indicate the record you want to export.

Note: To export a single record, use: `Objectid="CollXXX"`; to export all records tagged for export: `!empty (WEBINCLUDE) AND UPPER(OBJECTID) = "COLL"`; and to export a range: `Objectid>"CollXXX" and Objectid<"CollXXX"`.

Figure 2

Step 5. The Export

Select the “XML” radio button as “Output File Type” (Figure 3 step 1).

Specify the “Output File Name” by using the default path or entering your own path to a specific folder (you can copy and paste this from any explorer window to make it easier). Make sure to end the path with the desired file name and extension (Figure 3 step 2).

Complete the process by clicking on “Export Now” at the top of the window (Figure 3 step 3).

Export Data

Export Data from this Table:

☐ Objects ☐ Photos ☒ Archives ☐ Library ☐ Accession ☐ Contacts

Export Now

Fields to Export: ☒ All ☐ Selected

Records to Export: ☐ All ☒ Selected (if "Selected" is chosen, enter selection filter statement below)

Objectid<"Coll150"

Output File Type:

☐ FoxPro ☐ dBase ☐ Excel 2 ☐ Excel 5 ☐ Excel/HTML ☐ ASCII ☒ XML ☐ Dublin Core XML ☐ Microtext

Output File Name: (enter full path & file name)

I:\SC_BMS\XML Project\Source_Files\Batch1_08262015.xml

Exit

Figure 3

Creating EAD-XML

There are several options for transforming the PastPerfect XML export file into EAD-XML. Use the one that best fits your current project. If you are creating a MARC-XML file, use the batch processor option.

Transforming a single XML file into EAD-XML using EditiX

You can easily transform single XML files in Editix, but be aware that this method does not work for batch files. To transform a single or batch XML file using the XML batch processor, see next section. See Appendix C for instructions on downloading, installing, and running EditiX.

Step 1. Open the Template

Open the XSLT template (.XSL) one of two ways:

1. Type “Ctrl + O” in EditiX, and navigate to the file
2. Navigate to the file in Windows Explorer, and drag and drop it into EditiX

Step 2. Transform the XML File Exported from PastPerfect

Open the “XSLT/XQUERY” menu from the top bar and select “Transform a document with this XSLT...” from the list of menu items (Figure 4).

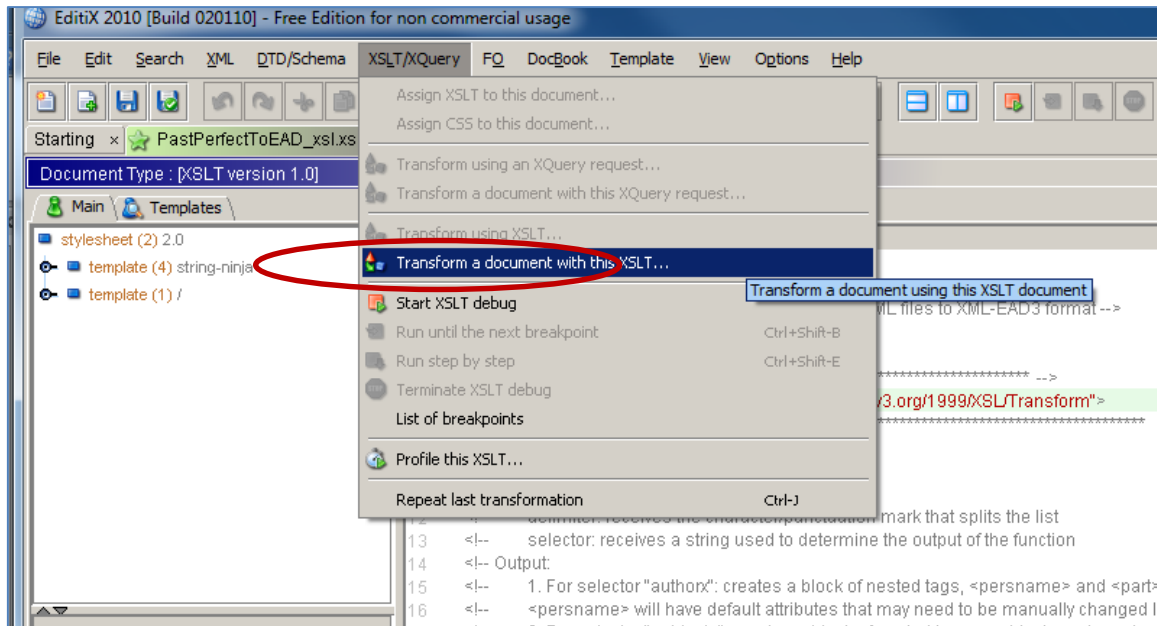


Figure 4

You will need to select three parameters in the window that opens:

1. XSLT Document: the template; this field should be pre-filled with the address of your template (make sure it is the regular template, not the batch template!)
2. XML Document source: the XML file exported from PastPerfect; click the folder icon to navigate to this file
3. Result document: the resulting EAD-XML file; click the folder icon to navigate to where you want EditiX to save the transformed document. Alternatively, you can type or Copy & Paste the desired address into the field. You can overwrite an existing .XML file by including the file's name and extension at the end of the address, or you can create an entirely new file by typing the desired name of your transformed file at the end of the address (followed by .XML). See Figure 5 for examples of these options.

Note: You must specify a file name and extension in the “Result document” field or EditiX will save the transformed file as an unnamed HTML file.

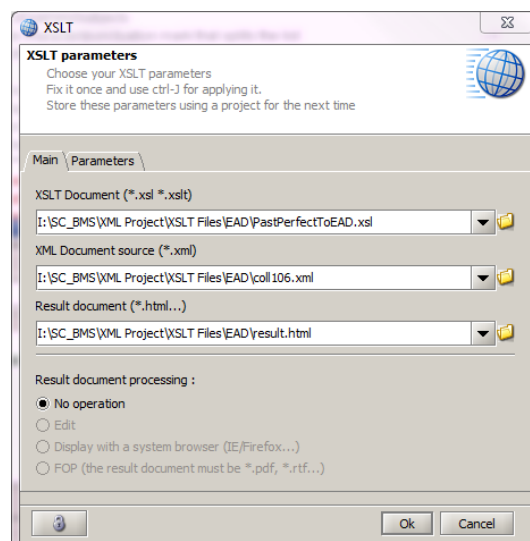


Figure 5

Leave the “No Operation” radio button selected and hit “Ok.”

The transformed file will not appear or open automatically. To view the transformed file you can open it in a browser, notepad, EditiX or Notepad++.

Transforming XML files into EAD-XML or MARC-XML using the Batch Tool

Step 1. Open the Batch Processing Tool

Note: If you are not running the tool locally and don't yet have the Saxon XSLT Processor, see Appendix C for instructions on downloading and installing this tool.

The batch processing tool is located here: [I:\SC_BMS\XML Project\Editors & Batch Tool](#)

Double click the “XML batch processor” icon and a warning will pop up asking if you want to open the file; click “Run.” (Figure 6)

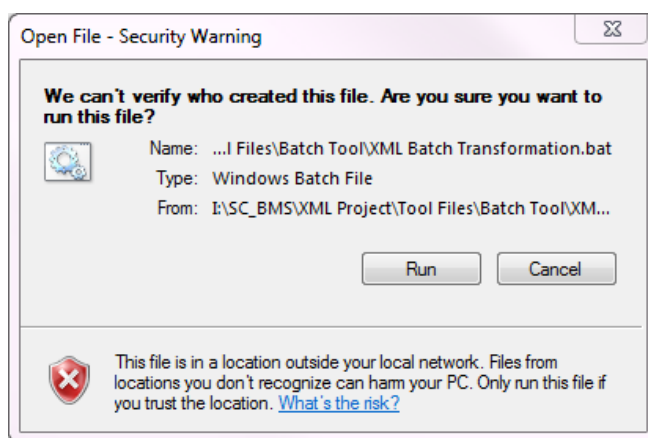


Figure 6

A black, command prompt window will then open.

Step 2. Run the Tool

Note: To make running the tools easier, open one or two Windows Explorer windows and navigate to the location(s) of your source and/or template files (Figure 7).

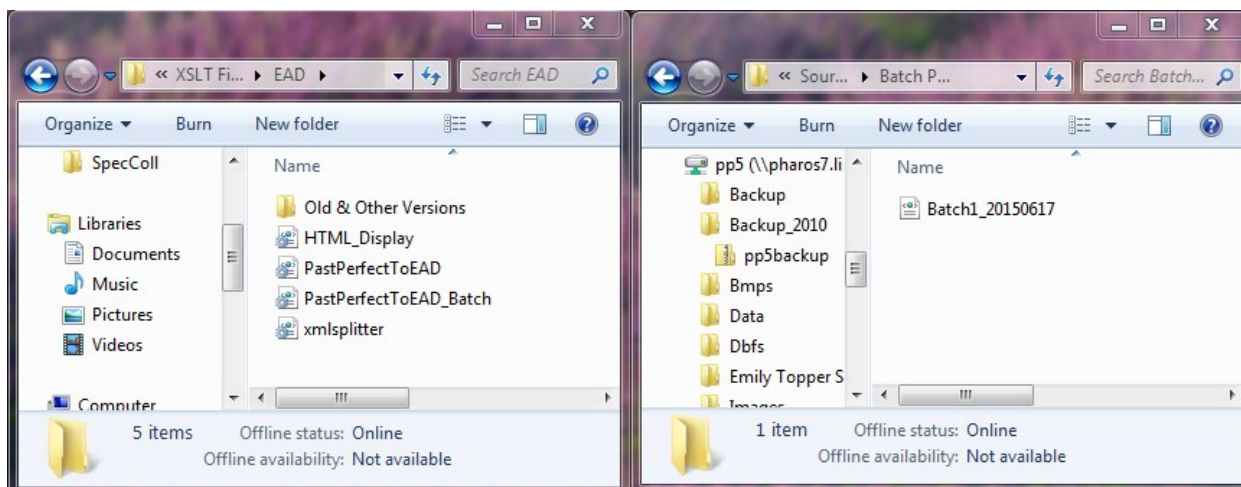


Figure 7

You must first choose which type of processing you want to do with the tool: local/auto or manual.

Choose local/auto if you are running the tool from a library computer and have access to the **I:\SC_BMS** folder. This option will automate some of the processes since addresses for template files are also on the **I:** drive and hardcoded into the script.

The manual option allows you to run the tool from anywhere, and requires you to input the location of the Saxon processor and all required template files.

Using the Tool for Local/Automated Processing:

For Single/Batch Source Files: Drag the source file (the batch or single XML file exported from PastPerfect) from Windows Explorer into the command prompt window and release. The full address and name, including the file extension of that file, will appear.

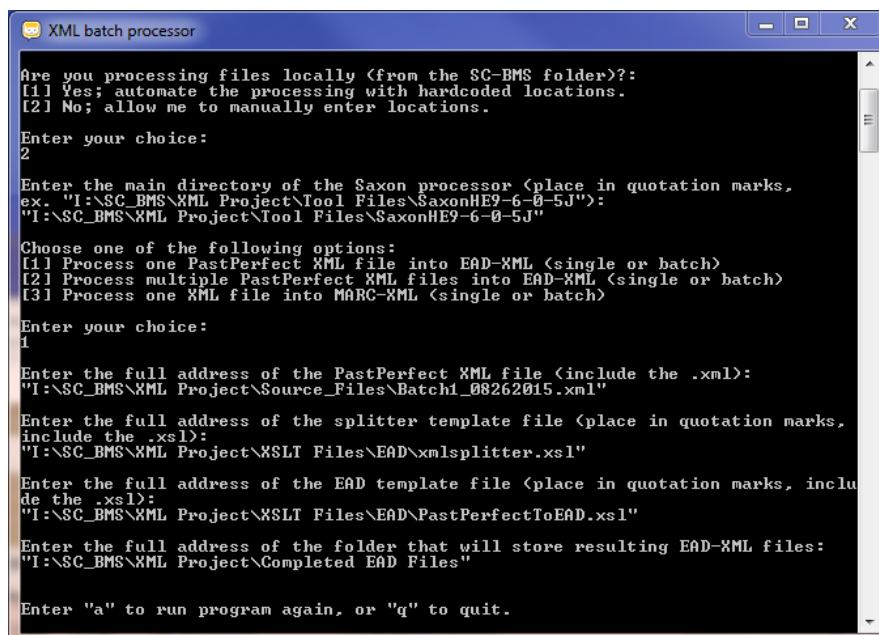
For Multiple Source Files: Perform the same steps as outlined above for Single/Batch processing but, instead of dragging a single file, drag the source folder that contains *all* files to be processed after the first prompt.

After dragging the file or folder, click anywhere inside the command prompt window (to ensure it is selected), and hit **Enter**.

To select an output folder for the resulting EAD, drag the appropriate folder into the window as you did above. Note: If you are processing into MARC-XML, be sure to include a file name and extension as the output, as MARC processing only results in a single file which must be specified.

Processing with the Un-automated Tool:

1. Drag the file containing the Saxon processor into the window and hit **Enter**.
2. Select the type of processing you want to do.
3. Follow all the same steps as above for entering source and output file/folder locations.
4. When asked to enter the locations of the different templates, simply drag and drop those files into the window as well. You will need both the xmlsplitter.xml template and the PastPerfectToEAD.xml template. See Figure 8 for an example of the tool window after all necessary locations have been entered.



```
XML batch processor

Are you processing files locally <from the SC-BMS folder>?:
[1] Yes; automate the processing with hardcoded locations.
[2] No; allow me to manually enter locations.

Enter your choice:
2

Enter the main directory of the Saxon processor <place in quotation marks,
ex. "I:\SC_BMS\XML Project\Tool Files\SaxonHE9-6-0-5J">:
"I:\SC_BMS\XML Project\Tool Files\SaxonHE9-6-0-5J"

Choose one of the following options:
[1] Process one PastPerfect XML file into EAD-XML <single or batch>
[2] Process multiple PastPerfect XML files into EAD-XML <single or batch>
[3] Process one XML file into MARC-XML <single or batch>

Enter your choice:
1

Enter the full address of the PastPerfect XML file <include the .xml>:
"I:\SC_BMS\XML Project\Source_Files\Batch1_08262015.xml"

Enter the full address of the splitter template file <place in quotation marks,
include the .xsl>:
"I:\SC_BMS\XML Project\XSLT Files\EAD\xmlsplitter.xsl"

Enter the full address of the EAD template file <place in quotation marks, include the .xsl>:
"I:\SC_BMS\XML Project\XSLT Files\EAD\PastPerfectToEAD.xsl"

Enter the full address of the folder that will store resulting EAD-XML files:
"I:\SC_BMS\XML Project\Completed EAD Files"

Enter "a" to run program again, or "q" to quit.
```

Figure 8

Manually Updating EAD-XML Records after Transformation

After you have transformed PastPerfect XML files into EAD finding aids using the XSLT stylesheet, you will need to go into each finding aid and make a few manual edits and updates.

Step 1. Add Maintenance Events

Each time you update or make edits to an EAD finding aid, you must manually add a new `<maintenanceevent>` tag to describe the edits made. One `<maintenanceevent>` tag will be included in every EAD finding aid (via the stylesheet), as each finding aid will require some manual post-processing. Additional `<maintenanceevent>` tags should be added as needed.

Below is an example of a `<maintenanceevent>` tag:

```
<maintenanceevent>
  <eventtype value="revised" />
  <eventdatetime>
    <xsl:attribute name="standarddatetime" select="'UPDATE TIME'"/>
  </eventdatetime>
  <agenttype value="human" />
  <agent><xsl:text>INSERT NAME</xsl:text></agent>
  <eventdescription>
    <xsl:text>ADD DESCRIPTION</xsl:text>
  </eventdescription>
</maintenanceevent>
```

You must fill in the highlighted sections appropriately. Use standard date and time to fill in the current time (i.e. 2015-06-03T12:23:00-4:00). You do not have to include the milliseconds place, but you must include the following: *YEAR-MONTH-DAY***THR:MIN:SEC-4:00** (bolded sections do not change).

*One `<maintenanceevent>` tag will be included in every EAD-XML record created, as each record will require some manual post-processing. Additional tags should be added as needed.

Step 2. Update Default Elements and Attributes for Creator, Other Creator, and Subject fields

While there is some functionality in the XSLT to determine the correct elements and attributes for the creator (`<origination>`), other creator (`<authorx>`), and subject (`<controlaccess>`) fields, it is not foolproof. Three aspects in these fields require manual review to be sure the coding is correct.

1. `<persname>`, `<corpname>` and `<subject>` elements:

The XSLT defaults to `<persname>` (for creator or other creator) or `<subject>` (for subjects) if a small number of conditions are not met. Check the creator, other creator, and subject fields to be sure the correct tag has been implemented. If it has not, you must manually change the tag to `<persname>`, `<corpname>`, or `<geogname>`, along with updating the MARC encoding analog attribute.

MARC encoding analogs:

	<code><persname></code>	<code><corpname></code>	<code><geogname></code>	<code><subject></code>
Main Creator	100	110	n/a	n/a
Other Creator	700	710	n/a	n/a

Subject	600	610	651	650
---------	-----	-----	-----	-----

**Exception: If a subject heading consists of a proper name (typically an author's name) and the title of a work (for example, "Asimov, Isaac, 1920-1992. Foundation"), the MARC encoding analog attribute should be set to 700.*

2. <part> elements:

The XSLT also sometimes places `<part>` elements in the incorrect locations in a creator, other creator, or subject name. In particular, UMBC departments which are listed as creators or subjects may not be split correctly between the organization and department names. Check the entries within the `<origination>` and `<controlaccess>` elements and manually edit `<part>` elements as needed.

Preferred `<part>` formatting:

Personal names	separate each section of the name
<code><part>Wagner</part><part>Philip M. (Philip Marshall)</part><part>1904-</part></code>	
Corporate names	separate overall organization from division
<code><part>University of Maryland, Baltimore County</part><part>Africana Studies</part></code>	
LC subject headings	separate different levels of the heading
<code><part>Science fiction, American</part><part>20th century</part></code>	

**Exception: If a subject heading consists of a personal or corporate name followed by a subject subdivision or the title of a work, `<part>` elements should separate only the main heading from the subdivision (for example, "`<part>Asimov, Isaac, 1920-1992</part><part>Archives</part>`").*

3. lc/local/tgm source attribute:

The default source attribute for all tags related to people and subjects is set to "lc." You must manually change/update this attribute to "local" when the entity is from a local thesaurus, or to "tgm" when the entity is from the Thesaurus of Graphic Materials.

See below for examples in context (highlighted areas indicate manual edits).

Main Creator:

```
<corpname encodinganalog="110" source="local" relator="creator">
  Baltimore Camera Club
</corpname>
```

```
<persname relator="creator" encodinganalog="100" source="lc">
  <part>Wagner</part><part>Philip M. (Philip Marshall)</part>
  <part>1904-</part>
</persname>
```

```
<corpname relator="creator" encodinganalog="110" source="local">
  <part>University of Maryland, Baltimore County</part><part>Africana Studies</part>
</corpname>
```

Other Creators:

```
<persname relator="creator" encodinganalog="700" source="lc">
  <part>Knopf</part><part>Alfred A.</part><part>1892-1984</part>
```

```
</persname>
```

```
<corpname encodinganalog="710" source="local" relator="creator">  
    Baltimore Camera Club  
</corpname>
```

Subjects:

```
<corpname encodinganalog="610" source="lc">  
    Boordy Vineyard  
</corpname>
```

```
<subject encodinganalog="650" source="lc">  
    <part>Viticulture</part><part>Maryland</part>  
</subject>
```

```
<subject encodinganalog="700" source="local">  
    <part>Pohl, Frederik</part><part>Gladiator at law</part>  
</subject>
```

Note: If you are not going to be expanding the collection level finding aid, jump to the following section:
[Validating EAD-XML Files](#). After validation, continue on to the section: [Making EAD-XML records accessible](#).

MULTILEVEL COLLECTION DESCRIPTION (FINDING AID)

The finding aid is the traditional collection guide for archival holdings. The seven required sections of a finding aid are the Overview, the Administrative/Biographical Note, the Scope and Content Note, the Organization and Provenance Information, Access and Use, Subjects Headings, and the Series Descriptions and Container List. A bibliography is optional. Each section is explained in detail below. References to EAD or PastPerfect fields are included when a section is populated in whole or in part from the PastPerfect export; see Appendix A for the Field Descriptions.

Beginning in 2015, all finding aids are created using EAD-XML. XML, or Extensible Markup Language, is a way to write a document so that it can produce versions that can be read by humans and by machines (such as databases or other tools). EAD is one version of XML, and stands for Encoded Archival Description. EAD is maintained by the Library of Congress and the Society of American Archivists (SAA) Technical Subcommittee for EAD. By creating finding aids using EAD-XML, UMBC is conforming to the national standard and our finding aids will be able to work with many systems that can read EAD-XML. One example is OCLC's ArchiveGrid. The other standard used, as discussed previously, is DACS. EAD-XML is the guide for the structure, DACS is used for the creation of the content.

Examples below are screenshots from the PHP display versions of the finding aids.

Overview

This section includes the summary information about your collection. The content in this section is generated from PastPerfect. Fields include: Repository Address, Title, Unique ID, Main Creator, Date Range, Extent, Language of Materials, Abstract, and Citation.

Overview

Title:	Provost's office records
Call Number:	Coll082
Creator:	University of Maryland, Baltimore County. Office of the Provost
Dates:	1966-2008
Size:	64 boxes (90 linear feet)
Language:	English
Abstract:	Records of the Provost's office, covering the supervision and oversight of curriculum, instruction, and research at UMBC. Projects with academic departments and centers, the College of Arts and Sciences, the College of Engineering, accreditation, and university governance are included.
Citation:	Provost Office records, University Archives, Collection 82, Special Collections, University of Maryland, Baltimore County (Baltimore, MD).

Administrative/Biographical Note

Also called Historical Note. This section provides information about the person, organization, or general topic that is the focus of the collection. Review **DACS 2.7 Administrative/ Biographical History** for further information. The format of the Note may be narrative or a timeline. Resources used to construct the Note should be cited and listed either at the end of the Note or as part of a larger research bibliography.

The export from PastPerfect will include a short and concise Note for the collection level record. This will serve as the initial stub for the section. It is highly recommended that additional information should be added to this section in the processed finding aid. This is a reference source not only for researchers, but also for Special Collections staff.

Administrative/Biographical Note

The Provost, also known as the Senior Vice President for Academic Affairs, oversees the curricular, instructional, and research affairs at UMBC. The Provost works alongside the university's deans and vice presidents to supervise all scholarly programs on campus.

Scope and Content Note

The Scope and Content Note outlines the general description of the collection – including what is and what is not included. The Glossary of Archival and Records Terminology defines the Scope and Content Note as, “A narrative statement summarizing the characteristics of the described materials, the functions and activities that produced them, and the types of information contained therein.” See **DACS 3.1** for further information. This is a reference source not only for researchers, but also for Special Collections staff. See additional information below in the section, Expanding the EAD-XML finding aid.

The Arrangement field from the EAD-XML record will display. This is a one paragraph that outlines the series level arrangement of the collection. For a processed collection that includes subseries, a list view of the series and subseries may be added but is not required.

Scope & Content

Arrangement

This collection has been divided into five series. Only the first two series are fully processed at the folder level; please contact Special Collections for further information.

Series

- I. Pre-UMBC
- II. UMBC years
- III. UMAB and the University Hospital
- IV. Materials relating to the University of Maryland System
- V. Miscellaneous papers and records

Note

The Kuhn papers are divided into 5 series. The first two series of the Kuhn papers contain a great deal of information on the planning and creation of the UMBC campus. Details pertaining to how the land was acquired, projected traffic patterns, campus buildings, the formation of curriculum and a faculty are documented. Information on decisions such as admission requirements, grading policies, and student discipline are included.

Series A and B contain many of the key documents pertaining to the history of the UMBC campus. In particular, documents on expansion of the University of Maryland System in boxes 4 and 5 and boxes 22 and 23 contain items that relate to UMBC's early days. Box 23 contains a photography album and scrapbook put together by Mrs. Leroy Haile that documents the Stabler Manual Labor School and Farm that stood on the site of UMBC. There are also photographs of the campus under construction and of the first buildings.

Provenance Information

These four sections describe the acquisition of the collections and any processing activities that have been completed. This information is essential for the department but also has substantial research value for our users.

Related Collections

This section is populated from the Related collections elsewhere field in PastPerfect/ EAD-XML.

Provenance and Acquisition Information

This section is populated from the Provenance and acquisition information field in PastPerfect/EAD-XML.

Processing Note

This section is populated from the Processing information field in PastPerfect/EAD-XML.

Descriptive Rules Used

This section is populated from the Convention declaration field in PastPerfect/EAD-XML.

Provenance Information

Provenance and Acquisition Information

The papers were accessioned in 1982. Members of the Kuhn family donated several more boxes, items, and photographs in 2010.

Related Collections

President's Office records, University Archives, Collection 50, Special Collections, University of Maryland, Baltimore County (Baltimore, MD).

Processing Note

The Albin O. Kuhn papers were housed originally in the basement of the Health Sciences Library at the University of Maryland, Baltimore. Before being transferred to UMBC the papers were surveyed. They were found to be in disarray and no order was apparent among the papers. Approximately one-half of the papers were labeled file folders. The remainder of the collection, including correspondence, reports, publications, budget and financial statements, were not similarly organized or identified. The decision was made to move the papers to the Special Collections department at UMBC for purposes of locating material pertaining to the founding and early development of the Baltimore County campus. The papers were originally arranged and described in February 1990 by Lori Voskull & Timothy Pyatt. The focus was placed on the first two series due to time and staff constraints. A folder listing is available for these two series only; please contact Special Collections staff for information on the remaining three series.

Descriptive Rules Used

Describing Archives: a Content Standard (DACS)

[Archives Processing Manual: Description \(2015\)](#): The processing manual used in Special Collections for all descriptive platforms, including PastPerfect.

Access and Use

This section will provide information to researchers about how they can access the collection and any restrictions that might be in place.

Finding aids

This section is populated from the Descriptive records available and Digital Link fields in the EAD-XML.

Access conditions

This section is populated from the Access Conditions field in PastPerfect/EAD-XML.

Conditions governing reproduction and use

This section is populated from the Conditions governing reproduction and use field in PastPerfect/ EAD-XML.

Access & Use

Finding Aids

Finding Aid: <http://library.umbc.edu/speccoll/findingaids/coll071.php>

Access Conditions

Blue prints are only available to researchers with permission from Facilities Management. This collection requires review by Special Collections staff prior to use by researchers. Users should submit their request to view this collection at speccoll@umbc.edu or 410-455-2353.

Conditions Governing Reproductions and Use

Permission required for all reproductions requests. UMBC is the copyright owner.

Subject Headings

Creators

This section is populated from the Main Creator and Other Creators fields in PastPerfect/EAD-XML.

Subjects

This section is populated from the Subjects field in PastPerfect/EAD-XML.

Subject Headings

Creators

Margaret J. Bennett Home

Subjects

Bennett, Margaret J.
Wages
Boarding houses
Urban life
Baltimore (Md.)

Series Descriptions and Container List

A collection level record that is exported from PastPerfect will not include a container list. If a box, folder, or item list is available, for unprocessed and processed collections, these can be added to the EAD-XML finding aid. See the section below, “Expanding the EAD-XML finding aid,” for detailed information on how to structure, save, and convert the container list.

Bibliography or Related Resources

A bibliography may be included at the end of the finding aid but it is not required. The bibliography will include resources used by Special Collections staff during the processing of the collection or publications or other archival collections that relate to the collection; the intent of your bibliography should be made clear, and if you produce two separate lists for each purpose then they should have distinct titles. Related Resources is preferred for the list of materials that complement or include the same topical materials. Turabian (http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html) is the preferred citation method, but whatever format is chosen should be used consistently throughout the finding aid.

Expanding the EAD-XML finding aid

The EAD exported from PastPerfect includes only a collection level description. In order to create the full multilevel record (finding aid), you will need to manually add series descriptions, a container list, and other expanded collection information. There are two parts to this process. First, you will make some manual edits to the container list, before copying it into the EAD. Next, you will add, expand, or edit several fields from the online finding aid to complete the multilevel EAD record.

Note: When editing or validating multiple files, the Find and Replace function in Notepad++ can be particularly useful. Open all the documents you wish to edit in separate tabs. You can then use the “Find All in All Opened Documents” and “Replace All in All Open Documents” functions to search and replace across all open documents.

Creating a Container List

Assign series with Roman numerals and subseries with capital letters. Example: Series I. Subseries I.A. Titles for the series and subseries should be descriptive, concise, and unique. Titles may come from the arrangement, the creator, or the format of the materials. Series level titles should encompass all of the subseries; subseries titles should not duplicate the series level title. Overly broad terms such as miscellaneous/miscellany, files (with no other descriptor), or etc. should be avoided.

This section contains the narrative descriptions of the series as well as a listing of the items, folders, and/or boxes. The level of detail for the components may fluctuate from highly detailed to very brief depending on the level of processing. You may wish to provide more information for heavily used collections and less for collections that have an easily accessible intellectual arrangement. All processed collections should include a minimum level of description.

The container list is created in an Excel spreadsheet. The template is available at I:\SpecColl\Archives\Finding Aids\Container Lists. (Please note that each template has one pre-filled “dummy” row at the top. This is required to ensure that all entries are fully extracted in the mail merge. Do not delete this row as doing so may cause errors in the EAD container list.) All levels of description are included in the container list: series, subseries, box, folder, and item. Links to digital objects are also listed in the container list. The guide for building the container list is below, and an example container list follows. In the collection folder within the \Container Lists folder, a staff member will save two files:

1. Coll###_status.txt: This text document includes the location of the existing container list (if one exists). This may be a URL or the location of a Word document on the I: drive. The document will also list any collection-specific instructions, if required. When you have completed reformatting the container list, please edit this text document with the following statement: Reformatted by [your name], [date completed YYYY-MM-DD].
2. Coll###_containerlist.xlsx: This is the Excel spreadsheet where you will build the reformatted container list. Sheet 1 (List) is where you will work. Sheet 2 contains the collection arrangement (series and subseries order). Sheet 3 contains the field descriptions (also see below). Note: all cells in these sheet must be set as default format "Text" - this is required for the mail merge. Be careful when working with dates or other numbers that Excel does not automatically change the cell format.

A Special Collections staff member will review the completed container list before it is converted to EAD. At that time, the sheets 2 and 3 will be deleted.

Field / Column	Use in level:	Format example	Description
hierarchy	series, subseries, file, item	c01, c02, c03, c04 ...	Always begin with c01, this is usually the series level. The next level of description will then be c02 - whether this is a subseries or a file or an item. The next is c03 (sub-subseries or file or item), then c04 and so on. At the start of a new series, start with c01 again.
Level	series, subseries, file, item	series, subseries, file, item	Identify the level of description. Only use options provided. File is used for folder or box level. Only use item if a single item is being described.
Box	file or item	single number	The box number. Do not include "Box" prefix. Example: 1
Folder	file or item	single number	The folder number. Do not include "Folder" prefix. Example: 1
Unittitle	series, subseries, file, item		Title of the Series, Subseries, Folder etc. Include the Series and Subseries numbers (example Subseries II.A. Manus)
Unitdate	series, subseries, file, item	YYYY	Year(s) of creation of the items contained in the level being described. File and item level should display years only. Series and subseries may include bulk dates; follow guidelines in the field description for Dates in the Appendix.
physdesc	series, subseries	# boxes (# linear feet)	Extent of the level being described. Follow guidelines in the field description for Extent in the Appendix.
scopecontent	series, subseries; optional use in file and item		Description of the level being described. Required for Series and Subseries, may be used in some cases within the file or item level description. For Series, the note should cover the entire series, including any subseries divisions. The description field should include the topics covered, the arrangement of the materials (alphabetical, chronological, etc) as well as any significance regarding the arrangement, an overview of the included sub-series, and highlight items, folders, or sections that are of particularly high research value.
Dao	series, subseries, file, item	web link	DAO = digital archival object. Link to digital representations of described materials if available. Include link at the appropriate level. Do not duplicate within levels, for example link to a digitized publication at the series and files levels.
Daotype	series, subseries, file, item	derived, born digital, unknown	Required if including a DAO. Use derived for scanned/digitized items; born digital for items created digitally; unknown if unknown.
descriptivenote	series, subseries, file, item	Digital file available	Required if including a DAO (do not use otherwise). Insert text listed on the container list. Typically will say Digital file or Digital images available.

Example:

Hierarchy	level	box	folder	unit title	unit date	phys desc	scope content	dao	daotype	descriptive note
c01	series			Series I. Council Meetings	1910-1990; bulk 1980-1990	1 box (.75 linear feet)	The correspondence, minutes, agendas, and financial records of the society officers and council meetings are arranged into five subseries by activity.			
c02	file	1	1	Actions Completed	1972			http://contentdm.ad.umbc.edu/cdmid/201	derived	Digital file available
c02	file	1	2	Actions Completed	1973			http://contentdm.ad.umbc.edu/cdmid/202	derived	Digital file available
c02	file	1	3	Actions Completed	1985			http://contentdm.ad.umbc.edu/cdmid/203	derived	Digital file available
c02	file	1	4	Annual reports	1950-1975					
c02	file	1	5	Annual reports	1975-1989					
c02	file	1	6	Contracts	1915-1990					
c01	series			Series II. Membership	1971-2001	2 boxes (1 linear foot)	Correspondence, invoices, and printed directories arranged in three subseries.			
c02	subseries			Series II.A. Member societies	1975-1980	1 box (.75 linear foot)	Memos and reports arranged in alphabetical order by member organization.			
c03	files	2	1	Agendas	1975					

Converting the container list to EAD-XML

Once the container list is created, the archivist will convert it to EAD-XML using a mail merge function. The instructions were developed using Microsoft Word 2013. This process was adapted from the workflow at the Nimitz Library at the U.S. Naval Academy.

The mail merge template is saved at I:\SpecColl\Archives\Finding Aids\Container Lists\containerlist_mergeTEMPLATE.docx. The format is below:

```
<«hierarchy» level="«level»">
  <did>
    <container type="box">«box»</container>
    <container type="folder">«folder»</container>
    <unit title>«unit title»</unit title>
    <unit date>«unit date»</unit date>
    <phys desc>«phys desc»</phys desc>
    <dao daotype="«daotype»" href="«dao»">
      <descriptive note><p>«descriptive note»</p></descriptive note>
```

```

        </dao>
    </did>
    <scopecontent>
        <p>«scopecontent»</p>
    </scopecontent>
</«hierarchy»>

```

1. Open the Word template. Select the Mailings tab.
2. Click Start Mail Merge from the menu bar and then select Letters.
3. Click Select Recipients from the menu bar and then select Use an Existing List. This will open a browse screen and you should select the Excel file version of the container list (available at I:\SpecColl\Archives\Finding Aids\Container Lists).
4. When you have selected the file, a new screen will pop up – in this screen make sure that the correct table in the Excel file is highlighted (List) and that the checkbox is marked to specify that the first row of data contains column headers. Click ok, and you will be back to viewing the template.
5. Click Finish & Merge from the menu bar and select Edit Individual Documents.
6. A screen will pop up titled Merge New Document – in this screen make sure that All is selected. Click ok, and a new Word document will be created. This is the mail merge.
7. The content from the Excel file should be populated within the Word template, with one row per page. Normally, the merge will not include the first “dummy” entry, but check to be certain and delete this page if necessary. Also check that the end of the document does not contain blank pages or pages with nothing in the fields.

The data now needs to be saved as an XML file. Do not copy and paste directly from Word into the collection’s EAD-XML file. In the Word document under the Home tab, click on Select on the menu bar, then click Select All. This will highlight all of the content in the document. Right click and select Copy. Open the XML Editor, then open a new XML file. Right click and paste the content into the XML file. Save as Coll###_containerlistYYYYMMDD.xml in the collection’s container list folder (available at I:\SpecColl\Archives\Finding Aids\Container Lists). It is very important to include the date in the file name. You do not need to save the Word document.

Once complete, a Special Collections staff member will review the file and then copy and paste the XML into the EAD-XML file.

Manually Editing Container Lists for Inclusion in EAD Finding Aids

There are a few manual edits that need to be completed in the XML container list file before it can be inserted into the EAD-XML file. These are required edits; if you do not complete these edits then the EAD-XML will not validate and the PHP will not display correctly.

Step 1. Open the container list

Open the list you will be working with in Notepad++

Step 2. Add a root tag

Enclose the container list in <root> tags to ensure proper validation/well-formedness.

To do this, add the opening tag **<root>** beneath the first line of the file (the <?xml version="1.0" encoding="UTF-8"?> tag). Then, add the closing tag **</root>** to the end of the file; it should be the final line of code.

Step 3. Remove all empty tags

Use the **Find & Replace** function to remove the following empty tags:

1. `<container localtype="box"></container>`
2. `<container localtype="folder"></container>`
3. `<dao daotype="" href="">`
 `<descriptivenote><p></p></descriptivenote>`
 `</dao>`
4. `<unitdate></unitdate>`
5. `<physdesc></physdesc>`
6. `<scopecontent>`
 `<p></p>`
 `</scopecontent>`
- 7.

Best practice: Highlight an instance of the empty tag you want to remove in the file and then hit **Ctrl + H**. The highlighted text will appear in the “Find what” field. You can also copy and paste the tags above into this field if you cannot easily locate an instance of one in the document. Leave the “Replace with” field completely blank (click in the field and hit backspace or delete to ensure it is empty). Hit the “Replace All” button on the right side of the window to remove all instances of the empty tag in the container list.

Step 4. Remove ampersands

Replace all ampersands (&) with the text **&**;

XML requires this substitution to work correctly, since **&** has special meaning in XML. Use the **Find & Replace** function to change all instances of **&** to the five character equivalent: **&**;

Step 5. Save and open in Editix

Save the file, close Notepad++, then open the file in Editix (found here: [I:\SC_BMS\XML Project\Editors & Batch Tool](#))

Step 6. Make sure hierarchical collection level tags are nested correctly

- All `<c02>` tags must be contained in a `<c01>` tag, and all `<c03>` tags in a `<c02>` tag, etc.; you cannot have a `<c03>` tag nested in a `<c01>` tag. Nesting tags in this way maintains the hierarchy of the container list. Unfortunately, the tags are not created in this manner and must be manually nested. See below for a simplified example:

Un-nested Container List

```
<c01>
...
</c01>
<c02>
...
</c02>
<c03>
...
</c03>
<c03>
...
</c03>
<c03>
...
</c03>
<c02>
...
</c02>
<c03>
...
</c03>
```

Nested Container List

```
<c01>
...
  <c02>
    ...
    <c03>
      ...
      </c03>
    <c03>
      ...
      </c03>
    </c02>
  <c02>
    ...
    <c03>
      ...
      </c03>
    </c02>
</c01>
```

- Before moving tags around, hit **Ctrl + R** to use Editix's "Pretty Format" function. This will format the file with indents and make it easier to see the hierarchical structure and find tags.

Note/Tip: Use the hierarchy list on the left of the Editix window to see where each level of tag is located in the file and to keep track of where you need to add and remove tags.

- Start at the first c01 tag. Delete/cut the closing tag `</c01>`. Find the next set of c01 tags (you can click on it in the hierarchy list on the left). Add the closing tag you just removed to right before the opening `<c01>` tag of this set. See below for example:

```

<c01 level="series">
  <did>
    <unittitle>Series I. Bylaws</unittitle>
    <unitdate>1945-1984</unitdate>
    <physdesc>1 folder</physdesc>
  </did>
  <scopecontent>
    <p>Bylaws and amendments thereto of the Association.</p>
  </scopecontent>
  </c01>
  <c02 level="file">
    <did>
      <container type="box">1</container>
      <container type="folder">1</container>
      <unittitle>By-Laws</unittitle>
    </did>
  </c02>
<c01 level="series">

```

- Don't worry about including the right indents/spaces when you move/add a tag – you can use "Pretty Format" again to fix this later.

*Note: When moving the **final** `</c01>` tag at the end of the list, make sure you put it directly before the `</root>` tag.*

- If there are only c01 and c02 tags, you only have to move c01 closing tags; you do not have to touch the c02 tags at all.
- If there are c03 tags, move the c02 tags in the same manner that you moved the c01 tags: find the `</c02>` tags and move them to just before the next `<c02>` tag. Again, use the hierarchy list to help you keep track of where everything goes.

*Note: Pay attention to the **final** `</c02>` tag within a set of `<c01></c01>` tags – this tag will go before the closing `</c01>` tag. See below:*

```

</c02>
<c02 level="subseries">
  <did>
    <untitled>Sub-series II.A. Correspondence</untitled>
    <unitdate>1936-1993; bulk 1946-1968</unitdate>
    <physdesc>43 folders; .5 linear feet</physdesc>
  </did>
  <scopecontent>
    <p>Subject files are arranged in alphabetical order
    followed by miscellaneous correspondence in
    chronological order.</p>
  </scopecontent>
  </c02>
  <c03 level="file">
    <did>
      <container localtype="box">6</container>
      <untitled>4 Books of Photos, 1 Book of
      clippings, 1 Set of promotional material on
      Columbia MD. 1960</untitled>
    </did>
  </c03>
</c01>
<?xml version="1.0" encoding="UTF-8" level="series">

```

- See next section (How to Expand an EAD Finding Aid) for instructions on how to add the manually edited container list into the expanded EAD finding aid for a collection.

Adding to the Collection Level Description

Step 1. Open the Collection Level Finding Aid

Open the collection level EAD finding aid that already exists for the collection in Notepad++. Use “Save as...” to save a local copy in the collection folder (I:\SpecColl\Archives), using the file naming convention: **CollXXX_working.xml**. You will use this copy as the basis for the expanded version of the EAD finding aid. Ultimately, Lindsey will review this before replacing the original EAD file with the expanded version.

Step 2. Open the Online Finding Aid

Open the current online finding aid for the collection (found on the special collections website) and follow the next steps for instructions on how to add sections from this finding aid into the new EAD finding aid.

Step 3. Add the Historical Note

Information from this section will be added to the <bioghist> tag in the EAD. Delete the current information in this tag. Historical notes come in the form of paragraphs, timelines, and a combination of both. Copy and paste only the information in paragraph form from the web (we will deal with timelines later on) into an empty Word document - it is easier to do initial editing here rather in an XML editor. At the beginning of each paragraph, add a paragraph tag <p>, and at the end of each paragraph add a closing tag </p>.

Example:

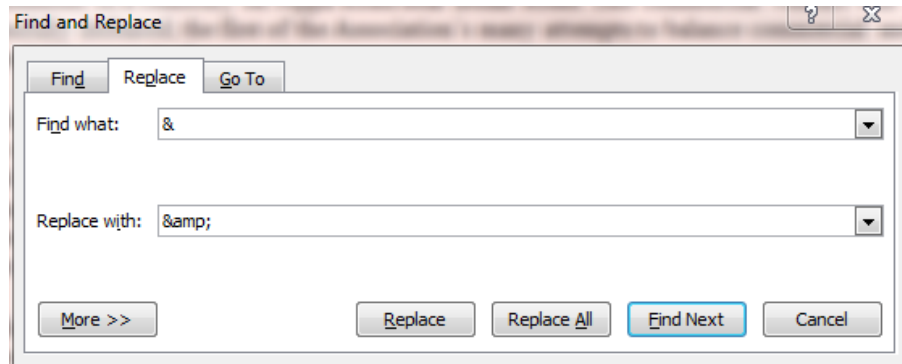
```

<p>The Perry Hall Improvement Association was formed in 1945 to “beautify, safeguard,
encourage and improve the physical, moral and spiritual living conditions of the people who reside
in or are influenced by the community of Perry Hall.” </p>

```

<p>Through the 1940s and '50s the Association successfully campaigned for reduced speed limits near the Perry Hall School, got street signs installed by the state on Route 40, and mounted several successful protests against rezoning for light industry and waste disposal (auto junkyard and garbage dump). </p>

Hit **Ctrl + H** to use the **Find and Replace** function to replace all **ampersands (&s)** with **&** as seen in the box below. XML requires character references like this to work properly.



After tagging and replacing in the text, copy and paste it between the <bioghist> tags in the EAD.

If there is a timeline, follow the tagging guide below:

1. Start by creating the tags <chronlist></chronlist> beneath the text you just pasted into <bioghist> - after the </p> tag but before the closing </bioghist> tag.
2. Count the number of timeline dates and add that many sets of <chronitem></chronitem> tags between the <chronlist> tags you just created.
3. Add the following tags between each set of <chronitem> tags depending on the type of date and number of events:
 - a. If there is a single date/year and a single event, create and fill in the following tags:
 - i. <datesingle>ADD DATE</datesingle>
<event>ADD EVENT</event>
 - ii. The date can be in the format: 2015; March 2015; or March 2, 2015
 - iii. Do not include <p> tags within the <event> field.
 - iv. If date includes the month or day in addition to the year, it is strongly suggested that you add a "standarddate" attribute to the <datesingle> tag. This attribute defines an ISO 8601 standard-compliant form of the date (i.e. YYYY-MM-DD or YYYY-MM).
 1. Ex. <datesingle standarddate="1924-03">March 1924</datesingle>
 - b. If there is a date range and a single event, create and fill in the following tags:
 - i. <daterange>
<fromdate>ADD FIRST YEAR</fromdate>
<todate>ADD LAST YEAR</todate>
</daterange>
<event>ADD EVENT</event>
 - c. If there are multiple events associated with either a single date or date range, include the following tags in place of the single set of <event></event> tags seen above:

- i. <chronitemset>
 - <event>ADD EVENT</event>
 - <event>ADD SECOND EVENT</event>
</chronitemset>
 - d. If there is a single date and a date range or two date ranges associated with a single event or set of events, tag the dates per instructions above but enclose them in a set of <dateset></dateset> tags
 - e. For any other cases not represented here, visit the [EADiva](#) entry for guidance
4. Be sure, again, that you replace all **ampersands** with **&**;

Example:

```
<chronlist>
  <chronitem>
    <datesingle>1904</datesingle>
    <event>Born Feb. 18th in New Haven, Connecticut</event>
  </chronitem>
  <chronitem>
    <datesingle>1925</datesingle>
    <chronitemset>
      <event>A.B. University of Michigan</event>
      <event>April 15th Married Helen Crocker - 2 children: Susan & Philip</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <dateset>
      <datesingle>1920</datesingle>
      <daterange>
        <fromdate>1925</fromdate>
        <todate>1930</todate>
      </daterange>
    </dateset>
    <event>Member Publicity Department at General Electric</event>
  </chronitem>
</chronlist>
```

Step 4. Add the Scope and Content Note

For this section, you must add a <scopecontent encodinganalog="520"> tag in the EAD. Place this tag (followed by the closing tag </scopecontent>) under the </did> tag and before the <bioghist> tag. Copy and paste the note from the web into an empty Word document and add <p></p> tags around each paragraph. Use the **Find and Replace** function to replace all **ampersands (&s)** with **&**. After tagging and replacing in the text, copy and paste it between the <scopecontent> tags you just created in the EAD.

If there are titles or headings, enclose those in their own set of <p> tags.

Step 5. Add Organization and Provenance Information

Organization information will go between the <arrangement> tags in the EAD. If there is text/a paragraph before the list of series and subseries, add the appropriate <p> and </p> tags and replace ampersands.

Include lists of series and subseries after text/paragraphs above. Do not enclose lists in <p> tags. Style any series/subseries lists in accordance with the examples below and, once again, ensure all ampersands are replaced.

Series and Subseries List Example:

- Create as many lists as there are **series**
- Make sure that listtype is set to “ordered” and numeration is set to “upper-alpha”; this will insert the subseries letters.
- Enclose the series title and number in <head></head> tags
 - Reformat the series title if necessary; it should be numbered with a roman numeral (see example) and should not include any extent information/box numbers
- Ignore/do not include information about dates or extent in this section
- Enclose each subseries in <item></item> tags; do not include any numbering (see example).
- If there is only a series title and no subseries, make a list for it and include **one** empty <item></item> tagset beneath the <head>. The list will not validate properly otherwise.

```
<list listtype="ordered" numeration="upper-alpha">
  <head>Series II. Sun Papers</head>
  <item>Correspondence</item>
  <item>Manuscripts</item>
  <item>Proof Sheets</item>
  <item>Clippings</item>
  <item>Research Files</item>
</list>
<list listtype="ordered" numeration="upper-alpha">
  <head>Series III. Boordy Vineyards</head>
  <item>Correspondence</item>
  <item>Press Releases</item>
  <item>Clippings</item>
  <item>Pamphlets</item>
  <item>Diary</item>
  <item>Miscellany</item>
  <item>Photos</item>
</list>
<list listtype="ordered" numeration="upper-alpha">
  <head>Series IV. Diaries</head>
  <item></item>
</list>
```

Series List Example:

- Create a single list with no <head></head> tags
- Make sure that listtype is set to “ordered” and numeration is set to “upper-roman”; this will insert the series roman numeral.
- Enclose each series title in <item></item> tags; do not include any numbering (see example)

```
<list listtype="ordered" numeration="upper-roman">
  <item>Bylaws</item>
  <item>Histories</item>
  <item>Rosters</item>
  <item>Minutes</item>
  <item>Financial & Legal Documents</item>
  <item>Clippings</item>
  <item>Photos</item>
</list>
```

Provenance information is contained in <acqinfo> tags, and will be included in the export from PastPerfect. However, it may be necessary to restore paragraphs. If needed, add <p> tags around each paragraph.

Step 6. Add the Bibliography

If there are bibliography entries, add <bibliography></bibliography> tags after the </controlaccess> tag. Copy and paste the bibliography list from the web into an empty Word document and add <bibref></bibref> or <archref></archref> tags around each resource. <archref> should be used for other archival materials, either at UMBC or in other collections. <bibref> should be used for any other type of informational material (books, websites).

If there is a hyperlink included, add a <ref href="http://WEBADDRESS"></ref> tag inside the <bibref> or <archref> tags and around the full citation text. Check that the link still works, and include a line noting the date accessed at the end of the citation.

Bibliography entries should generally follow Turabian formatting (http://www.press.uchicago.edu/books/turabian/turabian_citationguide.html). If the bibliography is divided into sections, insert headings inside <p></p> tags.

Examples:

```
<bibliography>
  <archref>"A Letter from Ross Winans to the President and Board of Directors of the Baltimore and
  Ohio Rail Road Co." 1857, UMBC, Special Collections: Howard HE 2791 B33 W56 1857.</archref>
  <bibref>Hall, Clayton. Baltimore Its History and Its People. Volume I- History. New York and Chicago:
  Lewis Historical Publishing Company, 1912.</bibref>
</bibliography>
```

```
<bibliography>
  <p>Publications used for this finding aid:</p>
  <bibref><ref href="http://www.fluxus.org/higgins/ken.htm">Friedman, Ken. "Dick Higgins, 1938-
  1998." Umbrella 21, no. 3/4 (December 1998): 106-9. Accessed November 18,
  2015.</ref></bibref>
  <bibref>Smith, Roberta. "Dick Higgins, 60, Innovator In the 1960's Avant-Garde." Obituary. New
  York Times, Late Edition (October 31, 1998): 16. </bibref>
  <p>Related resources:</p>
  <bibref><ref href="http://www.fluxus.org/">Fluxus Portal. Accessed November 18,
  2015.</ref></bibref>
</bibliography>
```

Use the **Find and Replace** function to replace all **ampersands (&s)** with **&**. After tagging and replacing in the text, copy and paste the list between the <bibliography> tags you just created in the EAD.

Step 7. Review Related Materials

The EAD may contain a <separatedmaterial> tag. If this tag exists, change the <p> tags around each citation to <archref></archref>. Delete any hyperlinks included.

Step 8. Add the Container List

All container list information will go between <dsc></dsc> tags. You will need to add these tags after the closing </bibliography> tag in the EAD file. If there is no bibliography, add it after the </controlaccess> tag.

In the container list file you have manually edited, copy everything between the <root></root> tags – do **not** include the <root> tags! Paste this between the <dsc> tags in the EAD file.

Step 9. Add a Maintenance Event

Be sure to add another <maintenanceevent> with the date and a brief description of the additions/edits you made.

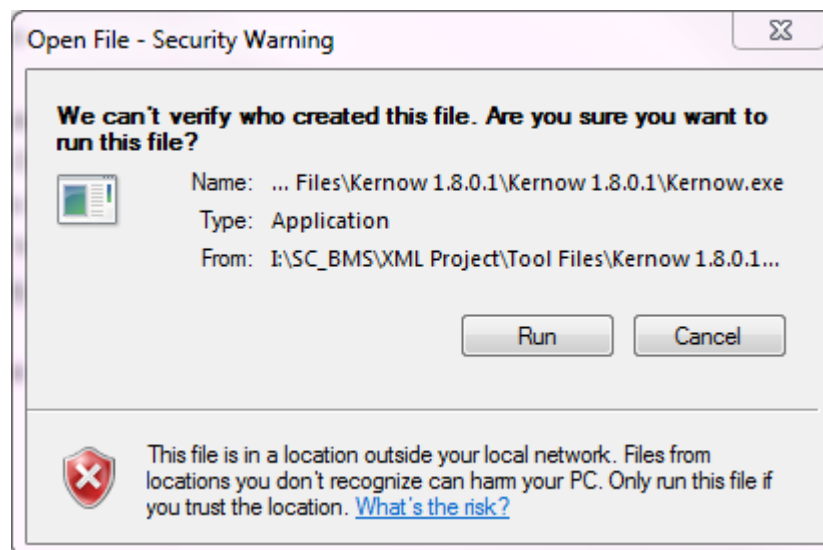
Validating EAD-XML Files

Once you have your completed EAD-XML files, the final step is to perform a validation. You can validate them using the program **Kernow**.

Note: If you are not running the tool locally and don't yet have Kernow, see Appendix C for instructions on downloading and installing this tool.

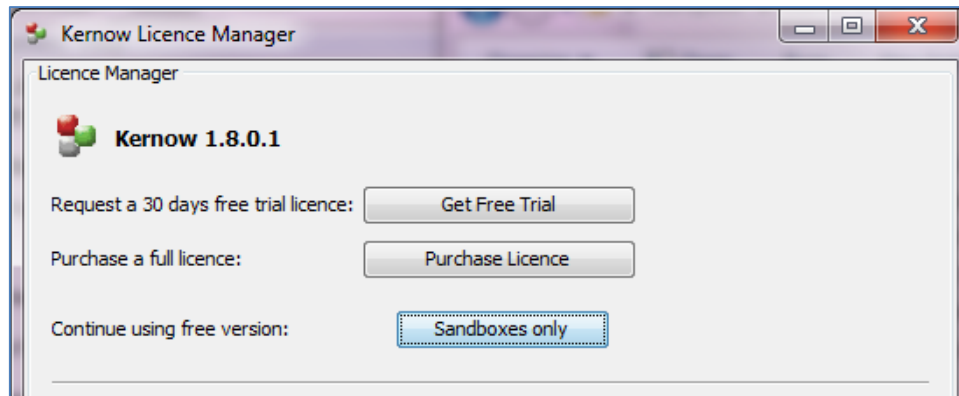
Step 1. Open the Program

Open the application “Kernow”, located in [I:\SC_BMS\XML Project\Editors & Batch Tool\](#). Select “Run” when the Security Warning window pops up.

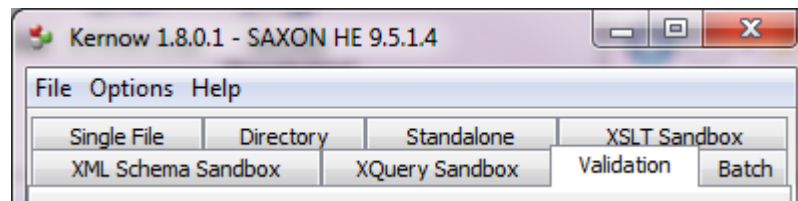


Step 2. Run the Program

A License Manager window will appear; select “Sandboxes only” to proceed.



Select the “Validation” tab at the top of the window.



Step 3. Prepare the File

Before you can validate an EAD-XML file, you must add a namespace to it.

Open the file in Notepad++ , and locate the <ead...> element; it should be on line 1 or 2.

Add an xmlns attribute to the element: xmlns="http://ead3.archivists.org/schema/"

The <ead...> element should now contain three attributes, and look like this:

```
<ead xmlns="http://ead3.archivists.org/schema/" audience="external"
relatedencoding="MARC21">
```

Save the file.

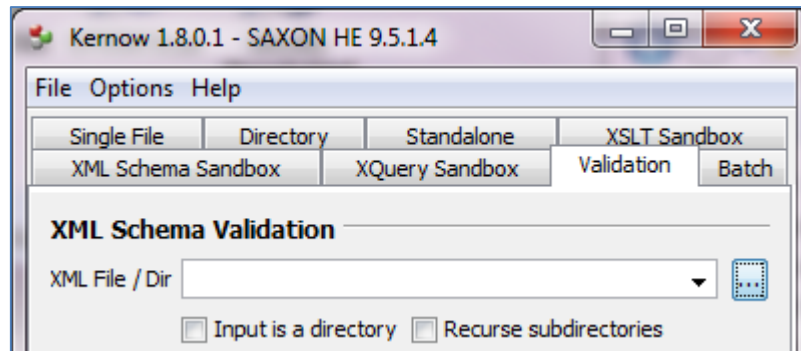
Note: When editing or validating multiple files, the Find and Replace function in Notepad++ can be particularly useful. Open all the documents you wish to edit in separate tabs. You can then use the “Find All in All Opened Documents” and “Replace All in All Open Documents” functions to search and replace across all open documents.

***You must remember to remove this attribute from the file and re-save when you are finished validating!**

Step 4. Enter Parameters

In Kernow, fill in the two “XML Schema Validation” fields.

The first field, “XML File/Dir,” will contain the EAD-XML file to be validated. Click on the “...” button next to the field to navigate to and select the EAD-XML file. Leave the two checkboxes below unchecked.

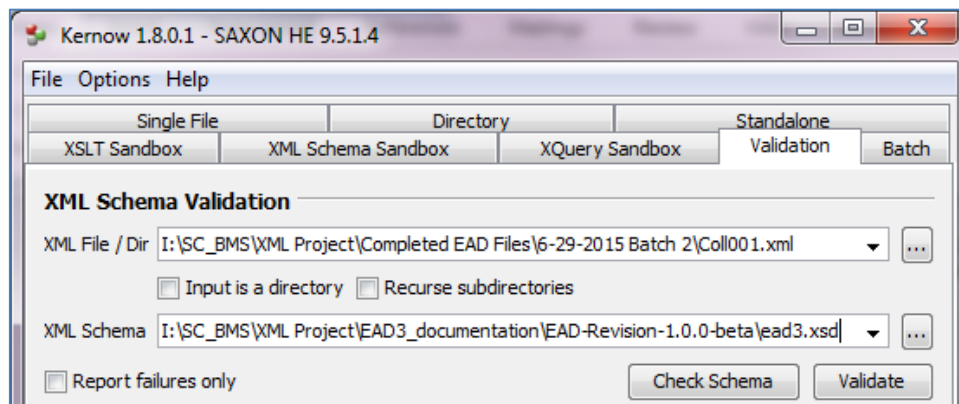


The second field, “XML Schema,” will contain a link to the schema used for validation.

If running Kernow locally, paste into this field: **I:\SC_BMS\XML Project\Validation**

Files\ead3_August2015update.xsd (this file name may change based on when it is updated).

If you are not running the tool from a Special Collections computer and need the EAD3 validation files, see Appendix C to learn how to find and download them. Then, paste the location of the **ead3.xsd** file you have downloaded into this field in Kernow.



Step 5. Validate

Click the “Validate” button beneath the second field. You cannot “Check Schema” in sandbox mode. A progress bar will indicate progress, and all errors will appear in the white box at the bottom of the window.

You can validate multiple documents at once by clicking the “Input is a directory” checkbox and choosing the folder containing your files. However, when validating a batch, the tool only reports whether the file validated or not; it does not provide details on each error. You will then need to enter each failed file into the validator individually to get detailed information on the cause of the error.

After validation, be sure to remove the namespace you added in step 3 and re-save.

Making EAD-XML records accessible

Transforming EAD-XML into HTML/PHP

To transform the EAD-XML files into HTML/PHP for web display, you must use the HTML transformation tool.

Step 1. Open the Tool

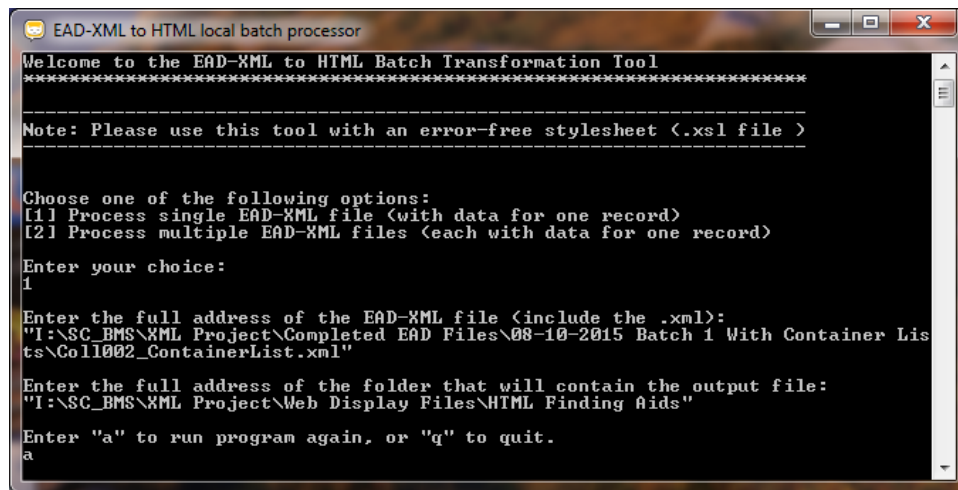
Open the “EAD-XML to HTML batch processor” application located here: I:\SC_BMS\XML Project\Editors & Batch Tool and select “Run” when the Security Warning box appears.

Step 2. Run the Tool

Choose the option you want from the menu and hit **Enter**.

Drag either the address of the single EAD-XML file (including .xml extension) or the folder that contains the multiple XML files into the tool window. Hit **Enter**.

Drag/enter the address of the folder where you would like to store the resulting PHP files (for this project, you should store PHP finding aids in [I:\SC_BMS\XML Project\Web Display Files\HTML-PHP Finding Aids](#)). Hit **Enter**. Your window should look like the figure below.



Creating PDF files from the EAD Finding Aids

To create a PDF version of a PHP finding aid, print the page to PDF from a browser and allow a CSS print stylesheet to style it for offline/printed viewing.

Step 1. Open the PHP finding aid in Firefox

Note: Chrome does not include the necessary print options.

Step 2. Set up Page Options

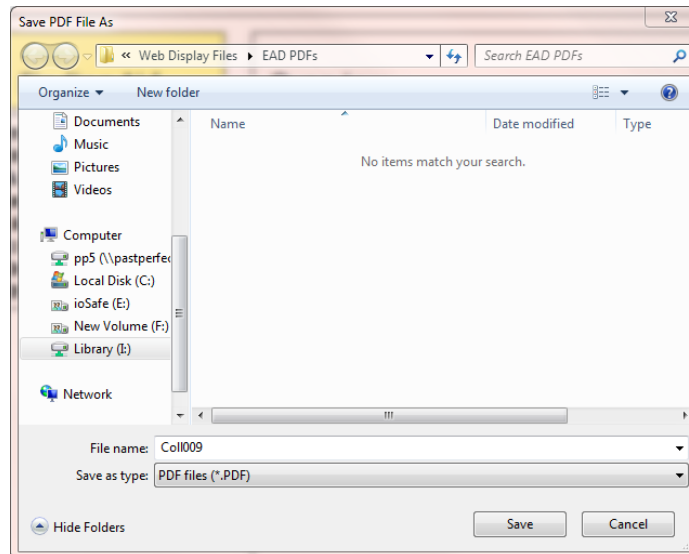
Go to the dropdown menu and choose "Page Setup..." (under the "Print" option). Select the Margins & Header/Footer tab. In the "Headers & Footers" dropdown menus, add "Title" to the left header, and "Page # of #" to the right footer, and click ok to save the settings.

Step 3. Use the Print Function

Hit **Ctrl + P** to bring up the "Print" window. In the "Name" field, select "Adobe PDF," and click ok.

Step 4. Save the PDF

When the "Save PDF File As" window pops up, navigate to I:\SC_BMS\XML Project\Web Display Files\EAD PDFs, name the file "Coll" followed by the three digit collection number, (ex. Coll001), and hit "Save."



Posting XML, PHP, PDF, and image files to the web server

This can only be completed by a staff member with permission to access the web server.

Images: save all image files to X:\prod\htdocs\speccoll\img

PHP

1. Save all PHP files to X:\prod\htdocs\speccoll\findingaids. If you are editing or revising a PHP file, save a local copy and make the changes. Once the changes have been finalized, save the file to the web server.
2. Add or update the link on X:\prod\htdocs\speccoll\findingaids\index.php
 - a. Example: `<p>Philip M. Wagner papers, Collection 1</p>`
3. The finding aid may also be linked from a subject specific page, including University Archives, Center for Biological Sciences, Maryland History, and Science Fiction.

XML: Save all final EAD-XML files to X:\prod\htdocs\speccoll\findingaids\ead. If you are editing or revising the EAD file, save a local copy and make the changes. Once the changes have been finalized, save the file to the web server.

PDF: Save all final EAD-XML files to X:\prod\htdocs\speccoll\findingaids\ead. If you are editing or revising the EAD file, save a local copy and make the changes. Once the changes have been finalized, save the file to the web server.

APPENDIX A. Field descriptions

The field descriptions below have been written specifically for the Archives module within PastPerfect for the creation of single level records: collections, accession or item level. Refer to DACS (2013) as directed. Mapping requirements to PastPerfect Online, EAD-XML, and MARC-XML is also listed. The “description level” section identifies when a field is **required**, **optional**, **not in use**, or completed by **staff only**. Content that is hard coded into the EAD-XML file are described at the end of this appendix.

Collection title

PastPerfect field	Guidelines/Rules	Description level
Collection <collection>; may be repeated from Title.	DACS: 2.3 Title (Required)	Collection - Required
PastPerfect screen location	The title is assigned by the archivist or librarian. In collection level records, it will be the same as the Title field. Do not include sub-collection (such as University Archives); these are included in the citation. Do not use publication capitalization rules like capitalizing all words in the title.	Accession - Required
Main		Item - Required
Description		Include in export?
The title of the full collection only - not a series, folder or item.		No
Example	EAD tag	MARC field
Philip M. Wagner papers	n/a	n/a

Unique identifier

PastPerfect field	Guidelines/Rules	Description level
Object ID <objectid>	DACS: 2.1.3 Local Identifier (Required)	Collection - Required
PastPerfect screen location	For collection level records the format should be Coll###. Accession level should use the accession number. Assigned by the archivist or librarian.	Accession - Required
Main		Item - Required
Description		Include in export?
The unique identifier for the record; it cannot be repeated in multiple catalog records.		PastPerfect Online, EAD
Example	EAD tag	MARC field
Coll045. UARC 2015-04. P2015-45.	1) <control><recordid>Coll001</recordid>; 2) <archdesc><did><unitid countrycode="us" repositorycode="mdubc">Coll001</unitid>	n/a

Object name

PastPerfect field	Guidelines/Rules	Description level
Object Name	DACS: n/a	Collection - Required
PastPerfect screen location	Select the material format of the accession - use the authority file! If you cannot find an appropriate term, see the Archivist; the authority file can be expanded to include other terms using the AAT. For general archival collections, suggested terms are Personal papers or Records.	Accession - Required
Main		Item - Required
Description		Include in export?
	The term selected also displays in the Lexicon screen.	No

A required field in PastPerfect to describe the physical format of the material being described.		MARC field
Example	EAD tag	n/a
Personal papers	n/a	

Previous identifier

PastPerfect field	Guidelines/Rules	Description level
Other # or Old #	DACS: n/a	Collection - Optional
PastPerfect screen location	Use for previous ID numbers. This may be used for some pre-1998 MSS accession numbers that have been re-assigned as UARC collections. Special Collections staff will provide if available.	Accession - Optional
Main		Item - Optional
Description		Include in export?
Previous or supplemental identifier		No
Example	EAD tag	MARC field
MSS 1991-02	n/a	n/a

Date range

PastPerfect field	Guidelines/Rules	Description level
Date <date>	DACS: 2.4 Date (Required)	Collection - Required
PastPerfect screen location	This identifies only the creation date(s) of the collection, no other types of dates. This field can accommodate multiple formats of dates, use DACS for formatting. Inclusive dates are required; inclusive dates include the earliest and the latest date included in the full collection. Bulk dates are optional; bulk dates are the earliest and latest dates of the majority of the collection, excluding any misleading or outlying dates. If a bulk date is included, separate from the inclusive date with a semi-colon.	Accession - Required
Main		Item - Required
Description		Include in export?
Creation dates of the materials included in the collection.		PastPerfect Online, EAD, MARC
Example	EAD tag	MARC field
1) January 3, 1990 2) 1990 3) 1850-2001; bulk 1990-2001 4) circa 1980	<archdesc><did> <unitdate type="inclusive" encodinganalog="245\$f">1839-1995</unitdate> <unitdate type="bulk" encodinganalog="245\$g">bulk 1942-1989</unitdate>	245 \$f inclusive dates, \$g bulk dates

Early inclusive date

PastPerfect field	Guidelines/Rules	Description level
Year Range <earlydate>	DACS: 2.4 Date (Required)	Collection - Required
PastPerfect screen location	Four digit year only. Should match the year listed as the earliest inclusive date in the Date field. If the entire collection was created in the same year, enter the same year in both the early and late inclusive date fields.	Accession - Required
Main		Item - Required
Description		Include in export?
First inclusive date, i.e. the date of the oldest item in the collection.		PastPerfect Online, EAD, MARC
		MARC field
		008 bytes 07-10

Example	EAD tag	
1910	<unitdatestructured unitdatatype="inclusive"> <daterange><fromdate>1839</fromdate><todate>YYYY</todate></daterange></unitdatestructured>B132	

Late inclusive date

PastPerfect field	Guidelines/Rules	Description level
Year Range thru <latedate>	DACS: 2.4 Date (Required)	Collection - Required
PastPerfect screen location	Four digit year only. Should match the year listed as the latest inclusive date in the Date field. If the entire collection was created in the same year, enter the same year in both the early and late inclusive date fields.	Accession - Required
Main		Item - Required
Description		Include in export?
Latest inclusive date, i.e. the date of the item with the latest date in the collection.		PastPerfect Online, EAD, MARC
Example		MARC field
2004	<unitdatestructured unitdatatype="inclusive"> <daterange><fromdate>YYYY</fromdate><todate>1995</todate></daterange></unitdatestructured>	008 bytes 11-14

Catalog record creation

PastPerfect fields	Guidelines/Rules	Description level
Catalog Date and Cataloged by	DACS: n/a	Collection - Required
PastPerfect screen location	For date, use MM/DD/YYYY format. This can be populated by pressing F5. For Cataloged by, enter Lastname, Firstname.	Accession - Required
Main		Item - Required
Description		Include in export?
Record the person and date that the PastPerfect record was created.		No
Example		MARC field
05/05/2008; Loeper, Lindsey	n/a	n/a

Collection or item status

PastPerfect fields	Guidelines/Rules	Description level
Status Date, Status by, and Status	DACS: n/a	Collection - Required
PastPerfect screen location	For date, use MM/DD/YYYY format. This can be populated by pressing F5. For Status by, enter Lastname, Firstname. Select Status from controlled vocabulary (F7). Default should be "Unprocessed." Enter this only if you have physically evaluated the materials (i.e. do not fill in if you are entering in old record information). It is REQUIRED if you have evaluated the materials yourself. If a collection appears to have sensitive materials, mark as "Restricted" and notify the Archivist.	Accession - Required
Main		Item - Required
Description		Include in export?
The status of the collection or item		No
Example		MARC field
		MARC field
		n/a

05/05/2008; Loeper, Lindsey; Processed	n/a	
--	-----	--

Abstract

PastPerfect field	Guidelines/Rules	Description level
Scope and Content/Abstract <descrip>	DACS: 3.1 Scope and Content (Required)	Collection - Required
PastPerfect screen location	A general, concise abstract of the materials being described. Some information included in the Abstract may be duplicated elsewhere in the catalog record, such as dates covered, material formats, subject topics, personal or corporate names, geographical locations, etc. - a good catalog record will include this information in all appropriate locations. Duplication is not required; duplicating exact extent and date information for unprocessed or expanding collections is discouraged. For processed collections, be sure that all search terms are included in the Abstract. This field is keyword searchable on all platforms. Although this field is titled Scope and Content in PastPerfect, this is NOT the scope and content note used in our finding aids. This field is used for the Abstract only.	Accession - Required
Archive > Identity Statement		Item - Required
Description		Include in export?
An overview or brief description about the materials being described.		PastPerfect Online, EAD, MARC
Example		MARC field
Files documenting Philip Wagner's career as a freelance columnist, writer and editor for the Baltimore Sun, and founder of Boordy Vineyard. Includes correspondence, manuscripts, clippings, research files, case files, publications, diaries, notes and photos. Significant correspondents represented are: Alfred Knopf, H.L. Mencken, Knowles Ryerson, Knud Meister, Ann Duchene, Lord Winster.	EAD tag <did><abstract encodinganalog="520\$a"></abstract>	520\$a

Title

PastPerfect field	Guidelines/Rules	Description level
Title <title>	DACS: 2.3 Title (Required)	Collection - Required
PastPerfect screen location	For archival collections being described in PastPerfect, this will be the title of the collection. The title is assigned by the archivist or librarian. In collection level records, it will be the same as the Collection field. Do not include sub-collection (such as University Archives); these are included in the citation. Do not use publication capitalization rules like capitalizing all words in the title.	Accession - Required
Archive > Identity Statement		Item - Required
Description		Include in export?
A title is the official name of the entity being described. This could be a collection, series, folder, or specific item.		PastPerfect Online, EAD, MARC
Example		MARC field
Philip M. Wagner papers	EAD tag 1)<filedesc><titlestmt><titleproper>Title</titleproper> 2) <archdesc>.. <unittitle>Title</unittitle>	245\$a (required)

Level of description

PastPerfect field	Guidelines/Rules	Description level
-------------------	------------------	-------------------

Multilevel Linking Level of Description <level>	DACS: 1 Level of Description	Collection - Required
PastPerfect screen location	All collection level records should have "collection" selected for this field because this is a required field in EAD. Optional for accession or item level records. Select from the controlled vocabulary in the dropdown menu: collection, series, subseries, file, or item. These terms are from the description of the <archdesc> field in EAD.	Accession - Optional
Archive > Identity Statement		Item - Optional
Description		Include in export?
The level within the collection that is being described.		EAD
Example		MARC field
collection	<archdesc level="collection">	n/a

Extent

PastPerfect field	Guidelines/Rules	Description level
Extent and Medium of the Unit of Description (Quantity, Bulk, or Size) <extent>	DACS: 2.5 Extent (Required)	Collection - Required
PastPerfect screen location	Should include both quantity and extent in the statement. In the example "8 boxes," 8 is the quantity and boxes is the extent. For collection level records, use two parallel statements: quantity of boxes and amount of linear feet (format: # boxes (# linear feet)). For collection level records, having both the quantity of boxes and the linear footage is required. Representing linear feet in .25 increments is preferred. Additional measures of extent may be included in accession or item level records if appropriate for that level of description, such as the number of prints or the digital storage space for electronic records. For collection level records, these additional measures could be included as description in the Abstract, but they are not required.	Accession - Required
Archive > Identity Statement		Item - Required
Description		Include in export?
The physical size of the collection or the number of items in the collection/series, etc.		PastPerfect Online, EAD, MARC
Example		MARC field
8 boxes (9.35 linear feet)	EAD tag <physdesc encodinganalog="300\$a\$f">8 boxes (9.35 linear feet)</physdesc> <physdescset> <physdescstructured coverage="whole" physdescstructuredtype="carrier"> <quantity>8</quantity> <unitttype>boxes</unitttype> </physdescstructured><physdescstructured coverage="whole" physdescstructuredtype="spaceoccupied"> <quantity>9.35</quantity><unitttype>linear feet</unitttype></physdescstructured></physdescset>	300 \$a extent, \$f type of unit

Main creator

PastPerfect field	Guidelines/Rules	Description level
Name of Creator <creator>	DACS: 2.6 Name of Creator(s) (Required, If Known)	Collection - Required
PastPerfect screen location	The main creator may be a person, a family, a department, or an organization/association. For an organization's records, use that organization as the creator unless the records all originated with one officer/administrator. In this field you can only enter one entry.	Accession - Required
Archive > Context		Item - Required
Description	This is a controlled vocabulary field called Artist/Author/Creator/Photographer in PastPerfect. In PastPerfect press F7 to view the available controlled vocabulary list. Select from this list or add to the list using a name found in LCNAF (authorities.loc.gov). If the person/organization is not	Include in export?
The name of the main person, organization, or family that made the		PastPerfect Online, EAD, MARC
		MARC field

items in the collection. There may be multiple creators; the rest will go in the Other Creators field.	included, add the name and format following the LCNAF standard. End each entry with a semi-colon (;) to assist in the data migration to EAD. From the Authority File screen, highlight the name and select the folder icon to view "more information about this entry". The source of the name should be listed in the Notes field ("lc" or "local"); if this is a new entry then you must add this information! It is required. This field should be reviewed after export to EAD to assign pers/corp/famname, and after export to MARC to assign 1XX; and to specify source of the controlled vocabulary in the EAD field (@source="lc" or @source="local").	100 - personal creator; 110 - corporate or administrative body
Example	EAD tag	
Wagner, Philip M. (Philip Marshall), 1904-;	<archdesc><did><origination><persname encodinganalog="100" relator="creator" source="lcnaf"><part>Knopf, Alfred A., 1892-1984</part></persname></origination>;<archdesc><did><origination><corpname encodinganalog="110" relator="creator" source="local"><part>Baltimore Camera Club</part></corpname></origination>	

Other creators

PastPerfect field	Guidelines/Rules	Description level
Other Creators <authorx>	DACS: 2.6 Name of Creator(s) (Required, If Known)	Collection - Optional
PastPerfect screen location	This is a controlled vocabulary field called Artist/Author/Creator/Photographer in PastPerfect. In PastPerfect press F7 to view the available controlled vocabulary list. Select from this list or add to the list using a name found in LC (authorities.loc.gov). If the person/organization is not included, add the name and format following the LCNAF standard. End each entry with a semi-colon (;) to assist in the data migration to EAD. From the Authority File screen, highlight the name and select the folder icon to view "more information about this entry". The source of the name should be listed in the Notes field (lc or local); if this is a new entry then you must add this information! It is required. This field should be reviewed after export to EAD to assign pers/corp/famname, and after export to MARC to assign 7XX; and to specify source of the controlled vocabulary in the EAD field (@source="lc" or @source="local").	Accession - Optional
Archive > Context		Item - Optional
Description		Include in export?
Other creators include people, organizations, or family members that created items included in the collection. Not the main creator/source of the archival collection but a creator of content held within the collection in some aspect.		PastPerfect Online, EAD, MARC
Example		MARC field
Wagner, Philip M. (Philip Marshall), 1904-;	<archdesc><controlaccess><persname encodinganalog="700" source="lcnaf" relator="creator"><part>Knopf, Alfred A., 1892-1984;</part></persname></controlaccess>;<archdesc><controlaccess><corpname encodinganalog="710" source="local" relator="creator"><part>Baltimore Camera Club;</part></corpname></controlaccess>;	700 personal creator; 710 corp or admin body.

Biographical or historical note

PastPerfect field	Guidelines/Rules	Description level
Administrative / Biographical History <admin>	DACS: 2.7 Administrative/Biographical History (Optimum)	Collection - Required
PastPerfect screen location	Biographical note refers to history of person or family; administrative or historical note used for corp/organization. A brief, one paragraph entry is useful for collection level records. This field is keyword searchable on all platforms; be concise and consider how users would be searching for this record in the catalog. Include birth/death or founding dates, key events, achievements, notable geographical locations, etc - see DACS 2.7 for guidance. NOTE: The biographical note or historical note included in the full finding aid should be more extensive than the brief version	Accession - Optional
Archive > Context		Item - Optional
Description		Include in export?
This section provides historical/contextual		PastPerfect Online, EAD, MARC
		MARC field

information about the person, organization, or general topic that is the focus of the collection.	included in the collection level records. The format of the Historical or Biographical Note may be narrative or a timeline. Resources used to construct the Note should be cited and listed either at the end of the Note or as part of a larger bibliography included in the finding aid.	545_0 \$a (bio); 545_1 \$a (admin)
Example	EAD tag	
Editor for Baltimore Sun and Baltimore Evening Sun; syndicated columnist; founder of Boordy Vineyard; author of books on viticulture and H.L. Mencken.	<archdesc> <bioghist encodinganalog="545\$a"> <p>Editor for Baltimore Sun and Baltimore Evening Sun; syndicated columnist; founder of Boordy Vineyard; author of books on viticulture and H.L. Mencken.</p></bioghist>	

Processing information

PastPerfect field	Guidelines/Rules	Description level
Archival history <custodial>	DACS: 7.1.8 Processing information	Collection - Required
PastPerfect screen location	Outline processing and preservation work carried out on collection. Include why certain processing decisions were made, i.e. due to the materials' condition, donor's wishes, etc. This information helps clarify unconventional aspects of the finding aid that may impact interpretation of the materials. Should include a description about the condition and arrangement of the materials upon donation, existence of original order, and any arrangement or processing decisions made that would have altered this original order. Include the names of people that worked on the collection, including volunteers, student assistants, staff, archivists, librarians etc. and the approximate dates or semesters that the work was done. This field corresponds to the Processing Information found in the collection's finding aid (if there is one); you can copy and paste that information into this field.	Accession - Optional
Archive > Context		Item - Optional
Description		Include in export?
Actions taken by creator, archivist, or other during processing.		PastPerfect Online, EAD
Example		MARC field
The manuscripts were found in a somewhat disordered state and in generally fair condition. The collection had been previously sorted so that the original order was not entirely clear but there appeared to be distinct divisions in the materials between those documents created during Wagner's work for the Sun and those resulting from either his work as a free lance writer or his founding and running of Boordy Vineyards. As such it seemed best to arrange them into these three primary series. The collection was processed by Marcia Frank Peri, December 1997.	EAD tag <archdesc><processinfo><p></p></processinfo>	n/a

Provenance and acquisition information

PastPerfect field	Guidelines/Rules	Description level
Accruals <accruals>	DACS: 5.1 Custodial History (Added Value) & 5.2 Immediate Source of Acquisition (Added Value)	Collection - Required
	Includes source name, date of acquisition, and information about how the materials were	Accession - Not in

	received. Confidential information is not included because this is a public record. This field corresponds to the Provenance and Acquisition Information found in the collection's finding aid (if there is one); you can copy and paste that information into this field. Item and accessional level provenance available in the accession record and should not be duplicated in the item and accession level descriptive records.	use
PastPerfect screen location		Item - Not in use
Archive > Structure		Include in export?
Description		PastPerfect Online, EAD
Provides the source (provenance) of the materials, as well as the context of the acquisition.		MARC field
Example	EAD tag	n/a
The collection was donated by Susan and Philip Wagner on January 23, 1997 and transferred from Philip Wagner's home in Riderwood, Maryland.	<archdesc><acqinfo><p></p></acqinfo>	

Arrangement

PastPerfect field	Guidelines/Rules	Description level
System of Arrangement <system>	DACS: 3.2 System of Arrangement (Added Value)	Collection - Required
PastPerfect screen location	All processed collections must have this field completed to the Series level (do not include sub-series). Include series number, series title, and inclusive dates. Unprocessed or accession level records should document any arrangement present when accessioned and/or if any arrangement work was completed when accessioned. May be used for item level records if applicable. Format as a paragraph, not a list. May also be expanded in the finding aid to include sub-series, or to display as a list, if desired. Assign series with Roman numerals and subseries with capital letters. Example: Series I. Series I.A. Series I.B. Series II. Series II.A.	Accession - Required
Archive > Structure		Item - Optional
Description		Include in export?
Outlines how the collection or materials being described are currently organized.		PastPerfect Online, EAD, MARC
Example		MARC field
Organized into three series: Series I. Personal, 1839-1994. Series II. Sun Papers, 1927-1995. Series III. Boordy Vineyard, 1933-1995.	<archdesc><arrangement encodinganalog="351\$a"><p>Organized into three series: Series I. Personal, 1839-1994. Series II. Sun Papers, 1927-1995. Series III. Boordy Vineyard, 1933-1995.</p></arrangement>	351 \$a

Access conditions

PastPerfect field	Guidelines/Rules	Description level
Conditions Governing Access <access>	DACS: 4.1 Conditions Governing Access (Required)	Collection - Required
PastPerfect screen location	List information about the availability of the materials and whether or not there are any restrictions on accessing them. Processing archivist or librarian will provide. If there are no restrictions or access issues, state: No restrictions. Describe any restrictions, for instance: they are imposed by the donor or repository, the material is in fragile physical condition, the material is in on-loan, etc. Should also include the length of time restrictions will be in effect, who to contact regarding the restrictions, and if prior consent or permission is required to view the materials now. If required, list web links or e-mail addresses as plain text; do not use html.	Accession - Required
Archive > Conditions of Access and Use		Item - Required
Description		Include in export?
Information about the availability of the materials and whether or not there are any restrictions on the collection.		PastPerfect Online, EAD, MARC
		MARC field
		506_0 \$a no restrictions, 506_1

Example	EAD tag	\$a restrictions.
1) No restrictions. 2) This collection requires review by Special Collections staff prior to use by researchers. Users should submit their request to view this collection at speccoll@umbc.edu or 410-455-2353.	<archdesc><accessrestrict><p></p></accessrestrict>	

Conditions governing reproductions and use

PastPerfect field	Guidelines/Rules	Description level
Conditions Governing Reproduction / Copyright <rights>	DACS: 4.4 Conditions Governing Reproductions and Use (Added Value)	Collection - Required
PastPerfect screen location	Information should be clear and concise, and should indicate copyright status and any relevant conditions. Also includes restrictions on further uses and publication, including time periods of the restriction and who to contact regarding the restriction.	Accession - Required
Archive > Conditions of Access and Use		Item - Required
Description		Include in export?
Indicates if there are restrictions on publication, duplication, or distribution of the materials due to copyright.		PastPerfect Online, EAD, MARC
Example		MARC field
Reproductions allowed for research purposes. UMBC is the copyright owner; permission to reproduce is required.	<archdesc><userrestrict><p></p></userrestrict>	540 \$3 \$a, \$u
Reproductions allowed for research purposes. Copyright maintained by the creator.		

Language of materials

PastPerfect field	Guidelines/Rules	Description level
Language/Scripts of Material <language>	DACS: 4.5 Languages and Scripts of the Material (Required)	Collection - Required
PastPerfect screen location	Reflects languages represented in the collection materials - not the finding aid or other descriptive record. Use the 3-letter ISO 639-2b code for each language rather than its full name. The code for English is eng. A complete list of language codes is available at: http://www.loc.gov/standards/iso639-2/php/code_list.php . For visual collections with no textual language included, use "no linguistic content."	Accession - Required
Archive > Conditions of Access and Use		Item - Required
Description		Include in export?
Identifies all language(s) used or found in the collection materials		PastPerfect Online, EAD
Example		MARC field
eng	<did><langmaterial><language langcode="eng">eng</language></langmaterial>	008 bytes 35-37

Descriptive records available

PastPerfect field	Guidelines/Rules	Description level
Finding Aids <findaid>	DACS: 4.6 Finding Aids (Added Value)	Collection - Optional

	<p>Indicate if additional description is available, such as finding aids, guides, or inventories. Please note that some materials may be indexed elsewhere (ex. Baltimore Sun Index), although the majority of guides are produced in-house.</p> <p><u>If you're creating a collection level record and a finding aid is available:</u></p> <p>For EAD: this field will be removed once the full finding aid has been converted to EAD because then the field would be a circular reference to the EAD record/finding aid.</p> <p>For MARC: will point to finding aid.</p>	Accession - Optional
PastPerfect screen location		Item - Optional
Archive > Conditions of Access and Use		Include in export?
Description		PastPerfect Online, EAD, MARC
Other available descriptive records about the item or collection		MARC field
Example		555\$a
Box list available	<archdesc><otherfindaid><p>Finding aid available.</p></otherfindaid>	

Related collections elsewhere

PastPerfect field	Guidelines/Rules	Description level
Associated Material in Other Repositories <associate>	DACS: 6.3 Related Archival Materials (Added Value)	Collection - Optional
PastPerfect screen location	<p>Format as a citation of the collection. If possible, an address, reference number, or link to the related material should be provided, as well as a description of that material and its relation to the described material. This differs from related material in the same repository, as well as all duplicate materials. Also not for use for collections that cover a similar topic. The relation by creator or provenance is key.</p>	Accession - Optional
Archive > Allied Materials		Item - Optional
Description		Include in export?
Indicates the existence and location of materials located in another repository that relate to the described materials by provenance or creator.		PastPerfect Online, EAD, MARC
Example		MARC field
Philip Wagner papers, #6928. Division of Rare and Manuscript Collections, Cornell University Library.	<archdesc><separatedmaterial><p></p></separatedmaterial>	544_0\$a

Archivist

PastPerfect field	Guidelines/Rules	Description level
Archivist Name <archivist>	DACS: 8.1.5 Archivist and date (Added Value)	Collection - Required
PastPerfect screen location	<p>You must fill this field in using authority files. Use Lastname, Firstname format. For processed collections, you can use the finding aid to learn which archivist processed the collection and enter it here. For unprocessed collections, always use "Loeper, Lindsey" or name of supervising archivist.</p>	Accession - Not in use
Archive > Description Control		Item - Not in use
Description		Include in export?
The name of the archivist who processed the collection and created the finding aid.		PastPerfect Online, EAD
Example		MARC field
Peri, Marcia	<filedesc><control><titlestmt><author>Peri, Marcia</author>	n/a

Digital link

PastPerfect field	Guidelines/Rules	Description level
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Digital Link <udf21>	DACS: n/a	Collection - Optional
PastPerfect screen location	Include the title of the content that is being linked out to (so that people know what to expect if they follow the link). For example, Finding aid: [URL] and/or Digital item: [URL]. In collection level records it should only go to the accompanying online finding aid or to the collection landing page in UMBC's Digital Collections. Links to item level content in Digital Collections will go in the container list. In item level records it can link to the digital representation in the Digital Collections. Include php formatting markup (ex.) so that the link is active in PastPerfect Online.	Accession - Optional
Custom		Item - Optional
Description		Include in export?
A URL that links to a finding aid, Digital Collections records, or related public records.		PastPerfect Online, EAD, MARC
Example		MARC field
Finding aid: http://library.umbc.edu/speccoll/findingaids/coll001.php	<control><representation href="http://library.umbc.edu/speccoll/findingaids/coll001.php " localtype="PHP">Finding aid</representation>	856 \$3 \$u

Citation

PastPerfect field	Guidelines/Rules	Description level
Citation <udf22>	DACS: 7.1.5 Notes (Added Value)	Collection - Required
PastPerfect screen location	Collection name, [collecting area if applicable], Collection #, Special Collections, University of Maryland, Baltimore County (Baltimore, MD). The "Collection #" should be added without leading zeros, ex. 1 not 001. Collecting areas that should be included: University Archives, Center for Biological Sciences Archives, the Photography Collections, Maryland Traditions archives, and Science Fiction Literary Manuscripts.	Accession - Optional
Custom		Item - Optional
Description		Include in export?
Preferred citation of the collection.		PastPerfect Online, EAD, MARC
Example		MARC field
President's office records, University Archives, Collection 50, Special Collections, University of Maryland, Baltimore County (Baltimore, MD).	<archdesc><prefercite><p></p></prefercite>	524\$a

UMBC department

PastPerfect field	Guidelines/Rules	Description level
UMBC Department <udf1>	DACS: n/a	Collection - Optional
PastPerfect screen location	REQUIRED use for University Archives item, accession, and collection level descriptions only. A local search term field. You must select the department name from the authority file. If the name is not listed, check with the Archivist.	Accession - Optional
Custom		Item - Optional
Description		Include in export?
The UMBC department that is the main creator or subject		PastPerfect Online
Example		MARC field
Biological Sciences	n/a	n/a

UMBC college

PastPerfect field	Guidelines/Rules	Description level
UMBC College <udf2>	DACS: n/a	Collection - Optional
PastPerfect screen location	REQUIRED use for University Archives item, accession, and collection level descriptions only. A local search term field. You must select the college name from the authority file. Use to designate administrative area containing the UMBC department. Use this field for the larger governing body within which the office/department is assigned. The options for selection include the 3 current Colleges. For all other UMBC designations, select Administration; this includes Student Life, Provost, Library, etc. Please remember that most Centers at UMBC are governed by a College. The fifth option is University of Maryland System; use this for materials that are from other UMS schools or are from the UMS administrative body, such as the Board of Regents.	Accession - Optional
Custom		Item - Optional
Description		Include in export?
The UMBC college that is the main creator or subject		PastPerfect Online
Example		MARC field
College of Natural and Mathematical Sciences	EAD tag	n/a
	n/a	

Work Type (AAT)

PastPerfect field	Guidelines/Rules	Description level
Work Type (AAT) <udf3>	DACS: n/a	Collection - Required
PastPerfect screen location	Format of item using Getty Art and Architecture Thesaurus; broadest term and highest level is used. http://www.getty.edu/research/tools/vocabularies/aat/index.html Use controlled vocabulary (F7) and select from list. For archival collections, recommended use: 1) collections (object groupings) 2) manuscripts (document genre) 3) personal papers or 4) records (documents).	Accession - Required
Custom		Item - Required
Description		Include in export?
Physical format of the materials being described		PastPerfect Online
Example		MARC field
photographs	EAD tag	n/a
	n/a	

MARC-XML Material Code

PastPerfect field	Guidelines/Rules	Description level
MARC-XML Material Code <udf9>	DACS: n/a	Collection - Required
PastPerfect screen location	This code is used in the MARC record for Aleph. It records the general format of the collection. Use ARCV for archival record collections from organizations. Use MSS for personal paper collections. Completed by Special Collections archivist or librarian during final review.	Accession - n/a
Custom		Item - n/a
Description		Include in export?
Code for the type of collection format being described		MARC
Example		MARC field
ARCV	EAD tag	Local Aleph code
	n/a	

MARC-XML Collection Code

PastPerfect field	Guidelines/Rules	Description level
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MARC-XML Collection Code <udf10>	DACS: n/a	Collection - Required
PastPerfect screen location	This code is used in the MARC record for Aleph. It records the general subcollection name.	Accession - n/a
Custom	<ul style="list-style-type: none"> SPARC = University Archives SPBSA = Center for Biological Sciences Archives SPMSS = Manuscripts and personal papers SPHIG = Dick Higgins Collection 	Item - n/a
Description	Completed by Special Collections archivist or librarian during final review.	Include in export?
Code for the general subcollection		MARC
Example	EAD tag	MARC field
SPARC	n/a	Local Aleph code

OCLC record number

PastPerfect field	Guidelines/Rules	Description level
OCLC Record <udf 11>	DACS: n/a	Collection - Staff only
PastPerfect screen location	Will be provided by BMS department after the MARC record has been completed.	Accession - Not in use
Custom		Item - Not in use
Description		Include in export?
Unique identifier for MARC record in Aleph/OCLC		No
Example	EAD tag	MARC field
(OCoLC)44110934	n/a	035

Date completed for web

PastPerfect field	Guidelines/Rules	Description level
Completed for web <udf18>	DACS: n/a	Collection - Staff only
PastPerfect screen location	Enter MM/DD/YYYY when the collection level record is approved and made available through PastPerfect Online. A Special Collections Archivist or Librarian will fill this in after reviewing the collection level record.	Accession - Not in use
Custom		Item - Not in use
Description		Include in export?
Date the record was approved to be displayed to the public		No
Example	EAD tag	MARC field
04/06/2010	n/a	n/a

Publish to PastPerfect Online

PastPerfect field	Guidelines/Rules	Description level
Include in Web Export <webinclude>	DACS: n/a	Collection - Staff only
PastPerfect screen location	This option should only be selected by a Special Collections Archivist or Librarian after reviewing the collection level record.	Accession - Not in use
A checkbox located in the bar along bottom of screen		Item - Not in use
		Include in export?
		PastPerfect Online

Description		
Select to make the record publicly available through PastPerfect Online		MARC field
Example		n/a
	EAD tag	
	n/a	

Condition

PastPerfect field	Guidelines/Rules	Description level
Condition, Date, by	DACS: n/a	Collection - Required
PastPerfect screen location	For unprocessed collections, required at accession level only. Enter date mm/dd/yyyy, and your name Lastname, Firstname. Select Condition from drop-down only! Choose from the following options: 1) <u>No conservation needed</u> : Materials are in appropriate housing and in good condition. 2) <u>Minor conservation required</u> : This includes conservation that is done during normal processing such as storing materials in acid-free boxes and folders or relocating oversized items to appropriate housing. 3) <u>Extensive conservation needed</u> : Collections assigned this status require conservation procedures that use a high-level of conservation skill and/or are time consuming. Examples include rehousing a large number of photographs into sleeves, flattening curled maps, creating phase boxes for more than 5 books, etc. This level of conservation can still be completed in house but may require the purchasing of specialized materials. 4) <u>Damaged or deteriorating</u> : This level of conservation may need to be sent out to an external conservation organization for repair. Examples include a ripped photograph, damaged binding in a book, or the presence of mold.	Accession - Required
Condition		Item - Required
Description		Include in export?
A general assessment of the physical condition of the materials.		No
		MARC field
Example	EAD tag	n/a
Minor conservation needed	n/a	

Condition notes

PastPerfect field	Guidelines/Rules	Description level
General Condition Notes	DACS: n/a	Collection - Optional
PastPerfect screen location	Not required. A general assessment of the condition of the materials. Note if they require conservation or if they have any particular preservation issues. Provide information on current storage materials (acid free box or folders? folded paper? rolled negatives?) and any recommended rehousing.	Accession - Optional
Condition		Item - Optional
Description		Include in export?
Explanation of the Condition Status		No
		MARC field
Example	EAD tag	n/a
Slides and negatives need appropriate storage. 2 If of newspaper clippings present. All items housed in acid free record cartons.	n/a	

Location

PastPerfect field	Guidelines/Rules	Description level
Home Location <homeloc>	DACS: 4.2 Physical Access (Added Value)	Collection - Required

	The full field description for Location is not listed here for security purposes. For complete information on this field, please see the Location Standards page on the Library wiki (log-in required): https://wiki.umbc.edu/display/library/Location+Standards . Complete in full for all records. Update if location is changed; for temporary relocations, usage, digitization, or conservation, a document removal form or call slip should be used instead. This field should always be updated from the Location screen - never from the Main screen!	Accession - Required
PastPerfect screen location		Item - Required
Location		Include in export?
Description		No
The physical location of the materials		MARC field
Example		n/a
See the Location Standards page on the Library wiki	n/a	

People

PastPerfect field	Guidelines/Rules	Description level
People <people>	DACS:	Collection - Optional
PastPerfect screen location	Include people listed in the abstract/scope and content, creator fields, and subjects. In PastPerfect press F7 to view the available controlled vocabulary list. Select from this list or add to the list using a name found in LC (authorities.loc.gov). If the person/organization is not included, add the name and format following the LCNAL standard. End each entry with a semi-colon (;) to assist in the data migration to EAD. From the Authority File screen, highlight the name and click the Biography Information button; under the Biographical Info screen view, the source of the name should be listed in the Notes field (lc or local). If this is a new entry then you must add the source information! It is required.	Accession - Optional
People Subjects Classification Search Terms		Item - Optional
Description		Include in export?
Names of any people significant related to the collection		No
Example		MARC field
Petrovich, Slobodan B.		n/a

Subjects

PastPerfect field	Guidelines/Rules	Description level
Subjects <subjects>	DACS:	Collection - Required
PastPerfect screen location	Must have at least one Subject entry. Archives and publication records should use LC (http://authorities.loc.gov); photography records can also use TGM for subjects (http://www.loc.gov/rr/print/tgm1/). Do not rely on controlled vocabulary in field – always look up your subjects! Only local terms allowed are proper names.	Accession - Required
People Subjects Classification Search Terms		Item - Required
Description	Field may include topical subjects, geographic locations, people and corporate names. Physical format of the materials should not be listed here unless it is a main topic or focus of the collection. People as subjects can include key people associated with the materials; names of the creators should go into the creator fields, not here. End each entry with a semi-colon (;) to assist in the data migration to EAD. From the Authority File screen, highlight the name and select the folder icon to view "more information about this entry". The source of the name should be here ("lc" "tgm" or "local"); if this is a new entry then you must add this information! It is required. For subjects with a format of "Name – Title of Work", the entry should also note the associated MARC field ("lc/local, MARC 700"). Do not add the source of the	Include in export?
Includes the material's key subjects categorized by personal name; corporate name; uniform title; and topical term.		PastPerfect Online, EAD, MARC
		MARC field
		6XX, 7XX (for subjects in "Name – Title of Work" format)

	name for people names; this is maintained in the People controlled vocabulary.	
Example	EAD tag	
Boordy Vineyard; Wagner, Philip M. (Philip Marshall), 1904- – Archives; Editorials – Maryland – Baltimore;	<archdesc><controlaccess><subject><part> encodinganalog="###" source="xx"><part>Wagner, Philip M. (Philip Marshall), 1904- – Archives</part></subject> [This field must be edited after export. Review subject and change access element to corpname, famname, geogname, persname, subject or other as available in EAD3. Insert MARC field number. Specify source, "lc" "tgm" or "local".]	

Local search terms

PastPerfect field	Guidelines/Rules	Description level
Search Terms <sterms>	DACS:	Collection - Not in use
	"Local" subject headings - use this for specific terms such as building names, locations, events, student group names, etc. Do not duplicate terms used in People or Subjects.	Accession - Optional
PastPerfect screen location		Item - Optional
People Subjects Classification Search Terms	For University Archives: Use the appropriate Custom fields to describe the UMBC office/department/college from which the records <i>originated</i> . UMBC departments that are topics of the records, if different from the donor, may go here.	Include in export?
Description		PastPerfect Online
Subject terms not found in national thesauri	This field is not used for collection level records and may be phased out in other records. Any local search terms that seem necessary for collection level records should be included as keywords in the abstract/scope and content note.	MARC field
Example	EAD tag	n/a
	n/a	

Related PastPerfect records

PastPerfect field	Guidelines/Rules	Description level
Relations	DACS: n/a	Collection - Optional
	Add links to other catalog records from all 4 modules (Archives, Library, Photographs, Objects).	Accession - Optional
PastPerfect screen location		Item - Optional
Relations	Multiple accessions from one donor (or organization) should be linked; consider whether two accessions may eventually be processed as one collection, and if yes then you should link them using the Related tab. NOTE: you have to be out of "Edit" mode to be able to add related catalog records!	Include in export?
Description		No
Method for linking records in PastPerfect if they are related, for example of they have the same donor.		MARC field
Example	EAD tag	n/a
	n/a	

Descriptions for hardcoded EAD content

Audience [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect - EAD TEMPLATE	DACS:
PastPerfect screen location	An element of the top level <ead> field. Required for all UMBC records (although not a required element in EAD3). At this time, all EAD records are created for an external audience.
Not in PastPerfect	
Description	
Specifies if the record is for an internal or external audience.	
Example	EAD tag
external	<ead audience="external" relatedencoding="MARC21">

Related encoding [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS:
PastPerfect screen location	An element of the top level <ead> field. Specifies the MARC schema that corresponds to specific MARC field numbers listed throughout the EAD record in @encodinganalog. Required for all UMBC records (although not a required element in EAD3).
Not in PastPerfect	
Description	
MARC schema used by UMBC	
Example	EAD tag
MARC21	<ead audience="external" relatedencoding="MARC21">

ISO standards [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS:
PastPerfect screen location	Set elements list the ISO standards used to supply codes for countries, dates, languages, repositories, and scripts. Even if they are not used in the record (for example, scripts are not frequently specified) these elements should still be listed here.
Not in PastPerfect	
Description	
ISO standards used in record	
Example	EAD tag
See EAD tag field	<control countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b" repositoryencoding="iso15511" scriptencoding="iso15924">

EAD-XML file status [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS:
PastPerfect screen location	This field specifies if the EAD-XML file is new, revised, or other; see the EAD3 documentation for other values. This field with @value are both required by EAD3. All EAD records are created with the @value="new". If/when changes are made to the record - aside from those that are done to complete the record as outlined in the description manual (such as finalizing subject fields) - then the status should be changed to revised.
Not in PastPerfect	
Description	
Status of the EAD-XML file	
Example	EAD tag
See EAD tag field	<control><maintenancestatus value="new"/>

Country code [EAD TEMPLATE]

PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS: 2.1.5 Country Identifier
PastPerfect screen location	All collections described at UMBC are held by UMBC in the United States. Use ISO 3166-1 for two digit country code (as specified in ISO standards field description). This is a not a required element in EAD3 but is included in all UMBC records. .
Not in PastPerfect	
Description	
Home country of repository	
Example	
us	<control><maintenanceagency countrycode="us">; <unitid countrycode="us" repositorycode="mdubc">Coll001</unitid>

Repository code [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS: 2.1.4 Repository Identifier
PastPerfect screen location	All collections described by UMBC. Use ISO 15511 for repository code (as specified in ISO standards field description). This is a not a required element in EAD3 but is included in all UMBC records.
Not in PastPerfect	
Description	
Repository that created and published the EAD collection level record and finding aid	
Example	
mdubc	<control><maintenanceagency countrycode="us"><agencycode>mdubc</agencycode>; <unitid countrycode="us" repositorycode="mdubc">Coll001</unitid>

Repository name [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS: 2.2 Name and Location of Repository (Required)
PastPerfect screen location	All collections described by UMBC. This is a required field in EAD3.
Not in PastPerfect	
Description	
Repository that created and published the EAD collection level record and finding aid	
Example	
University of Maryland, Baltimore County (UMBC)	<control><maintenanceagency><agencyname>University of Maryland, Baltimore County (UMBC)</agencyname>

Convention declaration [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS:
PastPerfect screen location	For the archival collections, UMBC Special Collections uses "Describing Archives: A Content Standard," second edition. It is also called DACS. This should be updated if a new convention is adopted but the records should refer to the version used to create the record (meaning, do not change this field in old records unless you revise the record to comply with the new descriptive rules).
Not in PastPerfect	
Description	
The descriptive rules used to create the record	
Example	
	EAD tag

See EAD tag field	<control><conventiondeclaration><abbr>DACS</abbr><citation lastdatetimedverified="2015-02-24" href="http://www2.archivists.org/standards/DACS">Describing Archives: a Content Standard</citation></conventiondeclaration>
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Local convention declaration [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS:
PastPerfect screen location	This is for an local descriptive guides. For the archival collections, UMBC Special Collections uses the Archives Processing Manual. The template should be updated if a new convention is adopted, but the records should refer to the version used to create the record (meaning, do not change this field in old records unless you revise the record to comply with the new descriptive rules).
Not in PastPerfect	
Description	
Any local descriptive rules used to create the record	
Example	EAD tag
See EAD tag field	<control><localtypedeclaration><citation lastdatetimedverified="2015-02-24" href="https://wiki.umbc.edu/display/library/Special+Collections+Procedures?preview=/11437110/11731403/UMBCProcessing_Description.pdf">Archives Processing Manual: Description (2012)</citation><descriptivenote><p>The processing manual used in Special Collections for all descriptive platforms, including PastPerfect.</p></descriptivenote></localtypedeclaration>

Maintenance event [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS:
PastPerfect screen location	This field tracks any work done to the EAD record such as creating the record, editing content, deleting the record, etc. It is repeatable! The first entry should show the export from PastPerfect (<eventtype value="derived"/>) and is included in the template; you will need to update the <eventdatetime> after export OR update it in the template prior to a batch export. Subsequent entries should be added to the EAD record when changes or additions are made, for example if a container list is added.
Not in PastPerfect	
Description	
Tracks any work done to the EAD record	
Example	EAD tag
See EAD tag field	<control><maintenancehistory><maintenanceevent><eventtype value="derived"/><eventdatetime>2015-02-24</eventdatetime><agenttype value="machine"/><agent>Computer</agent><eventdescription>Conversion from PastPerfect.</eventdescription></maintenanceevent>

Level of Description [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Multilevel Linking Level of Description <level>	DACS: 1 Level of Description
PastPerfect screen location	This corresponds to the level of description field in PastPerfect. Because it is the same for all records, the content has been added to the template.
Archive > Identity Statement	
Description	
The level within the collection that is being described.	

Example	EAD tag
collection	<archdesc level="collection">
Repository address [EAD TEMPLATE]	
PastPerfect field	Guidelines/Rules
Not in PastPerfect	DACS: 2.2 Name and Location of Repository (Required)
PastPerfect screen location	All collections described at UMBC are held by UMBC in the United States.
Not in PastPerfect	
Description	
Name and address of the repository that maintains intellectual access to the collection material	
Example	EAD tag
See EAD tag field	<archdesc><did><repository><corpname><part>University of Maryland, Baltimore County</part></corpname><address><addressline>Albin O. Kuhn Library and Gallery</addressline><addressline>UMBC</addressline><addressline>1000 Hilltop Circle</addressline><addressline>Baltimore, MD 21250</addressline> <addressline>410-455-2353</addressline> <addressline>speccoll@umbc.edu</addressline> </address></repository>

APPENDIX B. Crosswalks

Crosswalks included are specific to the UMBC workflow. The field descriptions found in Appendix A include the most complete information on record creation; these crosswalks are for reference only.

Standards used:

DACS: *Describing Archives: A Content Standard*, Second Edition (DACS), 2013.

PastPerfect: Version 5.0C5. Field titles listed are all located in the Archives module.

EAD: Encoded Archival Description (EAD3, EAD-XML). Field element only; refer to field descriptions or EAD documentation for additional information.

MARC21: Field number only; refer to field descriptions or MARC documentation for additional information.

DACS to PastPerfect to EAD3

DACS	PastPerfect	EAD
1 Level of Description	Multilevel Linking Level of Description <level>	<archdesc> @level
2.3 Title (Required)	Collection <collection>	
2.3 Title (Required)	Title <title>	<titleproper>, <unittitle>
2.4 Date (Required)	Date <date>	<unitdate>
2.4 Date (Required)	Year Range <earlydate>	<fromdate>
2.4 Date (Required)	Year Range thru <latedate>	<todate>
2.5 Extent (Required)	Extent and Medium of the Unit of Description (Quantity, Bulk, or Size) <extent>	<physdesc>; <physdescset>
2.6 Name of Creator(s) (Required, If Known)	Name of Creator <creator>	<origination>
2.6 Name of Creator(s) (Required, If Known)	Other Creators <author>	<controlaccess>
2.7 Administrative/Biographical History (Optimum)	Administrative/Biographical History <admin>	<bioghist>
3.1 Scope and Content (Required)	Scope and Content/Abstract <descrip>	<abstract>
3.2 System of Arrangement (Added Value)	System of Arrangement <system>	<arrangement>
4.1 Conditions Governing Access (Required)	Conditions Governing Access <access>	<accessrestrict>
4.4 Conditions Governing Reproductions and Use (Added Value)	Conditions Governing Reproduction/Copyright <rights>	<userrestrict>
4.5 Languages and Scripts of the Material (Required)	Language/Script of Material <language>	<language> @langcode
4.6 Finding Aids (Added Value)	Finding Aids <findaid>	<otherfindaid>
5.2 Immediate Source of Acquisition (Added Value)	Accruals <accruals>	<acqinfo>
6.3 Related Archival Materials (Added Value)	Associated Material in Other Repositories <associate>	<separatedmaterial>
7.1.5 Notes (Added Value)	Citation <udf22>	<prefercite>
7.1.8 Processing information	Archival history <custodial>	<processinfo>
8.1.5 Archivist and date (Added Value)	Archivist Name <archivist>	<author>

DACS to PastPerfect to MARC

DACS	PastPerfect	MARC
2.3 Title (Required)	Title <title>	245\$a
2.4 Date (Required)	Date <date>	245\$f\$g
2.4 Date (Required)	Year Range <earlydate>	008 bytes 07-10
2.4 Date (Required)	Year Range thru <latedate>	008 bytes 11-14
2.5 Extent (Required)	Extent and Medium of the Unit of Description (Quantity, Bulk, or Size) <extent>	300\$a\$f
2.6 Name of Creator(s) (Required, If Known)	Name of Creator <creator>	1XX
2.6 Name of Creator(s) (Required, If Known)	Other Creators <author>	7XX
2.7 Administrative/Biographical History (Optimum)	Administrative/Biographical History <admin>	545_0\$a; 545_1\$a
3.1 Scope and Content (Required)	Scope and Content/Abstract <descrip>	520\$a
3.2 System of Arrangement (Added Value)	System of Arrangement <system>	351\$a
4.1 Conditions Governing Access (Required)	Conditions Governing Access <access>	506_0\$a; 506_1\$a
4.4 Conditions Governing Reproductions and Use (Added Value)	Conditions Governing Reproduction/Copyright <rights>	540\$3\$a\$u
4.5 Languages and Scripts of the Material (Required)	Language/Script of Material <language>	008 bytes 35-37
4.6 Finding Aids (Added Value)	Finding Aids <findaid>	555\$a
6.3 Related Archival Materials (Added Value)	Associated Material in Other Repositories <associate>	544_0\$a
7.1.5 Notes (Added Value)	Citation <udf22>	524\$a

APPENDIX C. Required Software and Tools

List of Required Software/Tools

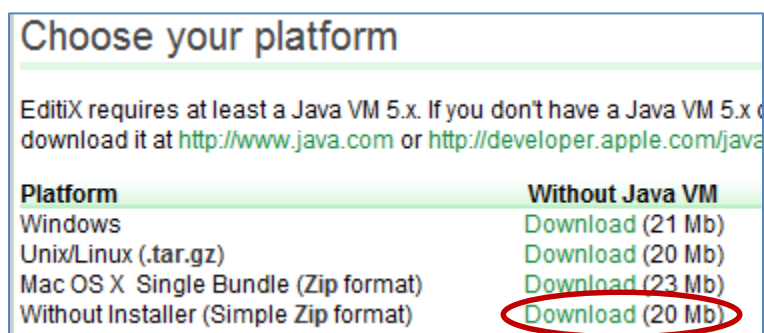
- Editix
- Saxon
- Notepad++
- Kernow
- Batch processors
- EAD3 Schema/Validation File

Editix

Step 1. Download Editix

You can download Editix here: <http://free.editix.com/download.html>

Recommended file: “Without Installer (Simple Zip format)” (Figure 1)



Platform	Without Java VM
Windows	Download (21 Mb)
Unix/Linux (.tar.gz)	Download (20 Mb)
Mac OS X Single Bundle (Zip format)	Download (23 Mb)
Without Installer (Simple Zip format)	Download (20 Mb)

Figure 1

Download the file to an easily accessible location; this will also be the location from which you will run and open the program.

Step 2. Unzip Editix

Editix does not actually need to be installed. Instead, you only need to unzip the file downloaded in step 1. To unzip, right click the file (it should be named “editix-free-2010-raw”) and select “Extract All...” from the menu (Figure 2).

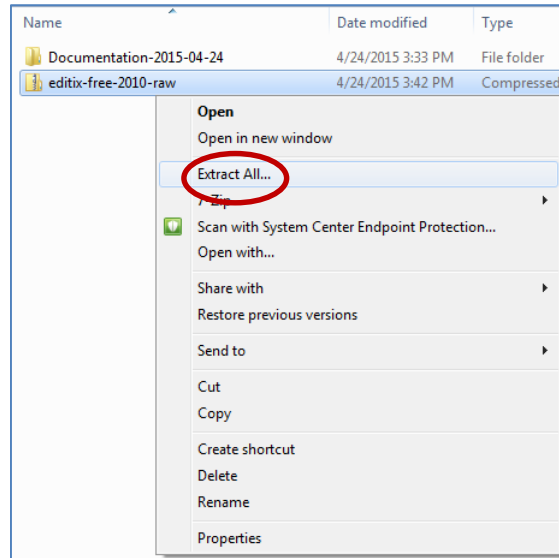


Figure 2

In the window that appears, the current location will appear in the address field. If you did not save the downloaded file in an easily accessible place in step 1, now is the time to select a new location (do so by clicking the “Browse” button and navigating there). Once satisfied with the address, click “Extract” and an unzipped folder with the same name will appear in that location.

Step 3. Run EditiX

To run the EditiX program, open the “bin” folder located inside the unzipped “editix-free-2010-raw” folder. Find and double click the Windows Batch File (.BAT) named “run” (Figure 3).

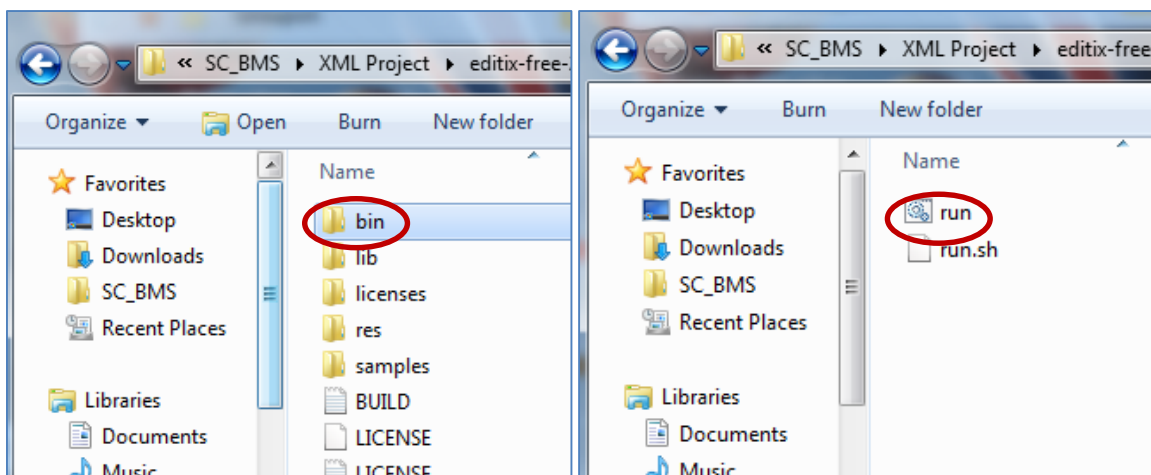


Figure 3

A command-prompt window will appear to start the program, followed by the program window. Exiting the command-prompt window will close the program, so leave it open the entire time you are working in EditiX (you can minimize it to the taskbar if need be).

Note: You can create a shortcut of the “editix.bat” file, and place it outside of the “bin” folder to make it easier to run the program. Be sure to update the shortcut if you move the original.

Saxon

Step 1. Download Saxon

You can download Saxon XSLT Processor here: <http://sourceforge.net/projects/saxon/files/>. Download the latest home edition version (you will see the acronym HE somewhere in the filename) which should be listed at the top of the page where it says “Looking for the latest version?”

Step 2. Unzip Saxon

Saxon does not actually need to be installed. Instead, you only need to unzip the file downloaded in step 1. To unzip, right click the file after it has downloaded and select “Extract All...” from the menu.

In the window that appears, the current location will appear in the address field. If you did not save the downloaded file in an easily accessible place in step 1, now is the time to select a new location (do so by clicking the “Browse” button and navigating there). Once satisfied with the address, click “Extract” and an unzipped folder with the same name will appear in that location. See screenshots in the EditiX section for examples.

Notepad++

Step 1. Download Notepad++

You can download Notepad++ from this website: <https://notepad-plus-plus.org/>. Go to the “download” section on the left of the site, and it will bring you to a page where you can download the most recent version. Click on “Notepad++ zip package” to download (you don’t want the installer, just the .zip package).

Step 2. Unzip Notepad++

Notepad++ does not actually need to be installed. Instead, you only need to unzip the file downloaded in step 1. To unzip, right click the file after it has downloaded and select “Extract All...” from the menu.

In the window that appears, the current location will appear in the address field. If you did not save the downloaded file in an easily accessible place in step 1, now is the time to select a new location (do so by clicking the “Browse” button and navigating there). Once satisfied with the address, click “Extract” and an unzipped folder with the same name will appear in that location. See screenshots in the EditiX section for examples.

Step 3. Run Notepad++

Double click the “notepad++” file inside the unzipped folder to run Notepad++. This file will be an .exe file/application.

Note: You can create a shortcut of the “notepad++.exe” file and place it elsewhere to make it easier to run the program. Be sure to update the shortcut if you move the original.

Kernow

Step 1. Download Kernow

You can download Kernow here: <http://kernowforsaxon.sourceforge.net/>. Click on the “Click here to download Kernow” link at the top of the page and it will bring you to another page with the latest version to download. Click on the green “Download” button on this page.

Step 2. Unzip Kernow

Kernow does not actually need to be installed. Instead, you only need to unzip the file downloaded in step 1. To unzip, right click the file after it has downloaded and select “Extract All...” from the menu.

In the window that appears, the current location will appear in the address field. If you did not save the downloaded file in an easily accessible place in step 1, now is the time to select a new location (do so by clicking the “Browse” button and navigating there). Once satisfied with the address, click “Extract” and an unzipped folder with the same name will appear in that location. See screenshots in the EditiX section for examples.

Step 3. Run Kernow

Double click the “Kernow” file (the application/.exe, not the .bat) inside the unzipped folder to run the program.

Note: You can create a shortcut of the “Kernow.exe” file and place it elsewhere to make it easier to run the program. Be sure to update the shortcut if you move the original.

Batch Processors

To download the batch processing tools, go to the source code on Github: <https://github.com/UMBC-Library/EAD-XML/tree/master/tools>.

Option 1: If using Chrome, right click the file and use “Save link as...” to download/save the file right to your own computer.

Option 2: Click on each tool, copy the code from the page, paste it into a Notepad++ file, and save it as a .bat file.

Option 3: Go to this link to download the whole repository as a .zip file:

<https://github.com/UMBC-Library/EAD-XML/archive/master.zip>, then unzip the file and locate/run the tools from the “tools” folder inside.

EAD3 Schema/Validation File

To download the latest EAD3 schema file for validation, go to the EAD3 page on Github: <https://github.com/SAA-SDT/EAD3>. We want to use the ead3.xsd file for this.

Option 1: If using Chrome, right click the ead3.xsd file and use “Save link as...” to download/save it right to your own computer.

Option 2: Click on the ead3.xsd file, copy the code from the page, paste it into a Notepad++ file, and save it as a .xsd file.

Option 3: Download the whole repository as a .zip file: <https://github.com/SAA-SDT/EAD3/archive/master.zip>, then unzip the file and locate the ead3.xsd file.

APPENDIX D. Bibliography

Introductory readings

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Describing Archives: A Content Standard. Chicago: Society of American Archivists, 2013. Available online at <http://files.archivists.org/pubs/DACS2E-2013.pdf>.

Dow, Elizabeth H. *Creating EAD-Compatible Finding Guides on Paper*. Lanham, Maryland: Scarecrow Press, 2005.

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Santamaria, Daniel A. *Extensible Processing for Archives and Special Collections: Reducing Processing Backlogs*. Chicago: Neal-Schuman, 2015.

Yakel, Elizabeth. "Archival Representation." *Archival Science* 3, 1 (2003): 1-25.

Key EAD resources

Encoded Archival Description (EAD Roundtable, Society of American Archivists. <http://www2.archivists.org/groups/encoded-archival-description-ead-roundtable>

Official website for EAD 2002, Library of Congress: <http://www.loc.gov/ead/>

EAD3 Tag Library, Library of Congress: <https://www.loc.gov/ead/EAD3taglib/index.html>

EAD3 EADiva.com: <http://ead3.eadiva.com/>

EAD implementation and research

Gracy, Karen F. and Frank Lambert. "Who's Ready to Surf the Next Wave? A Study of Perceived Challenges to Implementing New and Revised Standards for Archival Description." *American Archivist* 77, no. 1 (Spring/Summer 2014): 96-132.

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Introductory XML readings

Eisenberg, J. David. "Using XML." *A List Apart*. Accessed March 10, 2015, <http://alistapart.com/article/usingxml>.

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Sample EAD-XML workflows

Hidden Collections Initiative for Pennsylvania Small Archival Repositories. Accessed May 19, 2015, <https://hsp.org/historical-heritage-organizations-0/hidden-collections-initiative-for-pennsylvania-small-archival-repositories/resources-for-small-archives>.

United States Naval Academy. Sent from Archivist, 2013.

Yale University best practices: <http://www.library.yale.edu/facc/bpgs.html>

California Digital Library best practices:

http://www.cdlib.org/services/access_publishing/dsc/tools/ead_toolkit.html

Library of Congress best practices: http://www.loc.gov/rr/ead/lcp/lcp_archdesc.html