

BEST PRACTICES AND APPLICATION GUIDELINES

FOR CREATING EAD FINDING AIDS
AT THE UNIVERSITY OF MINNESOTA LIBRARIES
VERSION 2.0
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Encoded Archival Description Task Force

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INTRODUCTION

This document is designed to assist staff in the creation of EAD finding aids by providing guidance on applying and interpreting EAD standards at the University of Minnesota Libraries. In order to share data with other institutions and to participate in consortial repositories (such as RLG's Archival Resources) it is important to adhere to community standards. Following our Best Practices and Application Guidelines will ensure that University of Minnesota finding aids will conform to professional standards and will ensure that elements in the finding aids will allow for optimal searching in our union database. These guidelines are based on the RLG Best Practices Guidelines [<http://www.rlg.org/rlgead/bpg.pdf>].

This document is not intended to be a training tool for staff to learn about EAD or to learn how to encode finding aids. It is also not meant to be a complete tag library. There are numerous elements not addressed in this document that can be used to encode finding aids. Staff should refer to the EAD Version 2002 Tag Library [<http://www.loc.gov/ead/tglib/index.html>] for information on elements not addressed here, e.g. the biographical/historical note element <bioghist>.

Staff should use these guidelines in conjunction with the U of M Libraries' Minimum Requirements Template for EAD-Encoded Finding Aids, found in Appendix A of this document.

Please note: Elements and related attributes included in the following guidelines are presented in the order in which they are used in an EAD encoded finding aid. See the Index for a listing of the elements (alphabetical by tag name) addressed in this document. A hierarchical representation of "parent" tags is provided beneath most element headings, to assist the user in orienting him- or herself within the finding aid.

WORKING DEFINITIONS



Example

```
<titlestmt><titleproper encodinganalog="Title">  
Inventory of the Rufus P. Wigglesworth Papers, 1889-  
1934</titleproper></titlestmt>
```

- **Element:** a data field in the EAD structure, which represents a data element found in a finding aid. Each element is assigned a unique name and abbreviation, or EAD tag. Specifications for EAD elements are listed in the EAD Tag Library; in the example, Title Statement (represented by the tag `<titlestmt>`) and Title Proper of the Finding Aid (represented by the tag `<titleproper>`) are elements
- **Sub-element:** any element placed within another element. All elements are sub-elements, either directly or indirectly, of the Encoded Archival Description `<ead>` element; in the example, Title Proper of the Finding Aid `<titleproper>` is a sub-element of Title Statement `<titlestmt>`
- **Tag:** an abbreviation for an EAD element. Tags are enclosed by angle brackets and used to represent elements in encoding EAD finding aids. Specifications for EAD tags are listed in the EAD Tag Library; in the example, `<titlestmt>` and `<titleproper>` are tags
- **Text:** the data that goes *between* the beginning and ending tags of an element; in the example, "Inventory of the Rufus P. Wigglesworth Papers, 1889-1934" is the text
- **Attribute:** used to modify EAD elements. Attributes available for use with each element are listed in the EAD Tag Library, as are the attribute values allowed. Attributes are included *within* the angle brackets of a beginning tag for a given element; in the example, "encodinganalog" is the attribute, "Title" is the attribute value

GUIDELINES

encodinganalog Encoding Analog Attribute

The encoding analog attribute is used throughout the EAD finding aid to indicate a field or element in another descriptive encoding system to which an EAD element is comparable. For U of M finding aids, encodinganalog is used in the <eadheader> section of the finding aid to indicate the corresponding Dublin Core element, and in the <archdesc> section of the finding aid to indicate the corresponding MARC field. In most cases, these attribute values will be the same for every finding aid and can be included as part of a template. An exception is the encodinganalog value for <origination> (see the entry for <origination> for more information). The Minimum Requirements Template in Appendix A indicates the fields where encodinganalog should be used in U of M finding aids as well as the corresponding value.

<!DOCTYPE>

This is boiler-plate coding and must be included exactly as shown in the Minimum Requirements template (see Appendix A).

<eadheader> EAD Header

<ead><eadheader>

This is the first section of an EAD encoded finding aid. Most of the information in the <eadheader>, its sub-elements, and particularly its attributes, is standard and need not be changed for each finding aid. Therefore, units using a template for EAD encoding should include this information in the template so that it need not be manually entered each time.

Attributes for <eadheader>:

- ➔ audience="internal"
- ➔ langencoding="iso639-2b"
- ➔ repositoryencoding="iso15511"
- ➔ scriptencoding="iso15924"
- ➔ dateencoding="iso8601"
- ➔ countryencoding="iso3166-1"
- ➔ relatedencoding="Dublin Core"

<eadid> EAD Identifier

<ead><eadheader><eadid>

Attributes for <eadid>:

- ➔ countrycode="us"
- ➔ mainagencycode="MnU"
- ➔ publicid="-//University of Minnesota, Twin Cities::[Name of Unit]//TEXT us::MnU::[uniquefilename].xml::[Name of collection]//EN"

The `publicid` attribute value must be formed **exactly** as noted above, filling in the name of the unit, the unique file name for the finding aid, and the name of the collection in the places indicated above (without the square brackets).

Creating unique filenames:

Each document must have a unique filename. Because of the constraints of a consortial environment, it is important to follow standards when creating filenames. Please use a letter and number combination that identifies both the unit and the collection within that unit. The following letter combinations have already been established for some of the units:

-]] cbi - Charles Babbage Institute
-]] clrc - Children's Literature Research Collections
-]] mo - Minnesota Orchestra Archives
-]] pa - Performing Arts Archives (Manuscripts Division)
-]] sw - Social Welfare History Archives
-]] uarc - University Archives
-]] y - YMCA Archives

The letter combination should easily identify your collection and not duplicate something already used. Please confirm new codes with the EAD Coordinator and/or the SC/Ar Tech Services Librarian. The second part of the unique filename should be a unique number, preferably a number already used to identify the collection in a unit. The full filename has the extension `.xml`, which should be used in the `publicid` attribute (see above example). However, do not include the `.xml` extension in the text between the opening and closing `<eadid>` tags. Note that the text must have no spaces between letters and numbers (use PA12F not PA_12F). Also note that these two occurrences of the eadid number (in the `publicid` attribute and in the text of the `<eadid>` element) should be the same except for the `.xml` extension in the full filename as it appears in the `publicid` attribute. However, the `<unitid>` that appears in the `<archdesc><did>` may be in a different format than the `<eadid>`. For example, the `<eadid>` may be: `mss017` and the `<unitid>` may be `Mss 17`.



Example

```
<eadid countrycode="us" mainagencycode="MnU"
publicid="//University of Minnesota, Twin
Cities::Manuscripts Division//TEXT us::MnU::PA12F.xml::Danz
Family Collection//EN">PA12F</eadid>
```

<titleproper> Title Proper of the Finding Aid

`<ead><eadheader><filedesc><titlestmt><titleproper>`

This is the title of the finding aid, **not** the title of the collection. It may include the collection dates.



Example

```
<titleproper encodinganalog="Title">Inventory of the Rufus P. Wigglesworth
Papers, 1889-1934</titleproper>
```

```
<titleproper encodinganalog="Title">Advantage Home Inspections Records,
1995-2000. Finding Aid</titleproper>
```

<author> Author

<ead><eadheader><filedesc>><titlestmt><author>

This is the author of the finding aid.



Example

```
<author encodinganalog="Contributor">Finding aid created by Carol E.
Jenson</author>
```

```
<author encodinganalog="Contributor">Carrie Seib and Josh Knatterud-
Hubinger</author>
```

<publicationstmt> Publication Statement

<ead><eadheader><filedesc><publicationstmt>

This element refers to the "publisher" of the finding aid, i.e., University of Minnesota Libraries. It is not necessary to identify the individual unit at this point. With the exception of the year of publication for the finding aid (encoded in the <date> sub-element), the information in the <publicationstmt> is boilerplate text which can be incorporated into each unit's template.

<creation> Creation

<ead><eadheader><profiledesc><creation>

This element contains the name of the person who did the EAD encoding, which could be different from the author of the finding aid.

The <date> sub-element as used within <creation> refers to the date the EAD finding aid was created, so it will usually be the current date. The month and year are sufficient. If the finding aid encoding has been substantially revised, include this information at the end of the original date.



Example

```
<creation>EAD encoding by Christine DeZelar-Tiedman <date>June 2001, revised October
2003</date></creation>
```

<language> Language Usage

<ead><eadheader><profiledesc><language>

This element indicates the language of the *Finding Aid*, not the language of the materials in the collection. Please see <langmaterial> **Language Material** for information on describing the language of the materials in the collection.

The sub-element <language> must be used within the <language> element.

Attributes for <language>:

- langcode="eng"
- encodinganalog="English"

As the majority of finding aids at the University of Minnesota Libraries are written in English, the value of the attribute `langcode` will most often be "eng". For finding aids in other languages, use the three-letter code from the MARC Code list for languages [<http://www.loc.gov/marc/languages/langhome.html>] to identify the code for the language of the finding aid. If no one language is predominant, use "mul" (multiple). If a needed language code is not available from the MARC Code list for languages, contact the SC/Ar Technical Services Librarian for assistance.



Example

```
<language><language langcode="eng" encodinganalog="English">  
Finding Aid in English</language></language>
```


<archdesc> Archival Description

<ead><archdesc>

This is the second major section of an EAD encoded finding aid.

<did> Descriptive Identification

<ead><archdesc><did>

The **<did>** element, when used as a direct sub-element of **<archdesc>**, functions as a container for a group of elements which together provide a summary bibliographic description of the collection as a whole.

Attributes:

➔ `label="[Label for display]: "`

The label attribute should be used with all sub-elements of **<did>** to create headings for parts of the bibliographic description of a collection, e.g. Creator, Collection Title, Collection Number, etc. Display labels can also be generated by a stylesheet, but it is recommended that the `label` attribute be used whenever allowed to allow for accurate display in various union environments. To ensure correct display, the value of `label` attributes should be formatted with a colon and a space at the end.

<repository> Repository

<ead><archdesc><did><repository>

Name of unit in this form: University of Minnesota Libraries. University Archives [or other unit name]. As this will be standard for each unit, it can be incorporated into each unit's template. Unit name corresponds to "Name of Unit" in the `publicid` attribute of **<eadid>**.

Attributes:

➔ `label="Repository: " [or other appropriate label]`

➔ `encodinganalog="852$a"`

<origination> Origination

<ead><archdesc><did><origination>

Attributes:

➔ `label="Creator: " [or other appropriate label]`

Text:

<origination> is a wrapper tag that will include either **<persname>** or **<corpname>**. See examples below.

Attributes for <persname>:

- encodinganalog="100"
- role="creator" [other roles could be: compiler, collector, etc.)

Attributes for <corpname>:

- encodinganalog="110"
- role="creator" [other roles could be: compiler, collector, etc.)

The value for the role attribute for either <persname> or <corpname> should be a term from the *MARC Code List for Relators* [<http://www.loc.gov/marc/relators/relaterm.html>].

Text:

Creator names should be formed in compliance with AACR2 standards and match the form in the National Authority File (NAF). Since not everyone doing EAD encoding can be expected to know cataloging rules, use the following guidelines to formulate the name:

1. Search for the name in the Library of Congress Authority Catalog [<http://authorities.loc.gov/>]. If a matching LC Authority record is found, use that form.
2. If the name is not found there, search for the name in MnCAT [<http://www.lib.umn.edu/>]. If a heading is found in the catalog for the person or organization, use that form.
3. If no matching headings are found in the catalog, use this general format:

Personal names: Lastname, Firstname, Middle Name or Initial, birth-death dates (if readily available).



Example

```
<origination label="Creator: "><persname encodinganalog="100"
source="lcnaf" rules="aacr2" role="creator">DeZelar-Tiedman,
Christine, 1967-.</persname> </origination>
```

```
<origination label="Creator: "><persname encodinganalog="100"
source="lcnaf" rules="aacr2" role="collector"> La Grange, Walter
E.</persname></origination>
```

Corporate names: Main Company Name. Subordinate Unit Name.

Generally abbreviate the words Department (Dept.), Company (Co.), and Incorporated (Inc.), unless authority or catalog heading is found that has it spelled out.

4.



Example

```
<origination label="Creator: "><corpname encodinganalog="110"
source="lcnaf" rules="aacr2" role="creator"> International Business
Machines Corporation</corpname> </origination>
```

```
<origination label="Creator: "><corpname encodinganalog="110"
source="lcnaf" rules="aacr2" role="creator"> University of Minnesota.
Dept. of Aeronautical Engineering</corpname> </origination>
```

Headings will be verified by the cataloger when a MARC record is created for the collection. If changes to the heading form are needed, the cataloger will inform the finding aid author/encoder.

<unittitle> Title of the Unit

<ead><archdesc><did><unittitle>

Attributes:

→ label="Title: " [or other appropriate label]

Text:

Title of the collection described in the finding aid, not including the dates of the collection. Use sentence case (i.e. capitalize the first word and proper nouns only).

<unitdate> Date of the Unit

<ead><archdesc><did><unitdate>

Attributes:

→ normal="[normalized dates of the collection]"

See the RLG best practices guidelines [<http://www.rlg.org/rlgead/bpg.pdf>] p. 3-4 for information on normalizing dates (see also example below). Note that this is the only instance of the <unitdate> element where date normalization is required. Normalization of this date will allow for consistent searching of dates.

→ type="bulk" and type="inclusive"

Most collections will have a single date range, representing the inclusive date range of materials in the collection. However, some collections may also include bulk dates, indicating that a majority of the material is from a more limited time span. For collections with bulk as well as inclusive dates, *two* <unitdate> elements should be included, the first with attribute **type="inclusive"** and the second with **type="bulk"**. The label attribute should be used only in the inclusive <unitdate> element (see example below).

→ label="Dates: " [or other appropriate label]



Example

```
<unitdate normal="1915/1960" encodinganalog="245$f"
type="inclusive" label="Dates: ">1915-1960</unitdate>
```

```
<unitdate normal="1950/1960" encodinganalog="245$g"
type="bulk">(bulk 1950-1960)</unitdate>
```

<physdesc> Physical Description

<ead><archdesc><did><physdesc>

Description of the extent or size of the collection. Can be in linear feet, cubic feet, number of boxes, etc. No one format is recommended; each unit should follow their own practice. It is recommended, however, that both an indication of either linear or cubic feet and the number of containers be included, if practical. The <extent> Extent sub-element must be used within <physdesc>.

Attributes:

➔ label="Quantity: " [or other appropriate label]



Example

```
<physdesc label="Quantity: "><extent>5.3 linear ft. (6 boxes)
</extent></physdesc>
```

<abstract> Abstract

<ead><archdesc><did><abstract>

A one-sentence description of the collection; this text can also be used for the 520 field (summary note) in the corresponding MARC record.

Attributes:

➔ label="Abstract: " [or other appropriate label]

<unitid> ID of the Unit

<ead><archdesc><did><unitid>

The call number or collection number. Corresponds to the number used in the [uniquefilename], part of the publicid attribute in the **<eadid>**. Note that these two elements do not need to be formatted exactly the same. See discussion regarding **<eadid>** for clarification.

Attributes:

➔ label="Collection Number: " [or other appropriate label]



Example

```
<eadid countrycode="us" mainagencycode="MnU"
publicid="-//University of Minnesota, Twin
Cities::University Archives//TEXT
us::MnU::uarc00797.xml::Mary Ellen Chase
Papers//EN">uarc00797</eadid>
```

```
<unitid encodinganalog="099" countrycode="mnu"
repositorycode="MnU" label="Collection Number: ">797
</unitid>
```

<langmaterial> Language of the Material

<ead><archdesc><did><langmaterial>

This is the where the language(s) of the materials in the collection is/are identified. Please see **<language> Language Usage** for information on describing the language of the finding aid.

Attributes for <langmaterial>:

- label="Language: "
- encodinganalog="546"

The sub-element <language> Language must be used within <langmaterial>.

Attributes for <language>:

- langcode="[3-letter language code]"

Use the three-letter code from the MARC Code list for languages [<http://www.loc.gov/marc/languages/langhome.html>] to identify the language of the majority of the materials in the collection. The code for English is "eng". If no one language is predominant, use "mul" (multiple). If a needed language code is not available from the MARC Code list for languages, contact the SC/Ar Technical Services Librarian for assistance.

Text:

Spell out the name of the language(s), listing all that comprise a significant portion of the collection.



Example

```
<langmaterial encodinganalog="546" label="Language: "><language  
langcode="eng">English</language></langmaterial>
```

Where the majority of the material is in English:

```
<langmaterial encodinganalog="546" label="Language: "><language  
langcode="eng">English, with some material in French and Latin</language>  
</langmaterial>
```

Where two languages are used roughly equally:

```
<langmaterial encodinganalog="546" label="Language: "><language  
langcode="mul">Russian and Ukrainian</language></langmaterial> [the Russian  
and Ukrainian components of the collection are roughly equal]
```

<head> Heading

Used with many elements to create headings for different sections of a finding aid, e.g. Biographical Note, Scope and Content Note, Preferred Citation, etc. Although headings can be generated solely by a stylesheet, it is recommended that the <head> Heading element be used whenever permitted to allow for accurate display in various union environments.



Example

```
<bioghist><head>Biographical Note</head></bioghist>
```

```
<scopecontent><head>Scope and Content Note</head></scopecontent>
```

Use of <head> as a sub-element is required with the following elements in UMN EAD finding aids:

-]] <descgrp> (element required for UMN EAD finding aids)
-]] <userrestrict> (element required for UMN EAD finding aids)
-]] <scopecontent> (element required for UMN EAD finding aids)
-]] <controlaccess> (element required for UMN EAD finding aids)
-]] <accessrestrict> (element required when applicable for UMN EAD finding aids)
-]] <arrangement>

<descgrp> Description of Subordinate Components Group

<ead><archdesc><descgrp>

This tag brings together any group of elements, generally for the purpose of clustering them together for display. For UMN EAD finding aids, it is recommended that the **<descgrp>** tag be used to group the following elements into an administrative information section:

-]] **<accessrestrict>** (element required when applicable for UMN EAD finding aids)
-]] **<userrestrict>** (element required for UMN EAD finding aids)
-]] **<prefercite>**
-]] **<acqinfo>**
-]] **<processinfo>**
-]] **<custodhist>**
-]] **<appraisal>**
-]] **<accruals>**
-]] **<altformavail>**

See below for information on local use of these elements.

Use of the **<head>** **Heading** sub-element is required with **<descgrp>**. Heading text suggestions: Administrative Information or Important Information for Users of the Collection.

<accessrestrict> Conditions Governing Access

<ead><archdesc><descgroup><accessrestrict>

Used to describe any specific restrictions to the collection or parts of the collection. Do not use this element simply to state that the materials are non-circulating.

Use of the **<head>** **Heading** sub-element is required when **<accessrestrict>** is used. Heading suggestion: Use of Materials.



Example

<accessrestrict><head>Use of Materials: </head><p>Access to personnel files sealed until 2025</p></accessrestrict>

<accessrestrict><head>Use of Materials: </head><p>Researchers must obtain written permission before viewing collection</p></accessrestrict>

<userrestrict> Conditions Governing Use

<ead><archdesc><descgroup><userrestrict>

Copyright statement. Should be formatted according to unit guidelines.

Use of the **<head>** **Heading** sub-element is required with **<userrestrict>**. Heading suggestion: Copyright.

<arrangement> Arrangement

<ead><archdesc><arrangement>

Description of how materials are arranged; may include list of series and sub-series.

Use of the <head> **Heading sub-element** is required when <arrangement> is used. Heading suggestion: Arrangement of Collection.

<scopecontent> Scope and Content

<ead><archdesc><scopecontent>

An often detailed narrative regarding the materials in the collection. May include lists or tables. Should not be used for biographical or historical information; use <bioghist> for that purpose.

In new finding aids, biographical/historical information <bioghist> and scope and content information <scopecontent> should be as separate as is practical, to facilitate searching in the online environment. However, legacy finding aids may have both biographical/historical information and scope and content information in one long narrative. Due to the amount of work required, units may decline to separate the biographical/historical information from the scope and content information when reformatting finding aids. In this case, this information should be included as a scope and content note.

Use of the <head> **Heading sub-element** is required with <scopecontent>. Heading suggestion: Scope and Content.

<controlaccess> Controlled Access Headings

<ead><archdesc><controlaccess>

Include:

```
]] <persname>
]] <corpname>
]] <genreform>
]] <subject>
]] <title>
]] <geogname>
]] <famname>
```

Use of the <head> **Heading sub-element** is required with <controlaccess>. Heading suggestion: Index Terms.

Attributes for all <controlaccess> terms include:

- **source**. This is required. Give the abbreviation for the source if heading or term is found in an authority file or standard list. See lists under each element below.
- **rules**. This is recommended by not required. If the source is lcnaf or lcsh, the value should be aacr2. For others, leave the value blank.
- **encodinganalog**. This is required. It provides the corresponding MARC tag.
- **role**. Describes the context or relationship of the heading or term to the collection being described. Required for <persname> and <corpname>. Each should be identified as either creator or subject. Other possible roles might be compiler or collector.

<persname> Personal Name

<ead><archdesc><controlaccess><persname>

Use the guidelines in <origination> **Origination** to formulate personal index terms. Attributes for each element (such as encodinganalog, source, rules) should be used. Some of these can be entered into the EAD template for each element and thus will not require encoding each time they're used.

Attributes:

- ➔ source="[code for source of name heading]"
- ➔ rules="aacr2"
- ➔ encodinganalog="600" [if person is the subject of the materials]
- ➔ encodinganalog="700" [if person is the creator/co-creator of materials]
- ➔ role="creator" or "subject" [see encodinganalog above]

The most likely values for the source attribute are:

- || lcnaf (Library of Congress Name Authority File)
- || local (for local lists of persons, including those found in MnCAT)



Example

```
<persname encodinganalog="600" source="lcnaf" rules="aacr2"
role="subject">Freier, Phyllis St. Cyr, 1921-1992</persname>
```

```
<persname encodinganalog="700" source="lcnaf" rules="aacr2"
role="creator">Berryman, John, 1914-1972</persname>
```

```
<persname encodinganalog="600" source="local" role="subject">
Stamoulis, Anastasios</persname>
```

<corpname> Corporate Name

<ead><archdesc><controlaccess><corpname>

Use the guidelines in <origination> **Origination** to formulate corporate index terms. Attributes for each element (such as encodinganalog, source, rules) should be used. Some of these can be entered into the EAD template for each element and thus will not require encoding each time they're used.

Attributes:

- ➔ source="[code for source of name heading]"
- ➔ rules="aacr2"
- ➔ encodinganalog="610" [if corporation is the subject of the materials]
- ➔ encodinganalog="710" [if corporation is the creator/co-creator of materials]
- ➔ role="creator" or "subject" [see encodinganalog above]

The most likely values for the source attribute are:

- || lcnaf (Library of Congress Name Authority File)
- || local (for local lists of organizations, including MnCAT)



Example

```
<corpname encodinganalog="710" source="lcnaf" rules="aacr2"
role="creator"> Minnesota Orchestra </corpname>
```

```
<corpname encodinganalog="610" source="lcnaf" rules="aacr2"
role="subject"> University of Minnesota Medical School </corpname>
```

<genreform>Genre/Physical Characteristic

<ead><archdesc><controlaccess><genreform>

When possible, both genre and subject index terms should be approved terms from the Library of Congress Subject Headings or the Art and Architecture Thesaurus. When it is found that LCSH et al. are inadequate for a subject area, creation of local terms is allowable. It is recommended that a unit create their own standard list (local controlled vocabulary), and carefully document terms to provide consistency of usage.

Attributes:

- ➔ source="[code for source of genre terms]"
- ➔ rules="aacr2" [if source is lcsh]
- ➔ encodinganalog="655"

The most likely values for the `source` attribute are:

- || lcsh (Library of Congress Subject Headings)
- || aat (Art and Architecture Thesaurus)
- || local (for local lists of genre terms)



Example

```
<genreform encodinganalog="655" source="aat"> Technical
drawings</genreform>
```

```
<genreform encodinganalog="655" source="lcsh" rules="aacr2">
Manuscripts</genreform>
```

```
<genreform encodinganalog="655" source="local">Bobble-head dolls
</genreform>
```

<subject> Topical Subject

<ead><archdesc><controlaccess><subject>

When possible, both genre and subject index terms should be approved terms from the Library of Congress Subject Headings or the Art and Architecture Thesaurus. When it is found that LCSH et al. are inadequate for a subject area, creation of local terms is allowable. It is recommended that a unit create their own standard list (local controlled vocabulary), and carefully document terms to provide consistency of usage.

Attributes:

- ➔ source="[code for source of subject terms]"
- ➔ rules="aacr2"
- ➔ encodinganalog="650"

The most likely values for the `source` attribute are:

- || lcsh (Library of Congress Subject Headings)

-]] aat (Art and Architecture Thesaurus)
-]] local (for local lists of persons)

Attributes for local subject headings :

- ➔ source="local"
- ➔ encoding analog="653"



Example

```
<subject encodinganalog="650" source="lcsh" rules="aacr2">Orbiting
solar observatories</subject>
```

```
<subject encodinganalog="653" source="local"> Case records and
individual data </subject>
```

<geogname> Geographic Name

<ead><archdesc><controlaccess><geogname>

Search for the name in the Library of Congress Authority Catalog [<http://authorities.loc.gov/>]. Use the Subject search. If a matching LC Authority record is found, use that form. If not listed there, search MnCAT using the Browse LC Subject Headings index. Use the form found in an LC Authority record, or others used in a Geographic Subject Heading if no authority record is found. If no matching heading can be found in MnCAT, follow these basic guidelines:

1. List the smaller jurisdiction first, followed by the name of the larger jurisdiction in parentheses (abbreviate U.S. state names and Canadian Provinces according to the AACR2 list)
2. Use the English name for the place, regardless of how it appears on the source

Attributes:

- ➔ source="lcsh"
- ➔ rules="aacr2"
- ➔ encodinganalog="651"

Attributes for local geographic headings :

- ➔ source="local"
- ➔ encoding analog="653"



Example

```
<geogname encodinganalog="651" source="lcsh">London (Ont.)
</geogname>
```

```
<geogname encodinganalog="653" source="local">Uptown (Minneapolis,
Minn.)</geogname>
```

<title> Title

<ead><archdesc><controlaccess><title>

Use title as found in MnCat or any other library catalog, excluding initial articles. If not found, transcribe the title as it appears on title page, manuscript, or other authoritative source.

Attributes:

- source="local"
- rules="aacr2"
- encodinganalog="630"



Example

```
<title encodinganalog="630" rules="aacr2"><emph render="italic">  
History of Minnesota </emph></title>
```

<dsc> Description of Subordinate Components

<ead><archdesc><dsc>

This is the third section of an EAD encoded finding aid, often called the Container List. Use of the <dsc> is optional; however, many finding aids will include this type of information.

Use of the <head> **Heading** sub-element is recommended when <dsc> is used. Heading suggestions: Inventory, Detailed Description of the Collection, Box and Folder List, or Container List.

<c0x> Component levels

<ead><archdesc><dsc><c01>

Each component element <c0x> is repeatable an infinite number of times within the level directly above it hierarchically. For example, an unlimited number of <c01> elements can occur within the <dsc>, each <c01> can have an unlimited number of <c02>'s (or none), and so on. However, strict hierarchy must be followed; <c03> cannot exist directly within <c01>.

Attributes:

➔ level="[level of collection described]"

Each <c0x> must have a level attribute indicating the hierarchical level of the part of the collection described in that <c0x> element. Level attribute values should be applied as consistently as possible. Options for level attribute values are listed in the EAD tag library and are included in XMetaL. Level attribute values include:

-]] file
-]] item
-]] series
-]] subseries
-]] collection
-]] otherlevel

If an appropriately named level isn't in the approved list, the value otherlevel should be used, in conjunction with the otherlevel attribute. The name for the level used must be entered free-text into the attribute value. otherlevel should be applied as consistently as possible and used with caution, as it will have an impact on stylesheets.



Example

<c01 level="series">

<c01 level="otherlevel" otherlevel="clump">

<container> Container

<ead><archdesc><dsc><c01><did><container>

Each item in a <c0x> that has the type of "file" or "item" should have a container element. Each <container> tag should have a **type** attribute.

Attributes:

➔ type="[type of container]"

It is recommended that the "type" of container come from the following list:

-]] box
-]] folder
-]] drawer
-]] fiche
-]] reel
-]] volume

There is no controlled vocabulary for this attribute in the Tag Library nor in XMetaL. It is recommended that SC/Ar units develop their own beginning with the above list; however, additions should be made with caution, as they will impact stylesheets. Please confirm additions with the EAD Project Archivist and/or the SC/Ar Technical Services Librarian so that stylesheet accommodations can be made. type attributes should be applied as consistently as possible.

<unittitle><unitdate> Component-level Dates & Titles

<ead><archdesc><dsc><c01><did><c02><did><unittitle>

<ead><archdesc><dsc><c01><did><c02><did><unitdate>

All component levels must have a <unittitle>. If the title of a component level consists only of the dates of its contents, do not enter the date(s) as the text of the <unittitle>. Instead, create a <unittitle>. For example, the text in the <unittitle> of the parent component could be repeated in the <unittitle>.

For example, in the case where you have a series consisting of folders of correspondence, and the only titles on the folders are the dates of the correspondence, format the section as follows (assume additional <c02> components formatted like this one):



Example

```
<c01 level="series">
  <did>
    <unittitle>Correspondence, </unittitle>
    <unitdate>1924-1984</unitdate>
  </did>
  <c02 level="file">
    <did>
      <container type="box">1</container>
      <unittitle>Correspondence, </unittitle>
      <unitdate>1924-1930</unitdate>
      <physdesc><extent>7 folders</extent</physdesc>
    </did>
  </c02>
</c01>
```

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<acqinfo> Acquisition Information.....	12		
<appraisal> Appraisal Information.....	12		
<archdesc> Archival Description.....	7		
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<corpname> Corporate Name.....	13, 14		
<creation> Creation.....	5		
<custodhist> Custodial History.....	12		
<descgrp> Description of Subordinate Components Group.....	11		
<did> Descriptive Identification.....	7		
<dsc> Description of Subordinate Components.....	18		
<eadheader> EAD Header.....	3		
<eadid> EAD Identifier.....	3, 7, 10		
<extent> Extent.....	9		
<famname> Family Name.....	13		
<genreform> Genre/Physical Characteristic.....	13, 15		
<geogname> Geographic Name.....	13, 16		
<head> Heading.....	11		
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<language> Language.....	11		
<language> Language Usage.....	5		
<origination> Origination.....	7, 14		
<persname> Personal Name.....	13, 14		
<physdesc> Physical Description.....	9		
<prefercite> Preferred Citation.....	12		
<processinfo> Processing Information.....	12		
<publicationstmt> Publication Statement.....	5		
<repository> Repository.....	7		
<scopecontent> Scope and Content.....	11, 13		
<subject> Subject.....	13, 15		
<title> Title.....	13, 17		
<titleproper> Title Proper of the Finding Aid.....	4		
<unitdate> Date of the Unit.....	9		
<unitid> ID of the Unit.....	10		
<unittitle> Title of the Unit.....	9		

Appendix A: Minimum Requirements for EAD Finding Aids at U of M Libraries

Template for Minimum Level Mark-up:

Key to color coding for minimum level mark-up:			
Text in blue	=	XML mark-up required	
Text in red	=	XML mark-up required if applicable	
Text in black	=	Content required	
Text in gray	=	Content required if applicable	

```
<?xml version="1.0"?>
<?xml-stylesheet type="text/xsl" href="[name of stylesheet].xsl"?>
<!DOCTYPE ead
  PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival Description (EAD) Version
  2002)//EN" "ead.dtd">
<ead audience="external">
  <eadheader
    audience="internal"
    langencoding="iso639-2b"
    repositoryencoding="iso15511"
    scriptencoding="iso15924" dateencoding="iso8601"
    countryencoding="iso3166-1"
    relatedencoding="Dublin Core">

    <eadid
      countrycode="us"
      mainagencycode="MnU"
      publicid="-//University of Minnesota, Twin Cities::[Name of Unit]//TEXT
      us::MnU::[uniquefilename].xml::[Name of Collection]//EN">
      [uniquefilename]
    </eadid>

    <filedesc>
      <titlestmt>
        <titleproper encodinganalog="Title">
          [ Title of Finding Aid]
        </titleproper>
        <author encodinganalog="Contributor">
          [Author of Finding Aid]
        </author>
      </titlestmt>
      <publicationstmt>
        <publisher encodinganalog="Publisher">
          University of Minnesota Libraries
        </publisher>
        <date encodinganalog="Date"> [Year of publication of the finding aid]</date>
        <address>
          <addressline>University of Minnesota Libraries</addressline>
          <addressline>Minneapolis, MN 55455</addressline>
```



```

        </address>
    </publicationstmt>
</filedesc>

<profiledesc>
    <creation>
        EAD encoding by [Name of encoder] <date>[Date of encoding]</date>
    </creation>
    <language>
        <language encodinganalog="Language" langcode="eng">
            English
        </language>
    </language>
</profiledesc>

</eadheader>

<archdesc level="collection" relatedencoding="MARC">

    <did>
        <repository encodinganalog="852$a" label="Repository: ">
            University of Minnesota Libraries.
        </repository>
        <subarea>[Name of Unit]</subarea>
        <origination label="Creator: ">
            <persname encodinganalog="100">[Name of creator (personal name)]</persname>
            <corpname encodinganalog="110">[Name of creator (corpname name)]</corpname>
        </origination>
        <unittitle encodinganalog="245$a" label="Title: ">
            [Title of collection]
        </unittitle>
        <unitdate>
            normal="YYYY/YYYY"
            encodinganalog="245$f"
            type="inclusive"
            label="Dates: ">
                [Inclusive dates of collection]
        </unitdate>
        <physdesc label="Quantity: ">
            <extent encodinganalog="300">
                [Size of collection in linear or cubic feet and/or in number of boxes or folders, e.g.:
                5.3 linear ft. (6 boxes) ].
            </extent>
        </physdesc>
        <abstract encodinganalog="520" label="Abstract: ">
            [One sentence description of collection]
        </abstract>
        <unitid>
            encodinganalog="099"
            countrycode="mnu"
            repositorycode="MnU"
            label="Collection Number: ">
                [Call number or collection ID number assigned by unit]
        </unitid>
        <langmaterial encodinganalog="546" label="Language: ">
            <language encodinganalog="041" langcode="eng">

```

```

        [Language of collection material]
    </language>
</langmaterial>
</did>

<descgrp>
    <head>Administrative Information</head>
    <accessrestrict encodinganalog="506">
        <head>Use of materials: </head>
        <p>[Explanation of access restrictions]</p>
    </accessrestrict>
    <userrestrict encodinganalog="540">
        <head>Copyright: </head>
        <p>[Copyright statement]</p>
    </userrestrict>
</descgrp>

<arrangement encodinganalog="351">
    <head>Organization/Arrangement</head>
    <p>[Explanation of arrangement of the materials]</p>
</arrangement>

<scopecontent encodinganalog="520" id="sc">
    <head>Scope and Content</head>
    <p>[Narrative summary of the contents of the collection]</p>
</scopecontent>

<controlaccess>
    <head>Index Terms</head>
    <p>This collection is indexed under the following headings in the catalog
    of the University of Minnesota Libraries. Researchers desiring materials about
    related topics, persons or places should search the catalog using these
    headings. </p>
    <persname encodinganalog="600" source="lcnaf" rules="aacr2"></persname>
    <corpname encodinganalog="610" rules="aacr2" source="lcnaf"></corpname>
    <famname source="lcnaf" rules="aacr2" encodinganalog="600 3"></famname>
    <corpname encodinganalog="611" source="lcnaf" rules="aacr2"></corpname>
    <genreform encodinganalog="655"></genreform>
    <geogname encodinganalog="651" rules="aacr2" source="lcnaf"></geogname>
    <subject encodinganalog="650" source="lcsch"></subject>
    <title encodinganalog="630"></title>
</controlaccess>

</archdesc>

</ead>

```

Examples of Encoding for <dsc> at U of M Libraries:

Key to color coding for <dsc> mark-up:

Text in blue	=	XML mark-up required if <dsc> is used
Text in red	=	XML mark-up optional
Text in black	=	Content required if <dsc> is used
Text in gray	=	Content optional

Note: Use of the <dsc> is optional. However, if a <dsc> is used, the examples below provide guidelines for minimal required and suggested optional mark-up in order to ensure that finding aids are displayed and searched correctly in the U of M Libraries system.

Example 1: Collection has no series (simple folder list)

```
<dsc>
  <c01 level="file">
    <did>
      <container type="box">[Box number]</container>
      <container type="folder">[Folder number]</container>
      <unittitle>
        [Title of folder],
      </unittitle>
      <unitdate>
        [Inclusive dates of folder contents].
      </unitdate>
      <physdesc>
        <extent>
          [Number of folders (if more than one), volume, or other items]
        </extent>
      </physdesc>
    </did>
    <scopecontent>
      <p>[Summary of folder contents]</p>
    </scopecontent>
  </c01>
</dsc>
```

Example 2: Collection is organized into series

```
<dsc>
  <c01 level="series">
    <did>
      <unittitle>
        [Title of series],
      </unittitle>
      <unitdate>
        [Inclusive dates of series]
      </unitdate>
    </did>
    <scopecontent>
      <p>[Summary of series]</p>
    </scopecontent>

    <c02 level="file">
      <did>
        <container type="box">[Box number]</container>
        <container type="folder">[Folder number]</container>
        <unittitle>
          [Title of folder],
        </unittitle>
        <unitdate>
          [Inclusive dates of folder contents].
        </unitdate>
        <physdesc>
          <extent>
            [Number of folders (if more than one), volume, or other items]
          </extent>
        </physdesc>
      </did>
      <scopecontent>
        <p>[Summary of folder contents]</p>
      </scopecontent>
    </c02>
  </c01>
</dsc>
```

Note: The examples above are not intended to be exhaustive but merely to illustrate a general pattern and indicate the minimum set of tags that should be used if a <dsc> is included in the finding aid. In more complex collections, <c02> may be a subseries, rather than a file, and each <c02> may contain one or more <c03> elements which may be subseries or files.

Appendix B: Example Finding Aids

Example 1: Minimum-Level Finding Aid With No Container List

```
<?xml version="1.0"?>
<?xml-stylesheet type="text/xsl" href="[name of stylesheet].xsl"?>
<!DOCTYPE ead
  PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival Description (EAD) Version
  2002)//EN" "ead.dtd">
<ead audience="external">
  <eadheader
    audience="internal"
    langencoding="iso639-2b"
    repositoryencoding="iso15511"
    scriptencoding="iso15924" dateencoding="iso8601"
    countryencoding="iso3166-1"
    relatedencoding="Dublin Core">

    <eadid
      countrycode="us"
      mainagencycode="MnU"
      publicid="-//University of Minnesota, Twin Cities::Children's Literature
      Research Collection//TEXT us::MnU::clrc0119.xml::Alice Dalgliesh
      Papers//EN">
        clrc0119
    </eadid>

    <filedesc>
      <titlestmt>
        <titleproper encodinganalog="Title">
          Alice Dalgliesh Papers, 1935-1956. Finding Aid.
        </titleproper>
        <author encodinganalog="Contributor">
          Christina Cowan
        </author>
      </titlestmt>
      <publicationstmt>
        <publisher encodinganalog="Publisher">
          University of Minnesota Libraries
        </publisher>
        <date encodinganalog="Date">1998</date>
        <address>
          <addressline>University of Minnesota Libraries</addressline>
          <addressline>Minneapolis, MN 55455</addressline>
        </address>
      </publicationstmt>
    </filedesc>

    <profiledesc>
      <creation>
        EAD encoding by Apex Data Services <date>June 1999</date>
      </creation>
      <language>
        <language encodinganalog="Language" langcode="eng">English</language>
      </language>
    </profiledesc>

  </eadheader>
```



```

<archdesc level="collection" relatedencoding="MARC">

  <did>
    <repository encodinganalog="852$a" label="Repository: ">
      University of Minnesota Libraries.
      <subarea>Children's Literature Research Collection</subarea>
    </repository>
    <origination label="Creator: ">
      <persname encodinganalog="100">Dalglish, Alice, 1893-.</persname>
    </origination>
    <unittitle encodinganalog="245$a" label="Title: ">
      Alice Dalglish papers.
    </unittitle>
    <unitdate
      normal="1935/1956"
      encodinganalog="245$f"
      type="inclusive"
      label="Dates: ">
      1935-1936.
    </unitdate>
    <physdesc label="Quantity: ">
      <extent encodinganalog="300">
        Ca. 0.7 linear ft. (Manuscripts); Ca. 0.4 cubic ft. (Illustrations).
      </extent>
    </physdesc>
    <abstract encodinganalog="520" label="Abstract: ">
      Papers of Alice Dalglish, author and illustrator of children's books,
      containing production material for three titles published between 1935 and
      1956 and manuscript and/or illustrative material, as well as some
      miscellaneous watercolors done by Alice Dalglish.

    </abstract>
    <unitid
      encodinganalog="099"
      countrycode="mnu"
      repositorycode="MnU"
      label="Collection Number: ">
      CLRC-119
    </unitid>
    <langmaterial encodinganalog="546" label="Language: ">
      <language encodinganalog="041" langcode="eng">English</language>
    </langmaterial>
  </did>

  <descgrp>
    <head>Administrative Information</head>
    <userrestrict encodinganalog="540">
      <head>Copyright: </head>
      <p>This collection is protected by the Copyright Law of the United States
      (Titles 17, U.S. Code). It is the user's responsibility to verify copyright
      ownership and to obtain all the necessary permissions prior to the
      reproduction, publication, or other use of any portion of these materials.</p>
    </userrestrict>
  </descgrp>

  <scopecontent encodinganalog="520" id="sc">
    <head>Scope and Content</head>

```

<p> The collection contains production material for three titles published between 1935 and 1956. Manuscript materials include a holograph, corrected typescripts including one for Ride on the Wind (1956) that has notations by Charles Augustus Lindbergh, and a page of photocopy typescript. Illustrative materials include sketches with holograph and a sheet with ink and pencil sketches. The collection also contains some miscellaneous artwork consisting of five watercolors. The materials are arranged by title with folder and box level control. </p>

</scopecontent>

<controlaccess>

<head>Index Terms</head>

<p>This collection is indexed under the following headings in the catalog of the University of Minnesota Libraries. Researchers desiring materials about related topics, persons or places should search the catalog using these headings. </p>

<persname encodinganalog="600" source="lcnaf" rules="aacr2">Dalglish, Alice, 1893 -- Manuscripts.</persname>

<genreform encodinganalog="655">Manuscripts for publication.</genreform>

<genreform encodinganalog="655">Book illustrations.</genreform>

<genreform encodinganalog="655">Sketches.</genreform>

<genreform encodinganalog="655">Drawings.</genreform>

<genreform encodinganalog="655">Watercolors.</genreform>

<subject encodinganalog="650" source="lcsb">Children's literature -- Manuscripts.</subject>

<subject encodinganalog="650" source="lcsb">Children's literature, American.</subject>

</controlaccess>

</archdesc>

</ead>

Example 2: Minimum-Level Finding Aid With Container List

```
<?xml version="1.0"?>
<!DOCTYPE ead
  PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival Description (EAD) Version
  2002)//EN" "ead.dtd">
<ead audience="external">
  <eadheader
    audience="internal"
    langencoding="iso639-2b"
    repositoryencoding="iso15511"
    scriptencoding="iso15924" dateencoding="iso8601"
    countryencoding="iso3166-1"
    relatedencoding="Dublin Core">

    <eadid
      countrycode="us"
      mainagencycode="MnU"
      publicid="-//University of Minnesota, Twin Cities::Immigration History
      Research Center//TEXT us::MnU::ihrc-alliance.xml::Alliance Publishing
      Company Records//EN">
        ihrc-alliance
      </eadid>

      <filedesc>
        <titlestmt>
          <titleproper encodinganalog="Title">
            Alliance Publishing Company Records
          </titleproper>
          <author encodinganalog="Contributor">
            Rynda Carlis and Cindy Herring
          </author>
        </titlestmt>
        <publicationstmt>
          <publisher encodinganalog="Publisher">
            University of Minnesota
          </publisher>
          <date encodinganalog="Date">2001</date>
          <address>
            <addressline>University of Minnesota</addressline>
            <addressline>Minneapolis, MN 55455</addressline>
          </address>
        </publicationstmt>
      </filedesc>

      <profiledesc>
        <creation>
          EAD encoding by Lara Friedman-Shedlov <date>December 2003</date>
        </creation>
        <language>
          <language encodinganalog="Language" langcode="eng">English</language>
        </language>
      </profiledesc>

    </eadheader>
```

```

<archdesc level="collection" relatedencoding="MARC">

  <did>
    <repository encodinganalog="852$a" label="Repository: ">
      University of Minnesota.
      <subarea>Immigration History Research Center</subarea>
    </repository>
    <origination label="Creator: ">
      <corpname encodinganalog="110">Alliance Publishing Company (Chicago,
        Ill.).</corpname>
    </origination>
    <unittitle encodinganalog="245$a" label="Title: ">
      Alliance Publishing Company records.
    </unittitle>
    <unitdate
      normal="1939/1961"
      encodinganalog="245$f"
      type="inclusive"
      label="Dates: ">
      1939-1961.
    </unitdate>
    <physdesc label="Quantity: ">
      <extent encodinganalog="300">
        3 linear ft. (3 boxes).
      </extent>
    </physdesc>
    <abstract encodinganalog="520" label="Abstract: ">
      Records of a publisher of Polish American newspapers.
    </abstract>
    <unitid
      encodinganalog="099"
      countrycode="mnu"
      repositorycode="MnU"
      label="Collection Number: ">
      IHRC-Alliance
    </unitid>
    <langmaterial encodinganalog="546" label="Language: ">
      <language encodinganalog="041" langcode="mul">English and Polish</language>
    </langmaterial>
  </did>

  <descgrp>
    <head>Administrative Information</head>
    <userrestrict encodinganalog="540">
      <head>Copyright: </head>
      <p>This collection is protected by the Copyright Law of the United States
        (Titles 17, U.S. Code). It is the user's responsibility to verify copyright
        ownership and to obtain all the necessary permissions prior to the
        reproduction, publication, or other use of any portion of these materials.</p>
    </userrestrict>
  </descgrp>

  <scopecontent encodinganalog="520" id="sc">
    <head>Scope and Content</head>
    <p>The collection consists of correspondence, editorial materials and cartoons,
      news clippings, photographs and a group of Polish and Polish American works
      published by the Alliance Publishing Company, the publisher of two prominent
      Polish American newspapers, the daily <emph render="italic">Dziennik

```

Zwiazkowy

, 1908 to present and the bi-weekly *Zgoda*, 1881 to present.

This collection is indexed under the following headings in the catalog of the University of Minnesota Libraries. Researchers desiring materials about related topics, persons or places should search the catalog using these headings.

Alliance Publishing Company (Chicago, Ill.).
 Photographs.
 Polish Americans.
 Publishers and publishing -- Illinois -- Chicago.
 Polish American newspapers.
 Polish American press.
 Ethnic press.
 Zgoda.
 Dziennik Zwiazkowy.

1
 1-24
 Correspondence,
 1939-1961.
 (24 folders)

2
 1
 Miscellaneous papers and clippings,

Includes material on the American Slav Congress of 1949, Alliance College, material for the 1952 Kalendarz Zwiazkowy, and a financial report for the Polish American Congress, July 1953.

```

<c01 level="file">
  <did>
    <container type="box">2</container>
    <container type="folder">2</container>
    <unittitle>
      Editorial cartoons for <emph render="italic">Zgoda</emph> and <emph
        render="italic">Dziennik Zwiazkowy</emph>.
    </unittitle>
    <physdesc>
      <extent>(Several hundred items)</extent>
    </physdesc>
  </did>
</c01>
<c01 level="file">
  <did>
    <container type="box">2</container>
    <container type="folder">3</container>
    <unittitle>
      Miscellaneous newspaper clippings.
    </unittitle>
  </did>
</c01>
<c01 level="file">
  <did>
    <container type="box">3</container>
    <container type="folder">1</container>
    <unittitle>
      Various Polish and American published works.
    </unittitle>
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