TARO Project Meeting - January 20, 2000

<u>Apex Information</u>:
Each institution should gather between two and four sample finding aids in the next two weeks to send to Apex. Each institution will send their finding aids directly to Apex once Kris has made the PO arrangements and gives everybody the go ahead. Future shipments of finding aids will follow an arranged production schedule.

<u>Project Software Information</u>:
It was decided that the entire group will work with XMetaL 1.2. Revised software requests should be given to Kris by January 28. A group order will be placed in early February. The order will be submitted and paid for centrally; software will be drop-shipped to each institution.

<u>Project Hardware Information</u>:
Mark provided a spec sheet for the PCs which he suggests for the project. Revised hardware requests and shipping addresses should be given to Kris by January 28. A group order will be placed in early February and the computers will be drop-shipped to the receiving institutions.

N.B. We will make every attempt to accommodate requests for additional hardware and software. However, we are working within set budget constraints.

<u>Common Practices for Tagging</u>:
The following scheme was discussed and confirmed as a desirable template for new finding aids.

```
<ead>
        <eadheader audience="internal" langencoding="ISO 639-2"
           encodinganalog=local choice>
                <eadid>NUC code + file name</eadid>
                <filedesc>
                        <titlestmt>
                                <titleproper>Smith, James</titleproper>
                                <subtitle>An inventory of the James Smith Papers
                                 <date type="inclusive">dates of the collection</date>
                                        at the Repository of Archivy</subtitle>
                                <author>Finding aid compiled by William Fonds Provenance,
                                    2000</author>
                                <sponsor>This EAD finding aid was created in part with funds
                                    provided by the Texas Telecommunications Infrastructure
                                    Fund Board for the Texas Archival Resources Online
                                    project.</sponsor>
                        </titlestmt>
                        <publicationstmt>
                                <publisher>institution name</publisher>
                                <date>year published</date>
                        </publicationstmt>
                </filedesc>
                <profiledesc>
                        <creation>Finding aid encoded by William Fonds Provenance in EAD
                            Version 1.0 as part of the TARO project,
                        <date>January 21, 2000</date></creation>
                        <langusage>Finding aid written in <language>English.
                        </language>
                        </langusage>
                </profiledesc>
                <revisiondesc>as needed</revisiondesc>
        </eadheader>
        <frontmatter>Will discuss later</frontmatter>
        <archdesc audience="external" level=highest level of description
           langmaterial= whatever language(s) is appropriate ("eng" for English)>
                <did>
                        <head></head>
                        <repository>display may be suppressed, depending on use of <frontmatter>
```

```
                        </repository>
                        <origination>with <controlaccess> subelements as appropriate
                        </origination>
                        <unittitle><unitdate type="inclusive"></unitdate></unittitle>
                        <abstract></abstract>
                        <physdesc></physdesc>
                        <unitid> if used, countrycode and repositorycode
                           attributes to be included
                         </unitid>
                        <physloc></physloc>
                        <note>as needed</note>
              </did>
              <admininfo>
                        <accessrestrict></accessrestrict>
                        <userestrict></userestrict>
                        <prefercite></prefercite>
                        <altformavail></altformavail>
              </admininfo>
              <bioghist></bioghist>
              <scopecontent></scopecontent>
              <organization>as desired, may also be encoded in <scopecontent></organization>
              <arrangement> as desired, may also be encoded in <scopecontent>
               </arrangement>
              <controlaccess>Use subelements as needed for each collection.
              <name> element to be used for uncontrolled vocabulary </controlaccess>
              <add>
                        <relatedmaterial></relatedmaterial>
                        <separatedmaterial></separatedmaterial>
              </add>
              <admininfo>
                        <processinfo></processinfo>
                        <acqinfo></acqinfo>
                        <custodhist></custodhist>
                        <appraisal></appraisal>
                           other subelements as needed
              </admininfo>
              <dsc type="combined">
                        <c01 type="series">
                              <did>
                                       <container type="box"></container>
                                       <container type="folder"></container>
                                       <unittitle><unitdate></unitdate></unittitle>
                                          other sublements as needed
                              </did>
                              <c02> and beyond as needed
                        </c01>
              </dsc>
       </archdesc>
</ead>
```

General comments on common practices:

1. Date information will be specifically encoded as <unitdate> within <unittitle> anywhere we would normally provide it (i.e., if dates are typically provided for files and items, encode it as such). The type attribute in <unitdate> will be included at the highest level of description, but not necessarily below.
2. Box and folder information will be encoded for each component, even though it may not be displayed.
3. While the "combined" <dsc> type will be used for online presentation, stylesheets will be written to accommodate the "two-dsc model" (separate series descriptions and container list) for print output.
4. Stylesheets will be written to accommodate at least two (three-column and four-column) container list display types.
5. Coherent, user-friendly headings for text blocks such as the biographical sketch and scope note will be formulated by the group.