

OhioLINK Database Management and Standards Committee

Encoded Archival Description Task Force

**EAD Content Guidelines**  
Version 3.0

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# **OhioLINK EAD Task Force Members**

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## **OhioLINK DMSC EAD Task Force charge**

### **The Task Force's initial charge was as follows:**

- \* Develop specification/template for EAD documents that may be contributed to OhioLINK.
- \* Follow progress of DLXS (the EAD software) enhancement requests
- \* Customize software toolkit for multi-institutional environment (e.g., in the context of EAD metadata and content, customize search options, and institutional branding)
- \* Generate some marketing/training ideas
- \* Educate members of the DMS committee on progress and findings

### **Current projects and initiatives include the following:**

- \* Continue to develop and enhance the OhioLINK EAD Finding Aid Creation Tool
- \* Continue to develop and upgrade the OhioLINK Finding Aid Repository
- \* Create training opportunities and tools (in-person and online)
- \* Publicize and promote the OhioLINK EAD FACTORY project

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## Introduction and Background

OhioLINK has created and is hosting a statewide repository of archival finding aids to increase access to and showcase the rich collections housed in Ohio archival repositories. During the OhioLINK Database Management and Standards Committee (DMSC) Metadata Task Force's process to create a core set of data elements required for digital collections hosted at OhioLINK, the need for separate content guidelines and application instructions specific to EAD finding aids emerged. Accordingly, in December 2004, the DMSC appointed an Encoded Archival Description (EAD) Task Force to develop standards and guidelines for the creation and use of electronic finding aids within the OhioLINK repository.

EAD is an eXtensible Markup Language (XML) document type definition (DTD) specifically created for archival finding aids. EAD mirrors the structure of archival finding aids and defines data elements for all of the information traditionally captured in paper-and HTML-based finding aids. This document defines the range of requirements needed to contribute a finding aid to the OhioLINK Repository.

## Purpose and Scope

The purpose of these guidelines is to provide an introduction to EAD, identify resources needed for the creation of EAD finding aids, and define the set of EAD data elements used in the OhioLINK Finding Aid Creation Tool. Additional issues to consider when creating new or converting legacy finding aids are also discussed.

The EAD DTD (2002 version) comprises 146 data elements (tags) found in finding aids, and allows their use in various combinations and complex relationships. While the EAD DTD allows great flexibility in the encoding of finding aids, this very characteristic makes it difficult to create and maintain a standardized environment for creating and searching electronic finding aids. For this reason, the EAD Task Force has defined a subset of the larger element group that may be used in encoding a finding aid for the OhioLINK Finding Aid Repository. This subset consists of the elements most commonly used in describing collections.

The scope of these guidelines is for production of EAD finding aids using the Web application developed specifically for the OhioLINK Finding Aid Repository. The guidelines are not intended to support a local institution's development of tools for EAD implementation. For technical information supporting tool development please refer to the EAD DTD, the EAD Tag Library, and the EAD Application Guidelines, which are all available at <http://www.loc.gov/ead/>.

**Note on Confidential Information:** While definitions and examples of tags such as "physical location" and "acquisition information" appear in this document, when confidential, this information should be kept in a separate file, and not put in the EAD finding aid document. The Finding Aid Creation Tool includes an option to suppress the display of certain fields in the Repository, but encoders are cautioned that although display is suppressed, the data still exists in the underlying XML file. OhioLINK cannot guarantee the confidentiality of any information stored in the shared repository. Indeed,

the goal of the repository is to share information about archival collections in Ohio more widely.

## **Why EAD?**

Institutions encoding their finding aids using EAD will make their collections more accessible, be able to provide enhanced services to their patrons, and ultimately reduce the amount of staff time devoted to finding aid production because EAD:

### **1. Is expressed in XML, a structural and preservation format**

The advantage over HTML is that XML tagging describes the document content, whereas HTML merely formats content for display. For example, EAD has a tag for the scope and content of the collection called `<scopecontent>` (“Scope and Content”). A human or a machine examining EAD encoding will know the particular type of information in the `<scopecontent>` tag, whereas in HTML, information appearing in a paragraph or `<p>` tag could be the title of the web page, copyright information, description of a collection’s creator, etc. HTML simply tells a browser how to visually display information and link between documents. For example, the `<p>` simply tells the browser to skip a line and begin a new paragraph and the `<h1>` tag tells the browser to display the information at a certain size, but any kind of information could potentially be contained in that tag. XML format also facilitates repurposing of data. A finding aid in XML can be converted into a variety of different formats for display and access to users. An HTML and PDF version of the finding aid can easily be created via the same EAD document.

### **2. Mirrors the structure of a finding aid**

EAD was designed specifically for archival finding aids. EAD includes tags defined for all of the traditional finding aid data elements, including biographical and historical notes, restrictions, collection and series titles, physical location, appraisal, and repository information.

### **3. Creates searchable and indexable data fields out of traditional elements of archival description**

Because of the meaningful tags available in EAD, software can be customized for targeted searching and retrieval. For example, subject browsing and searching can be configured using the “controlled access” terms identified in the finding aid. Additionally, EAD finding aids allow software to search across finding aids from multiple institutions, finding aids from one institution, or finding aids from one repository within an institution.

#### **4. Is supported by OhioLINK with guidelines, templates, and search and retrieval software**

OhioLINK will support EAD finding aids from all institutions in Ohio, not only member institutions (as long as the records of the contributing institution are publicly available). In addition to these guidelines, training options to assist institutions beginning or thinking about implementing EAD projects are in development. OhioLINK is hosting the Repository, which will provide browse and search functionality, as well as increase access to collections throughout the state.

#### **5. Assists in MARC record creation for collections**

In addition to creating multiple versions of a finding aid (e.g., HTML, PDF, etc.), a surrogate record for a finding aid, such as a MARC record, can be created. XML not only allows elements to be defined, but also provides units called attributes which facilitate better description of the information within an element. These can be used to match data elements in EAD to those of another encoding standard (e.g., MARC or Dublin Core). For example, the EAD element “title of the unit,” designating a collection title, can be mapped to a MARC 245 title field. Scripts have been created that will read an EAD finding aid and produce content appropriate for a MARC record. The Finding Aid Creation Tool can generate a text file MARC worksheet and a binary MARC file that can be edited for use in local OPACs and other catalogs such as OCLC WorldCat.

#### **6. Is required by national granting agencies, such as National Endowment for the Humanities**

Realizing that EAD ensures the discoverability and interoperability of archival information, national granting agencies strongly encourage the use of EAD finding aids when considering grant proposals to preserve and create access to archival collections.

### ***Implications***

Two major implications of the use of EAD by the Ohio archival community merit mentioning:

#### **1. Standardization (with flexibility)**

The data elements defined in EAD allow archivists to encode finding aids in predictable and standardized ways. Because of the variety of elements and multiple levels of description allowed, EAD offers a great deal of flexibility in the creation and format of finding aids.

#### **2. National and International Adoption and Use**

Nationally, the Society of American Archivists endorsed the adoption of EAD as a

descriptive standard in 1998. EAD is now used widely internationally (Europe, Canada, Australia). The international adoption of EAD, even when archival descriptive practices differ by country, is a testament to the standard's utility in the global archival community.

## Related Standards

Two standards played a vital role in the development of the DMSC EAD Content Guidelines.

- **Describing Archives: A Content Standard (DACS)**

DACS is the new United States standard for describing archival materials. DACS defines the mutually-exclusive data elements needed for archival description and served as the basis for the definition of the tags listed in these guidelines. DACS makes no recommendation on the format for recording the description but offers EAD and MARC examples.

Throughout the Help Pages built into the Finding Aid Creation Tool, corresponding DACS rules are noted for each element of description.

- **RLG Best Practice Guidelines (RLG BPG)**

The Research Libraries Group has developed best practices on the application of EAD tags. Particularly, RLG BPG notes use requirements for each tag defined. Tags are identified as **required**, **mandatory if applicable**, and **optional**. Our guidelines use the same terms for obligation or occurrence governing a tag's appearance in the finding aid.

## EAD Overview

EAD documents are electronic finding aids and digital resources. Their structure includes data elements for information about the collection and information about the EAD document itself. The following is a brief overview of EAD:

### *Elements*

EAD elements represent units of archival description, such as the scope and content of a collection, the physical extent of the materials, and information about the origin and provenance of the materials.

### *Structure*

EAD finding aids are divided into two major sections: the EAD Header and the Archival Description.

**EAD Header:** Information about the finding aid itself, including the title of the finding aid, description of revisions, date of encoding, and other information.

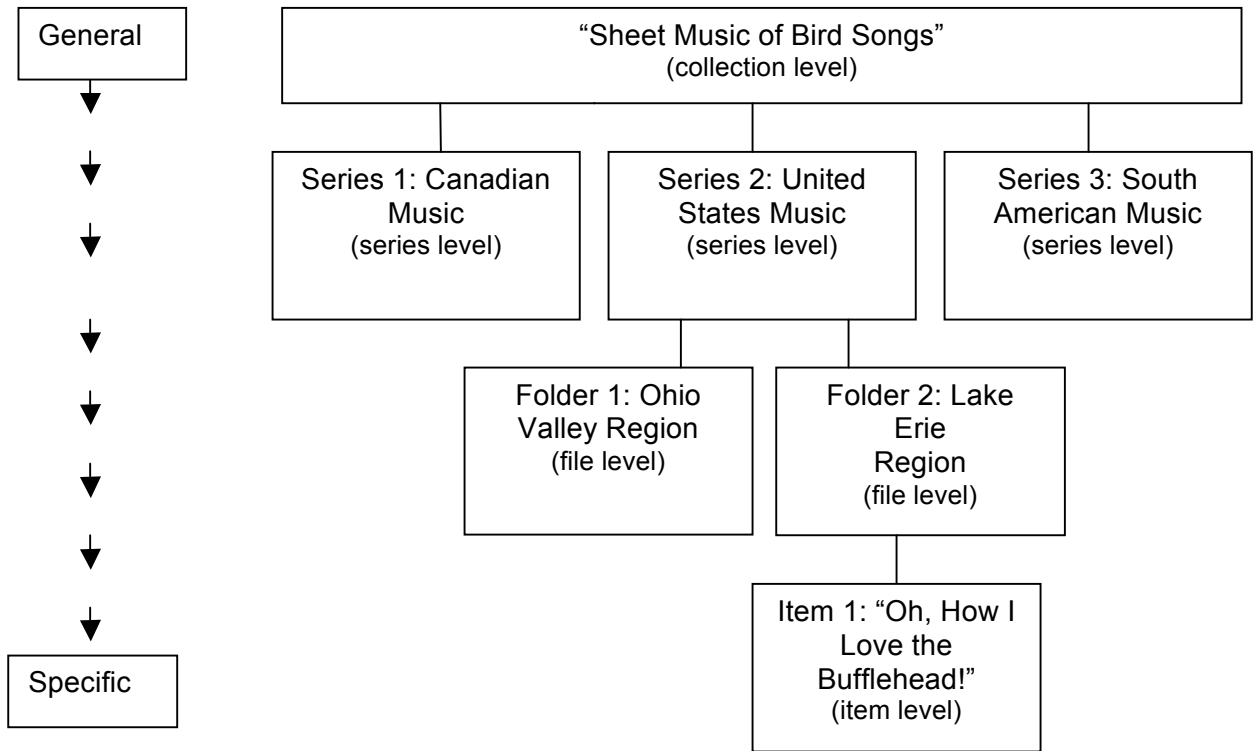
**Archival Description:** Bulk of the finding aid in which the archival materials are described.

### ***Hierarchical Description and Levels of Description***

The principle of hierarchical description is incorporated into the EAD DTD. Archival materials can be described as a whole collection *and* as components (e.g., series, file, item) of a collection. In hierarchical description, information supplied at the collection level (or top level) is inherited at the various component levels. For example, the title of a collection does not have to be repeated in the description of a series, folder, or item. Conversely, descriptive information about an individual item or group of items does not need to be included in the collection level description. Hierarchical description enables focused description of each unit being described.

Many descriptive elements are available for use at both the collection and component levels. For example, the “extent” element can be used to designate the quantity or volume of the entire collection (e.g. “20 boxes” or “30 linear feet”), and can also be used to designate the quantity or volume within a single portion of the collection (such as a series or file, e.g. “20 pages” or “12 map case drawers”).

EAD accommodates both single- (i.e., collection level) and multi-level description (i.e., collection level plus series and/or file level description). In all cases, an EAD document must include at least a **collection level description** (general description of the entire collection). It is up to the individual to decide whether to also include the optional **component level descriptions** (description of series, files, and/or items). At successive component levels of a multilevel finding aid, descriptions become increasingly specific, as illustrated on the following page.



These guidelines cover creation of finding aids ranging from basic collection-level to detailed folder-level or item-level finding aids. **Note:** Component level descriptions are more than an inventory or listing of items within a collection. Arrangement into logical units (series, subseries, file, item, etc.) with at least a title of the unit is essential.

## Resources needed for EAD finding aid creation

Creating new EAD finding aids and converting legacy finding aids require different resources. However, both require a repository ID value which is assigned by the Library of Congress (LC). If your repository does not have an LC ID, see Appendix I for instructions on how to obtain one.

### ***Encoding New Finding Aids***

Encoding new finding aids is easier in many ways than encoding legacy finding aids. Before recording any information, determine what level of description and specificity will be used for the finding aid. This decision might be guided by institutional/repository policies (e.g., “series- and folder-level description for all collections” or “item-level description for all visual collections,” etc.) or might be determined on a case by case basis, depending on the nature of the collection at hand. Second, review and be sure to

capture all of the information required for a “minimally encoded finding aid” (see Appendix A for a list of all elements by occurrence). Third, capture any additional or optional information that will be included in the finding aid. Once you have done this, you are ready to encode the finding aid using the OhioLINK Finding Aid Creation Tool.

### ***Legacy encoding***

Encoding of legacy finding aids can be more difficult than creating a new finding aid in EAD for the following reasons:

- Legacy finding aids may lack the general-to-specific structure favored by EAD; often they take the form of simple inventories, without an overarching description of the collection as a whole.
- Even if a general-to-specific structure can be discerned or supplied, some elements required for EAD encoding may be missing or may be embedded under a more general section of the description.
- For very long finding aids, re-keying or copying-and-pasting of text into the Finding Aid Creation Tool may be prohibitively time-consuming. (Encoding can often be achieved through macros, Perl scripts, or other text processing methods. However, these methods are outside the scope of the current Content Guidelines.)

Therefore, in considering conversion of legacy finding aids to EAD, it is best to take the following steps:

First, decide whether a brief EAD finding aid, consisting solely of a collection level description, can be created. Compare the finding aid’s collection-level descriptive elements to the required elements in the OhioLINK EAD profile, to determine if all of them are present. If they are not, explore whether the information needed to create the elements is available. If so, it will be fairly easy to encode the collection-level description.

Next, decide whether to encode the component level description (e.g., container list or inventory) as well. Determine whether the detailed description of the collection is well organized into component level elements such as Series, Subseries, File, and/or Item. If not, decide whether it is worth the time to restructure this section of the finding aid in accordance with hierarchical description practices.

If it is not feasible to encode the detailed description, there are still options for using the OhioLINK Finding Aid Creation Tool. For instance, you could encode the collection level description, and put the container list on the Web as a text document, PDF, or HTML file. You can then establish a link from the collection level description to the more detailed container list.

## ***Finding aids already encoded in EAD***

If your institution has already encoded some of its finding aids in EAD, and you do not wish to re-encode them with the Finding Aid Creation Tool, you may contribute them directly to the OhioLINK EAD Repository. It will be necessary to establish a repository record with OhioLINK, just as you would in order to use the Tool (see “Repository Profiles,” below). Once this is done, you can upload the encoded finding aids for delivery via an XML-aware search engine. Your finding aids will be searched and delivered along with all other finding aids in the OhioLINK EAD Repository. And, if you choose, you may begin encoding additional finding aids in the Tool at any time.

## **Issues**

### ***1. Granularity of encoding***

“Granularity” refers to the specificity with which an XML document is encoded. In the hierarchical, multilevel scheme supported by EAD, encoding may be done either exclusively at the very broadest levels, or at successive levels, all the way down to the most detailed descriptions.

With each successive level of encoding applied, there is an increased investment, both in the efforts of encoders and in the work done by the search engine that delivers the finding aids. Project implementers should decide how much investment is worthwhile for the tradeoff in discoverability of elements.

### ***2. Date formats***

Standardization of dates to ISO 8601 (an international standard for the exchange of date and time data) is encouraged in environments supporting machine-readable documents. However, in viewing finding aids, researchers are likely to prefer a presentation of dates more based in natural language. To resolve these two aims, EAD supplies an attribute for date elements that normalizes the dates “behind the scenes.”

When a date is encoded this way:

**`<unitdate normal=“2006-01-18”> January 18, 2006</unitdate>`**

the date displayed in the online finding aid is “January 18, 2006,” while the non-displaying, machine-readable date is formatted in the ISO 8601-compliant form “2006-01-18.”

Encoders do not need to type dates both ways; automated scripting will perform the conversion, provided the natural language dates conform to one of the formats listed in Appendix H.

### ***3. Repository profiles***

The purpose of repository profiles is to automatically handle elements that otherwise would require repetitive typing and encoding. Such elements include repository names and addresses, which are repeated from one finding aid to the next. The Finding Aid Creation Tool allows institution profiles to be edited as needed.

Before encoding finding aids for the OhioLINK EAD Repository, implementers will register to participate in the project, and set up profiles for their institutions, including the name, address, repository code, and other information. This information will be automatically inserted into each finding aid submitted by an institution. More information for Contributing Institutions is available at <[http://ead.ohiolink.edu/xtf-ead/contributor\\_faq.html](http://ead.ohiolink.edu/xtf-ead/contributor_faq.html)>.

#### ***4. Headings and Labels for elements of description***

The EAD Finding Aid Creation Tool will supply default headings for various sections of finding aids. In several sections of the Tool, the first step involves choosing whether to edit the header. You may create standard headers for sections such as Controlled Access terms and Component Level description in your repository profile, so that these are consistent among all of your institution's finding aids.

#### ***5. Linking to Digital Objects***

EAD finding aids may contain links to other digital objects, such as image files. There are two basic types of linking elements:

1. Digital Archival Object. Links to images of items that are a part of the collection of materials being described by the finding aid.
2. Extended Reference. Links to images, documents, web sites, or other online materials that are related to, but not a part of, the collection. Extended Reference links may also be used to link the EAD finding aid to a more detailed legacy finding aid in a different electronic format, such as a pdf or Word document. See Appendix I for information on where Extended Reference links may be inserted in order to determine the appropriate field in which to provide a link to a legacy finding aid file.

The encoding for each of these linking elements is provided by the Finding Aid Creation Tool. Encoders must supply the URLs, as well as linking text, such as a brief description of the object.

## ***Appendix A: Alphabetical List of Elements Used in the OhioLINK EAD Application***

The following elements, which represent the content chosen for inclusion in the OhioLINK EAD Finding Aid Creation Tool, are a subset of the 146 elements that make up the international EAD standard. Formatting elements such as <p> (paragraph) tags, which are automatically generated in the EAD Tool and therefore need no user input, are omitted from this list. This list also does not include sub-elements that occur within the primary tag (e.g., sub-elements used within a List or Chronology List).

Please note that the element names in the left column are written to agree with the field labels in the OhioLINK EAD Tool.

<b>Element Name</b>	<b>EAD tag</b>
Abstract	<abstract>
Accruals	<accruals>
Acquisition Information	<acqinfo>
Alternate Form Available	<altformavail>
Arrangement	<arrangement>
Author	<author>
Bibliography	<bibliography>
Biography or History	<bioghist>
Levels (of description)	<c0x>
Chronology List	<chronlist>
Container	<container>
Controlled Access Headings	<controlaccess>
Creation	<creation>
Custodial History	<custodhist>
Date of the Unit	<unitdate>
Definition List Item	<defitem>
Descriptive Rules	<descrules>
Digital Archival Object	<dao>
Dimensions	<dimensions>
EAD Header	<eadheader>
Extent	<extent>
Finding Aid Identifier (auto-supplied)	<eadid>
Genre/Format	<genreform>
Language(s) of the Materials	<langmaterial>
Language(s) of the Finding Aid	<language>
List (simple/ordered/definition)	<list>
Location of Originals	<originalsloc>
Origination	<origination>
Other Finding Aid	<otherfindaid>
Physical Description	<physdesc>
Physical Location	<physloc>
Preferred Citation	<prefercite>

**Element Name****EAD tag**

Processing Information

&lt;processinfo&gt;

Related Material

&lt;relatedmaterial&gt;

Repository (auto-supplied)

&lt;repository&gt;

Restrictions on Access

&lt;accessrestrict&gt;

Restrictions on Use

&lt;userrestrict&gt;

Revisions

&lt;revisiondesc&gt;

Scope and Content

&lt;scopecontent&gt;

Separated Material

&lt;separatedmaterial&gt;

Sponsor(s)

&lt;sponsor&gt;

Technical Requirements

&lt;phystech&gt;

Title of the Unit

&lt;unittitle&gt;

Title Preface

&lt;titleproper&gt;

Unit ID

&lt;unitid&gt;

## ***Appendix B: Content Required for a Minimally-Encoded OhioLINK EAD Repository Finding Aid and Explanation of Required Content Terms***

The list below shows information that must be supplied in order to create a minimally-encoded (basic, collection-level) finding aid in the OhioLINK Repository. When preparing finding aids for inclusion in the Repository, be sure that you can supply data for each of the elements listed.

### **EAD Header**

- Title Preface
- Title
- Author(s)
- Creation (automatically supplied)
- Year Encoded (automatically supplied)
- Language(s) of the Finding Aid
- Revisions (mandatory only if applicable)

### **At the Collection Level**

- Summary of the Collection
  - Origination
  - Inclusive Dates
  - Extent
  - Language(s) of the Material
  - Abstract
  - Unit ID
- Scope and Content
- Biography or History (mandatory only if applicable)
- Arrangement
- Preferred Citation
- Controlled Access Heading(s) (at least one heading must be applied)
- Restrictions on Access (mandatory only if applicable)
- Restrictions on Use (mandatory only if applicable)

## Explanation of Required Content Terms

Help pages for all of the content fields listed below are available from within the OhioLINK Finding Aid Creation Tool. Help pages include definitions of each element, information and advice on how to input the data, and examples from a sample finding aid.

**Abstract** - A brief summary of the materials being described that may include information about the creator(s), scope, and content.

**Arrangement** - A statement that provides an explanation of the logical and/or physical arrangement of the materials, naming and describing the divisions (into series and subseries, for instance) that the archivist has established in the collection. This should help researchers to locate specific groups or types of materials. Arrangement can take the form of a one-sentence statement, an explanatory paragraph, a simple list of series and subseries--or some combination of the above.

**Biography or History** - Contains biographical information about an individual or family, or the history of a company, institution, or other corporate body responsible for the creation of the collection.

**Controlled Access Headings** - A list of subject terms which serve as key access points to the described materials. At least one controlled access heading must be identified for each finding aid created.

**Creation** - A statement that provides information about the encoding of the electronic finding aid.

**Date of the Unit** - Documents the time period for the accumulation, creation, assembly, and/or use and maintenance of the described materials. Record all dates as a range of dates or as a single date. At the collection level, provide inclusive dates and bulk or predominant date(s), if necessary.

**EAD Header** - Information about the finding aid (as distinct from information about the collection). Identifies the finding aid as a unique electronic document, and provides information about its creation, and any revisions made to it.

**Extent** - Quantity and expression of space occupied by collection or portion of a collection. At the collection level, provide the exact or approximate number of measuring units (e.g., linear feet, boxes, etc.) for the entire collection.

**Language(s) of the Finding Aid** - Identifies the language(s) in which the finding aid is written.

**Language(s) of the Material** – Indicates the language(s) of materials in the collection being described. This should not be confused with the language in which the finding aid is written.

**Origination** - Identifies the individual, family, or organization responsible for creating, assembling, or maintaining the collection before its deposit in an archive or special collections library.

**Preferred Citation** - Used to indicate the preferred style or format for a citation of the unit being described in a list of sources used; bibliography, reference list, footnotes, etc.

**Restrictions on Access** - Statement of conditions affecting access to the collection or parts of the collection.

**Restrictions on Use** - Defines the terms and restrictions for how the material may be used once accessed. May contain procedures or restrictions for quoting or reproducing from the materials due to copyright or donor imposed restrictions.

**Revisions** - Describes changes made to the encoded finding aid.

**Scope and Content** - A summary of the collection, allowing researchers to determine whether the materials in the collection are relevant to their interests. At the collection level, the Scope and Content encompasses the entire collection. It may also be used, with increasing specificity, at successive levels such as Series, Subseries, and File.

**Summary of the Collection** - Brief descriptive information about the collection appearing at the beginning of the finding aid.

**Title Preface** - Phrase preceding the title of the collection in order to construct the name of the EAD finding aid. Title preface options include “Guide to the,” “Finding Aid for the,” “Inventory of the,” “Register of the.”

**Title of the Unit** - Word or phrase (topical or otherwise) that uniquely identifies a collection, series, or item described.

**Unit ID** - A unique designation which identifies the unit being described. Example values include an ISBN and/or classification number for an item or an accession number for a collection of items. At the collection level, this element is used to identify the body of archival materials being described.

**Year Encoded** - Year in which finding aid is encoded in the EAD Finding Aid Creation Tool.

## **Appendix C: Controlled Vocabularies** *(used in Controlled Access Headings)*

The following controlled vocabularies are currently offered to indicate the source of controlled access headings entered in the Finding Aid Creation Tool. Additional sources may be added in the future, depending on user requests. If a heading was locally generated, select “Locally controlled” from the drop-down menu for the Source (within the Controlled Access Headings section of the finding aid).

<b>Name and Source of Controlled Vocabulary</b>
Art and Architecture Thesaurus <a href="http://www.getty.edu/research/tools/vocabulary/aat/">http://www.getty.edu/research/tools/vocabulary/aat/</a>
Religion indexes: Thesaurus <a href="http://www.atla.com/Products/product_news/thesaurus_revisions.html">http://www.atla.com/Products/product_news/thesaurus_revisions.html</a>
Thesaurus for Graphic Materials: TGM II Genre and Physical Characteristic Terms <a href="http://lcweb.loc.gov/rr/print/tgm2/">http://lcweb.loc.gov/rr/print/tgm2/</a>
International Standard for Archival Authority Record for Corporate Bodies, Persons, and Families (ISAAR(CPF)) <a href="http://www.ica.org/biblio.php?pdocid=2">http://www.ica.org/biblio.php?pdocid=2</a>
Index terms for Occupations in Archival and Manuscript Collections (Washington, DC: Library of Congress, Manuscript Division)
Library of Congress Name Authorities File <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a>
Library of Congress Subject Headings <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a>
Thesaurus for Graphic Materials: TGM I Subject Terms <a href="http://lcweb.loc.gov/rr/print/tgm1/">http://lcweb.loc.gov/rr/print/tgm1/</a>
Locally controlled list of terms (use for terms from lists developed at your institution)
Medical Subject Headings <a href="http://www.nlm.nih.gov/mesh/meshhome.html">http://www.nlm.nih.gov/mesh/meshhome.html</a>
Moving Image Genre-Form Guide <a href="http://www.loc.gov/rr/mopic/migintro.html">www.loc.gov/rr/mopic/migintro.html</a>
NAL Agricultural Thesaurus <a href="http://agclass.nal.usda.gov/agt/agt.htm">http://agclass.nal.usda.gov/agt/agt.htm</a>
NASA Thesaurus <a href="http://www.sti.nasa.gov/thesfrm1.htm">http://www.sti.nasa.gov/thesfrm1.htm</a>
NIMA Cartographic Subject Categories (Bethesda, MD: National Imagery and Mapping Agency)
Revised Nomenclature for Museum Cataloging: a revised and expanded version of Robert C. Chenhall's system for classifying man-made objects. (AltaMira Press, 1995)
Occupational Outlook Handbook <a href="http://www.bls.gov/oco/home.htm">http://www.bls.gov/oco/home.htm</a>
Political Science Thesaurus II (Pittsburgh : University Center for International Studies, University of Pittsburgh, 1979)

<p>Binding terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Binding/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Binding/Alphabetical%20List.htm</a></p>
<p>Genre Terms: A Thesaurus for Use in Rare Books and Special Collections Cataloging  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Genre/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Genre/Alphabetical%20List.htm</a></p>
<p>Paper terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Paper/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Paper/Alphabetical%20List.htm</a></p>
<p>Printing &amp; Publishing Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging [used for printing terms]  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/PrintingPublishing/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/PrintingPublishing/Alphabetical%20List.htm</a></p>
<p>Provenance Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Provenance/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Provenance/Alphabetical%20List.htm</a></p>
<p>Printing &amp; Publishing Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging [used for publishing terms]  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/PrintingPublishing/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/PrintingPublishing/Alphabetical%20List.htm</a></p>
<p>Type Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging  <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Type/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Type/Alphabetical%20List.htm</a></p>
<p>REVEAL: fiction indexing and genre headings (Bath: UKOLN)</p>
<p>Sears List of Subject Headings (New York: H.W.Wilson)</p>
<p>SHE: Subject Headings for Engineering (New York: Engineering Information, 1983)</p>
<p>Getty Thesaurus of Geographic Names <a href="http://www.getty.edu/research/tools/vocabulary/tgn/">http://www.getty.edu/research/tools/vocabulary/tgn/</a></p>
<p>Getty Union List of Artists' Names <a href="http://www.getty.edu/research/conducting_research/vocabularies/ulan/">http://www.getty.edu/research/conducting_research/vocabularies/ulan/</a></p>

## ***Appendix D: Allowable Forms of Natural Language Dates***

Dates in finding aids should appear in one of the following formats. Use of these formats ensures that normalization of dates to ISO 8601 will be successful. (See “Issues,” Part 2.)

Note: Years must be expressed in four digits.

### **Single year:**

1920

### **Span of years:**

1920-1932

-----

**Any of the following date formats may appear alone, or in a span of dates in any combination with another of the following category of formats:**

### **Month and year:**

August 1950

or 8/1950

or 8-1950

### **Month, day and year:**

August 8, 1974

or 8/8/1974

or 8-8-1974

(assumed that month is first, day is second)

### **Day, month and year:**

8 August 1974

### **Already normalized dates like:**

1950-08-17

1950-08

-----

**If entering multiple dates that are not part of a date range, separate them with a semicolon, as in 1926; 1930; 1935.**

---

**These formats may appear alone, but may not be part of a date range:**

**Uncertain date:**

ca. 1945

**Very uncertain date:**

19th century

**Supplied uncertain date:**

1920?

**Decade known:**

1920s

**Unknown date:**

undated

or no date

*Note: If your finding aid contains the abbreviation “n.d.” for undated materials, please replace these with one of the two terms listed above. DACS (Describing Archives: A Content Standard) recommends avoiding such abbreviations, which are often unclear to researchers, and recommends using “undated” instead.*

## ***Appendix E: Acquiring an LC Institution Code***

Within the context of an OhioLINK Finding Aid repository, each participating institution will be required to have a Library of Congress institution code. These short alphabetic codes are used in union catalogs such as OCLC WorldCat and the OhioLINK central catalog to differentiate ownership of particular items and collections. Your institution may already have such a code if you participate in cooperative catalog projects.

- **How do you find out if your institution already has a code?**

Read about how to search the MARC Codes database at:

<http://www.loc.gov/marc/organizations/orgshome.html> - searches

- **How do you request a code?**


You must have a valid MARC code before you can begin encoding and contributing finding aids to the online repository. If your institution does not have a Repository Code, the Administrator will need to apply for one. Instructions for obtaining a code are available at the Library of Congress “MARC Code Lists for Organizations” page at:

<http://www.loc.gov/marc/organizations>

Please note that requests can take up to several weeks to process.

## ***Appendix F: Sample Finding Aid***

The following (fictitious) finding aid offers examples of each of the EAD elements that may be used in the OhioLINK EAD Application. Real-world finding aids will differ considerably in the extent to which they describe collections and make use of various elements available in this set.

Examples from this finding aid are used in the contextual Help Pages which appear throughout the Application, designated by the symbol .

---

### **Guide to the Ima R. Kivist Papers**

**Processed by:** Kelly Adams

**Encoded by:** Kelly Adams

Processing sponsored by a grant from the NHPRC, 2007.

**Repository:** Our History Archives

**Title:** The Ima R. Kivist Papers

**Creator:** Ima R. Kivist, 1930-

**Dates:** 1880-2003 (bulk 1966-2003)

**Extent:** 15 linear feet

**Accession Number/Collection ID:** OHA.40.1

**Abstract:** The personal and professional papers of Kivist, who was instrumental in founding and promoting Our History Archives.

**Language:** English, German

**Physical Location:** Collection is housed at 1-57.

**Biography of Ima R. Kivist:** Ima R. Kivist (né Schellenberg) was born in 1930 in Fonds County, Ohio. She completed high school in 1948 and began working as a snow plow driver. She became the first woman in Fonds County to join the Teamsters Union. In 1952, she married Elmer C. Kivist. In 1958, she completed her B.A. in Home Economics at Fonds County Community College, and began teaching at Fonds County Central High School. Convinced that her professional strengths lay elsewhere, Kivist enrolled in library school at the Ohio College for Women, and received her M.L.S. in 1966. During college, she began collecting the materials with which the Fonds County Citizens for History would establish the local historical society, Our History Archives (OHA), in 1986. She served as its first director, retiring in 2003. Kivist lives in Lincoln Township in Fonds County.

Kivist gained prominence not only in her local community, but also for her contributions to the archival profession both on the state and national level. Her work in the field culminated in 2001 when she was inducted into the Archivists Hall of Fame. Her notable publications include *Documenting Family Life in Small Ohio Counties, 1880-1980* and *Reflections on Regulating Reading Room Behavior: A Teamster's Perspective*.

#### **Ima R. Kivist, Biographical Outline:**

1930: Born to Frank and Pearl Schellenberg, Fonds County, Ohio

1948: Graduates from high school

Begins work as snow plow driver  
 1952: Marries Elmer C. Kivist  
 1956: Gives birth to son, Ambrose  
 1958: Completes Bachelor of Arts in Home Economics  
 Begins teaching at Fond's County Central High  
 1961: Gives birth to daughter, Michelle  
 1966: Completes Master of Library Science  
 Co-founds the Fond's County Citizens for History  
 1970-90: Participates in Society of Ohio Archivists, serves on several committees  
 1986: Appointed first director of Our History Archives  
 1990-2003: Participates in Society of American Archivists, serves on several committees  
 2001: Inducted into Archivists Hall of Fame  
 2003: Retires from Our History Archives

**Scope and Content:** The collection consists of materials relating to Kivist's well-documented family history and professional activities. Materials include letters, genealogies, oral histories, photographs, journals, correspondence, notes, and working papers.

Materials related to Kivist's family history include a genealogy of the Schellenberg Family of Lincoln Center, Ohio, along with correspondence and oral histories. Information on the Kivist Family of Fond's County is also included in the collection. In addition, there are files documenting Kivist's community involvement; photographs of family members and friends; and photographs documenting community events.

Materials related to Kivist's professional accomplishments, particularly the impact of her career on Our History Archives (OHA), include 24 work journals dated from 1980 to 2003, and several files of correspondence, notes, and reports. Kivist's research files cover a variety of issues important to the profession and to OHA. Numerous honors, awards, news clippings, and other materials document Kivist's professional and community service.

Series II covering Kivist's professional career, contains several acronyms used in the library and archives professions. Below is a list of common acronyms found in Series II.

Acronym	Stands For	Definition
APPM	<i>Archives, Personal Papers and Manuscripts</i> by Steven Hensen	A content standard for catalog records created for archival materials. Superseded by DACS in 2004.
DACS	<i>Describing Archives: A Content Standard</i>	A content standard for catalog records and finding aids released in 2004.
EAD	Encoded Archival Description	An XML-compliant DTD (Document Type Definition) for markup of archival finding aids. EAD enhances the ability to find and search relevant finding aids on the web.
MARC AMC	Machine Readable Cataloging Record for Archival and Manuscripts Control	A standard data communications format that specifies a data structure for description of records (archives and manuscripts).

**Statement of Arrangement:** The collection is divided into two series and eight subseries, as follows:

Series I. Personal, 1880-2003

Subseries 1. Schellenberg and Kivist Family Histories

Subseries 2. Community Involvement

Subseries 3. Photographs and Albums

Series II. Professional, 1966-2003

Subseries 1. Work Journals

Subseries 2. Professional Organizations

Subseries 3. Subject Files on archival topics

Subseries 4. Honors and Awards

Subseries 5. Fonds County Citizens for History and Our History Archives

**Separated Material:** Two boxes of subject files documenting people, places and events of local and historical interest were separated to the Archives' vertical files.

**Related Material:** The Fonds County Public Library (FCPL), Local History Division holds extensive correspondence between Kivist and Bernard D. Cartage, president of the Teamsters Union, Local 379 from 1940-1958. For information on this collection, contact FCPL, Local History Division: 3245 Main St., Lincoln Center, OH 43210.

**Preferred Citation:** [Box Number, Folder Number], The Ima R. Kivist Papers, Our History Archives

**Restrictions on Access:** Legal correspondence in Series I involving a civil lawsuit between Xavier Schellenberg and Wanda Johnson closed to the public until 20 years after the deaths of both parties to the suit.

Photographs dated earlier than 1920 are fragile and may be handled only by archives staff. Please notify the staff 48 hours in advance when requesting these materials.

**Restrictions on Use:** All pertinent copyright laws apply to reproduction of published materials in the collection; researchers must obtain permission from the copyright holder.

**Technical Requirements:** A stereoscope is required for viewing stereo cards in the collection. A tape cassette player is required to hear oral history interviews in series I.

**Acquisition Information:** Kivist donated her personal and professional papers to Our History Archives in a series of accessions, from 1995 to 2003.

**Custodial History:**

The Schellenberg Family photo albums were originally maintained by Catharine Schellenberg, Ima R. Kivist's grandmother, before Catharine gave them to Ima to include in the original accession of this collection. Future accessions are anticipated.

**Accruals:**

Additional material from the donor will be transferred to the archives biannually.

**Processing Information:** The collection was processed by Val Kramer in 2003.

**Other Finding Aid:** An item level inventory of the collection was created by Ima R. Kivist's lawyer. The inventory is not electronic and is strictly a listing of items in no particular order. Please contact the reference desk to view the inventory.

**Bibliography:** Yeager, Marian. *A History of Fords County, Ohio: Its People, Places, and Events*. Foreword by Kivist. (Lincoln Center, Ohio: Fords County Public Library), 1974.

Fried, Thomas. *Major Electrical Appliance Accidents in Central Ohio: A History*. Pamphlets in Ohio Safety History, no. 3. (Columbus, Ohio: Safety Institute of Ohio), 1981.

**Indexing Terms:**

The following terms have been used to index the description of this collection in the library's online public access catalog.

**Persons:**

Kivist, Ima R., 1930-  
Kivist, Elmer C., 1928-

**Organizations/Corporate Names:**

Fords County Citizens for History—Ohio  
Our History Archives—Fords County (Ohio)

**Families:**

Schellenberg family, Fords County, Ohio

**Places:**

Fords County (Ohio)—History

**Subjects:**

Archives—Ohio

**Material Types:**

Correspondence  
Genealogies  
Oral Histories  
Photographic prints

**Occupations:**

Archivists

**Description of Subordinate Components:** Detailed Description/Box and Folder List

**Series I. Personal, 1880-2003**

5 linear feet (5 document cases, 10 flat boxes, 1 tape cassette box).

This series documents Ima R. Kivist's family history and community involvement. The Schellenberg Family's long history in Lincoln Center, Ohio is

thoroughly documented through detailed genealogy, family letters and oral histories. There is also information on the Kivist Family, early settlers of Fond du Lac County. In addition, files document Ima R. Kivist's community involvement as a Board member of the local historical society and founder and President of Citizens for History. Many of the photographs depict community events that the Schellenberg and Kivist Families attended from the 1880s to 1990s, including town socials, parades, and visits of prominent leaders. The photographs may not be published without the permission of the donor.

Series I is divided into the following subseries:

Subseries 1. Schellenberg and Kivist Family Histories

Subseries 2. Community Involvement

Subseries 3. Photographs and Albums

### **Subseries 1. Schellenberg and Kivist Family Histories, 1880-2003**

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
1	1	Schellenberg Family genealogical charts, 2000
1	2	Schellenberg Family historical narrative, 2000
1	3	Schellenberg Family correspondence, 1880-1910 Early family correspondence is written in German.
1	4	Schellenberg Family correspondence, 1910-1930
1	5	Schellenberg Family correspondence, 1930-1950
1	6	Schellenberg Family correspondence, 1950-1970
1	7	Schellenberg Family correspondence, 1970-1990
1	8	Schellenberg Family correspondence, 1990-2003
1	9-11	<b>RESTRICTED</b> Schellenberg, Xavier, correspondence, 1998 The files are closed to the public until 20 years after the deaths of both parties in the law suit.
1	Audio Vault Shelf 9	Schellenberg, Catharine (Ima's grandmother) oral history, 1990
2	1-3	Schellenberg, Frank (Ima's father) oral history, 1990
2	4-7	Schellenberg, Pearl (Ima's mother) oral history, 1990
2	8-10	Schellenberg, Xavier (Ima's brother) oral history, 1990
3	1-15	Schellenberg Family oral history audio cassettes, 1990
4	1	Kivist Family genealogical charts, 2003
4	2-4	Kivist Family historical narrative, 2003

### **Subseries 2. Community Involvement, 1945-1978**

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
4	5-8	Lincoln Center Grange, 1945-1958
4	9-11	Lincoln Center Lions Club, 1965-1978
4	12	Teamsters Union Friends Group, 1950-1977
4	13	Your Home Safety Organization, 1963-1968

### **Subseries 3. Photographs and Photo Albums, 1880-1990**

Six oversized aerial photographs of the Kivist homestead, measuring 24 X 36 inches, are shelved separately in OHA MAP CASE 12B. The aerials were taken from an altitude of 10,000 feet.

Schellenberg Family photo albums dating 1950-1970 were created by Catharine Schellenberg.

Photographs of Earl Kivist are not to be published without the consent of the donor.

Captions and identifications of photographs were supplied by the processor.

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
5	1	Kivist, Earl, 1880-1915
5	2	Kivist, Elmer, 1888-1917 <a href="#">View photograph of Elmer Kivist</a>
5	3	Kivist, Ima, 1920-1990 <a href="#">View photograph of Ima R. Kivist</a>
5	4	Kivist, Katarina, 1919-1960
5	5	Kivist, William, 1925-1990
6		Kivist Family Photo Album, 1900-1920
7		Kivist Family Photo Album, 1921-1940
8		Kivist Family Photo Album, 1941-1960
9	1	Kivist Family Photo Album, 1961-1980
9	2	Kivist Family Homestead, Aerial Photos, 1963
10	1	Schellenberg, Agatha, 1880-1915
10	2	Schellenberg, Benjamin, 1888-1917
10	3	Schellenberg, Catharine, 1920-1990
10	4	Schellenberg, Emil, 1919-1960
10	5	Schellenberg, Frank, 1925-1990
10	6	Schellenberg, Pearl, 1926-1990
10	7	Schellenberg, Xavier, 1935-1990
11		Schellenberg Family Photo album, 1880-1910
12		Schellenberg Family Photo album, 1911-1938
13		Schellenberg Family Photo album, 1939-1949
14		Schellenberg Family Photo album, 1950-1960
15		Schellenberg Family Photo album, 1961-1970
16		Schellenberg Family Photo album, 1971-1980

## **Series II. Professional, 1950-2003**

10 linear feet (24 document cases)

This series documents Kivist's professional accomplishments within the local community and within the archival profession, as well as how Kivist's career has impacted growth and support of Our History Archives in Lincoln Center. Kivist detailed daily tasks, ideas for outreach, collaborations with various organizations and individuals, events, and noteworthy events of the day in her 24 work journals dating 1980-2003. Also included are Kivist's correspondence, notes, reports, and working files from her involvement in Society of Ohio Archivists and Society of American Archivists. The series also provides researchers with insight into archival issues Kivist researched in planning for the archives, including disaster preparedness, digitization project planning, EAD, incorporating primary sources in the classroom, exhibits, and copyright. Honors and awards contain numerous awards, ceremony programs, letters of congratulations, newspaper clippings, and acceptance speeches documenting Kivist's contributions both to the archival profession and to the community through her role as an archivist.

Series II is divided into the following subseries:

- Subseries 1. Work Journals
- Subseries 2. Professional Organizations
- Subseries 3. Subject Files on archival topics
- Subseries 4. Honors and Awards
- Subseries 5. Fonds County Citizens for History and Our History Archives

**Subseries 1. Work Journals, 1980-2003**

Journals dating from 1995 to 2003 include Excel and Access files, which require Microsoft Office 1997 or later for viewing.

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
17	1	Work Journal, 1980-1981
17	2	Work Journal, 1982-1983
17	3	Work Journal, 1984-1985
17	4	Work Journal, 1986-1987
17	5	Work Journal, 1988-1989
17	6	Work Journal, 1990-1991
17	7	Work Journal, 1992-1993
17	8	Work Journal, 1994-1995
17	9	Work Journal, 1996-1997
17	10	Work Journal, 1998-1999
17	11	Work Journal, 2000-2001
17	12	Work Journal, 2002-2003

**Subseries 2. Professional Organizations, 1974-2003**

Meeting agendas, reports, and minutes dating from 1988 to 2000 have been converted from various word processing utilities to Microsoft Word and Open Office Writer.

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
18	1	SAA Description Section, 1990-2000
18	2	SAA EAD Round Table, 1999-2003
18	3	SAA Women's Collections Roundtable, 2000-2003
18	4	SOA Archives Week Committee, 1974-1980
18	5	Education Committee, 1981-1988
18	6	Local Arrangements Committee, 1990

**Subseries 3. Subject Files on archival topics, 1974-2002**

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
18	7	Copyright law for archives, 1978-1980
18	8	Copyright law for archives, 1990-2002
18	9	CUSTARD, 2001-2003
18	10-11	Digitization project planning, 2000
18	12	Disaster preparedness, 1978-1985
18	13	Disaster preparedness, 1990-2003
18	14	EAD articles, 1996-2000
19	1	Exhibit planning, 1978-1985
19	2	Exhibit planning, 1986-1999
19	3	Genealogy, 1979, 1995
19	4	Grant project ideas, 1990-2002
19	5	MARC AMC, 1989
19	6	Oral History projects, 1988

19	7	Oral History projects,1991
19	8	Outreach, 1974-1980
19	9	Outreach, 1981-1990
19	10	Outreach, 1991-2001
19	11	Primary sources in the classroom, 1999-2002
19	12	User Studies in Archives, 1996-1998
19	13	User Studies in Archives, 1999-2000

#### **Subseries 4. Honors and Awards, 1950-2001**

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
20	1-2	Archivists Hall of Fame inductee, 2001
20	3	Fonds County Author of the Year award, 1988
20	4	Fonds County Employee of the Year award, 1984, 1989, 1995
20	5	Fonds County Historic Preservation award, 1991
21	1	Ohio College for Women Distinguished Alumni Award, 1999
21	2	Our History Archives retirement celebration, 2003
21	3	Teamsters Union Appreciation award, 1950, 1970
21	4	Your Home Safety Fire Prevention Awareness award, 1970

#### **Subseries 5. Fonds County Citizens for History and Our History Archives, 1966-1996**

##### **Fonds County Citizens for History**

Note: Additional records of the Fonds County Citizens for History are found in the Marian Bird Yeager Papers (Collection ID: OHA.78.11). A finding aid for that collection is available: [http://www.ourhistoryarchives.org/collections/oha78\\_11](http://www.ourhistoryarchives.org/collections/oha78_11)

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
22	1-3	Correspondence, 1966-1974
22	4-6	Correspondence, 1975-1985
22	7-25	Correspondence, 1986
22	26	President's notebook, 1964-1966
22	27	Farming Families Oral History Project, Unedited Audio Outtakes, Reel-to-Reel Tape, [1966?]. Note: This tape has been digitized and saved onto CD for reference use.

##### **Our History Archives**

Note: Additional records of Our History Archives are found in Our History Archives, Records, 1986- (Collection ID: OHA.64.9).

<b>Box</b>	<b>Folder</b>	<b>Contents</b>
23	1-23	Correspondence, 1986-1989
23	24-50	Correspondence, 1990-1993
23	51-60	Correspondence, 1994-1996
23	61	Photograph of OHA building architectural model, [1986?] 8x10 inches. Note: original model is on permanent display in the OHA Reading room lobby.
24		Board member notebook, 1990-1992 186 pages

## **Appendix G: MARC Encoding Analogs**

The EAD Finding Aid Creation Tool includes some MARC record encoding analogs that are included in the EAD Finding Aid. These notes in the EAD encoding allow for the production of basic MARC records for the collection being described in the finding aid. Some institutions will desire to use these MARC records in their local library catalog and union catalogs such as OCLC WorldCat. The Finding Aid Creation Tool allows for the download of a text-only MARC "worksheet" or the download of a binary MARC file that can be imported into library catalog software. **Local catalogers will need to edit the MARC record to ensure compliance with local cataloging practices.**

While most of the encoding analogs are "invisible" in the Tool and don't involve any input from the encoder, there are a few areas where encoders are asked to make a selection from some limited available choices that are described below.

If you do not alter the default values the Tool uses for these fields, your final finding aid will NOT be adversely affected. The MARC encoding analogs are completely hidden in the finished finding aid that is output by the Application.

### **Summary of the Collection**

There are two choices for MARC encoding options within the Summary of the Collection section of the EAD Application.

---

### **Origination**

After the name of the originator of the collection is entered, the encoder is asked to identify the name type and which MARC field should be applied to that name.

#### **Name Type**

- Select "persname" if the originator is an individual person.
- Select "famname" if the originator is a family.
- Select "corpname" if the originator is a corporate body, company, or organization.

#### **MARC**

- Select "100" if you want a personal or family name to be a main entry in your catalog.\*
- Select "110" if you want a corporate name to be a main entry in your catalog.\*
- Select "700" if you want a personal or family name to be an added entry in your catalog.
- Select "710" if you want a corporate name to be an added entry in your catalog.

\*Please note: If you specify that a heading should be a main entry in the Origination field, you will not be able to specify another heading as main entry in the Controlled Access Headings. This will ensure that the MARC encoding analogs include only one main entry per finding aid generated.

---

## **Controlled Access Headings**

For each Controlled Access Heading you enter, you may select the type of MARC entry you wish that heading to be.

If you do not have a preference, you may simply leave this field blank.

### **MARC**

- Select "Main entry" if the heading you have entered is a name heading that represents the primary entity that originated or created the materials in the collection.\*
- Select "Added entry" if you have entered a name heading for a secondary author, originator, or creator of materials in the collection.
- Select "Subject" if the heading you have entered is simply a subject of the collection.

\*Please note: If you have already specified this entity as the originator of the collection in the Origination field, you may not enter it as a second main entry within the Controlled Access Headings.

## ***Appendix H: Using Lists in Finding Aids***

The EAD Finding Aid Creation Tool allows for the insertion of lists in certain portions of a finding aid at the collection level. In EAD finding aids, lists are used to format the display of text in a specific way.

Lists are currently not supported at the component level in the EAD Application. **DO NOT use list functions in the EAD Application to encode a container inventory or folder listing.** Instead, click on the "Component" menu item in order to encode series, file, and other more detailed levels of information about the collection's contents.

### **The following types of lists are supported by the EAD Tool:**

- Simple/Ordered/Marked List
  - Definition List
  - Chronology List
- 

### **Simple/Ordered/Marked List**

#### **Description:**

- Simple: A general type of list in which each item in the list is not preceded by any special character or designation.
- Ordered: A general type of list in which each item in the listing is preceded by a numeral.
- Marked: A general type of list in which each item in the listing is preceded by a bullet point.

#### **Where allowed in the EAD Tool:**

- Scope and Content
- Arrangement

#### **Encoding Tips:**

1. Select "Create/Modify Simple/Ordered/Marked List" from the list choices. Click on "Create New List."
2. Then select from the drop-down menu the type of list you wish to use (Simple, Ordered, or Marked).
3. You may begin creating list items by clicking on "Add List Item."
4. To add more list items, simply click on "Add List Item."
5. To save your list, click "Save Changes." The list window will close. You may then continue editing the field into which you have inserted the list, or save changes again to exit the editing mode for this field.

## **Examples:**

### **Simple List** (in a Scope and Content Note)

The collection contains the following types of materials:

letters  
journals  
photographs

### **Ordered List** (in the Arrangement field)

The collection has been arranged into the following series:

1. Correspondence
2. Diaries
3. Subject Files
4. Photographs

### **Marked List** (in a Scope and Content Note)

The collection contains the following types of materials:

- letters
- journals
- photographs

---

## **Definition List**

### **Description:**

A Definition List is used to present a list of terms or items with corresponding labels that define them, such as a term and its corresponding definition. Use a Definition List for lists of terms and their definitions, abbreviations and their corresponding meaning, or to format a list of items in which the heading or main term is bolded and its corresponding definition or explanation is in regular text.

### **Where allowed in the EAD Application:**

- Scope and Content
- Arrangement

### **Encoding Tips:**

1. Select "Create/Modify Definition List" from the list choices.
2. Click on "Create New List." You may specify a heading for the terms or "labels" column and a heading for definitions for explanation column.
3. Then click on "Add List Item" and fill in the "Label" and "Item" columns to construct your list.

**Example** (in a Scope and Content note):

The following abbreviations have been used to signify the type of documents included in the collection.

Abbreviation	Meaning
ALS	Autograph letter, signed
MSs	Manuscript, signed
TLS	Typed letter, signed

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## **Chronology List**

### **Description:**

This type of list is used to present in columnar fashion information about a sequence of events associated with the materials being described, such as a chronology of events or of a person's life. Chronology Lists include column headings (e.g. "Date" and "Event"), followed by a number of list items in which a date or range of dates is paired with an event or multiple events.

### **Where allowed in the EAD Tool:**

- Biography/History

### **Encoding Tips:**

1. Select "Create/ModifyChronology List" from the list choices. You are provided with default column headings. You may leave the default values or change the heading text. Click on "Save Changes," regardless of whether you use the default values or change them to your own text.
2. After you have saved the column headings, you can then add list items by clicking on "Create New Chronology Item."
3. Enter a date or range of dates in the "Event Date" field. Enter at least one corresponding event, by clicking on "Create Event." You can attach multiple events to a single date or range of dates.
4. Click on "Save Changes."
5. If you want to add another date and corresponding event, click on "Create New Chronology Item."
6. Once you have added all of your chronology items and completed your Chronology List, click on "Save Changes and Exit Form."

**Example** (portion of a biographical outline in a Biography note):

Date	Event
1971	Smith is born in Cleveland, Ohio
1976-1984	Smith attends St. Mary's Catholic School in Cleveland, Ohio
1984	Smith enrolls in a private boys' high school, Western Reserve Academy, in Hudson, Ohio
1985	Smith drops out of high school in June Smith begins cross-country walking trek, and reaches Missouri in December

## ***Appendix I: Links to Digital Archival Objects and External Sites***

The OhioLINK Finding Aid Creation Tool allows links to external Web sites and links to digital archival objects to be inserted in many different areas of the finding aid. A digital archival object is an electronic file—such as a scanned image, or an audio or video file—representing an object from the collection. At the component level, each and every entry can include a link to digital content, if the entire collection or a significant portion of the collection has been digitized. Links to external web sites may be included in several sections of the finding aid.

### **Sections in which links to Digital Archival Objects may be inserted**

1. Summary of the Collection
2. Scope/Content
3. Biography/History
4. Any Component Level entry (at all levels)

### **Sections in which links to external Web sites may be inserted**

1. EAD Header (Descriptive Rules field)
2. Summary of the Collection
3. Scope/Content
4. Biography/History
5. Arrangement (paragraph area only)
6. Preferred Citation
7. Separated Material
8. Related Material
9. Other Finding Aid
10. Restrictions on Access
11. Restrictions on Use
12. Acquisition Information
13. Bibliography
14. Any Component Level entry (at all levels)