Introduction to the OhioLINK EAD Finding Aid Creation Tool and Repository

A joint project of the OhioLINK Database Management and Standards Committee, EAD Task Force and Kent State University Libraries and Media Services
Finding Aid Creation Tool login page
Each Repository’s Administrator can add new users and edit user access levels at his/her institution.
Once your repository and users are set up, you may create new finding aids.
The EAD Header summary screen is shown below. Throughout the Tool, click on the edit icon (pencil) to edit a given section.
The EAD Header includes information about the finding aid itself. The above screen shows the EAD Header section in editing view.
The Summary of the Collection includes basic information about the collection being described.
Pop-up Help screens are available by clicking on the question mark icon throughout the Tool.
The basic input fields required for component level description are **Title** and **Date**. Many users will also choose to add container information (box, folder) as shown in the above example.
The Validate, Preview, or Submit Finding Aid screen, allows you to perform several actions to the finding aid including uploading to the OhioLINK Repository or downloading the EAD xml file to your local computer.
Before submitting a finding aid to the OhioLINK Repository, you must validate the content to be sure no required fields are missing. Above is a validation report with missing content noted.

You may not submit the finding aid to the OhioLINK Repository until it is validated.
The above finding aid has been validated and may now be submitted to the OhioLINK Repository.
You may choose as a user preference to view required fields only or full menu options.

*(Fields marked with * are required.)*

Other features of the EAD Finding Aid Creation Tool:
The Tool also allows for the insertion of links to Web sites and “Digital archival Objects” such as image files stored on your Web server.
Shown here are optional fields that can be added to component level entries, when needed.
The OhioLINK Finding Aid Repository allows finding aids to be searched and browsed across institutions. Shown above is the advanced search form. Searches can be refined in a number of ways, such as “Limit by Institution”.
Finding Aid display in the OhioLINK Repository is shown here. Links in the left frame allow users to navigate the finding aid more easily.