Overview
2008 has been an exciting year of achievement for the OhioLINK EAD Task Force (EAD TF). The EAD Finding Aid Creation Tool and OhioLINK Repository (collectively referred to as the EAD FACTORy) were officially released in April. To date, there has been an overwhelmingly positive response to the project. There are 28 institutions using the encoding tool and 135 finding aids have been submitted to the Repository. 2008 TF members were Janet Carleton, Cara Gilgenbach, Beth Kattelman, Amy McCrory, Rhonda Rinehart, and Toni Vanden Bos.

Finding Aid Creation Tool
The Finding Aid Creation Tool was officially released for production use in April 2008. Use of the Tool both in the workshops (see below) and by a larger number of users has yielded additional enhancement requests and technical problem reports, responded to by David Gaj (Applications Developer, KSU Libraries Systems), Cara Gilgenbach, and Amy McCrory. Key enhancements added to the Tool this year included:

- level-specific background coloring to make it easier to determine level of description
- ability to re-number container information if a position change or deletion is made within the component levels
- improvement of the Preview function display
- ability to suppress certain administrative fields from the public display of the finding aid (security)
- addition of the text editor functionality to the Unit Title field at the component level (allows for italicizing and bolding of titles)

Finding Aid Repository
Sheila Yeh adapted XTF, the software used in OhioLINK’s ebooks project, for use in the EAD Finding Aid Repository. Initial responses to the software’s search and display abilities were positive, with some recommendations for enhancements and a few problem fixes. In mid-2008, a new version of XTF was released (XTF 2.1.1), which fulfilled some of the requests, such as a “Return to Search Results” link in each finding aid. Sheila continues to work, with input from Amy McCrory, on refining XTF 2.1.1, tailoring it to local standards. Top-priority enhancements include:

- A more modular presentation of finding aids. This will help especially with long documents, which will be divided into smaller, contextual views.
- Display of important document elements currently suppressed due to a conflict between the software as originally written and local encoding practices.
- Improved navigation features.
- Layout and formatting changes which will make finding aids more readable onscreen.
- An Advanced Search that searches all controlled access headings in the documents, not just those formally encoded as “subjects.”

Training
In-person Workshops
Training has been a major focus this year as part of the TF’s work to encourage institutions in Ohio to register to use the Finding Aid Creation Tool and participate in the Repository. The following in-person, full-day workshops were provided by Cara Gilgenbach and Rhonda Rinehart.

- Society of Ohio Archivists, pre-conference workshop, 5/7/08 (15 attendees)
- Northeast Ohio workshop, Case Western Reserve University (7/11/08) (15 attendees)
- Southwest Ohio workshop, Wright State University (11/7/08) (13 attendees)
Online Training Modules
Work completed for the OhioLINK EAD Creation Tool online training modules has moved forward from discussions among Task Force members in 2007. Work in 2008 has included researching and testing available training software. A final recommendation has been made and members of the Task Force will be working with the University of Akron’s Learning Technologies and Scholarly Services department to use the recommended software to create live-action training modules. Task Force member Rhonda Rinehart is creating “static” training documents that will form the structural basis of the modules. She is also creating a corresponding script that includes the narrator’s text along with instructions for screen actions that will be recorded. Task Force members have given input, and will continue to provide feedback and suggestions for the format, text and script of both documents as the online training project progresses.

Other Initiatives
Members of the Task Force gave presentations and demonstrations about the project in a number of venues including the following:

- Ohio Digitization Interest Group (Cara Gilgenbach)
- Society of Ohio Archivists (Rhonda Rinehart, Cara Gilgenbach, Amy McCrory, Janet Carleton)
- Cleveland History Digital Library Consortium (Cara Gilgenbach)
- Consortium of Popular Culture Collections in the Midwest (Cara Gilgenbach)
- Wright State University, Public History program: The EAD Tool was used as part of an independent study project, was part of summer intern training, and will be used during the winter quarter in an Advanced Processing class in which all students will be required to create a finding aid using the Tool. (Toni Vanden Bos)
- Ohio State University: Presentation to the Special Collections Round Table (Amy McCrory, Beth Kattelman) and use of the Tool in a student independent study project (Beth Kattelman)

Future Initiatives
In addition to administering the ongoing programs of the OhioLINK EAD project, the TF has the following major objectives for the coming year.

- Complete the first group of online training modules and release for use
- Provide workshops in Northwest Ohio and Central Ohio (aimed at Central and Southeast Ohio participants)
- Connect with other Ohio organizations to promote use of the EAD FACTORy by a larger number of institutions (e.g. Ohio Library Council, Ohio Association of Historical Societies and Museums)
- Promote the project’s accomplishments outside of Ohio (make the national archival community aware of the project)
- Make additional connections with graduate students in library and information science and public history programs who will be entering the archival field in the future
- Continue implementation of XTF version 2.1.1 in the Finding Aid Repository
- Create an EAD FACTORy Web site

Future Structure of the Task Force
The EAD Task Force was formed in late 2004 with an initial charge from the DMSC. The TF has now achieved that original charge and is actively administering the OhioLINK EAD FACTORy. During the past two years, some working teams have emerged, focusing on specific elements of the EAD FACTORy. The TF would like to organize itself into four teams to continue to carry out its program:

- Team 1: Finding Aid Creation Tool (Cara Gilgenbach, Amy McCrory, David Gaj-KSU Libraries Systems)
- Team 2: Finding Aid Repository (Amy McCrory, Sheila Yeh-OhioLINK)
- Team 3: Training (Rhonda Rinehart, Cara Gilgenbach, Toni Vanden Bos)
- Team 4: Outreach/PR (Janet Carleton, Beth Kattelman)

The TF feels that regular meetings, every other month, are no longer needed and that most of its work can continue to be conducted via email and conference calls, with periodic face-to-face meetings as needed. The TF would also continue to work with and consult OhioLINK and KSU Libraries System staff when appropriate.