Overview
In 2009, the EAD Task Force (TF) focused on continued administration and improvement in the functionality of the Finding Aid Creation Tool and Online Repository. In particular, significant enhancements were made to the Finding Aid Repository. 38 repositories are registered to use the Finding Aid Creation Tool, and to date there are 470 finding aids in the Repository.

The project gained formal recognition when, in May 2009, it was awarded a Society of Ohio Archivists Merit Award. This award recognizes “…individuals or organizations that have by excellence in deeds, actions, or initiatives improved the state of archives in Ohio over the past year.”

TF members were Janet Carleton, Cara Gilgenbach, Beth Kattelman, Amy McCrory, Rhonda Rinehart, and Morag Boyd. Ms. Boyd joined the TF in August, and brings both EAD and MARC record experience to the group. Due to increasing numbers of questions regarding MARC output from EAD finding aids, Ms. Boyd's experience will be of great value to the TF.

Finding Aid Creation Tool
The Tool's coordinators continued to make selected enhancements and technical fixes to the application. Additionally, they fielded a large number of technical support questions from users of the Tool. Since the Tool’s public release in April 2008, over 60 technical support inquiries have been fielded and answered. In that same period, approximately 40 enhancement requests and bug reports have been addressed.

Finding Aid Repository
Amy McCrory and Sheila Yeh (OhioLINK) completed the Repository upgrade to the new version of the XTF search engine. A number of enhancements were made and known issues were also addressed. The look and functionality of the Repository were greatly improved in this upgrade, especially the ability to browse finding aids more effectively. Sheila Yeh developed the Subject Browse extensively in order to fully leverage the metadata assigned to finding aids. The upgrade also includes directory information for contributing institutions.

The TF received detailed feedback on the Finding Aid Repository site from members of the OhioLINK User Services Committee. Work is underway to address some of the enhancement requests and changes suggested by USC.

Training
In-person Training
Due to the challenges of traveling and the time-intensive nature of planning and holding in-person training workshops, the TF took a break from offering these sessions around the state. A planned workshop in Columbus had to be canceled due to very low registration numbers. This, in part, contributed to the TF’s sense that it should temporarily suspend in-person training sessions.

Online Training Modules
Rhonda Rinehart has steadily continued to develop online training modules to help users learn how to use the Finding Aid Creation Tool. These modules are very detailed and require extensive editing. A complicating factor in their creation has been the changes that are made, on a somewhat continual basis, to both the Finding Aid Creation Tool and Repository. The TF hopes to have some modules online near the end of the year or early next year. The online modules will allow users of the Tool to engage in individual training as needed. The modules are divided into several lessons focusing on specific aspects of the Tool. Therefore, users can review as many or as few of the modules as needed, depending on their experience levels.
Outreach and Other Initiatives
Janet Carleton staffed an information table at the Society of Ohio Archivists’ annual meeting. Promotional materials were handed out and questions about the project were fielded. Beth Kattelman recently wrote an informational and promotional article about the project that will appear in the upcoming issue of the Midwest Archives Conference newsletter. Also, an in-depth, scholarly article, written by Cara Gilgenbach and Amy McCrory and application developer, David Gaj, was accepted for publication by a national archives journal, *Archival Issues*. The article, which describes the evolution of the project in detail, will appear in print in 2010.

EAD TF Chair Cara Gilgenbach led the effort to update and revise the OhioLINK EAD Content Guidelines (detailed specifications for creation of finding aids within the project). Version 3 of the guidelines was published online in October. Work is also underway to improve the links made to the individual element guidelines that also function as help pages for each data field within the encoding tool. With these projects, the TF continues its commitment to ensuring documentation for the project is kept up-to-date.

Future Initiatives
It remains a challenge to find ways and time to connect with a broader group of potential participants. It has been a goal to make more connections with public libraries and non-collegiate institutions. This remains a goal of the TF, and in 2010, it is anticipated that some progress will be made in this area.

The TF also needs to revisit the idea of offering additional in-person workshops in areas of the state that we have not yet been able to reach effectively. The TF is also continuing to explore the creation of a project Web site that would function as a central location for distributing information to the public about the project. At present, a Google Site is being tested to see if this will meet the TF’s needs.

XTF, the search engine that mines the encoded content of the EAD Repository (as well as the EBC), is continually under development at the California Digital Library (CDL). The TF would like to see the ongoing commitment of time and resources to further explore XTF’s capabilities. We also hope to establish ongoing collaboration with other XTF users, at the Online Archive of California, Indiana University, and other institutions interested in this software’s development. The goal is to be ready to take advantage of any innovations introduced by CDL, which can enhance the ability of users to discover the rich and complex resources available in Ohio’s archives, libraries, and other cultural institutions.