Present: Cantara, Ford, Ghering, Gilgenbach, Gilliland, Jeske, McCrory (co-chair), Strauss, Wilson (co-chair)
Absent: Strauss (attended by speaker phone), Card

Announcements

Amy McCrory announced that Cynthia Ghering, Ohio Historical Society, has joined the Task Force.

1. Peter Murray, Assistant Director for Multimedia Systems at OhioLINK: Introductions and explanation of our charge and activities.

Amy gave Peter an overview of the Task Force:

- Task Force created by OhioLink DMS
- charged with writing templates for EAD finding aids and preparing training and marketing materials
- final report due Dec 2006

Amy noted that the Task Force members bring together a diversity of expertise and experience with EAD and archival description in general. She explained that while Extensible Markup Language (XML) -- the markup standard for EAD -- is appropriate for multi-level documents, DACS (*Describing Archives: A Content Standard*) is a big step forward for the archival professional in terms of archival content description.

Amanda Wilson asked Peter if the DRC will support linking images from finding aids. Amy explained there are elements in EAD used for encoding image links (e.g., `<dao>`), and noted it would be good to have standards in place for linking images from the finding aids. Peter said the DRC doesn't have a good way to do this right now, but that use of persistent urls for resources in the DRC is on the new feature list. If the images are stored in the DRC they will have persistent identifiers that could be used for links from EADs. Anne Gilliland noted that some institutions might want to store their images in the OhioLink system anyway. Peter mused that it would be possible to store these kinds of things in a DRC collection, and that it might be possible to automate injection of objects associated with an EAD. Submitters might zip together a finding aid plus its associated images. When creating a finding aid the `<dao>`'s could refer to the file name and then when persistent ids are assigned, automatic revision of the EAD urls should be possible. He also noted that EAD finding aids could actually be embedded in a JPEG2000 image: when the image is retrieved, the context of it would go with it.

2: Meeting date changes. It has been pointed out that the 2005 and 2006 December meeting dates should probably be changed. The first may interfere with winter holiday plans, and
the second would actually be after we are supposed to deliver our final report. We'll discuss other dates that are convenient for all.

Amy suggested changing the December 2005 meeting to Wednesday, December 7, 2005. The meeting will be held at OhioLink in Columbus.

Anne noted that OhioLink has a weather policy: in case of bad weather a meeting must be cancelled by 7:00 a.m. She suggested the Task Force formulate a similar plan. Amy said we should probably establish a policy of communicating by phone the day before a scheduled meeting. (It was noted that the original members' list includes a list of contact phone numbers.)

Concerning the December 2006 meeting, Amy suggested we could either plan to conclude our work in October 2006 or meet in November 2006, since we are scheduled to give a report to the DMS on the first Monday of December 2006.

3. Proposed ALAO presentation

Cara Gilgenbach explained that the ALAO presentation will address the following:

- what is the Task Force and what is its relation to DMS?
- what is the Task Force's charge?
- what has been accomplished during the first year?
- what are the expected outcomes
- what connections does the Task Force have to national initiatives
- what resources are being used (DAC, Archivists' Toolkit, etc.)

Cara said the presenters -- Diana Ford, Amanda Wilson, and Cara Gilgenbach -- haven't yet written the proposal because they are waiting for DMS approval. Anne said it's her understanding that it's okay with the DMS, that we just need to do a report for the DMS too. Amy suggested sending a copy of the proposal to the DMS.

Amanda said they need help with a title to go along with the Conference theme, "Setting the Stage: New Roles in the Library." She asked that members email ideas to her, Diana, and/or Cara. Diana noted that if this goes well we should think about doing another presentation at next year's Society of Ohio Archivists annual meeting.

4: Search engine update

Amy reported she has tested two EAD search engines, the University of Michigan's Digital Library Extension Service (DLXS) (http://dlxs.org/) and the National Archives of France's PLEADE (http://www.pleade.org/en/index.html). She then gave a demonstration of a development application of PLEADE (http://magenta.ohiolink.edu:8888/sdx/pl/?l-en). PLEADE uses SDX, an open source search engine and publishing framework for XML documents (see http://adnx.org/sdx/). It is easily customizable; a new release is due out soon. Anne noted we need to keep in mind compliance with accessibility guidelines. Members of the group critiqued the current version (which has not yet been customized) and made suggestions for improvements.
and/or changes. Concerning DLXS, Amy affirmed that the next version, due out in August, will support use of XSLT stylesheets for XML display.

Linda Cantara asked if we should recommend encoding all names. Amy replied that the NC ECHO project addressed this. They concluded this should be a local decision since in a consortial setting it is not practical. Concerning dates, Amy said that Ohio State has a script to automatically create ISO conformant dates.

Amy noted it is important for us to look at search engines as this will help us make encoding decisions that will impact the templates we create. Linda suggested we might also want to look at teiPublisher (http://teipublisher.sourceforge.net/docs/index.php), as it has been successfully used to publish EADs as well as TEI (Text Encoding Initiative) encoded documents.

5. Proposed EAD TF website at OhioLINK

Amy observed that since our project will eventually take up OhioLink server space any how, and because there is interest outside the Task Force for information on what we are doing, we need to set up a Web site. We can use the site to start building resources, post minutes of meetings, and have a content-production and testing site.

Anne said she will talk with François (the OhioLink Systems Engineer) about setting up the space, that he can probably get it set up fairly quickly. Amanda noted that we will also need restricted access workspace. Amy said she will send the url to the listserv as soon as it is available.


Toni gave a powerpoint presentation on DACS, the new content standard for archival description: [link to powerpoint here?]. Amy noted it is important that our EAD encoding comply with DACS.

7. Encoding a finding aid

Using a finding aid contributed by Cara from the KSU collection (http://speccoll.library.kent.edu/reghist/cowles.html), Amy demonstrated encoding an EAD. She began with an introduction to the software used at Ohio State, NoteTab Pro (see http://www.notetab.com). She said that although, as previously mentioned, Ohio State has a script for automatically creating ISO conformant dates, either OhioLink members will have to come up with their own ways to script macros, etc., or as an adjunct to the Task Force we may be able to develop customized scripts for automating some aspects of EAD encoding. She noted that if an archive does not have a maintaining agency code (attribute mainagencycode), the archive must apply for one from the Library of Congress. Stopping the encoding after the "Administrative Information" section creates a full uni-level finding aid (in contrast to a multi-level finding aid which includes component-level markup). She said the Task Force will design the <frontmatter> section for all OhioLink EADs. One decision we will need to make is
whether we want to make all content template-driven or permit encoders to tag entries themselves.

8. From the encoding activity, we can also begin to discuss a set of content guidelines for OhioLINK finding aids.

Amy asked if we want to assign groups of elements to each TF member to provide an overview. The overview will include a description of each element and an explanation of how it fits into the overall finding aid. Cara suggested that someone should create a chart indicating the relationship of EAD elements to DAC elements.

Amy said the content guidelines should include the following:

- An explanation of the rules for content
- The sources of information included in the EAD finding aid
- Examples of element use
- Links to the DACS tag library

Element assignments, based on the DACS elements, are as follows:

- Barb Strauss and Linda Cantara: DACS 9-14 (Linda will contact Barb about which elements she should address)
- Cynthia Ghering: DACS 5
- Amanda Wilson: DACS 1 Level of description and DACS 2 Identity Elements
- Cara Gilgenbach: DACS 7 Notes and DACS 8 Description control
- Amy McCrory: DACS 3 Content and Structure Elements
- Toni Jeske: DACS 4 Access Elements
- Diana Ford: DACS 6 Related Materials Elements

Anne Gilliland is excused from this activity since she is the liaison to OhioLink staff to implement the Task Force’s Web site.

Content guidelines should be submitted as Word documents or as plain text. Members were asked to bring their contributions to the next meeting and encouraged to email the TF listserv if they have problems or questions. Amy and Amanda will send out a list of elements related to the assigned DACS elements, the RLG Guidelines, and the EAD Tag Library.

Other issues:

- The next meeting will be June 15th at either Kent State or University of Akron.
- Since the August meeting date conflicts with the annual meeting of the Society of American Archivists, the meeting date is changed to Wednesday, August 31st, 10:30 a.m., at Wright State University in Dayton.

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