DMS EAD Task Force -- MINUTES
8 December 2004

Present: Linda Cantara, Tschera Connell, Dianna Ford, Cara Gilgenbach, Anne Gilliland, Toni Jeske, Amy McCrory, Barabara Strauss, Amanda Wilson
Absent: Nan Card

1. Introductions

2. Review charge – (Tschera)

The Task Force is to complete the following charge by December 5, 2006:

- 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

The committee’s charge was developed primarily from Charley Bauer’s and Anne Gilliland’s ideas. Before he left OhioLINK, Charley was working with Amy McCrory on EAD-related projects and realized that OhioLINK should look at the bigger picture of EAD in Ohio. There has been an OhioLINK Metadata Task Force (also a DMS committee) who wrote an application profile for Dublin Core to create consistency across digital collections in the OhioLINK Digital Media Center. We need an application profile for statewide EAD documents. If you have not seen it, should look at the OhioLINK metadata application profile (available: [http://www.ohiolink.edu/media/dmcinfo/](http://www.ohiolink.edu/media/dmcinfo/)). Now, DMS wants to look at different specific metadata schemes and EAD is one community within the larger metadata efforts at OhioLINK.

An initial idea is for this committee to create special template for EAD documents submitted to OhioLINK. This group should also keep in touch with DLXS to follow process of enhancements suggested previously by Amy. From time to time, it would be useful to keep DMS apprised of progress and provide training because that group will go out and try to get other institutions involved. Note that we do not have to do all of the marketing and training – we are asked to provide some ideas.

An overarching long-term goal of this committee to make EAD more attractive to OhioLINK institutions to create EAD documents and make it easier for them to do so. Additionally, encourage those institutions to contribute those collections to OhioLINK (either the DMC or some other central resource) and to encourage customization and standardization. For example, the metadata task force had a closed listserv (like our EAD listserv) that will now be open for the OhioLINK metadata community.
Looking at the DMC, there is already a lot of legacy data so any standards we develop soon will help.

3. Current EAD developments

   a. Overview (Amanda)—included sample finding aid, explain archival description areas and where they are in EAD
   [Please refer to handouts]
   Comments:
   ■ Difference between inventory and finding aid should be emphasized for the general public.
   ■ Finding aids are hierarchical documents (nested fields of information in EAD mirror the structure of a finding aid).
   ■ Sheila and Amy have worked on DLXS (Digital Library eXtension Service – www.dlxs.org) to work with finding aids. Sheila is the most up to date on developments.
   ■ NoteTab (www.notetab.com) is a text and html editing software that is easily customizable, cheap, and many libraries use it to create EAD finding aids.
   ■ XPath is used to pull information out of the EAD document and format it for HTML display using the tagged fields to identify information. Uses path expressions to step through hierarchical levels of XML/EAD. DLXS was using Perl and other programming and now want to move to an XPath-based search engine.

   b. Statewide consortia efforts (Amanda)
   [Please refer to handouts]
   Comments:
   ■ The Virginia Heritage Coalition is also a consortial effort that the committee can monitor.

   c. National efforts (Amy)
   We should be aware of the following standards as we continue in our work to be sure that we are compliant --
   i. Archivist’s Toolkit
   The project’s charge is to complete something in two years. They are not trying to make EAD software. What we develop can/will/should be appended to their work.

   ii. Open Office application
   Open source software that can be used to create XML documents. Open Office was developed by Sun Microsystems as competition to Microsoft Office products and has been discussed on the official EAD discussion list. The National Archives of Australia has adopted as a suite of software. Open Office purports to enable creation of “pure XML” without proprietary code added.

   iii. RLG BPG tool for ensuring compliance with DTD
   Research Libraries Group Best Practices Guidelines for EAD. Nice standard to work with. The tool ensures that EAD document will validate and be sure that document can be searched and output with other EAD documents.
iv. DACS – Describing Archives: A Content Standard
Close to APPM (Archives Personal Papers and Manuscripts). Document has both MARC and EAD examples. Will encourage a lot of people to consider using EAD since it is a content standard.

d. Amy’s work with Sheila on DLXS
DLXS has a “finding aids class” of programming code that allows the software to handle search and display of EAD finding aids. DLXS can display tiny bits of text or entire finding aids. Through their previous work, Amy and Sheila have sent a list of suggestions for improvement to DLXS. Positive initial response received from DLXS; changes to finding aids class have not yet been released, so we don’t know if these suggestions were incorporated.

e. Software options
XMetal, NoteTab, XMLSpy and oXygen were all mentioned as software used to create/edit EAD finding aids.

4. Goals/Outcomes/Timeline
What do institutions want to see from the Task Force?

- EAD as a solution to put more finding aids on the web and made accessible
- Concern about branding and customization
- Beginning an EAD project from scratch?
  - New finding aids are easier to create in EAD than legacy finding aids in various native formats (i.e. Microsoft Word, HTML, Corel WordPerfect etc.)
  - How to choose appropriate EAD candidates
  - We have to consider transforming from HTML to EAD as well as from print
- The committee is in a good position because few Ohio colleges and universities have EAD programs. So, our work will not contradict any existing legacy practice.

Goals:

- Education
- Tips for starting and EAD project depending on how institutions are delivering finding aids (e.g. HTML, print)
- Rebuttal for arguments with HTML documents googled on the web.
  - XML is a preservation format
  - Creating data fields with XML, not just instructions for display
  - OhioLINK will adopt the encoding guidelines and encourage institutions to follow standards
  - Automate MARC record creation (through “encodinganalog” feature in EAD)
  - Will not get an NEH grant without EAD component

- Authority control: where are we going with possibility of controlling?
  - Subjects may be too broad for level of these collections
  - Can add scripts in NoteTab
  - Can add requirements through encoding guidelines
Outcomes/Deliverables:

- Statement on why people should use EAD
  - Why investigating this kind of time and energy
  - Things that people could use when talking to cohorts, bosses, colleagues, etc.

- What does “put your EAD documents in OhioLINK” mean?
  - Already DMC – moving to DRC (institutional branding with institutional repositories)
  - More widely available; will find resources across the state
  - Can participate in consortial or cooperative searching (RLG Archives Online)
  - Several different platforms support different types of digital efforts. Exactly what will go into the DRC is still unclear (finding aids?, e-books?, digital collections?, etc.). Software supporting DRC is Documentum right now.
  - It will not be OhioLINK collections – Ownership of the collections.
  - We have to answer the question: What will it look like?

- When marketing, think about the next step: digitizing the collections as well as EAD finding aid
  - Perhaps finding aids are the missing piece to the digitized collections (gives context)

General Timeline:

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Target Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Encoding guidelines</td>
<td>December 2005</td>
</tr>
<tr>
<td>Software and Customization toolkit testing; training ideas</td>
<td>September 2006</td>
</tr>
<tr>
<td>Final Report/recommendations</td>
<td><strong>Due December 2006</strong></td>
</tr>
</tbody>
</table>

5. Expertise

Committee members will keep the group apprised of developments in any of the following areas as we complete our charge:

a. Archival Practice (DACS) – Toni
   - Guide and inform our discussions throughout development of encoding guidelines

b. Archivist’s Toolkit – Cara
   - Track progress of project

c. EAC (encoded archival context – Linda
   - Deals with provenance information [www.library.yale.edu/eac/](http://www.library.yale.edu/eac/)

d. Contact for SOA – Dianna
   - Regular updates on our progress to Society of Ohio Archivists

e. DLXS – Amy
   - Continue tracking finding aids class progress made

f. Authority issues – Barbara
   - Guide and inform our discussions throughout development of encoding guidelines

g. Consortia contact – Amanda
• Keep track/in contact of similar developments to committee’s work

6. Housekeeping
• Schedule
  a. meet every 2 months
  b. keep in mind: 1st Mondays are always DMSC meetings
• Location
  a. alternate locations between member home institutions
  b. Next location: Kelvin Smith Library at Case Western (Linda)

7. Next Meeting:
  a. Bring or know
     i. institutional policies, which can include:
        1. policies for writing of finding aids
        2. any policies pertaining to management of collections
        3. any accrual policies (so that we don’t contradict some institutions’
           policies)
     ii. examples of finding aids
  b. Skim/Review
     i. RLG EAD Best Practice Guidelines
        (http://www.rlg.org/en/pdfs/bpg.pdf)
     ii. NCEAD Best Practice Guidelines
        (http://www.ncecho.org/ncead/documents/ead2002/bestpracticeguidelines.htm)
     iii. Online Archive of California
        http://www.cdlib.org/inside/projects/oac/

8. Next steps:
  a. Amy will put together group of reference/background materials and send to group
     i. (e.g. EAD Primer, other documents, citations to relevant literature)
     ii. Journal of Archival Organization v.2 has three articles related to EAD
        (featured free issue at Haworth Press)
  b. Meeting time
     i. send days that will never work to listserv
     ii. try and establish set date for meetings (e.g. bimonthly on 2nd Wednesdays)
  c. Work in Progress:
     i. sketch out a “Why EAD” draft document via listserv before next meeting
  d. Misc
     i. May need a test space on an OhioLINK server in the future (when we get
        down to testing)
  e. Agenda for next meeting “Show and Tell”
     i. Please bring sample finding aids
     ii. EAD, HTML, and print
  f. Linda will send location and directions of next meeting

12/10/04 AJW