1. **Feedback**
   The group briefly discussed feedback received, verbally and through the EAD blog (http://library.osu.edu/blogs/eadtf/), on the Content Guidelines and the SOA presentation.

2. **Search engine and image hosting**
   There was a brief discussion of the DLXS search engine, which Sheila Yeh is continuing to develop. The EAD Task Force will review and discuss alternate presentations of output by e-mail. A few days before the meeting, Sheila had verified that images associated with finding aids can be hosted at OhioLINK, meaning that numerous URL’s linking to images on servers at individual institutions will not be necessary. This is good news, as it will simplify encoding considerably.

3. **Web-based template for encoding finding aids**
   Amanda reviewed the work she and Linda have done toward developing a inputting template for encoders. Contributors to the EAD repository will have the option of using the template, or creating EAD locally using the software of their choice. Locally created finding aids will have to validate against the OhioLINK EAD standards before being accepted.

   Amanda presented a series of tables outlining steps in the authoring and submission process [available on Web?] Briefly:
   - Encoders will register once, providing institutional information that will be incorporated in every finding aid they contribute. This profile may be updated as necessary.
   - Cara asked whether a “save a draft” option will be available, since lengthy finding aids cannot be completed in one session. (This was later affirmed in the follow-up meeting with KSU Libraries Systems, see below.)
   - Each encoded finding aid will be validated against the EAD DTD and the OhioLINK guidelines. Valid finding aids will be accepted, and a copy of the source XML/EAD sent back to the submitting institution. Invalid finding aids will result in an error message being sent to the institution.
o A script be automatically normalize dates according to ISO-8601.
o A list of submitted finding aids will be available for institutions to edit or update as needed.
o Institutions will be able to customize their own logos, colors, and fonts. Search and browse features, however, will be standard across all finding aids.
o Contact e-mail addresses and institutions URLs will appear in each finding aid.

The group reviewed lists of values for elements in the EAD Header, Frontmatter, and Archival Description (collection level) areas of finding aids. Values in the Description of Subordinate Components area will be reviewed at the next meeting.

Meeting with KSU Libraries Systems
The EAD Task Force meeting was adjourned at 1:30, and a special meeting with Kent State University Libraries Systems staff followed. Four members of the Libraries Systems department had expressed an interest in developing the EAD template for OhioLINK. Those present included: David Gaj, Systems Analyst Programmer; Michael Kreyche, Digital Resource Development Specialist; Rick Wiggins, Web Programmer; Tom Klingler, Asst. Dean for Systems and Technical Services.

EAD TF members explained the project; EAD’s use of XML to structure finding aids; how logical description relates to physical description of collections; how the template will offer limited choices for encoding, to make uniform delivery of content possible; OhioLINK’s use of DLXS to deliver content; and the requirements for the inputting template.

Questions and recommendations from KSU Libraries Systems included:

o How will OhioLINK authenticate users of the template? (Amy followed up with Anita Cook after the meeting. Anita reported that in a few months’ time, Shibboleth authentication might be available. Until then, ordinary login accounts could be set up.)
o Will one person at each institution be authorized to add and delete user names for encoders?
o Will institutions with multiple departments that produce finding aids need to apply for a different repository code for each? (Yes—EAD TF agreed that Repository Code instructions should be changed to make this clear.)
o Instead of e-mailing validated XML to submitting institutions, maintain a web space for completed finding aids, and make them available for download. This is a good fit with the earlier idea to provide a list of finding aids submitted and those in progress.
o The template could incorporate the validation process, returning error messages during the process of encoding, instead of running validation as a separate process.

o Where will the template be hosted? *Amy followed up with Anita after the meeting. Anita said that it can be hosted at OhioLINK, with access for KSU Libraries Systems to develop it on the OhioLINK server.*

o How will child elements be tagged? *(Drop down lists.)*

o Can the same element be repeated? *(For most elements, this is allowed.)*