OhioLink DMSC
EAD Task Force
Meeting Minutes
October 19, 2005

Location: University of Akron

Present: Amy McCrory (co-chair), Amanda Wilson (co-chair), Dianna Ford, Barbara Strauss, Linda Cantara, Cara Gilgenbach, Toni Jeske

Absent: Anne Gilliland

Announcement: Due to work commitments, Cynthia Ghering is no longer able to be on the Task Force. Cynthia will remain on the e-mail list, and serve as a consultant to the Task Force.

Agenda item II (Summary of Amanda and Amy’s visit to DMS, Oct. 4 meeting):

Amy and Amanda gave a presentation to DMSC which covered an explanation of EAD, a timeline for the Task Force, and implications of an EAD project in Ohio. DMSC responded with excitement, and are anxious to see the content guidelines. A few of the DMSC members requested the “Why EAD?” document explaining EAD and its benefits. This discussion led into Agenda item III.

Agenda item III. (Proposal to send “Why EAD?” document to Society of Ohio Archivists listserv, with a reminder that we’re working on content guidelines and delivery.)

A discussion ensued on how the announcement should be presented to SOA. It was agreed that the first paragraph of the announcement should explain that we will provide tools to make EAD easy (content guidelines and templates). The second paragraph should explain what EAD is. At this point in the discussion, questions rose as to whether non-OhioLINK institutions would have access to the tools, and if so, how useful would they be to them without submitting the finding aids to OhioLINK, since most will not have their own transformation software and search engine. It was decided to hold off on distributing the “Why EAD?” document and the announcement of our Task Force activities to the SOA listserv until we consult with DMS as to the role of non-OhioLINK members. The “Why EAD?” document will be distributed to OhioLINK members only at this point.

ACTION ITEM: Linda and Toni will revise the “Why EAD?” document so it is tailored to the OhioLINK list.

ACTION ITEM: Amy and Amanda will ask DMS to clarify our scope: 1. Who can contribute to the repository? 2. How will it be used beyond OhioLINK institutions and what are the implications? The answers will determine how we present what we are doing to archivists in Ohio.
**Agenda item IVa.** (Update on status of EAD TF Wiki.)

The log-in problem is not yet fixed. Peter Murray is on leave until Oct. 24. Peter has not yet uploaded our files created before the Aug. 31st meeting into the Wiki. Until the log-in problem is fixed, continue to use Notetab when writing content guidelines, or write them in a text only document and then save as an html file. When the Wiki log-in is fixed, we will be able to upload the files to the Wiki.

**Agenda item IVb.** (Demonstration of the Notetab Template)

Amy gave the group a demonstration of the Notetab template. A few errors in the template were corrected on the spot. The script needs some tweaking to make the examples output correctly.

**ACTION ITEM:** **Amy and Amanda** will create a script for the example sections that replace angle brackets. They will e-mail the revised template to the TF when it is ready.

**Agenda item I.** (Summary of Amanda, Cara, and Dianna’s Nov. 4 ALAO presentation)

The presentation will be given in three parts:

Cara:
- Define EAD and its benefits.
  Benefits include: standardization with flexibility for multi-level description, enhanced access, potential to generate MARC records automatically, endorsed by SAA, internationally used, and several funding agencies require an EAD finding aid as an end product.
- Compare EAD to MARC (both are structures, not descriptive standards).
- Discuss descriptive standards, such as content guidelines and DACS, to best implement EAD.

Amanda:
- Task Force’s charge and function as part of DMS
- Our timeline
  - Completing content guidelines
  - Weighing the two software options
  - Developing tools to help in creating EAD
  - Similar projects (RLG, OAC)

Dianna:
- The future of the project
- Implications of a statewide repository

**Agenda Item V.** (Explanation of top-level EAD elements)

<eadheader>: Amanda and Amy provided a handout with an encoded example of an <eadheader>.
ACTION ITEMS:

Amanda and Amy will write Content Guidelines for <eadheader>. Each institution will need their Library of Congress code for the mainagencycode attribute. Include instructions for creating the unique ID for each finding aid under <eadid mainagencycode=>. We can instruct institutions to use their OhioLINK Code followed by a sequential number, with a link to the online list of OhioLINK codes. Barb will send Amanda the link to the OhioLINK codes.

Amanda and Amy will make a data entry template for <eadheader> and demonstrate it at a future meeting. In the template, <titleproper> will be generated from the title, and either the word “Guide” will automatically be added to the end of the title, or a drop down menu will give the option of “Guide” or “Inventory”. This will allow an alphabetical list to be generated without all of the titles falling under G for Guide. Also, the template will automate <address>.

<frontmatter>:
Linda discussed <frontmatter> as a required element.

Attributes:
Linda discussed some of the most often used attributes such as encodinganalog, level, audience, altrender, and langcode. Using drop down menus for attributes was discussed.

ACTION ITEMS: We will need to decide which attributes will be required and which will be default. Attributes will be spelled out in the element level of the content guidelines.

Agenda Item IX. (Topic for Imaginary Collection)

It was decided that the fictional collection will be the papers of Ima R. Kivist, a fictional archivist from Ohio. Examples for our content guidelines will be pulled from the finding aid that we write for this collection.

ACTION ITEMS:
1. Task Force members will e-mail ideas for the content of the finding aid.
2. Toni will create series based on everyone’s ideas.
3. Amy will write the finding aid.
4. Task Force members will use the finding aid for content guideline examples.

Cara’s ACTION ITEMS for content guidelines:

<note>: Delete third paragraph of description, change series level to folder level in example, add <separatedmaterial> as example under the note.

<profiledesc>: It was decided that profiledesc needs to be spelled out, despite the ability to generate drop boxes, because it is helpful to have explanation. Use N/A for Component Level.
<descrules>: Check with cataloger to make sure MARC code is 040|e

<prefercite>: Change to “Required” at top level

<unitid>: Use this element as an example of our explanation of specificity.

<processinfo>: remove <arrangement> in description.

Dianna will present her content guidelines at the Dec. 7th meeting at OhioLINK.

Meeting adjourned at 3:00 p.m.