OhioLINK Database Management and Standards Committee

Encoded Archival Description Task Force

EAD Content Guidelines
Version 2.0
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OhioLINK DMSC EAD Task Force charge

The Task Force was formed in December 2004 and charged with completing the following 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.
• Educate members of the DMS committee on progress and findings.

The Task Force’s charge was renewed in December 2006, with the following additions approved by the DMSC:
• Write a software application to simplify the process of encoding a finding aid for those unfamiliar with EAD.
• Configure XTF (EAD search engine) for use at OhioLINK.
• Develop a coordinated marketing and training program for EAD in Ohio.
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Introduction and Background
OhioLINK is creating and hosting a statewide repository of archival finding aids to increase access to and showcase the rich collections housed in Ohio archival repositories. During the OhioLINK Database Management and Standards Committee (DMSC) Metadata Task Force’s process to create a core set of data elements required for digital collections hosted at OhioLINK, the need for separate content guidelines and application instructions specific to EAD finding aids emerged. Accordingly, in December 2004, the DMSC appointed an Encoded Archival Description (EAD) Task Force to develop standards and guidelines for the creation and use of electronic finding aids within the OhioLINK repository.

EAD is an eXtensible Markup Language (XML) document type definition (DTD) specifically created for archival finding aids. EAD mirrors the structure of archival finding aids and defines data elements for all of the information traditionally captured in paper-and HTML-based finding aids. This document defines the range of requirements needed to contribute a finding aid to the EAD repository.

Purpose and Scope
The purpose of these guidelines is to provide an introduction to EAD, identify resources needed for the creation of EAD finding aids, and define a set of EAD data elements that are most likely to be used in the Ohio archival community. Additional issues to consider when creating new or converting legacy finding aids are also discussed.

The EAD DTD comprises 146 data elements (tags) found in finding aids, and allows their use in various combinations and complex relationships. While the EAD DTD allows great flexibility in the encoding of finding aids, this very characteristic makes it difficult to create and maintain a standardized environment for creating and searching electronic finding aids. For this reason, the EAD Task Force has defined a subset of the larger element group that may be used in encoding a finding aid for the OhioLINK Finding Aid Repository. This subset consists of the elements most commonly used in describing collections.

The scope of these guidelines is for production of EAD finding aids using web application tools developed specifically for the OhioLINK Finding Aid Repository. The guidelines are not intended to support a local institution’s development of tools for EAD implementation. For technical information supporting tool development please refer to the EAD DTD, the EAD Tag Library, and the EAD Application Guidelines, which are all available at http://www.loc.gov/ead/.

Note on Confidential Information: While definitions and examples of tags such as “physical location” and “acquisition information” appear in this document, when confidential, this information should be kept in a separate file, and not put in the EAD finding aid document. OhioLINK cannot guarantee the confidentiality
of any information stored in the shared repository. Indeed, the goal of the repository is to share information about archival collections in Ohio more widely.

**Why EAD?**

Institutions encoding their finding aids using EAD will make their collections more accessible, be able to provide enhanced services to their patrons, and ultimately reduce the amount of staff time devoted to finding aid production because EAD:

1. **Is expressed in XML, a structural and preservation format**

   The advantage over HTML is that XML tagging describes the document content, whereas HTML merely formats content for display. For example, EAD has a tag for the scope and content of the collection called `<scopecontent>` (“Scope and Content”). A human or a machine examining EAD encoding will know the particular type of information in the `<scopecontent>` tag, whereas in HTML, information appearing in a paragraph or `<p>` tag could be the title of the web page, copyright information, description of a collection’s creator, etc. HTML simply tells a browser how to visually display information and link between documents. For example, the `<p>` simply tells the browser to skip a line and begin a new paragraph and the `<h1>` tag tells the browser to display the information at a certain size, but any kind of information could potentially be contained in that tag. XML format also facilitates repurposing of data. A finding aid in XML can be converted into a variety of different formats for display and access to users. An HTML and PDF version of the finding aid can easily be created via the same EAD document.

2. **Mirrors the structure of a finding aid**

   EAD was designed specifically for archival finding aids. EAD includes tags defined for all of the traditional finding aid data elements, including biographical and historical notes, restrictions, collection and series titles, physical location, appraisal, and repository information.

3. **Creates searchable and indexable data fields out of traditional elements of archival description**

   Because of the meaningful tags available in EAD, software can be customized for targeted searching and retrieval. For example, subject browsing and searching can be configured using the “controlled access” terms identified in the finding aid. Additionally, EAD finding aids allow software to search across finding aids from multiple institutions, finding aids from one institution, or finding aids from one repository within an institution.
4. Is supported by OhioLINK with guidelines, templates, and search and retrieval software

OhioLINK will support EAD finding aids from all institutions in Ohio, not only member institutions (as long as the records of the contributing institution are publicly available). In addition to these guidelines, training options to assist institutions beginning or thinking about implementing EAD projects are in development. OhioLINK is hosting the Repository, which will provide browse and search functionality, as well as increase access to collections throughout the state.

5. Automates MARC record creation for collections

In addition to creating multiple versions of a finding aid (e.g., HTML, PDF, etc.), a surrogate record for a finding aid, such as a MARC record, can be created. XML not only allows elements to be defined, but also provides units called attributes (abbreviated “@”) which facilitate better description of the information within an element. For example, the attribute “encoding analog” (expressed as: @encodinganalog) can be used to match data elements in EAD to those of another encoding standard (e.g., MARC or Dublin Core). An encoding analog value of “245$a” in the “title of the unit” of a collection matches the collection title to a MARC 245 title field. Scripts have been created that will read an EAD finding aid and produce content appropriate for a MARC record.

6. Is required by national granting agencies, such as National Endowment for the Humanities

Realizing that EAD ensures the discoverability and interoperability of archival information, national granting agencies strongly encourage the use of EAD finding aids when considering grant proposals to preserve and create access to archival collections.

**Implications**

Two major implications of the use of EAD by the Ohio archival community merit mentioning:

1. **Standardization (with flexibility)**
   The data elements defined in EAD allow archivists to encode finding aids in predictable and standard ways. Because of the variety of elements and multiple levels of description allowed, EAD offers a great deal of flexibility in the creation and format of finding aids.
2. National and International Adoption and Use
Nationally, the Society of American Archivists endorsed the adoption of EAD as a descriptive standard in the late 1990’s. EAD is now used widely internationally (Europe, Canada, Australia). The international adoption of EAD, even when archival descriptive practices differ by country, is a testament to the standard’s utility in the global archival community.

Related Standards
Two standards played a vital role in the development of the DMSC EAD Content Guidelines.

• Describing Archives: A Content Standard (DACS)
DACS is the new United States standard for describing archival materials. DACS defines the mutually-exclusive data elements needed for archival description. DACS served as the basis for the definition of the tags listed in these guidelines. DACS makes no recommendation on the format for recording the description but offers EAD and MARC examples.

Throughout the Help Pages built into the EAD Application, corresponding DACS rules are noted for each element of description.

• RLG Best Practice Guidelines (RLG BPG)
The Research Libraries Group has developed best practices on the application of EAD tags. Particularly, RLG BPG notes use requirements for each tag defined. Tags are identified as required, mandatory if applicable, and optional. Our guidelines use the same terms for obligation or occurrence governing a tag’s appearance in the finding aid.

EAD Overview
EAD documents are electronic finding aids and digital resources. Their structure includes data elements for information about the collection and information about the EAD document itself. The following is a brief overview of EAD:

Elements
EAD elements represent units of archival description, such as the scope and content of a collection, the physical extent of the materials, and information about the origin and provenance of the materials.
Structure
EAD finding aids are divided into two major sections: the EAD Header and the Archival Description.

EAD Header: Information about the finding aid itself, including the title of the finding aid, description of revisions, date of encoding, and other information.

Archival Description: Bulk of the finding aid in which the archival materials are described.

Hierarchical Description and Levels of Description
The principle of hierarchical description is incorporated into the EAD DTD. Archival materials can be described as a whole collection and as components (e.g., series, file, item) of a collection. In hierarchical description, information supplied at the collection level (or top level) is inherited at the various component levels. For example, the title of a collection does not have to be repeated in the description of a series, folder, or item. Conversely, descriptive information about an individual item or group of items does not need to be included in the collection level description. Hierarchical description enables focused description of each unit being described.

Many descriptive elements are available for use at both the collection and component levels. For example, the “extent” element can be used to designate the quantity or volume of the entire collection (e.g. “20 boxes” or “30 linear feet”), and can also be used to designate the quantity or volume within a single portion of the collection (such as a series or file).

EAD accommodates both single- (i.e., collection level) and multi-level description (i.e., collection level plus series level description). In all cases, an EAD document must include at least a collection level description (general description of the entire collection). It is up to the individual to decide whether to also include component level descriptions (description of series, files, and/or items). At successive component levels of a multilevel finding aid, descriptions become increasingly specific (as illustrated on the following page).
These guidelines cover creation of finding aids ranging from basic collection-level to detailed folder-level or item-level finding aids. **Note:** Component level descriptions are more than an inventory or listing of items within a collection. Arrangement into logical units (series, subseries, file, item, etc.) with at least a title of the unit is essential.

**Resources needed for EAD finding aid creation**
Creating new EAD finding aids and converting legacy finding aids require different resources. However, both require a repository ID value which is assigned by the Library of Congress (LC). If your repository does not have an LC ID, see Appendix I for instructions on how to obtain one.

**Encoding New Finding Aids**
Encoding new finding aids is easier in many ways than encoding legacy finding aids. Before recording any information, determine what level of description and specificity will be used for the finding aid. These could be institutional/repository policies (e.g., “series- and folder-level description for all collections” or “item-level description for all visual collections,” etc.) or decisions made per collection. Second, review and be sure to capture all of the information required for a
“minimally encoded finding aid” (see Appendix A for a list of all elements by occurrence). Third, capture any additional or optional information that will be included in the finding aid. Once you have done this, you are ready to encode the finding aid using the OhioLINK EAD Application.

**Legacy encoding**

Encoding of legacy finding aids can be more difficult than creating a new finding aid in EAD for the following reasons:

- Legacy finding aids may lack the general-to-specific structure favored by EAD; often they take the form of simple inventories, without an overarching description of the collection as a whole.

- Even if a general-to-specific structure can be discerned or supplied, some elements required for EAD encoding may be missing.

- For very long finding aids, re-keying or copying-and-pasting of text into the OhioLINK EAD Application may be prohibitively time-consuming. (Encoding can often be achieved through macros, Perl scripts, or other text processing methods. However, these methods are outside the scope of the current Content Guidelines.)

Therefore, in considering conversion of legacy finding aids to EAD, it is best to take the following steps:

First, decide whether a brief EAD finding aid, consisting solely of a collection level description, can be created. Compare the finding aid’s collection-level descriptive elements to the required elements in the OhioLINK EAD profile, to determine if all of them are present. If they are not, explore whether the information needed to create the elements is available. If so, it will be fairly easy to encode the collection-level description.

Next, decide whether to encode the component level description (e.g., container list or inventory) as well. Determine whether the detailed description of the collection is well organized into component level elements such as Series, Subseries, File, and/or Item. If not, decide whether it is worth the time to restructure this section of the finding aid in accordance with hierarchical description practices.

If it is not feasible to encode the detailed description, there are still options for using the OhioLINK EAD Application. For instance, you could encode the collection level description, and put the container list on the Web as a text document, PDF, or HTML file. You can then establish a link from the collection level description to the container list.
**Finding aids already encoded in EAD**
If your institution has already encoded some of its finding aids in EAD, and you do not wish to re-encode them with the EAD Application, you may contribute them directly to the OhioLINK EAD Repository. It will be necessary to establish a repository record with OhioLINK, just as you would in order to use the EAD Application (see “Repository Profiles,” below). Once this is done, you can upload the encoded finding aids for delivery via an XML-aware search engine. Your finding aids will be searched and delivered along with all other finding aids in the OhioLINK EAD Repository. And, if you choose, you may begin encoding additional finding aids in the EAD Application at any time.

**Issues**

1. **Granularity of encoding**
   “Granularity” refers to the specificity with which an XML document is encoded. In the hierarchical, multilevel scheme supported by EAD, encoding may be done either exclusively at the very broadest levels, or at successive levels, all the way down to the most detailed descriptions.

   With each successive level of encoding applied, there is an increased investment, both in the efforts of encoders and in the work done by the search engine that delivers the finding aids. Project implementors should decide how much investment is worthwhile for the tradeoff in discoverability of elements.

2. **Date formats**
   Standardization of dates to ISO 8601 is encouraged in environments supporting machine readable documents. However, in viewing finding aids, researchers are likely to prefer a presentation of dates more based in natural language. To resolve these two aims, EAD supplies an attribute for date elements that normalizes the dates “behind the scenes.”

   When a date is encoded this way:
   `<unitdate normal="2006-01-18"> January 18, 2006 </unitdate>`
   the date displayed in the online finding aid is “January 18, 2006,” while the nondisplaying, machine-readable date is formatted in the ISO 8601-compliant form “2006-01-18.”

   Encoders do not need to type dates both ways; automated scripting will do the conversion, provided the natural language dates conform to one of the formats listed in Appendix H.

3. **Repository profiles**
   The purpose of repository profiles is to automatically handle elements that otherwise would require repetitive typing and encoding. Such elements include
Before encoding finding aids for the OhioLINK EAD repository, implementors will set up profiles for their institutions, including the name, address, repository code, and other information. This information will be automatically inserted into each finding aid submitted by an institution.

4. **Headings and Labels for elements of description**
The EAD Application will supply default headings for various sections of finding aids. In several sections of the EAD Application, the first step involves choosing whether to edit the header. You may create standard headers for sections such as Controlled Access terms and Component Level description in your repository profile, so that these are consistent among all of your institution’s finding aids.

5. **Linking to Digital Objects**
EAD finding aids may contain links to other digital objects, such as image files. There are two basic types of linking elements:

1. Digital Archival Object. Links to images of items that are a part of the described materials.
2. Extended Reference. Links to images, documents, web sites, or other online materials that are related to, but not a part of, the collection.

The encoding for each of these linking elements is provided by the OhioLINK EAD Application. Encoders must supply the URLs, as well as linking text, such as a brief description of the object.
# Appendix A: Alphabetical List of Elements Used in the OhioLINK EAD Application

The following elements, which represent the content chosen for inclusion in the OhioLINK EAD Application, are a subset of the 146 elements that make up the international EAD standard. Formatting elements such as `<p>` (paragraph) tags, which are automatically generated in the EAD Application and therefore need no user input, are omitted from this list.

Please note that the element names in the left column are written to agree with the field labels in the OhioLINK EAD Application, and a few of them differ from those used in the EAD Tag Library ([http://www.loc.gov/ead/tglib/element_index.html](http://www.loc.gov/ead/tglib/element_index.html)). However, the EAD tags in the right column match all of those in the Tag Library.

<table>
<thead>
<tr>
<th>Element Name</th>
<th>EAD tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Abstract</td>
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<td>Alternate Form Available</td>
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</tr>
<tr>
<td>Arrangement</td>
<td><code>&lt;arrangement&gt;</code></td>
</tr>
<tr>
<td>Bibliography</td>
<td><code>&lt;bibliography&gt;</code></td>
</tr>
<tr>
<td>Biography or History</td>
<td><code>&lt;bioghist&gt;</code></td>
</tr>
<tr>
<td>Component Levels</td>
<td><code>&lt;c0x&gt;</code></td>
</tr>
<tr>
<td>Chronology List</td>
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</tr>
<tr>
<td>Container</td>
<td><code>&lt;container&gt;</code></td>
</tr>
<tr>
<td>Controlled Access Headings</td>
<td><code>&lt;controlaccess&gt;</code></td>
</tr>
<tr>
<td>Creation</td>
<td><code>&lt;creation&gt;</code></td>
</tr>
<tr>
<td>Custodial History</td>
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<tr>
<td>Date of the Unit</td>
<td><code>&lt;unitdate&gt;</code></td>
</tr>
<tr>
<td>Descriptive Rules</td>
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</tr>
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<td>Digital Archival Object</td>
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<td>Dimensions</td>
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<td>Finding Aid Identifier</td>
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<tr>
<td>Language(s) of the Finding Aid</td>
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</tr>
<tr>
<td>Restrictions on Use</td>
<td>&lt;userrestrict&gt;</td>
</tr>
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<td>Revisions</td>
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<td>Scope and Content</td>
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<tr>
<td>Separated Material</td>
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<tr>
<td>Title Preface</td>
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</tr>
<tr>
<td>Unit ID</td>
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</tr>
</tbody>
</table>
Appendix B: Content Required for a Minimally-Encoded OhioLINK EAD Repository Finding Aid

The chart below shows information that must be supplied in order to create a minimally-encoded (basic, collection-level) finding aid in the OhioLINK EAD Repository. When preparing finding aids for inclusion in the Repository, be sure that you can supply data for each of the elements listed. The element name appears in brackets if different from the term that appears in the Application.

**EAD Header**
- Title Preface [title proper of the finding aid]
- Title [title of the unit]
- Author(s)
- Encoder
- Sponsor(s) (mandatory only if applicable)
- Year Encoded
- Language(s) of the Finding Aid [language]
- Revisions [revision description] (mandatory only if applicable)
- Descriptive Rules (mandatory only if applicable)

**At the Collection Level**
- Summary of the Collection [archival description]
  - Origination
  - Inclusive Dates [date of the unit]
  - Physical Extent [extent]
  - Language(s) of the Material
  - Abstract
  - Unit ID [ID of the unit]
- Scope and Content
- Biography or History (mandatory only if applicable)
- Arrangement
- Preferred Citation
- Controlled Access Heading(s) (at least one heading must be applied)
- Restrictions on Access (mandatory only if applicable)
- Restrictions on Use (mandatory only if applicable)
Explanation of Required Content terms

**Abstract** - A brief summary of the materials being described that may include information about the creator(s), scope, and content.

**Arrangement** - A statement that provides an explanation of the logical and/or physical arrangement of the materials, naming and describing the divisions (into series and subseries, for instance) that the archivist has established in the collection. This should help researchers to locate specific groups or types of materials. Arrangement can take the form of a one-sentence statement, an explanatory paragraph, a simple list of series and subseries--or some combination of the above.

**Controlled Access Headings** - A list of subject terms which serve as key access points to the described materials. At least one controlled access heading must be identified for each finding aid created.

**Creation** - A statement that provides information about the encoding of the electronic finding aid. Typically includes the name(s) of the encoder(s) and the date of encoding.

**Date of the Unit** - Documents the time period for the accumulation, creation, assembly, and/or use and maintenance of the described materials. Record all dates as a range of dates or as a single date. At the collection level, provide inclusive dates and bulk or predominant date(s), if necessary.

**Descriptive Rules** - An indication of the rules or standards consulted in writing the finding aid (e.g. DACS, APPM).

**EAD Header** - Information about the finding aid (as distinct from information about the collection). Identifies the finding aid as a unique electronic document, and provides information about its creation, and any revisions made to it.

**Extent** - Quantity and expression of space occupied by collection or portion of a collection. At the collection level, provide the exact or approximate number of measuring units (e.g., linear feet, boxes, etc.) for the entire collection.

**ID of the Unit** - A unique designation which identifies the unit being described. Example values include an ISBN and/or classification number for an item or an accession number for a collection of items.
At the collection level, this element is used to identify the body of archival materials being described.

**Language (of materials)** – Indicates the language(s) of materials in the collection being described. This should not be confused with the language in which the finding aid is written.

**Language of the Finding Aid** - Identifies the language in which the finding aid is written.

**Origination** - Identifies the individual, family, or organization responsible for creating, assembling, or maintaining the collection before its deposit in an archive or special collections library.

**Preferred Citation** - Used to indicate the preferred style or format for a citation of the unit being described in a list of sources used; bibliography, reference list, footnotes, etc.

**Revision Description** - Describes changes made to the encoded finding aid.

**Scope and Content** - A summary of the collection, allowing researchers to determine whether the materials in the collection are relevant to their interests. At the collection level, the Scope and Content encompasses the entire collection. It may also be used, with increasing specificity, at successive levels such as Series, Subseries, and File.

**Title of the Unit** - Word or phrase (topical or otherwise) that uniquely identifies a collection, series, or item described.

**Title Proper of the Finding Aid** - Name of the EAD finding aid.
## Appendix C: Recommended Controlled Vocabulary Lists

The following is a list of controlled vocabularies and their corresponding codes for use when supplying control access terms within finding aids. Institutions may find the following list useful and may choose to consider terms from any of the controlled vocabularies listed below for more specific and/or appropriate controlled access terms. Supply the code from each vocabulary in the source attribute (see below for examples).

If an appropriate controlled vocabulary is not listed below, the MARC-approved code lists contain additional controlled vocabularies for your consideration at [http://www.loc.gov/marc/relators/relahome.html](http://www.loc.gov/marc/relators/relahome.html).

<table>
<thead>
<tr>
<th>Code</th>
<th>Name and Source of Controlled Vocabulary</th>
</tr>
</thead>
<tbody>
<tr>
<td>gmgpc</td>
<td>Thesaurus for Graphic Materials: TGM II Genre and Physical Characteristic Terms <a href="http://lcweb.loc.gov/rr/print/tgm2/">http://lcweb.loc.gov/rr/print/tgm2/</a></td>
</tr>
<tr>
<td>itoamc</td>
<td>Index terms for Occupations in Archival and Manuscript Collections (Washington, DC: Library of Congress, Manuscript Division)</td>
</tr>
<tr>
<td>lcsh</td>
<td>Library of Congress Subject Headings <a href="http://authorities.loc.gov/">http://authorities.loc.gov/</a></td>
</tr>
<tr>
<td>lcgtm</td>
<td>Thesaurus for Graphic Materials: TGM I Subject Terms <a href="http://lcweb.loc.gov/rr/print/tgm1/">http://lcweb.loc.gov/rr/print/tgm1/</a></td>
</tr>
<tr>
<td>local</td>
<td>Locally controlled list of terms (use for terms from lists developed at your institution)</td>
</tr>
<tr>
<td>mim</td>
<td>Moving Image Genre-Form Guide <a href="www.loc.gov/rr/mopic/migintro.html">www.loc.gov/rr/mopic/migintro.html</a></td>
</tr>
<tr>
<td>nasat</td>
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</tr>
<tr>
<td>nimacsc</td>
<td>NIMA Cartographic Subject Categories (Bethesda, MD: National Imagery and Mapping Agency)</td>
</tr>
<tr>
<td>nmc</td>
<td>Revised Nomenclature for Museum Cataloging: a revised and expanded version of Robert C. Chenhall's system for classifying man-made objects. (AltaMira Press, 1995)</td>
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<td>poliscit</td>
<td>Political Science Thesaurus II (Pittsburgh : University Center for International Studies, University of Pittsburgh, 1979)</td>
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<td>rbbin</td>
<td>Binding terms: A Thesaurus for Use in Rare Book and Special Collections Cataloging <a href="http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Binding/Alphabetical%20List.htm">http://library.osu.edu/sites/users/russell.363/RBMS%20Thesauri/Binding/Alphabetical%20List.htm</a></td>
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<td>Provenance Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging</td>
</tr>
<tr>
<td>rbpub</td>
<td>Printing &amp; Publishing Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging [used for publishing terms]</td>
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<td>rbtyp</td>
<td>Type Evidence: A Thesaurus for Use in Rare Book and Special Collections Cataloging</td>
</tr>
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<td>REVEAL: fiction indexing and genre headings (Bath: UKOLN)</td>
</tr>
<tr>
<td>sears</td>
<td>Sears List of Subject Headings (New York: H.W. Wilson)</td>
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<tr>
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<td>SHE: Subject Headings for Engineering (New York: Engineering Information, 1983)</td>
</tr>
<tr>
<td>tgn</td>
<td>Getty Thesaurus of Geographic Names</td>
</tr>
<tr>
<td>ulan</td>
<td>Getty Union List of Artists’ Names</td>
</tr>
</tbody>
</table>
Appendix D: Allowable Forms of Natural Language Dates

Dates in finding aids should appear in one of the following formats. Use of these formats ensures that normalization of dates to ISO 8601 will be successful. (See “Issues,” Part 2.)

Note: Years must be expressed in four digits.

Single year:
1920

Span of years:
1920-1932

Any of the following date formats may appear alone, or in a span of dates in any combination with another of the following category of formats:

Month and year:
August 1950
or 8/1950
or 8-1950

Month, day and year:
August 8, 1974
or 8/8/1974
or 8-8-1974
(assumed that month is first, day is second)

Day, month and year:
8 August 1974

Already normalized dates like:
1950-08-17
1950-08
These formats may appear alone, but may not be part of a date range:

**Uncertain date:**
ca. 1945

**Very uncertain date:**
19th century

**Supplied uncertain date:**
[1920?]

**Decade known:**
1920s

**Unknown date:**
undated
or no date

*Note: If your finding aid contains the abbreviation “n.d.” for undated materials, please replace these with one of the two terms listed above. DACS (Describing Archives: A Content Standard) recommends avoiding such abbreviations, which are often unclear to researchers.*
Appendix E: Acquiring an LC Institution Code

Within the context of an OhioLINK Finding Aid repository, each participating institution will be required to have a Library of Congress institution code. These short alphabetic codes are used in union catalogs such as OCLC WorldCat and the OhioLINK central catalog to differentiate ownership of particular items and collections. Your institution may already have such a code if you participate in cooperative catalog projects.

- **How do you find out if your institution already has a code?**

  Read about how to search the MARC Codes database at:
  http://www.loc.gov/marc/organizations/orgshome.html#searches

- **How do you request a code?**

  Instructions for obtaining a code are available at the Library of Congress “MARC Code Lists for Organizations” page,
  http://www.loc.gov/marc/organizations.

  Please note that requests take several weeks to process, so it is recommended that you apply for your code two to three months in advance of setting up your user profile at the OhioLINK EAD Repository. You must have a valid MARC code before you can begin encoding and contributing finding aids to the online repository.
Appendix F: Sample Finding Aid

The following (fictitious) finding aid offers examples of each of the EAD elements that may used in the OhioLINK EAD Application. Real-world finding aids will differ considerably in the extent to which they describe collections and make use of various elements available in this set.

Examples from this finding aid are used in the contextual Help Pages which appear throughout the Application, designated by the symbol $\mathbb{E}$.

Guide to the Ima R. Kivist Papers
Processed by: Kelly Adams
Encoded by: Kelly Adams
Processing sponsored by a grant from the NHPRC, 2007.

Repository: Our History Archives
Title: The Ima R. Kivist Papers
Creator: Ima R. Kivist, 1930-
Extent: 15 linear feet
Accession Number/Collection ID: OHA.40.1
Abstract: The personal and professional papers of Kivist, who was instrumental in founding and promoting Our History Archives.
Language: English, German
Physical Location: Collection is housed at 1-57.

Biographical Note: Ima R. Kivist (néé Schellenberg) was born in 1930 in Fonds County, Ohio. She completed high school in 1948 and began working as a snow plow driver. She became the first woman in Fonds County to join the Teamsters Union. In 1952, she married Elmer C. Kivist. In 1958, she completed her B.A. in Home Economics at Fonds County Community College, and began teaching at Fonds County Central High School. Convinced that her professional strengths lay elsewhere, Kivist enrolled in library school at the Ohio College for Women, and received her M.L.S. in 1966. During college, she began collecting the materials with which the Fonds County Citizens for History would establish the local historical society, Our History Archives (OHA), in 1986. She served as its first director, retiring in 2003. Kivist lives in Lincoln Township in Fonds County.

Kivist gained prominence not only in her local community, but also for her contributions to the archival profession both on the state and national level. Her work in the field culminated in 2001 when she was inducted into the Archivists Hall of Fame. Her notable publications include Documenting Family Life in Small Ohio Counties, 1880-1980 and Reflections on Regulating Reading Room Behavior: A Teamster’s Perspective.

Ima R. Kivist, Biographical Outline:
1930: Born to Frank and Pearl Schellenberg, Fonds County, Ohio
1948: Graduates from high school
Begins work as snow plow driver
1952: Marries Elmer C. Kivist
1956: Gives birth to son, Ambrose
1958: Completes Bachelor of Arts in Home Economics
Begins teaching at Fonds County Central High
1961: Gives birth to daughter, Michelle
1966: Completes Master of Library Science
Co-founds the Fonds County Citizens for History
1970-90: Participates in Society of Ohio Archivists, serves on several committees
1986: Appointed first director of Our History Archives
1990-2003: Participates in Society of American Archivists, serves on several committees
2001: Inducted into Archivists Hall of Fame
2003: Retires from Our History Archives

Scope and Content: The collection consists of materials relating to Kivist’s well-documented family history and professional activities. Materials include letters, genealogies, oral histories, photographs, journals, correspondence, notes, and working papers.

Materials related to Kivist’s family history include a genealogy of the Schellenberg Family of Lincoln Center, Ohio, along with correspondence and oral histories. Information on the Kivist Family of Fonds County is also included in the collection. In addition, there are files documenting Kivist's community involvement; photographs of family members and friends; and photographs documenting community events.

Materials related to Kivist's professional accomplishments, particularly the impact of her career on Our History Archives (OHA), include 24 work journals dated from 1980 to 2003, and several files of correspondence, notes, and reports. Kivist' research files cover a variety of issues important to the profession and to OHA. Numerous honors, awards, news clippings, and other materials document Kivist's professional and community service.

Series II covering Kivist’s professional career, contains several acronyms used in the library and archives professions. Below is a list of common acronyms found in Series II.

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Stands For</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPM</td>
<td><em>Archives, Personal Papers and Manuscripts</em> by Steven Hensen</td>
<td>A content standard for catalog records created for archival materials. Superseded by DACS in 2004.</td>
</tr>
<tr>
<td>EAD</td>
<td><em>Encoded Archival Description</em></td>
<td>An XML-compliant DTD (Document Type Definition) for markup of archival finding aids. EAD enhances the ability to find and search relevant finding aids on the web.</td>
</tr>
</tbody>
</table>
Statement of Arrangement: The collection is divided into two series and eight subseries, as follows:
Series I. Personal, 1880-2003
Subseries 1. Schellenberg and Kivist Family Histories
Subseries 2. Community Involvement
Subseries 3. Photographs and Albums

Series II. Professional, 1966-2003
Subseries 1. Work Journals
Subseries 2. Professional Organizations
Subseries 3. Subject Files on archival topics
Subseries 4. Honors and Awards
Subseries 5. Fonds County Citizens for History and Our History Archives

Separated Material: Two boxes of subject files documenting people, places and events of local and historical interest were separated to the Archives' vertical files.

Related Material: The Fonds County Public Library (FCPL), Local History Division holds extensive correspondence between Kivist and Bernard D. Cartage, president of the Teamsters Union, Local 379 from 1940-1958. For information on this collection, contact FCPL, Local History Division: 3245 Main St., Lincoln Center, OH 43210.

Preferred Citation: [Box Number, Folder Number], The Ima R. Kivist Papers, Our History Archives

Restrictions on Access: Legal correspondence in Series I involving a civil lawsuit between Xavier Schellenberg and Wanda Johnson closed to the public until 20 years after the deaths of both parties to the suit.

Photographs dated earlier than 1920 are fragile and may be handled only by archives staff. Please notify the staff 48 hours in advance when requesting these materials.

Restrictions on Use: All pertinent copyright laws apply to reproduction of published materials in the collection; researchers must obtain permission from the copyright holder.

Technical Requirements: A stereoscope is required for viewing stereo cards in the collection. A tape cassette player is required to hear oral history interviews in series I.

Acquisition Information: Kivist donated her personal and professional papers to Our History Archives in a series of accessions, from 1995 to 2003.

Custodial History:
The Schellenberg Family photo albums were originally maintained by Catharine Schellenberg, Ima R. Kivist's grandmother, before Catharine gave them to Ima to
include in the original accession of this collection. Future accessions are anticipated.

**Accruals:**
Additional material from the donor will be transferred to the archives biannually.

**Processing Information:** The collection was processed by Val Kramer in 2003.

**Other Finding Aid:** An item level inventory of the collection was created by Ima R. Kivist's lawyer. The inventory is not electronic and is strictly a listing of items in no particular order. Please contact the reference desk to view the inventory.

**Bibliography:**


**Indexing Terms:**
The following terms have been used to index the description of this collection in the library’s online public access catalog.

**Persons:**
Kivist, Ima R., 1930-
Kivist, Elmer C., 1928-

**Organizations/Corporate Names:**
Fonds County Citizens for History—Ohio
Our History Archives—Fonds County (Ohio)

**Families:**
Schellenberg family, Fonds County, Ohio

**Places:**
Fonds County (Ohio)—History

**Subjects:**
Archives—Ohio

**Material Types:**
Correspondence
Genealogies
Oral Histories
Photographic prints

**Occupations:**
Archivists

**Description of Subordinate Components:** Detailed Description/Box and Folder List
**Series I. Personal, 1880-2003**
5 linear feet (5 document cases, 10 flat boxes, 1 tape cassette box).

This series documents Ima R. Kivist’s family history and community involvement. The Schellenberg Family’s long history in Lincoln Center, Ohio is thoroughly documented through detailed genealogy, family letters and oral histories. There is also information on the Kivist Family, early settlers of Fonds County. In addition, files document Ima R. Kivist’s community involvement as a Board member of the local historical society and founder and President of Citizens for History. Many of the photographs depict community events that the Schellenberg and Kivist Families attended from the 1880s to 1990s, including town socials, parades, and visits of prominent leaders. The photographs may not be published without the permission of the donor.

Series I is divided into the following subseries:

Subseries 1. Schellenberg and Kivist Family Histories
Subseries 2. Community Involvement
Subseries 3. Photographs and Albums

**Subseries 1. Schellenberg and Kivist Family Histories, 1880-2003**

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1</td>
<td>Schellenberg Family genealogical charts, 2000</td>
</tr>
<tr>
<td>1</td>
<td>2</td>
<td>Schellenberg Family historical narrative, 2000</td>
</tr>
</tbody>
</table>
| 1   | 3      | Schellenberg Family correspondence, 1880-1910  
Early family correspondence is written in German. |
| 1   | 4      | Schellenberg Family correspondence, 1910-1930 |
| 1   | 5      | Schellenberg Family correspondence, 1930-1950 |
| 1   | 6      | Schellenberg Family correspondence, 1950-1970 |
| 1   | 7      | Schellenberg Family correspondence, 1970-1990 |
| 1   | 8      | Schellenberg Family correspondence, 1990-2003 |
| 1   | 9-11   | **REstricted** Schellenberg, Xavier, correspondence, 1998  
The files are closed to the public until 20 years after the deaths of both parties in the law suit. |
| 1   | Audio Vault Shelf 9 | Schellenberg, Catharine (Ima’s grandmother) oral history, 1990 |

**Subseries 2. Community Involvement, 1945-1978**

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>5-8</td>
<td>Lincoln Center Grange, 1945-1958</td>
</tr>
<tr>
<td>4</td>
<td>9-11</td>
<td>Lincoln Center Lions Club, 1965-1978</td>
</tr>
<tr>
<td>4</td>
<td>12</td>
<td>Teamsters Union Friends Group, 1950-1977</td>
</tr>
</tbody>
</table>
Subseries 3. Photographs and Photo Albums, 1880-1990
Six oversized aerial photographs of the Kivist homestead, measuring 24 X 36 inches, are shelved separately in OHA MAP CASE 12B. The aerials were taken from an altitude of 10,000 feet.

Schellenberg Family photo albums dating 1950-1970 were created by Catharine Schellenberg.

Photographs of Earl Kivist are not to be published without the consent of the donor.

Captions and identifications of photographs were supplied by the processor.

<table>
<thead>
<tr>
<th>Box</th>
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<th>Contents</th>
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<td>Kivist, Earl, 1880-1915</td>
</tr>
<tr>
<td>5</td>
<td>2</td>
<td>Kivist, Elmer, 1888-1917</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View photograph of Elmer Kivist</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Kivist, Ima, 1920-1990</td>
</tr>
<tr>
<td></td>
<td></td>
<td>View photograph of Ima R. Kivist</td>
</tr>
<tr>
<td>5</td>
<td>4</td>
<td>Kivist, Katarina, 1919-1960</td>
</tr>
<tr>
<td>5</td>
<td>5</td>
<td>Kivist, William, 1925-1990</td>
</tr>
<tr>
<td>6</td>
<td>1</td>
<td>Kivist Family Photo Album, 1900-1920</td>
</tr>
<tr>
<td>7</td>
<td>1</td>
<td>Kivist Family Photo Album, 1921-1940</td>
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<tr>
<td>8</td>
<td>1</td>
<td>Kivist Family Photo Album, 1941-1960</td>
</tr>
<tr>
<td>9</td>
<td>1</td>
<td>Kivist Family Photo Album, 1961-1980</td>
</tr>
<tr>
<td>9</td>
<td>2</td>
<td>Kivist Family Homestead, Aerial Photos, 1963</td>
</tr>
<tr>
<td>10</td>
<td>1</td>
<td>Schellenberg, Agatha, 1880-1915</td>
</tr>
<tr>
<td>10</td>
<td>2</td>
<td>Schellenberg, Benjamin, 1888-1917</td>
</tr>
<tr>
<td>10</td>
<td>3</td>
<td>Schellenberg, Catharine, 1920-1990</td>
</tr>
<tr>
<td>10</td>
<td>4</td>
<td>Schellenberg, Emil, 1919-1960</td>
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<tr>
<td>10</td>
<td>5</td>
<td>Schellenberg, Frank, 1925-1990</td>
</tr>
<tr>
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<td>6</td>
<td>Schellenberg, Pearl, 1926-1990</td>
</tr>
<tr>
<td>10</td>
<td>7</td>
<td>Schellenberg, Xavier, 1935-1990</td>
</tr>
<tr>
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<td>1</td>
<td>Schellenberg Family Photo album, 1880-1910</td>
</tr>
<tr>
<td>12</td>
<td>1</td>
<td>Schellenberg Family Photo album, 1911-1938</td>
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<td>Schellenberg Family Photo album, 1939-1949</td>
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<td>14</td>
<td>1</td>
<td>Schellenberg Family Photo album, 1950-1960</td>
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<tr>
<td>15</td>
<td>1</td>
<td>Schellenberg Family Photo album, 1961-1970</td>
</tr>
<tr>
<td>16</td>
<td>1</td>
<td>Schellenberg Family Photo album, 1971-1980</td>
</tr>
</tbody>
</table>

Series II. Professional, 1950-2003
10 linear feet (24 document cases)

This series documents Kivist's professional accomplishments within the local community and within the archival profession, as well as how Kivist's career has impacted growth and support of Our History Archives in Lincoln Center. Kivist detailed daily tasks, ideas for outreach, collaborations with various organizations and individuals, events, and noteworthy events of the day in her 24 work journals dating 1980-2003. Also included are Kivist's correspondence, notes, reports, and working files from her involvement in Society of Ohio Archivists and Society of American Archivists. The series also provides researchers with insight into archival issues Kivist researched in planning for the archives, including disaster preparedness, digitization project planning, EAD, incorporating primary sources in the classroom, exhibits, and
copyright. Honors and awards contain numerous awards, ceremony programs, letters of congratulations, newspaper clippings, and acceptance speeches documenting Kivist's contributions both to the archival profession and to the community through her role as an archivist.

Series II is divided into the following subseries:

Subseries 1. Work Journals
Subseries 2. Professional Organizations
Subseries 3. Subject Files on archival topics
Subseries 4. Honors and Awards
Subseries 5. Fonds County Citizens for History and Our History Archives

Journals dating from 1995 to 2003 include Excel and Access files, which require Microsoft Office 1997 or later for viewing.

<table>
<thead>
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<th>Contents</th>
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<td>17</td>
<td>3</td>
<td>Work Journal, 1984-1985</td>
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<tr>
<td>17</td>
<td>5</td>
<td>Work Journal, 1988-1989</td>
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<td>17</td>
<td>8</td>
<td>Work Journal, 1994-1995</td>
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<tr>
<td>17</td>
<td>12</td>
<td>Work Journal, 2002-2003</td>
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</table>

Subseries 2. Professional Organizations, 1974-2003
Meeting agendas, reports, and minutes dating from 1988 to 2000 have been converted from various word processing utilities to Microsoft Word and Open Office Writer.

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Contents</th>
</tr>
</thead>
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<td>18</td>
<td>2</td>
<td>SAA EAD Round Table, 1999-2003</td>
</tr>
<tr>
<td>18</td>
<td>3</td>
<td>SAA Women's Collections Roundtable, 2000-2003</td>
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<td>18</td>
<td>4</td>
<td>SOA Archives Week Committee, 1974-1980</td>
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<tr>
<td>18</td>
<td>5</td>
<td>Education Committee, 1981-1988</td>
</tr>
<tr>
<td>18</td>
<td>6</td>
<td>Local Arrangements Committee, 1990</td>
</tr>
</tbody>
</table>

Subseries 3. Subject Files on archival topics, 1974-2002

<table>
<thead>
<tr>
<th>Box</th>
<th>Folder</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>18</td>
<td>7</td>
<td>Copyright law for archives, 1978-1980</td>
</tr>
<tr>
<td>18</td>
<td>8</td>
<td>Copyright law for archives, 1990-2002</td>
</tr>
<tr>
<td>18</td>
<td>9</td>
<td>CUSTARD, 2001-2003</td>
</tr>
<tr>
<td>18</td>
<td>10-11</td>
<td>Digitization project planning, 2000</td>
</tr>
<tr>
<td>18</td>
<td>12</td>
<td>Disaster preparedness, 1978-1985</td>
</tr>
<tr>
<td>18</td>
<td>13</td>
<td>Disaster preparedness, 1990-2003</td>
</tr>
</tbody>
</table>

Box  Folder  Contents
20  1-2   Archivists Hall of Fame inductee, 2001
20  3   Fonds County Author of the Year award, 1988
20  4   Fonds County Employee of the Year award, 1984, 1989, 1995
20  5   Fonds County Historic Preservation award, 1991
21  1   Ohio College for Women Distinguished Alumni Award, 1999
21  2   Our History Archives retirement celebration, 2003
21  3   Teamsters Union Appreciation award, 1950, 1970
21  4   Your Home Safety Fire Prevention Awareness award, 1970

Subseries 5. Fonds County Citizens for History and Our History Archives, 1966-1996

Fonds County Citizens for History
Note: Additional records of the Fonds County Citizens for History are found in the Marian Bird Yeager Papers (Collection ID: OHA.78.11). A finding aid for that collection is available: http://www.ourhistoryarchives.org/collections/oha78_11

Box  Folder  Contents
22  1-3   Correspondence, 1966-1974
22  4-6   Correspondence, 1975-1985
22  7-25  Correspondence, 1986
22  26   President’s notebook, 1964-1966
22  27   Farming Families Oral History Project, Unedited Audio Outtakes, Reel-to-Reel Tape, [1966?]. Note: This tape has been digitized and saved onto CD for reference use.

Our History Archives
Note: Additional records of Our History Archives are found in Our History Archives, Records, 1986- (Collection ID: OHA.64.9).

Box  Folder  Contents
23  1-23  Correspondence, 1986-1989
23  24-50  Correspondence, 1990-1993
23  51-60  Correspondence, 1994-1996
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>23</td>
<td>61</td>
<td>Photograph of OHA building architectural model, [1986?] 8x10 inches. Note: original model is on permanent display in the OHA Reading room lobby.</td>
</tr>
<tr>
<td>24</td>
<td></td>
<td>Board member notebook, 1990-1992 186 pages</td>
</tr>
</tbody>
</table>