



Rocky Mountain Online Archive

Practices for Encoded Archival Description

June 2007

This document is based on practices originally developed for the Online Archive of New Mexico. In its current form, it is a revised version of the draft document first distributed to RMOA contributors in January 2006. Contact your state coordinator if you have questions about this document.

PROJECT STANDARDS

ELEMENTS

SPECIAL CHARACTERS

FILE NAME

PROJECT STANDARDS

In general, follow the *EAD Tag Library, Version 2002* and "RLG Best Practice Guidelines for Encoded Archival Description" (August 2002). Exceptions and clarifications for specific elements are listed below.

For descriptive standards use *Describing Archives: A Content Standard* (Society of American Archivists, 2004).

ELEMENTS

Archival Description <archdesc>
Set **relatedencoding** to "MARC21".

Archival Reference <archref>

Within Related Material, use a separate Archival Reference or Paragraph for each citation. If you use <archref>, explanatory text about the referenced collection may be included within the <archref> element. Other elements such as <unittitle> and <repository> within <archref> are optional.

Examples:

<archref>Charles Hodgin Papers, Center for Southwest Research, University of New Mexico. Contains

material on the New Mexico Educational Association, 1886-1934.</archref>

<p>Additional material about Charles Hodgin may be found in the Center for Southwest Research vertical files.</p>

Biography/History <bioghist>

When there are discrete biographies for more than one person or family in the high level <did>, best practice is to use separate <bioghist> elements for each within one <bioghist> wrapper. Use a <head> element for each <bioghist>.

Example:

```
<bioghist encodinganalog="545">
```

```
<head>Biographies</head>
```

```
<bioghist>
```

```
<head>Augustus F. Harvey</head>
```

```
<p>Augustus F. Harvey, son of Henry L. and Nancy Wilbur (Ford) Harvey, was born at Waterville, NY on January 19, 1830. Moving to Pennsylvania and later to Washington D.C. he became a teacher of mathematics at Rugby Academy. In 1856 he came west and settled in Nebraska City. In time, he launched a political career, holding key positions such as city engineer, secretary to the Otoe County Horticultural Society, and city recorder. Among other accomplishments he was an editor and wrote under the assumed name "Ajax." On May 20, 1868 he married Julia A. Studley, daughter of Captain John Studley. Together they moved to Kirkwood, Missouri where he later died on August 28, 1900. He left behind three children, one of whom was Julian C. Harvey.</p>
```

```
</bioghist>
```

```
<bioghist>
```

```
<head>Julian C. Harvey</head>
```

```
<p>Julian C. Harvey was born in 1869 in Lincoln, Nebraska. He was a graduate of Washington University and married Mary Elizabeth White on September 30, 1913. He had one son, Julian C. Harvey Jr., who was born in 1916 and became a bomber navigator in World War II . Later, Julian C. Harvey Jr. sought his fortune in mines and electronics. During WWII he met Jean Porter, and the two were married on September 16, 1943.</p>
```

```
</bioghist>
```

```
</bioghist>
```

Component (Levels 1 - 12) <c01> - <c12>

Use only numbered components. In cases where there is only one component level, use <c01>.

For the **level** attribute, use file, fonds, item, recordgrp, subgrp, series, subfonds, and/or subseries as appropriate. Although considered mandatory by RLG Best Practices, the **level** attribute is not required for non-specific component levels in RMOA. Therefore, use of "otherlevel" is optional.

Container <container>

Select from this list for the attribute **type**:

box, folder, box-folder, reel, frame, volume, oversize-folder, map-case, videotape, audiotape, cd, unfolded, othertype (note: othertype requires use of the label attribute).

The attribute **label** may be used. If **label** is not used, the style sheet will use the named **type** as a label in the display.

Note: Up to two container elements will display in the HTML version of your finding aids. Use another element such as Physical Location or Unit ID for additional information if needed.

Controlled Access <controlaccess>

Use the appropriate subelement within Controlled Access. Use standard thesauri to determine subjects, occupations and geographic names. Most RMOA contributors will use *Library of Congress Subject Headings* for subject terms. Other standard vocabularies such as *Art and Architecture Thesaurus* or *Medical Subject Headings* may be used as needed. Consider using the attributes **encodinganalog** and **source**, which can be useful for data exchange. When using **encodinganalog**, map it to MARC21. Both attributes are optional in RMOA.

Example:

```
<controlaccess>
  <head>Access Terms</head>
  <persname encodinganalog="600" source="lcsch">Porter, Mae Reed, 1889-1969</persname>
  <famname encodinganalog="600" source="lcsch">Porter family -- Genealogy</famname>
  <subject encodinganalog="650" source="lcsch">
World War, 1914-1918 -- Personal narratives, American </subject>
  <geogname encodinganalog="651" source="lcsch">Taos (N.M.) -- Social life and
customs</geogname>
  <genreform encodinganalog="655" source="aat">Letters</genreform>
</controlaccess>
```

EAD ID <eadid>

Use **countrycode**, **mainagencycode** and **publicid** attributes.

Minimum required:

```
<eadid countrycode="us" mainagencycode="[NUC code]" publicid="[Collection number
without spaces or caps]">
```

Recommended:

```
<eadid countrycode="us" mainagencycode="[NUC code]" publicid="-//[authority form for name
of institution]//TEXT (US::[NUC code]:: [Collection number]::[Collection
title])//EN">[Collection number without spacing or caps]</eadid>
```

Example: <eadid countrycode="us" mainagencycode="NmU" publicid="-//University of New Mexico::Center for Southwest Research//TEXT (US::NmU::MSS 733 BC::Keep New Mexico Beautiful Records)//EN">mss733bc</eadid>

EAD Header <eadheader>

Set **relatedencoding** to "Dublin Core".

Language of the Material <langmaterial>

Use in high level Descriptive ID with the **encodinganalog** and **label** attributes.

Use a separate Language subelement for each language with the ISO 639-2b code for each in the

langcode attribute. Language codes can be found in the *USMARC Code List for Languages*: <http://www.loc.gov/marc/languages/langhome.html>.

This element may be used within a component level <did> as well when a language is specified there.

Example:

```
<langmaterial encodinganalog="546" label="Language(s)">
  <language langcode="spa">Spanish</language>
  <language langcode="nav">Navajo</language>
</langmaterial>
```

Origination <origination>

Use a **label** attribute, most commonly "Creator" or "Collector". You may choose to substitute another term, such as "Author" or "Artist", per your repository practice.

Use the authority form of the name from the *Library of Congress Authorities*: <http://authorities.loc.gov/>. When a name is not there, construct the form of the name according to DACS rules.

Use a subelement for personal name, family name, or corporate name as appropriate.

In cases where there are two or three named creators, use two or three personal or family names within one origination element. Give each a separate <persname> or <famname> as appropriate.

Example:

```
<origination>
  <persname>Schmidt, Caroline, 1897-</persname>
  <persname>Schmidt, Margaret, 1894-1996</persname>
</origination>
```

Publication Statement <publicationstmt>

This element is used for information about the publisher of the finding aid, the repository address, and a copyright statement.

Use the element Publisher with the name of your repository within Publication Statement.

Use the Address element with, at minimum, one Address Line for the institution's email preceded by the text "Email:" and a separate Address line for the institution's web page preceded by the text "URL:". Use additional Address Lines as needed for mailing address.

Note: Only the Email and URL currently displays in the HTML version on RMOA. The full address may be used for local applications or for a printer-friendly version when that becomes available in RMOA.

Put a copyright symbol (Unicode = ©) before the publication date.

```
<publicationstmt>
  <publisher encodinganalog="Publisher">
```

Center for Southwest Research, University of New Mexico
</publisher>
<address>
<addressline>University of New Mexico</addressline>
<addressline> MSC05 3020, 1, University of New Mexico</addressline>
<addressline>Center for Southwest Research</addressline>
<addressline>Albuquerque, NM 87131-0001</addressline>
<addressline>Phone: 505-277-7173</addressline>
<addressline>Fax: </addressline>
<addressline>Email: cswrref@unm.edu</addressline>
<addressline>URL: http://elibrary.unm.edu/cswr</addressline>
</address>
<date era="ce" calendar="gregorian" encodinganalog="Date">©2006</date>
<p>University of New Mexico</p>
</publicationstmt>

Reference <ref>

Use for internal links within an EAD document. The **target** attribute links to the place in the document where you assigned an **id** attribute. The **id** should be something simple that makes sense in context. In the example below "lsm" is the **id** for "List of Separated Materials".

Note: For more information on linking elements see "Use of EAD Linking Elements in RMOA," available from Project Resources: <<http://rmoa.unm.edu/resources.php>>.

Example:

<p><ref target="lsm">Some books have been cataloged. See List of Separated Materials after Container List.</ref></p> [This links to:]<bibliography id="lsm">

Scope and Content <scopecontent>

When the Scope and Content in the high level <did> contains discrete descriptions for each series, best practice is to use separate <scopecontent> elements for each within one <scopecontent> wrapper. Use a <head> element for each <scopecontent>.

Unit Date <unitdate>

The Unit Date element is not nested within Unit Title. It either follows the Unit Title element, or stands alone if the date serves as the unit title.

At the high level Descriptive ID, use one Unit Date element with **type** "inclusive". When there are bulk dates, repeat the Unit Date element with the attribute **type** "bulk". Use of the Unit Date **type** attribute elsewhere is optional.

Normalize Unit Dates within the high level Descriptive ID to ISO 8601 standard (see examples in RLG Guidelines.) Normalizing dates elsewhere is optional.

Note: You may want to use a comma at the end of Unit Title within DSC for display purposes.

Examples:

Within high level Descriptive ID:

<unittitle>Josephine Barela Papers</unittitle>
<unitdate type="inclusive" normal="1875/1975">1875-1975 </unitdate>
<unitdate type="bulk" normal="1971/1975">(bulk 1971-1975)</unitdate>

Within Description of Subordinate Components:

<unittitle>Executive pardon of Thomas L. Vail,</unittitle>
<unitdate>1866</unitdate>

SPECIAL CHARACTERS

Always use numeric character references (or the Unicode equivalent) for special characters when working locally in an XML editor such as XML Spy or XMetal. If your document contains other special characters (for example, á or ´) it will not parse when uploaded to RMOA. It is especially important to replace all ampersands in the text.

Examples:

<p>Roberto Martínez was born in 1922.</p>

[This will display in RMOA as: Roberto Martínez was born in 1922.]

<unittitle>Albuquerque & Cerrillos Coal Company Records</unittitle>

[This will display as: Albuquerque & Cerrillos Coal Company Records]

FILE NAME

The file name consists of the repository's NUC code and the unique collection identifier (aka collection number), all lower case without spaces. Save files as XML.

When creating separate EAD documents for each series or record group, add a series number preceded by a dash, after the collection number.

Examples:

nmar1972-15.xml

nmuunma020.xml

With series numbers:

nmuunma020-01.xml

nmuunma020-02.xml