

SLIS S603: Workshop for Librarians and Information Professionals

Topic: Encoded Archival Description (EAD)

Section 10869
First Summer Session, 2013
Tuesdays, 9:30a—12:30p, LI002

Instructors

Craig Simpson, crasimps@indiana.edu (Manuscripts Archivist, Lilly Library)
Julie Hardesty, jlharden@iu.edu (Metadata Analyst/Librarian, IU Libraries)

Office hours by appointment

Syllabus subject to modification; see Oncourse for current version.

COURSE OVERVIEW

Class meetings: This class will meet for six weeks, from May 7 through June 11, 2013.

This course is intended for students and individuals interested in pursuing careers in archives and special collections, students interested in digital libraries or metadata, or for individuals looking to gain a new set of skills. Students will learn about the development of the Encoded Archival Description (EAD) standard, the language powering it (XML), implementation, research, and future trends.

During class periods, students will participate in individual, graded, mark-up exercises. Since we meet only six times, attendance at every class session is mandatory and will be figured into the final grade. Exceptions to the attendance policy will be made only in extreme circumstances, and only by prior arrangement with the instructor. Prior to each class, students will be required to create a journal entry on the week's required readings (turned in via Oncourse).

During the course of the workshop, students will progressively encode two finding aids for weekly homework assignments, one finding aid during the hands-on class sessions, and a fourth finding aid at the end of the six-week session. Additionally, students will report on the last day of class about the encoding practices and online presentation of finding aids at other institutions. Class participation and attendance will be factored into the final grade.

Prerequisite: either S581 Archives and Records Management or S584 Manuscripts. The EAD markup language for archival finding aids draws its structure, terminology, and organizational principles directly from archival descriptive practices, which are introduced in the prerequisite courses. Success in this course will depend heavily on understanding the tenets of archival description, such as provenance and original order, and the terminology used in the field.

Students who have not taken one of the prerequisite courses may register *only* by prior permission of the instructor.

Course readings: are generally available through IU Libraries online journal subscriptions. When this is not the case, readings are available in Oncourse. In addition, two books are on reserve for this course:

- Dooley, Jackie M. ed. *Encoded Archival Description: Context, Theory, and Case Studies*. Chicago: Society of American Archivists, 1998. This volume is a compendium of all articles in v. 60, no. 3/4 of the *American Archivist*, and is an alternate method of obtaining these articles.
- Society of American Archivists. *Describing Archives: A Content Standard*. Chicago: Society of American Archivists, 2007. EAD created during this course should use DACS as a content standard.

LATE SUBMISSIONS

Late assignments will *not* be accepted. If you foresee any problems with turning in an assignment by the due date, please contact the instructor *prior* to the due date to discuss options.

ASSIGNMENTS AND GRADING

10% Attendance and participation: Students will be expected to participate in class at each session by contributing to the conversation based on the weekly readings and being engaged with the lecture portion of class.

15% Weekly journal: Each week, each student will be asked to write journal entries about all required readings for that session summarizing the readings and responding to questions (2 pages total – questions available on Oncourse). These journal entries should provide an original reaction to the readings and illustrate comprehension of the material. Journal entries must be turned in via Oncourse by Sunday evening.

10% Ongoing in-class assignment, encoding finding aid 1: During weeks one, two, and three, students will complete in-class encoding exercises to learn EAD markup concepts in preparation for completing homework. In-class exercises are due in Oncourse by the end of the class session in which they are assigned.

50% Homework, encoding finding aids 2 & 3: During the course of the workshop, students will work progressively on encoding two complete finding aids provided by the instructors.

15% Final project, encoding finding aid 4 and report: Students will fully encode a new finding aid and submit it to Oncourse before the start of the sixth week of class. Groups will report on comparison of local best practice guidelines and online finding aid access.

GRADES

The following definitions of letter grades have been defined by student and faculty members of the Curriculum Steering Committee and have been approved by the faculty as an aid in evaluation of academic performance and to assist students by giving them an understanding of the grading standards of the School of Library and Information Science.

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|----|-----|--|
| A- | 3.7 | Excellent achievement. Student performance demonstrates thorough knowledge of the course materials and exceeds course expectations by completing all requirements in a superior manner. |
| B+ | 3.3 | Very good work. Student performance demonstrates above-average comprehension of the course materials and exceeds course expectations on all tasks as defined in the course syllabus. |
| B | 3.0 | Student performance meets designated course expectations and demonstrates understanding of the course materials at an acceptable level. |
| B- | 2.7 | Marginal work. Student performance demonstrates incomplete understanding of course materials. |
| C+ | 2.3 | Unsatisfactory work. Student performance demonstrates incomplete and inadequate understanding of course materials. |
| C | 2.0 | |
| C- | 1.7 | Unacceptable work. Coursework performed at this level will not count toward the MLS or MIS degree. For the course to count toward the degree, the student must repeat the course with a passing grade. |
| D+ | 1.3 | |
| D | 1.0 | |
| D- | 0.7 | |
| F | 0.0 | Failing. Student may continue in program only with permission of the Dean. |

ACADEMIC HONESTY

This course will follow Indiana University and School of Library and Information Science policies on academic dishonesty. Students found to be engaging in plagiarism, cheating, and other types of dishonesty will receive an F for the course. For further information, please see the Code of Student Ethics (<http://www.iu.edu/~code/>).

USEFUL RESOURCES TO BOOKMARK AND USE

- EAD Tag Library 2002 (<http://www.loc.gov/ead/tglib/index.html>)
- IUB EAD Manual (Oncourse)

COURSE SCHEDULE

SESSION 1: EAD History and Technical Introduction (May 7)

Topics covered:

- Introduction to EAD: History and Current Status; Introduction to XML and Schemas; EAD as a markup language: focus and intent; Basic structure of EAD
- Intellectual vs. physical structure in EAD
- Focus on tags: <archdesc> and <descgrp> in detail
- Structural markup available throughout EAD

In-class exercises:

- Learning to use the <Oxygen /> XML Editor
- Learning to upload files to Xsubmit
- Become familiar with the EAD Tag Library (<http://www.loc.gov/ead/tglib/index.html>)
- Become familiar with the IUB EAD Manual (Oncourse site)
- Finding aid 1: encode <archdesc> and <descgrp>

SESSION 2: EAD in Practice (May 14)

Topics covered:

- Why the archival community developed EAD
- Administrative considerations for adopting EAD
- How to read the EAD documentation
- Focus on Tags: EAD elements for controlled access heading and EAD elements for folder list encoding
- Form groups for final report

In-class exercises:

- Finding aid 1: encode controlled access headings and folder list

Assignments due:

- Journal entry for Week 2 required readings
- Finding aid 2: encode <archdesc> and <descgrp>
- Finding aid 3: encode <archdesc> and <descgrp>

Required readings:

- Pitti, Daniel (November 1999). "Encoded Archival Description: An Introduction and Overview." *D-Lib Magazine* 5(11). Available at <http://www.dlib.org/dlib/november99/11pitti.html>
- Meissner, Dennis. (Fall 1997). "First Things First: Reengineering Finding Aids for Implementation of EAD." *American Archivist*, v. 60, n. 4, pp. 372-387. IU Libraries online subscription. (Also available in *Encoded Archival Description: Context, Theory, and Case Studies*.)
- EAD Application Guidelines, [Section 3.4, Understanding Multilevel Description](#) and [Section 3.5.2.4. Physical Location and Container Information](#). (Not required as part of journal entry)

Recommended readings:

- Pitti, Daniel. (Summer 1997). "Encoded Archival Description: Development of an Encoding Standard for Archival Finding Aids." *American Archivist*, v. 60, n. 3, pp. 268-283. IU Libraries online subscription. (Also available in *Encoded Archival Description: Context, Theory, and Case Studies*, pp. 7-22.)
- Thurman, Alexander C. (2005). "Metadata Standards for Archival Control: an Introduction to EAD and EAC." *Cataloging & Classification Quarterly*, v. 40, n. 3/4, pp. 183-212. IU Libraries online subscription.
- Redding, Clay. (2002). "Reengineering Finding Aids Revisited: Current Archival Descriptive Practice and Its Effect on EAD Implementation." *The Journal of Archival Organization*, v. 1, n. 3, pp. 35-50. IU Libraries online subscription.

SESSION 3: Best Practices, Who's Doing What How? (May 21)**Topics covered:**

- Need for best practices: Review of some best practices documentation; Best practice validation services
- Incorporating EAD into archival processing workflow
- Review of IU Archives collection processing form and EAD template
- Focus on Tags: EAD elements for <frontmatter> and <eadheader>; EAD attribute @encodinganalog
- Guest Lecture: Dina Kellams, IU Archives, will talk about local encoding practice in the Archives.

In-class exercises:

- Finding aid 1: encode <eadheader>

Assignments due:

- Journal entry for Week 3 required readings
- Finding aid 2: encode controlled access headings and folder list
- Finding aid 3: encode controlled access headings and folder list

Required readings:

- Fox, Michael J. (2001). "Stargazing: Locating EAD in the Descriptive Firmament." *Journal of Internet Cataloging* v. 4, n. 3/4, pp. 61-74. IU Libraries online subscription.
- Wisser, Katherine M. and Jennifer O'Brien Roper. (April 2003). "Maximizing Metadata: Exploring the EAD-MARC Relationship." *Library Resources and Technical Services* v. 47, n. 2, pp. 71-76. IU Libraries online subscription.
- Stocking, Bill. (2004). "Time to Settle Down? EAD Encoding Principles in the Access to Archives Programme (A2A) and the Research Libraries Group's Best Practices." *The Journal of Archival Organization*, v. 2, n. 3, pp. 7-24. IU Libraries online subscription.
- [RLG Best Practice Guidelines for Encoded Archival Description](#), August 2002 (just skim; not required as part of journal entry)
- [OAC Best Practice Guidelines for Encoded Archival Description](#), April 2005 (just skim; not required as part of journal entry)

Recommended readings:

- Hensen, Steven L. (2001). "Archival Cataloging and the Internet: The Implications and Impact of EAD." *Journal of Internet Cataloging*, v. 4, n. 3/4, pp. 75-95. IU Libraries online subscription.
- Frost, Hannah C. (2002). "Guidelines Counseling: A Comparative Analysis and Evaluation of EAD Implementation Guidelines." *Journal of Archival Organization*, v. 1, n. 3, pp. 73-86. IU Libraries online subscription.

SESSION 4: Archival Workflows and Content Standards (May 28)**Topics covered:**

- More Product, Less Process
- Encoded Archival Context
- *Describing Archives: A Content Standard*

In-class exercises:

- Finish Finding aid 1; work on Finding aid 4

Assignments due:

- Journal entry for Week 4 required readings
- Finding aid 2: encode <eadheader>
- Finding aid 3: encode <eadheader>

Required readings:

- Kim, Jihyun. (2004). "EAD Encoding and Display: A Content Analysis." *Journal of Archival Organization*, v. 2, n. 3, pp. 41-55. IU Libraries online subscription.
- Bowen Maier, Shannon. (2011). "MPLP and the Catalog Record as a Finding Aid." *Journal of Archival Organization*, v. 9, n. 1, pp 32-44. IU Libraries online subscription.
- Whittaker, Beth. M. (2007). "DACS and RDA: Insights and Questions from the New Archival Descriptive Standard." *Library Resources & Technical Services*, v. 51, n. 2, pp. 98-105. <http://alcts.metapress.com/content/q4283077632w23px/>
- Society of American Archivists Technical Subcommittee for Encoded Archival Description (TS-EAD). EAD Revision, alpha release. Retrieved on April 2, 2013. https://github.com/SAA-SDT/EAD-Revision/blob/master/ead_revised.rng (Review initial comments from line 1-183 – not required as part of journal entry)
- ArchivesSpace. Retrieved on April 2, 2013 from <http://www.archivesspace.org> (just skim main sections – not required as part of journal entry)

Recommended readings:

- Prom, Christopher J. (2001). "Extending the Capabilities of the EAD Cookbook." *OCLC Systems & Services* v. 17, no. 2, pp. 89-95. IU Libraries online subscription.
- Spiro, Lisa (January 2009). "[Archival Management Software](#)" Washington, D.C.: Council on Library and Information Resources. (just skim; not required as part of journal entry)

SESSION 5: Publishing EAD and EAD Collaboratively (June 4)**Topics covered:**

- EAD creation methods
- XSLT and the EAD Cookbook
- XML delivery and search systems
- Issues related to collaboration: flexibility vs. consistency; users and archives; technical means of sharing EAD files
- EAD in the web of digital projects at Lilly Library

In-class exercises:

- Testing the stylesheets from the EAD Cookbook

Assignments due:

- Journal entry for Week 5 required readings
- Finding aid 4: encode <dsc>

Required readings:

- Brown, Charlotte B. and Brian E. C. Schottlaender. (2001). "The Online Archive of California: A Consortial Approach to Encoded Archival Description." *Journal of Internet Cataloging*, v. 4, n. 3/4, pp. 97-112. IU Libraries online subscription.
- Gilliland-Swetland, Anne J. (2001). "Popularizing the Finding Aid: Exploiting EAD to Enhance Online Discovery and Retrieval in Archival Information Systems by Diverse User Groups." *Journal of Internet Cataloging*, v. 4, n. 3/4, pp. 199-225. IU Libraries online subscription.
- Schaffner, Jennifer. (2009). "[The Metadata is the Interface: Better Description for Better Discovery of Archives and Special Collections.](#)" Report produced by OCLC Research.
- [EAD2002 Cookbook](#) – download EAD 2002 Cookbook ZIP file, unzip, then review EAD2002cookbook.pdf (just skim; not required as part of journal entry)

Recommended readings:

- Hill, Amanda, Bill Stocking, and Sarah Higgins. (2005). "Different Strokes for Different Folks: Presenting EAD in Three UK Online Catalogues." *Journal of Archival Organization*, v. 3, n. 2/3, pp. 183-206. IU Libraries online subscription.
- Hoyer, Timothy P., Stephen Miller, and Alvin Pollock. (2001). "Consortial Approaches to the Implementation of Encoded Archival Description (EAD): the American Heritage Virtual Archive Project and the Online Archive of California (OAC)." *Journal of Internet Cataloging*, v. 4, n. 3/4, pp. 113-136. IU Libraries online subscription.
- Coats, Lisa R., (2004). "Users of EAD Finding Aids: Who Are They and Are They Satisfied?" *Journal of Archival Organization*, v. 2, n. 3, pp. 25-39. IU Libraries online subscription.

SESSION 6: Future Trends in EAD (June 11)**Topics covered:**

- EAD and digitized collections
- EAD linking elements
- "Next generation" finding aids

In-class:

- Group presentations comparing assigned local best practice guidelines and finding aid sites

Assignments due:

- Journal entry for Week 6 required readings
- Prepare for a group presentation comparing local best practice guidelines and finding aid sites
- Finding aid 4: encode <eadheader> and <archdesc>

Required readings:

- Krause, Magia Ghetu and Elizabeth Yakel. (2007). "Interaction in Virtual Archives: The Polar Bear Expedition Digital Collections Next Generation Finding Aid." *American Archivist*, v. 70, n. 2, pp. 282-314. IU Libraries online subscription.
- Evans, Max. J. (2007). "Archives of the People, By the People, For the People." *American Archivist*, v. 70, n. 2, pp. 387-400. IU Libraries online subscription.
- Riley, Jenn and Kelcy Shepherd. (2009). "A Brave New World: Archivists and Shareable Descriptive Metadata." *American Archivist*, v. 72, n. 1. IU Libraries online subscription.

Recommended readings:

- Light, Michelle and Tom Hyry. (2002). "Colophons and Annotations: New Directions for the Finding Aid." *American Archivist*, v. 65, n. 2. IU Libraries online subscription.
- Cox, Richard J. (1998). "Access in the Digital Information Age and the Archival Mission: the United States" *Journal of the Society of Archivists*, v. 19, n. 1, pp. 25-40. IU Libraries online subscription.
- Combs, Michele, Mark A. Matienzo, Merrilee Proffitt, and Lisa Spiro. (2010). "[Over, Under, Around, and Through: Getting Around Barriers to EAD Implementation](#)." Report produced by OCLC Research.