ILS Z603: Workshop for Librarians and Information Professionals
Topic: Encoded Archival Description (EAD)

Section 10554
Second Summer Session, 2014
Wednesdays, 9:00a—12:00p, LI002

Instructors
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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 June 25 through July 30, 2014.

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.

During the course of the workshop, students will progressively encode a finding aid for weekly homework assignments, practice encoding finding aids during the hands-on class sessions, and turn in a fully encoded final finding aid at the end of the six-week session. There will also be weekly discussion of readings and a cumulative paper. Class participation and attendance will be factored into the final grade.

Prerequisite: either Z581 Archives and Records Management or Z584 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, the following book will be used for this course:

- Society of American Archivists. *Describing Archives: A Content Standard, 2nd ed.* Chicago: Society of American Archivists, 2013. EAD created during this course should use DACS as a content standard. http://files.archivists.org/pubs/DACS2E-2013.pdf

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.

10% Weekly discussion: Each week, sets of students will be asked to lead discussion regarding the required readings (approx. 10 minutes per student).

30% Ongoing in-class assignment, encoding finding aids: During weeks one, two, three, and four 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.

30% Homework, encoding finding aid: During the course of the workshop, students will progressively encode a complete finding aid provided by the instructors.

10% Final encoded finding aid: Students will revise and finalize fully encoded in-class finding aid and submit it to Oncourse by the end of the day on the last day of class.

10% Final paper: Students will cumulatively discuss FIVE required readings and submit the paper to Oncourse by the end of the day on the last day of class (5-7 pages total).

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 Department of Information and Library Science.

A   4.0   Outstanding achievement. Student performance demonstrates full command of the course materials and evinces a high level of originality and/or creativity that far surpasses course expectations.

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
C   2.0   understanding of course materials.

C-   1.7   Unacceptable work. Coursework performed at this level will not count toward the MLS
D+   1.3   or MIS degree. For the course to count toward the degree, the student must repeat
D   1.0   the course with a passing grade.
D-   0.7

F   0.0   Failing. Student may continue in program only with permission of the Department Chair.

ACADEMIC HONESTY

This course will follow Indiana University 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 Technical Introduction (June 25)

Topics covered:

- Introduction to EAD: Introduction to XML and Schemas; EAD as a markup language: focus and intent; Basic structure of EAD
- Focus on tags: <archdesc> and <did> in detail
- Structural markup available throughout EAD

In-class exercises:

- Learning to use the <oXygen /> XML Editor
- Learning to upload files to Xubmit
- 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: encode <archdesc> (<did>)

SESSION 2: EAD in Practice (July 2)

Topics covered:

- EAD History and Current Status
- EAD Intellectual vs Physical Structure
- Why the archival community developed EAD
- Administrative considerations for adopting EAD
- How to read the EAD documentation
- Focus on Tags: EAD elements for access restrictions, biographical history, arrangement, scope content

In-class exercises:

- Finding aid: Review <did>; encode <accessrestrict>, <bioghist>, <arrangement>, <scopecontent>

Assignments due:

- Week 2 required readings
- Finding aid: encode <archdesc> (<did>)

Required readings:

- Pitti, Daniel (November 1999). "Encoded Archival Description: An Introduction and Overview." *D-Lib Magazine,* v. 5, n.11. Available at http://www.dlib.org/dlib/november99/11pitti.html
- Meissner, Dennis. (1997). "First Things First: Reengineering Finding Aids for Implementation of EAD." *American Archivist,* v. 60, n. 4, pp. 372-387. IU Libraries online subscription.
- Yaco, Sonia (2008). "It's Complicated: Barriers to EAD Implementation. " *The American Archivist,* v. 71, n. 2, pp. 456-475. IU Libraries online subscription.
- EAD Application Guidelines, Section 3.4. Understanding Multilevel Description and Section 3.5.2.4. Physical Location and Container Information.

SESSION 3: Best Practices, Who's Doing What How? (July 9)

Topics covered:

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

In-class exercises:

- Finding aid: Review last week's elements; encode controlled access headings and <eadheader>

Assignments due:

- Week 3 required readings
- Finding aid: encode <accessrestrict>, <bioghist>, <arrangement>, <scopecontent>

Required readings:

- 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.

- Stockting, 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.
- Yakel, Elizabeth (2004). "Encoded Archival Description: Are Finding Aids Boundary Spanners or Barriers for Users? " v. 2, n. 1/2, pp. 63-77. IU Libraries online subscription.
- [RLG Best Practice Guidelines for Encoded Archival Description](), August 2002 (just skim)
- [OAC Best Practice Guidelines for Encoded Archival Description](), April 2005 (just skim)

SESSION 4: Archival Workflows and Minimal Finding Aids (July 16)

Topics covered:

- More Product, Less Process and EAD
- Encoded Archival Context

In-class exercises:

- Review controlled access headings and <eadheader>; encode folder list (<dsc>)

Assignments due:

- Week 4 required readings
- Finding aid: encode controlled access headings and <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.
- 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/
- 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.

SESSION 5: Publishing EAD and EAD Collaboratively (July 23)

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

In-class exercises:

- Retrieving original in-class finding aid; Testing the stylesheets from the EAD Cookbook

Assignments due:

- Week 5 required readings
- Finding aid: encode <dsc>

Required readings:

- 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.
- Bron, Marc, Bruce Washburn, and Merrilee Proffitt. (October 14, 2013). "[Thresholds for Discovery: EAD Tag Analysis in ArchiveGrid, and Implications for Discovery Systems.](#)" *Code4Lib Journal*, n. 22.
- [EAD2002 Cookbook](#) – download EAD 2002 Cookbook ZIP file, unzip, then review EAD2002cookbook.pdf (just skim)

SESSION 6: Future Trends in EAD (July 30)

Topics covered:

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

Assignments due:

- Week 6 required readings
- Final paper by 11:59pm
- Final finding aid by 11:59pm

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, pp. 91-112. IU Libraries online subscription.
- Zhang, Jane and Dayne Mauney (2013). "When Archival Description Meets Digital Object Metadata: A Typological Study of Digital Archival Representation." *American Archivist*, v. 76, n. 1, pp. 174-195. IU Libraries online subscription.