

ILS Z603: Workshop for Librarians and Information Professionals

Topic: Encoded Archival Description (EAD)

Section 4175
Second Summer Session, 2016
Wednesdays, 9:00a - 12:00p, LI002

Instructors

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

Office hours by appointment

Syllabus subject to modification; see Canvas for current version.

COURSE OVERVIEW

Class meetings: This class will meet for six weeks, from June 22 through July 27, 2016.

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 and short writing assignments based on the readings, and a group presentation. 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 Canvas. 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_v0315.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.

20% Weekly writing assignment: Each student will turn in 1-2 typed pages discussing each set of readings assigned each week.

10% Group presentation: Groups of 3-4 students will present on a topic from class during Session 4. The topic will be announced during Session 2.

20% Ongoing in-class assignment, encoding finding aids: During weeks one, two, three, and five students will complete in-class encoding exercises to learn EAD markup concepts in preparation for completing homework. In-class exercises are due in Canvas 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 the fully encoded homework finding aid and submit it to Canvas by the end of the day on the last day of class.

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 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 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 (Canvas)

COURSE SCHEDULE

SESSION 1: EAD Technical Introduction (June 22)

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 Xsubmit
- Become familiar with the EAD Tag Library (<http://www.loc.gov/ead/tglib/index.html>)
- Become familiar with the IUB EAD Manual (Canvas)
- Finding aid: encode <archdesc> (<did>)

SESSION 2: EAD in Practice (June 29)***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 <eadheader>, <accessrestrict>, <bioghist>, <arrangement>, <scopecontent>, <relatedmaterial>, <separatedmaterial>, and <descgrp>

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>
- Gracy, Karen and Frank Lambert (April 2014). "Who's Ready to Surf the Next Wave? A Study of Perceived Challenges to Implementing New and Revised Standards for Archival Description." *The American Archivist*. Vol. 77, No. 1, pp. 96-132. 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 6)***Topics covered:***

- Need for best practices: Review of some best practices documentation; Best practice validation services
- *Describing Archives: A Content Standard*
- Review of Lilly collection EAD template
- Focus on Tags: EAD elements for controlled access headings, <frontmatter> and <eadheader>; EAD attribute @encodinganalog
- Incorporating EAD into archival processing workflow

In-class exercises:

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

Assignments due:

- Week 3 required readings
- Finding aid: encode <eadheader>, <accessrestrict>, <bioghist>, <arrangement>, <scopecontent>, <relatedmaterial>, <separatedmaterial>, and <descgrp>

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.
<http://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/lrts/archive/47n2.pdf>
- 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://www.ala.org/alcts/sites/ala.org.alcts/files/content/resources/lrts/archive/51n2.pdf>
- [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 13)***Topics covered:***

- More Product, Less Process and EAD
- EAD and digitized collections

In-class exercises:

- Group presentation

Assignments due:

- Week 4 required readings
- Finding aid: encode controlled access headings and begin <dsc>

Required readings:

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

SESSION 5: Publishing EAD and EAD Collaboratively (July 20)***Topics covered:***

- EAD linking elements
- EAD3

In-class exercises:

- Review controlled access headings and begin <dsc>; complete encoding folder list (<dsc>)

Assignments due:

- Week 5 required readings
- Fully encoded and complete <dsc>

Required readings:

- Schaffner, Jennifer. (2009). "[The Metadata is the Interface: Better Description for Better Discovery of Archives and Special Collections.](#)" Report produced by OCLC Research.
- Arnold, Kerstin. (2014). "[EAD3 and the Consequences of the New Version.](#)" Archives Portal Europe network of excellence ([APEX](#)) Project.

SESSION 6: Future Trends in EAD (July 27)***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
- "Next generation" finding aids

In-class exercise:

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

Assignments due:

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

Required readings:

- Mayer, Pamela (April 2013). "Like a Box of Chocolates: A Case Study of User-Contributed Content at Footnote." *The American Archivist*, Vol. 76, no. 1, pp. 19-46. IU Libraries online subscription.
- [EAD2002 Cookbook](#) – download EAD 2002 Cookbook ZIP file, unzip, then review EAD2002cookbook.pdf (just skim)