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Chapter 2 - Section 4. EAD Exercises

[note: red star* = newly edited or added]

Tools for creating EAD-encoded Finding Aids

- *Customized Templates for EAD-Encoded Finding Aids
<http://www.cdlib.org/inside/projects/oac/toolkit/templates/>
http://www.cdlib.org/services/dsc/tools/ead_webtemplates.html
 Online forms developed by the CDL (California Digital Library) for generating collection- through series-/subseries-level collection guides that are compliant with OAC (The Online Archive of California) specifications.
- XML schema for downloading (if you use an XML editor):
 EAD (EAD 2002):
<http://www.loc.gov/ead/ead.xsd>

EAD Sites Annotated

<http://www.archivists.org/saagroups/ead/sitesann.html>

Best Practices

- EAD Tag Library (with examples and crosswalks), version 2002
<http://www.loc.gov/ead/tglib/index.html>

 Tag Library Conventions <http://www.loc.gov/ead/tglib/images/figure1a.gif>
- **Online Archive of California Best Practice: Guidelines for Encoded Archival Description Version 2.0*
<http://www.cdlib.org/inside/diglib/guidelines/bpgead/>
http://www.cdlib.org/inside/diglib/guidelines/bpgead/oacbgead_v2-0.pdf

EAD Exercises

4.1 Analyze Finding Aid examples:

1. Library of Congress Finding Aids
<http://lcweb2.loc.gov/aid/aidfrquery.html>
 (Browse by subject and select a finding aid,
 e.g., subjects-->Women--Education--United States--1880-1940--> Visual

materials from the Booker T. Washington papers -->

[Full View](#)

[http://memory.loc.gov/cgi-bin/query/h?faid/faid:@field\(DOCID+pp002010\)](http://memory.loc.gov/cgi-bin/query/h?faid/faid:@field(DOCID+pp002010))

or

[PDF View](#)

<http://lcweb2.loc.gov/service/pnp/eadxmlpnp/eadpdfpnp/2002/pp002010.pdf>

2. William Fonds Provenance: <http://www.mnhs.org/library/findaids/2468prt.html>
3. Schuler's Restaurant Records, 1944-2002
<http://quod.lib.umich.edu/cgi/f/findaid/findaid-idx?c=bhlead&idno=umich-bhl-05110>
(or use browse option to see other finding aids)

4.2 Analyze EAD examples:

1. For the above #1 item, locate the EAD XML record at:
<http://lcweb2.loc.gov/master/pnp/eadxmlpnp/2002/pp002010.xml>
or find from the list at: <http://lcweb2.loc.gov/faid/source.html>
 - Consult EAD Library Tag: <http://www.loc.gov/ead/tglib/index.html>
(Tag name, Element name, and Attributes)
 - Use color marks to indicate the hierarchies of the record.
2. Or, check the encoded examples: http://www.loc.gov/ead/tglib/appendix_c.html

4.3 Identify EAD elements for the existing Finding Aids

Compare public finding aids to EAD Records:

- a Finding aid as displayed on the web ([http://memory.loc.gov/cgi-bin/query/h?faid/faid:@field\(DOCID+pp002010\)](http://memory.loc.gov/cgi-bin/query/h?faid/faid:@field(DOCID+pp002010)))
- to its EAD in XML
(<http://lcweb2.loc.gov/master/pnp/eadxmlpnp/2002/pp002010.xml>)

4.4 Encode with EAD tags

1. *Create an EAD record based on the "Description & Finding Aid: Donald W. Buchanan-James Wilson Morrice Collection"
http://www.ago.net/assets/files/pdf/special_collections/SC056.pdf

Note: You may print the finding aid document and write the codes next to the corresponding sections.

2. Create an EAD record for "Eva M. Noles Papers, c.1932-2004"

<http://ublib.buffalo.edu/libraries/units/archives/ead/ms125/ms125.body.html>

Note: Include only the first two items under each Series in your Eva Noles EAD record.

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