

# METADATA

HOME

EXERCISES

## Chapter 2 - Section 4. EAD Exercises

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

Printer friendly  
version (PFD)

### Tools for creating EAD-encoded Finding Aids

- **\*Customized Templates for EAD-Encoded Finding Aids**  
[http://www.cdlib.org/services/dsc/tools/ead\\_webtemplates.html](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/oacbpgaad\\_v2-0.pdf](http://www.cdlib.org/inside/diglib/guidelines/bpgead/oacbpgaad_v2-0.pdf)

### EAD Exercises

#### 4.1 Analyze **Finding Aid** examples:

1. **\* Library of Congress Finding Aids**  
<http://findingaids.loc.gov/>  
(Browse by subject and select a finding aid,  
e.g., Browse--> By subjects-->Women--Education--United States--1880-1940 --> Visual materials from the Booker T. Washington papers -->)  
Finding Aid Permalink: <http://hdl.loc.gov/loc.pnp/eadpnp.pp002010>
2. **\* William Fonds Provenance:**  
<http://www.mnhs.org/library/findaids/2468a.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.  
Print/Download --> [Full Text, XML format](#) (use Firefox browser to view the XML file.)  
Or directly go to:  
<http://rs5.loc.gov/findingaids/master/pnp/eadxmlpnp/2002/pp002010.xml>
  - 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](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://hdl.loc.gov/loc.pnp/eadpnp.pp002010>)
- to its EAD in XML  
(  
<http://rs5.loc.gov/findingaids/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](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.