EAD Content Guidelines

Here are the EAD tags associated with each DACS area. This does not cover all of the EAD elements for which we will eventually be writing guidelines, but it will give us a good start.

DACS 1: Levels of description (Overview)

DACS 2: Identity Elements
   Repository identifier, Country Identifier (attributes), <unitid>, <repository>,
   <unititle>, <unitdate>, <physdesc><extent>, <container>

DACS 3: Content and Structure
   <scopecontent>, <arrangement>

DACS 4: Access Elements
   <accessrestrict>, <phystech>, <physloc>, <userestrict>,
   <langmaterial><language>, <otherfindaid>

DACS 5: <custodhist>, <acqinfo>, <appraisal>, <accrual>

DACS 6: <originalsloc>, <altformavail>, <relatedmaterial>, <bibliography><bibref>

DACS 7: Notes
   <note>, <prefercite>, <unitid>

DACS 8: Description Control
   <profiledesc><descrules>, <processinfo>

DACS 9-14
   <persname>, <originator>, <corpname>, <subarea> (use?), <bioghist>,
   <controlaccess>
In the template below (last page), please provide the following for each element:

1. Content of the EAD element and its function in a finding aid in the following order.
   a. General content
   b. Level-specific rules/distinction (if applicable)

Top level elements describe the entire collection while component level elements describe only parts of the collection (series, folder, item, etc.) as a part of the detailed inventory.

If your element can appear both levels (i.e. scopecontent example below), please note how (or if) content of the element will change. Again, the scopecontent example illustrates this difference.

2. Show an example of the element as used in a finding aid
   a. Please choose something from one of your own institution’s finding aids
   b. Provide a top level and component level example if applicable
   c. Please provide 2-3 examples

3. The applicable DACS rule (by section number).
4. Link to the EAD Tag Library.
5. Occurrence: is the element required, mandatory, optional, etc.?
   a. link to RLG specifications for starting point
   b. have us answer “why” for occurrence as a basis for discussion

6. Corresponding MARC element.
7. Comments (if any)
8. Controlled vocabulary (list of controlled vocabularies to be used within the element)
Scope and Content:

EAD Tag: <scopecontent>

Summary of the contents of the collection. At the top level, it provides a summary of the entire contents of the collection. At lower levels, it more closely describes the contents of a portion of a collection (i.e., series, subseries, or file). Personal, geographic, and corporate names, titles, and dates may be identified within the text.

Occurrence:

- Top Level: Required
- Component Level: Optional

Why: many archives/special collections may not record scope and contents for series or folders.

DACS rule: 3.1.4

MARC field: 520

Comments: Scope and contents should be used to highlight the most important aspects of the collection or collection part to help users quickly make decisions.

Controlled Vocabulary: N/A

EAD Tag Library specifications:
http://www.loc.gov/ead/tglib/elements/scopecontent.html

Mark-up/Encoded Examples:

Top level:
<scopecontent encodinganalog="520">
<p>The Newspaper Comics section of the SFACA Collection consists of 2.5 million clippings, tearsheets, and comic sections from American newspapers, dating from 1894 to 1996. Materials in the collection include clipped comic strips, single comic pages, complete Sunday comic sections, and entire newspapers.</p>
</scopecontent>

Component level(s)

Series level:
Series III: Individual Artists, 1896-1919
<scopecontent>
These are records for boxes containing materials related to particular artists. Most consist of tearsheet and clipping files featuring work by a single artist, usually work from early in the artist's career. Incidental work by other artists also occurs in some of these files; other artist names are noted where appropriate.
</scopecontent>
Folder level:  
Box-Folder SFT56-1  
Chicago American, July 13-August 31, 1918  
<p>Other artists include TAD Dorgan and George Herriman.</p>
 TEMPLATE

 **Element Name:**

 **EAD Tag:** `<[EAD tag name]>`

 Description of the content and value of EAD tag. Distinction between use at top and component level use.

 **Occurrence:**
- **Top Level:** Required, Optional, Mandatory if available, N/A
- **Component Level:** Required, Optional, Mandatory if available, N/A

 *Why:* rationale for requiring (or not) use of the element. Can be as simple as “RLG does or does not”

 **DACS rule:** N/A or DACS section number

 **MARC field:** N/A or marc field

 **Comments:** [additional notes on use]

 **Controlled Vocabulary:** N/A or vocabulary list

 **EAD Tag Library specifications:**
http://www.loc.gov/ead/tglib/elements/[your element].html

 **Mark-up/ Encoded Examples:**

 **Top level:**

 [encoded example]

 **Component level(s)**

 **Series level:**

 [encoded example]

 **Folder level:**

 [encoded example]