OhioLink DMSC  
EAD Task Force  
Meeting Minutes  
February 15, 2006

Location: Ohio State University

Present: Amy McCrory (co-chair), Amanda Wilson (co-chair), Linda Cantara, Cara Gilgenbach, Toni Jeske, Anne Gilliland

Absent: Dianna Ford, Barbara Strauss

Guest: Susan Liberator (OSU Cartoon Research Library)

Announcement: Due to work commitments, Barbara Strauss will become one of the Task Force’s primary advisors.

1. Report on February DMSC meeting and comments

The chairs thanked the task force for the work put in to creating the first draft of the EAD content Guidelines. DMS reviewed and approved the guidelines. The committee also approved our plan to complete the missing appendices and distribute to the SOA community for comment and feedback. Specific suggestions for improving the guidelines included:

   a. Ensure that the guidelines are consistently comprehensible. Some sections of the introductory material seemed too technical (e.g. recursive elements).

   b. Provide an abridged list of elements as an “easy reference” for those encoding finding aids. The current Content Guidelines document is a good reference tool; however, it is unlikely that someone would be able to create an EAD finding aid from the document.

   c. Focus on training. Different levels of training should be developed. Some may need a basic introduction to EAD, its principles, and using the web form, while others may want/need more advanced training on using templates to create their own finding aids with or without the use of the web form.

2. Next steps to complete content guidelines

The Task Force discussed several supplementary documents for the guidelines.

   a. Chart containing the minimum level elements needed for a OhioLINK repository-compliant EAD finding aid.
While waiting on the software setup, a chart of the elements needed will help institutions prepare to convert their legacy finding aids and begin to gather appropriate information for their new finding aids.

**Action Item: Linda will prepare the chart/list of elements.**

b. Segment element pages into short/top level page, technical page, and examples/full page.

The short/top level page can be used as the basis for a “printer-friendly” version of the guidelines and will provide an easy-reference for those creating finding aids. The tag name, definition, DACS and MARC references, comments, and recommended vocabularies are all part of the initial page. For institutions interested in attributes and subelements, a link will provide fuller information on those technical aspects. Finally, a link for examples will appear. By clicking each link, information will be added on in a “show more” fashion.

**Action Item: Amanda and Amy will split the HTML pages to reflect the segments.**

c. “Getting Started with EAD” packet.

In order to encourage adoption of EAD, members suggested that preparing and circulating a packet of selected information from the content guidelines will help institutions get started with EAD. Suggested contents included some of the front matter from the guidelines, instructions on how to get a Library of Congress institution code, and the minimal list of elements required for the OhioLINK repository.

**Action Item: Cara and Toni will develop the packet.**

d. Feedback timeline

The Task Force discussed a timeline for wider distribution and feedback on the content guidelines. The general timeline is as follows:

March 2006: receive and incorporate primary advisors’ comments on content guidelines
April 2006: (after SOA presentation) send content guidelines to SOA
June 2006: date due for community responses

**Action Item: Amanda contact advisors and request feedback.**

3. Demo of new DLXS release and web template development

Amy showed an example finding aid in the new release of DLXS. The entire look of the finding aid is supposed to be customizable. Amy is working with OhioLINK to get some sample OSU finding aids working for the TF’s review.
As the software is developed, the TF can begin outlining requirements for a web form template. Kent State’s web team may be able to help with development of a web form in conjunction with OSU or other universities. Amy will contact Online Archive of California’s web page programmer to get some advice on moving forward with development. Linda suggested that XForms could be a possibility (XForms has an interface that looks like a typical web form, but saves data in XML format. The XML can then be used to create an EAD finding aid.)

**Action Item:** Amy and Amanda will do as much as we can to outline requirements, then we’ll seek programming expertise.

**Action Item:** Cara will talk with Kent State’s web team to gauge willingness to provide development help.

4. **Training**

The TF brainstormed some ideas from training. They included a basic workshop (intro to EAD, Why EAD, how to prepare for EAD projects – institutional preparations and finding aid creation—) and “how to get started” workshop (introduction to OhioLINK repository, discussion of policy and implications of EAD projects – impact on physical traffic, how all aspects of the archives operation will be affected).

Other questions for the TF to consider related to training are how many places to offer (3 locations minimally), short-term follow-up workshops or training activities, and long-term training activities. Specifically, the TF needs to think about training for Year 1, Year 2, and Year 4 of the repository.

5. **Feedback from Susan**

Susan Liberator of OSU’s Cartoon Research Library was a guest at the meeting. She has experience with EAD and offered her feedback on the guidelines. From her perspective all of the information provided was helpful and comprehensible. She feels that those with a background in EAD should be able to pick up the guidelines and be able to create compliant EAD finding aids.

6. **Appendices**

The Task Force reviewed and discussed the remaining appendices. Assignments to complete are as follows:

**Action Item:** As assigned below, submit appendix to the listserv for comment before next meeting.

Appendix

A. EAD finding aid examples  DONE
B. encoding analog mappings and examples (MARC and DC) -- DIANNA
--get examples from elements in Kivist.xml that use encoding analogs
--RLG Best Practice Guidelines and Tag Library have example charts

C. recommended controlled vocabulary lists -- AMANDA
language codes
location of web information on cv’s
publication information (if just a print source)

D. using LISTS -- Cara
--Examples of different types of lists
--draft paragraph(s) about using lists

E. List of all elements with occurrence (req, ma, opt) -- LINDA
-- two columns, element name column
-- alphabetical
-- entries for R, MA, OPT

F. Dates DONE

G. Formatting and linking attributes DONE

Glossary Advisor Team
-- suggest terms as reviewing guidelines

7. SOA presentation

Amy McCrory, Linda Cantara, Toni Jeske, and Dianna Ford will represent the Task Force at SOA in April. The EAD TF session will be held on Thursday, April 20, 2006 at 1.30pm.

Action Item: Mary Manning on SOA Planning Committee needs a description of the session. Cara volunteered the use of materials prepared for the ALAO presentation in November 2004.

Next meeting: April 19, 2006 at OhioLINK.

20 Feb 2006 - ajw