

**Encoded Archival  
Description Tag Library  
Version EAD3 1.1.1**

**Edition 2019**

**Prepared and maintained by  
the Technical Subcommittee for Encoded Archival  
Standards of the Society of American Archivists**



**SOCIETY OF  
American  
Archivists**

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Chicago

## **Encoded Archival Description Tag Library Version EAD3 1.1.1 , Edition 2019**

This tag library represents version EAD3 1.1.1 of the Encoded Archival Description schemas, released in December 2019. It supersedes the Version EAD3 1.1.0 tag library published in 2018.

The SAA Technical Subcommittee for Encoded Archival Standards is responsible for updating and editing the EAD schemas and tag library.

The Network Development and MARC Standards Office of the Library of Congress serves as the host for online EAD documentation, including storage and delivery of electronic files and maintenance of the EAD web site, located at <http://www.loc.gov/ead/>.

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## Preface

Encoded Archival Description (EAD) is the international metadata transmission standard for hierarchical descriptions of archival records. Developed by the EAD Working Group of the Society of American Archivists and first published in 1998, EAD is an Extensible Markup Language (XML) format used by archivists around the globe. A second version with greater international alignment, EAD 2002, was released as a DTD in 2002 and in 2007 as Relax NG and W3C schemas. The development of EAD made it possible to create electronic finding aids within a specifically archival data structure compliant with General International Standard Archival Description (ISAD(G)). This innovation was a crucial impetus behind the swift migration of archival description to the internet, the acceptance of national archival descriptive content standards like Describing Archives: A Content Standard (DACS), and the emergence of a professional consensus that archival description existed to be shared widely and shared well.

This new version of Encoded Archival Description – EAD3 – exists thanks to the efforts and support of many people, but it exists because of the many archivists and repositories around the world that saw the utility of EAD, used it in diverse and inspiring ways, and continue to recognize many ways in which it might work better.

In the years between the release of EAD 2002 and 2010, when the revision process that led to EAD3 began, the technological landscape surrounding archival description evolved enormously. Collection management systems, such as the Archivists' Toolkit, Archon, and ICA-AtOM, offered the robust advantages of modelling descriptive information in relational databases, but exposed the difficulty of adapting the EAD document model in data-centric applications. Linked Open Data emerged as a viable methodology for creating a semantically meaningful Web, for which EAD was poorly prepared. New and closely related metadata transmission standards were developed, most notably Encoded Archival Context – Corporate bodies, Persons, and Families (EAC-CPF), opening new frontiers in archival metadata. Finally, over a decade of working with EAD gave archivists a general sense that it was too complex, too forgiving, and too flexible for its own good.

In 2010, following an update to its by-laws concerning standards maintenance, the SAA Standards Committee charged a new Technical Subcommittee for Encoded Archival Description (TS-EAD) to oversee the maintenance of the standard. Recognizing that EAD needed an update, its charge instructed TS-EAD to complete a revision of the standard within five years.

TS-EAD completed the revision of EAD with the help of the SAA Schema Development Team and with many contributions, large and small, from the international EAD community. EAD3 is the result of four public comment periods, countless feedback, three working meetings, numerous conference calls, regular presentations to the EAD Roundtable, and lots of careful analysis, spirited discussion, and hard-won compromise. Notable milestones in the revision process include the initial comment period, which shaped our early agenda; a three-day TS-EAD working meeting at Yale University's Beinecke Rare Book and Manuscript Library, which established a

clear direction; and the alpha, beta, and gamma schema releases, which gave the EAD community concrete examples to test and critique.

Early in the revision process TS-EAD published four points of emphasis to guide us as we weighed the benefits of changes to EAD.

Achieving greater conceptual and semantic consistency in the use of EAD.

Exploring mechanisms whereby EAD-encoded information might more seamlessly and effectively connect with, exchange, or incorporate data maintained according to other protocols.

Improving the functionality of EAD for representing descriptive information created in international and particularly in multilingual environments.

Being mindful that a new version will affect current users.

All of the changes made in EAD3 can be seen in the context of these four points. Throughout the revision process, the most difficult decisions concerned proposals that highlighted tensions between them, especially between making EAD more consistent and aligned to other standards and mitigating impact on current users.

TS-EAD's decision-making process focused on detailed analysis and consensus-building within the committee. As we received proposals from the community or fellow committee members, individuals or small groups did additional work to better understand the request, clarify the specific impact on the schema, and make recommendations to the committee. Many issues were revisited multiple times as we collectively came to understand better our goals and their impact. Although healthy differences of opinion persisted throughout the revision process, ultimately only one issue had to be decided by an executive decision by the co-chairs. In the alpha schema element and attribute names were converted to camel case, as is the convention in EAC-CPF. This met our goals of conceptual consistency and interoperability with EAC-CPF, but we received strong feedback from the community arguing against the change. Entrenched and opposing opinions – all with strong justifications from our points of emphasis – remained within TS-EAD; ultimately the co-chairs decided to honor precedent and sensitivity to the impact on users and opted to remove camel case.

Of the changes made in EAD3, the most extensive departure from EAD 2002 is the replacement of <eadheader> with <control>. Borrowed from EAC-CPF with some enhancements, <control> offers a better model for representing information about finding aids, including its identifiers, status, languages, conventions, maintenance history, and sources. One notable change to <control> as modelled in EAC-CPF is the inclusion of <filedesc> from <eadheader>. As an aggregation of descriptions of all the material in an archival collection, finding aids have bibliographic attributes, such as a title or a publication statement captured in <filedesc>, that are not necessary when documenting authority records.

The elements available within <did> (Descriptive Identification) were extensively updated in order to better support the exchange of key descriptive data between EAD3 and other systems. Some <did> elements, including <origination>, <repository>, and <langmaterial>, were modified to remove mixed content and other ambiguities. The existing <unitdate> and <physdesc> elements were felt to be too lax to constrain and still provide a forward migration path, so new <unitdatestructured> and <physdescstructured> elements were added. These "structured" elements provide nuanced data models for capturing temporal and physical description, while the original elements remain in modified form as unstructured alternatives and to allow for forward migration from EAD 2002. Whereas these new elements provided additional structure, the <daogrp> element, which allowed the creation of extended links to digital archival objects, was simplified to <daoset>, which binds two or more simple <dao> elements.

The access point elements available within <controlaccess>, e.g. <persname>, <subject>, <genreform>, etc., were modified in several ways. Each must now contain one or more <part> elements so that multi-part terms may be accurately represented in EAD, allowing, for example, the separate capture of an individual's surname, forename, and life dates, etc. They also now share a common set of attributes to improve interoperability with external vocabularies: @identifier, for the code or URI associated with a term, @source, for identifying the originating vocabulary, and @rules, for recording how terms are formulated. The <geogname> element now has an optional child <geographiccoordinates> for encoding longitude, latitude, and altitude information.

Support for multilingual description was addressed by adding @lang and @script attributes to all non-empty elements in EAD3, making it possible to explicitly state what language or script is used therein. Additionally, some elements were modified to allow them to repeat where previously they did not, thus enabling the inclusion of the same data in multiple languages.

Early in the revision process there were multiple requests to simplify EAD, and one suggested measure was reducing the number of elements. However, TS-EAD decided that consistency and semantic clarity was a better measure of simplicity, not the number of elements in the schema. The <note> element is a useful case study. In EAD 2002 <note> was available in 8 distinct contexts, each representing a subtly different usage; in EAD3 the <note> element has been replaced with context-specific elements, including <didnote>, <controlnote>, and <footnote>.

Many other changes can be categorized as supporting the drive for greater conceptual and semantic consistency in EAD. Major descriptive elements that previously could be contained in other descriptive elements were removed in those contexts. For example, <arrangement> is no longer a permitted child of <scopecontent>, <unitdate> is no longer a permitted child of <unittitle>, and <dao> is now only available within <did>. Block and formatting elements like <list>, <blockquote>, <quote>, were modified or created to more closely resemble their HTML counterparts. The <chronlist> element was updated to incorporate <geogname> to convey the locations where events occur, more closely aligning it with its namesake in EAC-CPF. Mixed content models were streamlined to three progressively inclusive sets of elements allowed to intermix

with text. Attribute names were disambiguated throughout the schema: @role was changed to @relator on access point elements and @linkrole on linking elements, @type was renamed through the schema to @localtype where no values are supplied by the schema, and to @elementnametype (e.g. @listtype and @unitdatetype) where specified values are supplied. Linking elements – of which there were many in EAD 2002 – were consolidated to a handful and limited to simple links, eliminating overly complicated extended links. The XLink model for linking attributes was preserved, but the XLink namespace, which had been added to the schema versions of EAD 2002, was removed due to the onerous and needless complexity that namespaces introduce when processing XML. Elements that existed solely to support formatting and presentation or were otherwise deemed out of scope for archival description were deprecated, including <frontmatter>, <descgrp>, <runner>, <imprint>, and <bibseries>.

The feature of EAD3 that caused the most heated discussion within TS-EAD was the inclusion of the <relations> element. Introduced in EAC-CPF and added to EAD3 with some modifications, <relations> is available at any level of description and contains one or more <relation> elements. A <relation> describes – in a Linked Open Data-friendly way – the relationship between the records being described and a corporate body, person or family; an archival or bibliographic resource; a function; or another type of external entity. That relationship can be an actionable link and may be qualified by supplying relevant dates or geographic names. XML describing the related entity may be embedded within the <objectxmlwrap> element.

TS-EAD could not reach a consensus regarding the inclusion of <relations>. Some members felt strongly that including <relations> was essential in order to support rich Linked Open Data applications, align with EAC-CPF, and acknowledge draft guidelines on relationships in archival description published by the ICA Committee on Best Practices and Standards. Others felt that it duplicated functionality present in <controlaccess> and other existing elements, added unnecessary complexity, and that incorporating robust support for Linked Open Data was premature. We ultimately negotiated a compromise: <relations> would be included in EAD3 as an "experimental" element. As an experimental element, it is not guaranteed that <relations> will persist in the next version of EAD in its current form. However, TS-EAD encourages its use so that the EAD community will learn more about how the <relations> model works within archival description. Put simply, a consensus will require more data and experience, and including <relations> provisionally makes that possible.

The revision of EAD 1.0 to EAD 2002 established a precedent that elements to be removed from EAD would first be deprecated – suppressed but available if necessary – before being removed from subsequent versions. All elements deprecated in EAD 2002 were removed from EAD3. TS-EAD endeavored to honor the commitment to deprecate removed elements, however the extent of the changes in EAD3 made comprehensive deprecation impossible. Elements to be removed entirely from the standard remain available in undeprecated versions of EAD3. These include <frontmatter>, <descgrp>, <imprint>, <bibseries>, and <runner>, as well as the @tpattern attribute. Elements that were replaced by other elements offering commensurate functionality, or whose availability within the standard changed are in most cases not supported in undeprecated

EAD3. Two exceptions to that rule are the full EAD 2002 versions of <physdesc> and <unitdate> within <unittitle>, both of which are available in undeprecated EAD3.

EAD3 replaces EAD 2002 as the current, official version of EAD. EAD 2002 was available as a DTD, Relax NG schema, and W3C schema. Additionally, the DTD could be edited to enable the inclusion of deprecated elements. EAD3 continues to be available in DTD, Relax NG, and W3C versions. For repositories who choose to continue to use deprecated elements, an undeprecated version of EAD3 is available in DTD, Relax NG, and W3C varieties. Due to differences between DTDs and schemas, the <objectxmlwrap> element is not available in the DTD versions of EAD3. A Schematron schema is also available to provide further validation functionality for EAD instances, imposing data constraints that either cannot be expressed in DTD, Relax NG, and W3C, or were intentionally removed from the schemas by TS-EAD due to challenges of maintaining code lists outside of our control or to allow alternative data sources or patterns.

All code related to EAD3, including the schemas and DTDs, Schematron schema, and migration style sheet, will be shared with a Creative Commons CC0 license, placing them in the public domain. This tag library is published with a Creative Commons CC BY license, allowing others to distribute, remix, tweak, and build upon it, even commercially, as long as they credit SAA for the original tag library.

EAD3 was possible because of the generous support of the Society of American Archivists, the Gladys Krieble Delmas Foundation, the National Endowment for the Humanities, the Nationaal Archief of the Netherlands, the Beinecke Rare Book and Manuscript Library, the Institute for Advanced Technology in the Humanities at the University of Virginia, and OCLC Research. Each member of TS-EAD\* made invaluable contributions to EAD3, but two merit special mention: Terry Catapano, Schema Development Team chair, for leading the technical development of EAD3, and Kelcy Shepherd, for leading the revision of the Tag Library.

Mike Rush

Bill Stockting

TS-EAD Co-Chairs

\*TS-EAD members during the revision process included Mike Rush, co-chair, Yale University; Bill Stockting, co-chair, British Library (UK); Kerstin Arnold, Bundesarchiv (Germany); Michael Fox, Minnesota Historical Society; Kris Kiesling, University of Minnesota; Angelika Menne-Haritz, Bundesarchiv (Germany); Kelcy Shepherd, University of Massachusetts and Amherst College; Claire Sibille, Direction Générale des Patrimoines (France); Henny van Schie, Nationaal Archief / Bibliotheek (Netherlands); and Brad Westbrook, University of California, San Diego, and ArchivesSpace. Notable ex-officio contributors included Jodi Allison-Bunnell, Orbis Cascade Alliance (EAD Roundtable); Anila Angjeli, Bibliothèque nationale de France (TS-EAC); Hillel Arnold, Rockefeller Archives Center (EAD Roundtable); Mark Custer, Yale University (EAD Roundtable); Merrilee Proffitt, OCLC Research; Ruth Kitchin Tillman, Cadence Group (EAD Roundtable); and Katherine Wissner,

Simmons College (TS-EAC). Schema Development Team members included Terry Catapano, chair, Columbia University; Karin Bredenberg, Riksarkivet of Sweden; Florence Clavaud, National Archives of France; Michele Combs, Syracuse University; Mark Matienzo, Yale University and DPLA; Daniel Pitti, University of Virginia; and Salvatore Vassallo, Università degli Studi di Pavia (Italy).

## **Preface to Revision 1.1.0**

EAD3 underwent its first revision from 2018 January 16 to 2018 February 28 in order to address schema errors and expand the standard's element set. This revision consisted of seven changes - one new element (rightsdeclaration), two schema bugfixes, and four datatype/attribute extensions. These changes reflect feedback on the EAD3 1.0.0 release and accommodate requirements for data sharing set forth by consortial members.

EAD3 Revision 1.1.0 sets a new policy for schema releases, in which smaller updates and fixes can be released on a regular basis. These changes will not invalidate existing records, nor will it break existing interoperability - minor revisions will only be expansive.

This update was revised and implemented by the SAA Technical Subcommittee for Encoded Archival Standards (TS-EAS), following a period of feedback in January-February 2018.

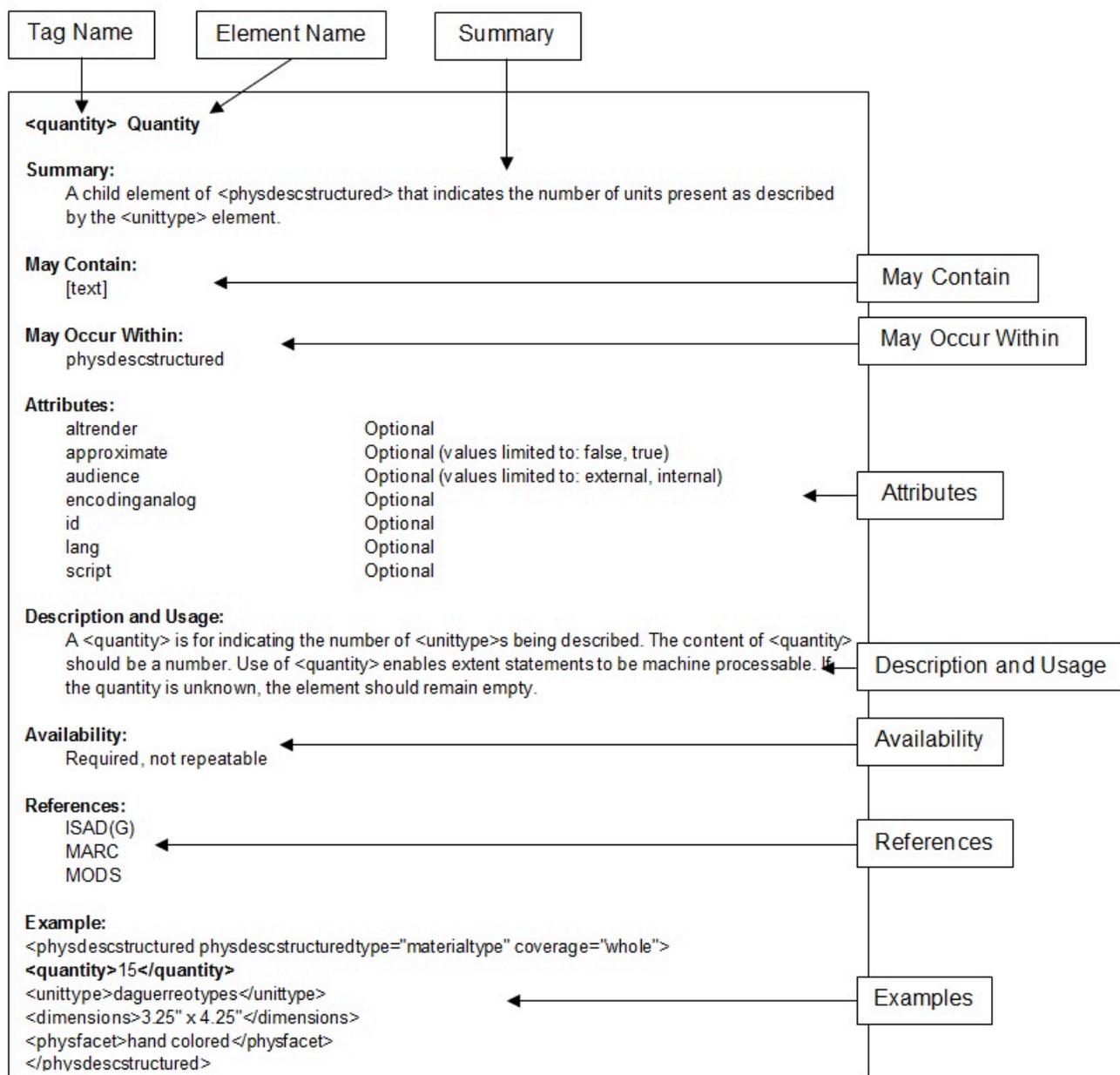
## **Preface to Revision 1.1.1**

EAD3 underwent its first patch revision in 2019. This patch includes one change to the <ref> element, which now allows <foreign> as sub-element and two fixes to the XSD schema.

Furthermore, the updated EAD3 tag library includes additional as well as extended examples for certain elements.

## Tag Library Conventions

The EAD Elements section of the Tag Library contains descriptions of 165 elements, arranged alphabetically by element name. It presents information for each element as shown in Figure 1.



Figure

### 1. Layout of element descriptions.

Entries in the Tag Library that have been updated in the latest revision will be marked with "(revised in [revision number])". Updates that predate the most recent revision will not be marked in the text.

### Tag Name:

Short, mnemonic form of the element name that is used in the machine-readable encoded document. The tag name is the first word at the top of the page. Tag names appear between angle brackets, e.g., <archdesc>, except in the listings under "May occur within" and "May contain," and are always in lowercase.

**Element Name:**

Expanded version of the tag name that more fully describes the element's meaning. The full name of the element is usually a word or phrase that identifies the element's purpose. In the Tag Library, the element name follows the tag name on the page defining that element and appears with initial capital letters, e.g., <archdesc> Archival Description.

**Summary:**

A brief statement that provides a concise definition of the element, suitable for quick reference.

**May Contain:**

Identifies what child nodes (text or elements) may occur within the element being defined. Elements are listed in alphabetical order by tag name. Elements may be empty (e.g., an element which allows no child text or element nodes), or they may contain text (listed as [text]), other elements, or a mixture of text and other elements. Text content cannot include characters that would be interpreted by a parser as action codes. For example, a left angle bracket has to be represented as the character entity reference &lt; so that it is not misinterpreted as the start of an element name.

**May Occur Within:**

Identifies all of the parent elements within which the described element may appear, listed in alphabetical order by tag name. This information conveys information about where and how often an element is available throughout the schema. The definitions for parent elements may provide additional information about an element's usage.

**Attributes:**

Identifies all attributes that can be associated with an element. Attributes are represented in lowercase letters in XML coding. The Tag Library uses the convention of preceding an attribute name with an @ symbol (e.g., @identifier), following XPath syntax. See the EAD Attributes section of the tag library for definitions and additional information.

**Description and Usage:**

This section begins with one or more paragraphs that provide a more thorough description of the element than that found in the Summary, which may be followed by guidance on use. The terms "parent" and "child" are used to indicate hierarchical relationships between elements. Standard terminology is also used to suggest the kind of element being discussed. "Wrapper element" indicates an element that cannot contain text directly; a second, nested element must be opened first. Wrapper elements designate sets of elements that comprise a distinctive section of a finding aid, for

example, the Descriptive Identification <did>. "Generic element" refers to elements common to many kinds of documents that contain information not specifically related to archival description, e.g., <name> and <num>. "Formatting element" indicates elements that can be used to invoke special text presentation, such as block quotes, chronologies, and emphasis. When the schema enforces a specific sequence of child elements, that sequence is indicated. If useful, context-specific guidance for the usage of an element's attributes is given in an "Attribute usage" section. A "See also" section may be provided to indicate additional elements that are similar, easily confused, or otherwise related to the element being described.

**Availability:**

Indicates, within the context of its parent(s), whether the element is required or optional, and whether or not it is repeatable.

**References:**

Identifies corresponding elements in other standards, schemas, and markup languages: ISAD(G), MARC, MODS, and HTML. Full crosswalks for ISAD(G), MARC21, and MODS are found in Appendix A.

**Examples:**

Most element descriptions include a tagged example to indicate how attributes and elements can be used together. Many of the examples are taken from real finding aids; others have been specially constructed for the Tag Library. The examples illustrate any required sequences of elements, as in the case of children within <control>, or required attributes such as @level in <archdesc>. In other cases, the examples simply show what is possible. Some examples have ellipses, either between or within elements, indicating that other elements or text have been omitted. Some elements have multiple examples—one may show very dense markup with numerous attributes while another may illustrate a minimalist approach to the markup. Either approach is valid in EAD, and it is up to the repository to determine the optimal level of markup based on their specific purposes, functional requirements, resources, or consortial guidelines.

# Attributes

## Introduction

Attributes are associated with most of the elements contained in EAD. Attributes reflect named properties of an element and may take on different values, depending on the context in which they occur. In order to set one or more attributes, an encoder should include the name of the attribute(s) within the same angle brackets as the start tag, together with the value(s) to which the attribute(s) is/are to be set. That is, `<[tag] [attribute]="[value]">` or `<[tag] [attribute1]="[value1]" [attribute2]="[value2]">`

For example:  
or

Most attributes are optional, though some are required. The attribute description indicates whether an attribute is required. This information is also available in the Attributes section of each element description.

The value of attributes may be constrained by the schema using specific attribute type values. For example, `@id` attribute is of type ID, which constrains its value to a string beginning with an alphabetic character. An `@id` value must be unique within the EAD instance within which it occurs, that is, no other tag in the entire document can have the same `@id` value. EAD attributes have the following data types :

### **anyURI:**

A Uniform Resource Identifier. This may be a Uniform Resource Locator (URL) or a Uniform Resource Name (URN). Both relative and absolute URIs are allowed.

### **ENTITY:**

The name of a nonparsed entity that has been declared in the declaration subset of the document. For example, `@entityref` must contain the name of an entity that has been declared in the declaration subset. Processing software can use the reference to the nonparsed entity to display the entity in the body of the text or in a new window.

### **ID:**

Unique identifier. For example, most elements have an `@id`, so that a unique code can be established for and used to refer to that specific element. The content of the `@id` is of the type called "ID". Parsers verify that the value of attributes of type "ID" are unique. The values of `@id` must begin with an alpha, not numeric, character, either upper or lowercase, and may contain a . (period), : (colon), - (hyphen), or \_ (underscore), but not a blank space. See also attributes of type "IDREF."

### **IDREF:**

(capitalization of data types follows the documentation found in the W3C Recommendation XML Schema Part 2: Datatypes Second Edition (<http://www.w3.org/TR/xmlschema-2/>))

ID reference value; must match an existing ID of another element in the document. For example, the <ptr> element has a @target attribute that can only be an "IDREF," which means it has to reference a valid ID in another element.

**IDREFS:**

List of ID reference values.

**NMTOKEN:**

A name token, which can consist of any alpha or numeric character, as well as a . (period), : (colon), - (hyphen), or \_ (underscore), but not a blank space. A number of attributes in EAD where a character string from a code list is to be used are of the type "NMTOKEN".

**string:**

The most general data type, a string can contain any sequence of characters allowed in XML. Certain characters may have to be represented with an entity reference, for example &lt; for <, and &amp; for &.

**token:**

A type of string that may not contain carriage return, line feed or tab characters, leading or trailing spaces, and any internal sequence of two or more spaces.

The attribute value definitions in the DTD versions of EAD3 differ slightly from those of the Relax NG and W3C Schema versions. The DTD has a limited set of attribute types so the anyURI, token, and string data types were converted to "CDATA" (i.e. Character Data).

When the EAD schema limits attribute values to a few choices, those values are declared in the schema in what is known as a "closed list." For example, the values of @audience are limited to either "external" or "internal." Other attributes are associated with semi-closed lists. Such lists include those values believed to be the most useful in many contexts, but other values are allowed. For example, <dsc> defines several values for @dsctype, including "otherdsctype" which may be used with @otherdsctype to specify values that are not in the semi-closed list for @dsctype. The definitions for some values in the closed and semi-closed lists appear below.

The following is a complete list of all the attributes that occur in EAD, and some discussion of how they may be used. Further, context-specific information about the use of certain attributes may be found in the "Attribute usage" section of the element descriptions.

## **@abbr Abbreviation** (Table of Contents)

**Summary:** An abbreviation for a word or phrase that is expressed in an expanded form in the text of the current element; used for searching and indexing purposes. Available only in <expand>.

**Data Type:** token

## **@actuate Actuate** (Table of Contents)

**Summary:** A control that defines whether a rendering application should present an actionable link automatically (onload) or when requested by the user (onrequest). It is used in conjunction with @show to determine link behavior.

**Values:** none, onload, onrequest, other

## **@align Alignment** (Table of Contents)

**Summary:** Horizontal position of the text within a column, indicating whether text should be displayed flush left, flush right, centered in the column, or justified (flush both left and right). Available in <colspec> , <entry>, and <tgroup>.

**Values:** left, right, center, justify, char

## **@althead Alternative Heading** (Table of Contents)

**Summary:** An alternative short form of the heading element `<head>` that may be used, for example, to create a running header.

**Data Type:** token

## **@altrender Alternative Render** (Table of Contents)

<b>Summary:</b>	Specifies an alternative rendering for the content of the current element. May be used if the element is to be displayed or printed differently than the rendering established in a style sheet for other occurrences of the element, and the values available for @render are insufficient. See also @render.
<b>Data Type:</b>	token

## **@approximate** **Approximate** (Table of Contents)

**Summary:** Indicates that the value provided is not exact. Available in <quantity>.

**Values:** false, true

## @arcrole Arc Role (Table of Contents)

**Summary:** A URI that describes the nature of the source of a link as relative to the target of the link.

**Data Type:** anyURI

**Example:**

```
<relation relationtype="cpfrelation"
arcrole="hasSubject">
  <relationentry>Carl Philipp Emanuel
  Bach</relationentry>
  <descriptivenote>
    <p>Bach's son</p>
  </descriptivenote>
</relation>
```

## **@audience Audience** (Table of Contents)

<b>Summary:</b>	An attribute that helps control whether the information contained in the element should be available to all viewers or only to repository staff. Available for all elements except <lb> and <colspec>. The attribute can be set to "external" in <archdesc> to allow access to all the information about the materials being described in the finding aid, but specific elements within <archdesc> can be set to "internal" to reserve that information for repository access only. This feature is intended to assist application software in restricting access to particular information by explicitly identifying data that is potentially sensitive or may otherwise have a limited audience. Special software capability may be needed, however, to prevent the display or export of an element marked "internal" when a whole finding aid is displayed in a networked environment.
<b>Values:</b>	external, internal

## **@base Base** (Table of Contents)

<b>Summary:</b>	Used to specify a base URI that is different than the base URI of the EAD instance. This allows any relative URIs provided on attributes of a specific element or its descendants to be resolved using the URI provided in that element's @base. Available on <archdesc>, <c>, <c01>, <c02>, <c03>, <c04>, <c05>, <c06>, <c07>, <c08>, <c09>, <c10>, <c11>, <c12>, <control>, <daoset>, <ead>, <relations>, <sources>.
<b>Data Type:</b>	anyURI

## **@calendar Calendar** (Table of Contents)

**Summary:** System of reckoning time, such as the Gregorian calendar or Julian calendar. Suggested values include but are not limited to "gregorian" and "julian." Available in <date>, <unitdate>, and <unitdatestructured>.

**Data Type:** NMTOKEN

## **@certainty Certainty** (Table of Contents)

<b>Summary:</b>	The level of confidence for the information given in <date>, <unitdate>, or <unitdatestructured>, e.g., approximate or circa.
<b>Data Type:</b>	NMTOKEN

## **@char Character** (Table of Contents)

**Summary:** Used for horizontal alignment of a single character, such as decimal alignment. This attribute names the character on which the text will be aligned, for example a decimal point, an asterisk, or an em-dash. Available in <colspec> and <entry>.

**Data Type:** token

## **@charoff Character Offset** (Table of Contents)

**Summary:** Used with horizontal character alignment, such as decimal alignment. When the @align value is "char," this is the percentage of the current column width to the left edge of the alignment character. Value is a number or starts with a number. Available in <colspec> and <entry>.

**Data Type:** NMTOKEN

**@colname Column Name** (Table of Contents)

**Summary:** Name of a column in which an entry appears. Value is a character string made up of letters and numbers with no spaces inside it. Available in <colspec> and <entry>.

**Data Type:** NMTOKEN

@colnum

## **@colnum Column Number** (Table of Contents)

**Summary:** The number of the column, counting from 1 at the left of the table. Value is a number. Available in <colspec>.

**Data Type:** NMTOKEN

## **@cols Columns** (Table of Contents)

**Summary:** The number of columns in a table. Required in <tgroup>.

**Data Type:** NMTOKEN

## **@colsep column Separator** (Table of Contents)

**Summary:** Used to indicate whether the columns in the table are to be separated by vertical rules: "true" specifies display of a rule to the right of the column, "false" specifies no rule is to be displayed. Available in <colspec>, <entry>, <table>, and <tgroup>.

**Values:** false, true

## **@colwidth Column Width** (Table of Contents)

**Summary:** Width of the column measured in fixed units or relative proportions. For fixed width, use a number followed by a unit. Possible unit values are "pt" for point, "cm" for centimeters, "in" for inches, etc. (e.g., "2in" for 2 inches). Proportional width can be indicated with a number and asterisk (e.g., "5\*" for five times the proportion). All integers are positive. Use values that are appropriate to the software that governs the display of the resulting table such as a web browser or XSL format objects processor. Available in `<colspec>`.

**Data Type:** token

## **@containerid Container ID** (Table of Contents)

**Summary:** An attribute for <container> that takes as its value a locally assigned identifier (e.g. barcode) for the container described. Unlike @id, the value of @containerid need not be unique within the document, and does not have to conform to the rules for the ID data type.

**Data Type:** string

## **@coordinatesystem Coordinate System** (Table of Contents)

**Summary:** A code for a system used to express geographic coordinates, for example WGS84, (World Geodetic System), OSGB36 (Ordnance Survey Great Britain), or ED50 (European Datum). Required in <geographiccoordinates>.

**Data Type:** token

## **@countrycode Country Code** (Table of Contents)

**Summary:** A unique code for the country in which the materials being described are held. Content of the attribute should be a code taken from ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, column A2, or another controlled list, as specified in the @countryencoding attribute in <control>. Available in <maintenanceagency> and <unitid>.

**Data Type:** NMTOKEN

## **@countryencoding Country Encoding** (Table of Contents)

**Summary:** The authoritative source or rules for values supplied in @countrycode in <maintenanceagency> and <unitid>. If the value "othercountryencoding" is selected an alternate code list should be specified in <conventiondeclaration>. Available only in <control>.

**Values:** iso3166-1, othercountryencoding

## **@coverage Coverage** (Table of Contents)

**Summary:** Specifies whether a statement of physical description or digital archival object(s) relates to the entire unit being described or only a part thereof. Required in <daoset> and <physdescstructured>, optional in <dao>.

**Values:** part, whole

## **@daotype Digital Archival Object Type** (Table of Contents)

**Summary:** Specifies the origin of a digital archival object: born digital, derived from non-digital records, other, or not known. Required in <dao>.

**Values:** borndigital, derived, otherdaotype, unknown

## **@datechar Date Characterization** (Table of Contents)

**Summary:** Term characterizing the nature of a date, such as dates of creation, accumulation, or modification. Available in <unitdate> and <unitdatestructured>.

**Data Type:** token

## **@dateencoding Date Encoding** (Table of Contents)

**Summary:** The authoritative source or rules for values provided in @normal in <date> and <unitdate>. If the value "otherdateencoding" is selected an alternate code list should be specified in <conventiondeclaration>.

**Values:** iso8601, otherdateencoding

## **@dsctype Description of Subordinate Components**

### **Type** (Table of Contents)

**Summary:** An optional attribute in <dsc> that indicates the approach used in describing components within a finding aid.

**Values:** analyticover, combined, in-depth, otherdsctype

## @encodinganalog Encoding Analog (Table of Contents)

**Summary:** A field or element in another descriptive encoding system to which an EAD element or attribute is comparable. Mapping elements from one system to another enables creation of a single user interface that can index comparable information across multiple schemas. The mapping designations may also enable a repository to harvest selected data from a finding aid, for example, to build a basic catalog record, or OAI-PMH compliant Dublin Core record. The @relatedencoding attribute may be used in <ead>, <control>, or <archdesc> to identify the encoding system from which fields are specified in @encodinganalog. If @relatedencoding is not used, then include the system designation in @encodinganalog.

**Data Type:** token

**Examples:**

```
<origination>
  <corpname encodinganalog="MARC21 110">
    <part>Waters Studio</part>
  </corpname>
</origination>
<archdesc relatedencoding="MARC21">
  <origination>
    <persname encodinganalog="100$a$q$d$e"
      source="lcnaf">
      <part>Waters, E. C. (Elizabeth Cat),
        1870-1944, photographer</part>
    </persname>
  </origination>
</archdesc>
```

## **@entityref Entity Reference** (Table of Contents)

**Summary:** The name of a nonparsed entity declared in the declaration subset of the document that points to a machine-processable version of the cited reference. Available in <dao>, <ptr>, and <ref>.

**Data Type:** ENTITY

## @era Era (Table of Contents)

**Summary:** Period during which years are numbered and dates reckoned, such as CE (Common Era) or BCE (Before Common Era). Suggested values include "ce" and "bce". Available in <date>, <unitdate>, and <unitdatestructured>.

**Data Type:** NMTOKEN

## **@expan Expansion** (Table of Contents)

<b>Summary:</b>	The full form of an abbreviation or acronym found in an element's text; used for indexing and searching purposes. Available only in <abbr>.
<b>Data Type:</b>	string

## **@frame Frame** (Table of Contents)

**Summary:** An indication of the position of the external borders (rules) surrounding a table when displayed. Available in <table>.

**Values:** all, bottom, none, sides, top, topbot

## **@href hypertext Reference** (Table of Contents)

**Summary:** The locator for a remote resource in a link. When linking to an external file, @href takes the form of a Uniform Resource Identifier (URI). If the value is not in the form of a URI, the locator is assumed to be within the document that contains the linking element.

**Data Type:** token

**@id ID** (Table of Contents)

**Summary:** An identifier that must be unique within the current document and is used to name the element so that it can be referred to, or referenced from, somewhere else. This facilitates building links between the element and other resources. Do not confuse with @identifier, which provides a machine-processable identifier for an entity or concept in an external system.

**Data Type:** ID

## **@identifier Identifier** (Table of Contents)

<b>Summary:</b>	On <unitid>, this is a machine-processable unique identifier for the descriptive component in which the element appears. On access terms and other elements whose content is drawn from an authority file, @identifier is a number, code, or string (e.g. URI) that uniquely identifies the term being used in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system (e.g., the Library of Congress Name Authority File identifier). In the latter case, @source may be used to identify the authority file. Available in <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, <unittype>. Do not confuse with @id, which provides a unique ID for the element within the XML instance.
<b>Data Type:</b>	token

## **@instanceurl Instance URL** (Table of Contents)

- Summary:** The URL for the EAD instance itself (as opposed to HTML or other derivatives, which may be captured in <representation> elements). Available on <recordid>.
- Data Type:** anyURI

## **@label Label** (Table of Contents)

**Summary:** A display label for an element. Use when a meaningful label cannot be derived by the style sheet from the element name or when a heading element <head> is not available. This attribute is available in all children of <did>, as well as <language> and <script>.

**Data Type:** string

## **@lang Language** (Table of Contents)

**Summary:** Indicates the language of the content of an element. Content of the attribute should be a code taken from ISO 639-1, ISO 639-2b, ISO 639-3, or another controlled list, as specified in the @langencoding attribute in <control> . May be used consistently in a multi-lingual finding aid to specify which elements are written in which language. Available on all non-empty elements.

**Data Type:** NMTOKEN

## **@langcode Language Code** (Table of Contents)

<b>Summary:</b>	The code for the language of the EAD instance and the language of the materials provided as text in <language>. Content of the attribute should be a code taken from ISO 639-1, ISO 639-2b, ISO 639-3, or another controlled list, as specified in the @langencoding attribute in <control> .
<b>Data Type:</b>	NMTOKEN

## **@langencoding Language Encoding** (Table of Contents)

**Summary:** Specifies which standard list of codes is used to identify the language of the EAD instance and languages represented in the materials. The codes themselves are specified in @langcode in <language> and @lang in all non-empty elements. Available in <control>. If the value "otherlangencoding" is selected an alternate code list should be specified in <conventiondeclaration>.

**Values:** iso639-1, iso639-2b, iso639-3, otherlangencoding

## **@lastdatetimestampverified Last Date and Time Verified**

(Table of Contents)

<b>Summary:</b>	Last date or last date and time the linked resource was verified. Verification may include link resolution as well as verification of the version of the linked object. Available in <citation>, <relation>, <source>, and <term>.
<b>Data Type:</b>	Constrained to the following patterns: YYYY-MM-DD, YYYY-MM, YYYY, or YYYY-MM-DDThh:mm:ss [with optional timezone offset from UTC in the form of [+ -] [hh:mm], or "Z" to indicate the dateTime is UTC. No timezone implies the dateTime is UTC.]

**@level Level** (Table of Contents)

- Summary:** The hierarchical level of the materials being described by the element. This attribute is available in <archdesc>, where the highest level of material represented in the finding aid must be declared (e.g., collection, fonds, record group), and in <c> and <c01>-<c12>, where it may be used to declare the level of description represented by each component (e.g., subgroup, series, file). If none of the values in the semi-closed list are appropriate, the value "otherlevel" may be chosen and some other value specified in @otherlevel.
- Values:** class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries

## **@linkrole Link Role** (Table of Contents)

**Summary:** A URI that characterizes the nature of the remote resource to which a linking element refers.

**Data Type:** anyURI

**Example:**

```
<representation href="http://
drs.library.yale.edu:8083/fedora/get/
beinecke:jonesss/PDF" linkrole="application/
pdf">PDF version of finding
aid</representation>
```

## **@linktitle Link Title** (Table of Contents)

**Summary:** Information that serves as a viewable caption which explains to users the part that a resource plays in a link. May be useful for meeting accessibility requirements when rendering finding aids in a web browser.

**Data Type:** token

## **@listtype List Type** (Table of Contents)

**Summary:** Specifies the type of list: a definition list pairs a <label> with a corresponding <item> containing text that describes the term; an ordered list is a numbered or lettered list; an unordered list is one in which sequence is not critical (e.g., a bulleted list). Available only on <list>.

**Values:** deflist, ordered, unordered

## **@localtype Local Type** (Table of Contents)

**Summary:** This optional attribute provides a means to narrow the semantics of an element, or provide semantics for elements that are primarily structural or semantically weak. The value of @localtype may be from a local or generally used external vocabulary. While the value of @localtype may be any string, to facilitate exchange of data, it is recommended that the value be either the URI or the preferred label for a term defined in a formal vocabulary (e.g., SKOS), which is identified by an absolute URI, and is resolvable to a web resource that describes the semantic scope and use of the value. Local conventions or controlled vocabularies used in @localtype may be declared in <localtypedeclaration> within <control>.

**Data Type:** token

## **@mark Mark** (Table of Contents)

**Values:** For lists with a @listtype value "unordered," @mark may be used to indicate the character to be used in marking each list entry. Values are drawn from the CSS "list-style-type" property list.

**Values:** disc, circle, inherit, none, square

## **@morerows More Rows** (Table of Contents)

- Summary:** Number of additional rows in a vertical straddle. Value is a number; default value is "0" to indicate one row only, no vertical span. Available only in <entry>.
- Data Type:** NMTOKEN

@nameend

## **@nameend Name End** (Table of Contents)

**Summary:** Name of the rightmost column of a span. The value must be a column name, as defined by @colname on <colspec>. Available only in <entry>.

**Data Type:** NMTOKEN

## **@namest Name Start** (Table of Contents)

**Summary:** Name of leftmost column of a span. The value must be a column name, as defined by @colname on <colspec>. The extent of a horizontal span is determined by naming the first column (namest) and the last column (nameend) in the span. Available in <entry> only.

**Data Type:** NMTOKEN

## **@normal Normal** (Table of Contents)

**Summary:** A standardized form of the content of an element that is in uncontrolled or natural language. A standardized form, usually from a controlled vocabulary list, of the content of the following elements can be provided to facilitate retrieval: <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <persname>, <subject>, and <title>. In <unittitle>, @normal may be used to provide a sorting form of a unit title with initial articles.

**Summary:** In <date> and <unitdate>, it is recommended that @normal follows ISO 8601 Representation of Dates and Times or other standard date format. An alternate date normalization pattern may be specified by selecting "otherdateencoding" as the value for @dateencoding in <control> and specifying the alternate date encoding pattern in <conventiondeclaration>.

**Data Type:** token

## **@notafter Not After** (Table of Contents)

**Summary:** A standard numerical form of an approximate date for which a latest possible date is known. Available in <datesingle>, <fromdate>, and <todate>. It is recommended that @notafter values follow ISO 8601 or another standard date format as specified in @dateencoding.

**Data Type:** token

## **@notbefore Not Before** (Table of Contents)

**Summary:** A standard numerical form of an approximate date for which an earliest possible date is known. Available in <datesingle>, <fromdate>, and <today>. It is recommended that @notbefore values follow ISO 8601 or another standard date format as specified in @dateencoding.

**Data Type:** token

## **@numeration Numeration** (Table of Contents)

**Summary:** For lists with a @listtype value of "ordered," @numeration specifies the type of numeration.

**Values:** armenian, decimal, decimal-leading-zero, georgian, inherit, lower-alpha, lower-greek, lower-latin, lower-roman, upper-alpha, upper-latin, upper-roman

## **@otherdaotype Other Digital Archival Object Type**

(Table of Contents)

**Summary:** The type of digital archival object captured in <dao>, when @daotype is set to "otherdaotype."

**Data Type:** token

## **@otherdsctype Other Description of Subordinate Components Type** (Table of Contents)

**Summary:** The type of <dsc>, when @dsctype is set to "otherdsctype."  
**Data Type:** token

## **@otherlevel Other Level** (Table of Contents)

**Summary:** The hierarchical level of the materials described in <archdesc>, <c>, and <c01>-<c12> when @level is set to "otherlevel."

**Data Type:** token

## **@otherphysdescstructuredtype Other Structured Physical Description Type** (Table of Contents)

**Summary:** The type of physical description provided in <physdescstructured>, when @physdescstructuredtype is set to "otherphysdescstructuredtype."

**Data Type:** token

@otherrelationtype

## **@otherrelationtype Other Relation Type** (Table of Contents)

**Summary:** The type of relation provided in <relation>, when @relationtype is set to "otherrelationtype."

**Data Type:** token

## **@parallel Parallel** (Table of Contents)

**Summary:** Specifies if the statements of physical description in a <physdescset> are parallel to one another or not (that is, they are alternate descriptions of the same set of material). Optional in <physdescset>.

**Values:** part, whole

## **@parent Parent** (Table of Contents)

<b>Summary:</b>	On <container>, the values of the id attributes of one or more other <container>s that hold the container item being described in the current element. For a folder this might point to the <container> that describes the box in which that folder is housed. On <physloc>, the values of the id attributes of one or more other <physloc>s that represent a larger physical location. For a shelf, this might point to the <physloc> that describes the range in which the shelf is found. Available in <container> and <physloc>.
<b>Data Type:</b>	IDREFS

## **@pgwide Page Wide** (Table of Contents)

**Summary:** Indicates whether a table runs the width of the page or the width of the text column. The value "true" indicates the width of the page; "false" indicates the text column only.

**Values:** false, true

## **@physdescstructuredtype Structured Physical Description Type** (Table of Contents)

**Summary:** A required attribute of <physdescstructured> that specifies the nature of the statement being provided. "Carrier" refers to the number of containers; "materialtype" indicates the type and/or number of the material types; "spaceoccupied" denotes the two- or three-dimensional volume of the materials. If none of these values are appropriate, the value "otherphysdescstructuredtype" may be chosen and some other value specified in @otherphysdescstructuredtype.

**Values:** carrier, materialtype, otherphysdescstructuredtype, spaceoccupied

## **@relatedencoding Related Encoding** (Table of Contents)

**Summary:** A descriptive encoding system, such as MARC21, ISAD(G), or Dublin Core, to which certain EAD elements can be mapped using @encodinganalog. Available in <ead>, <control>, and <archdesc>; <control> and <archdesc> may be mapped to different encoding systems, for example <control> mapped to Dublin Core and <archdesc> mapped to MARC21 or ISAD(G) instead.

**Data Type:** token

@relationtype

## **@relationtype Relation Type** (Table of Contents)

**Summary:** A required attribute of <relation> used to indicate the type of entity that is related to the materials being described.

**Values:** cpfrelation, resourcerelation, functionrelation, otherrelationtype

## **@relator Relator** (Table of Contents)

**Summary:** A contextual role or relationship that a controlled access term has with the materials described. For example, <persname> may have a @relator value of "creator" or "photographer." EAD does not supply a controlled list of values for this attribute, but use of some other controlled vocabulary (e.g., MARC relator codes), is encouraged.

**Data Type:** token

## **@render Render** (Table of Contents)

<b>Summary:</b>	Controls the formatting of the content of an element for display and print purposes. Available in <emph>, <foreign>, <quote>, <title>, and <titleproper>. See also @altrender.
<b>Values:</b>	altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline

## **@repositorycode Repository Code** (Table of Contents)

**Summary:** A code in <unitid> that uniquely identifies the repository responsible for intellectual control of the materials being described. The code should be taken from ISO/DIS 15511 Information and documentation—International Standard Identifier for Libraries and Related Organizations (ISIL), or another code as specified in @repositoryencoding in <control>.

**Data Type:** token

## **@repositoryencoding Repository Encoding** (Table of Contents)

**Summary:** The authoritative source or rules for values supplied in <agencycode> and @repositorycode in <unitid>. If the value "otherrepositoryencoding" is selected an alternate code list should be specified in <conventiondeclaration>. Available only in <control>.

**Values:** iso15511, otherrepositoryencoding

## **@rowsep Row Separator** (Table of Contents)

**Summary:** Specifies whether the rows in a table are to be separated by horizontal lines. A value of "false" indicates that no line is displayed, and "true" indicates that a line should be displayed below the row.

**Values:** false, true

## **@rules Rules** (Table of Contents)

**Summary:** Name of the descriptive rules or conventions that govern the formulation of the content of the element. Available in <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, <unittype>.

**Data Type:** NMTOKEN

## **@script Script** (Table of Contents)

**Summary:** Indicates the writing script of the content of an element (e.g., Cyrillic, Katakana). Content should be taken from ISO 15924 Codes for the Representation of Names of Scripts, or another controlled list, as specified in the @scriptencoding attribute in <control>. May be used consistently in a multi-lingual finding aid to specify which elements are written in which script. Available on all non-empty elements.

**Data Type:** NMTOKEN

## **@scriptcode Script Code** (Table of Contents)

**Summary:** The code for the writing script used with a given language. Content should be taken from ISO 15924 Code for the Representation of Names of Scripts, or another controlled list, as specified in the @scriptencoding attribute in <control>. Available in <script>.

**Data Type:** NMTOKEN

## **@scriptencoding Script Encoding** (Table of Contents)

**Summary:** The authoritative source or rules for values supplied in @script and @scriptcode. If the value "otherscriptencoding" is selected an alternate code list should be specified in <conventiondeclaration>. Available only in <control>.

**Values:** iso15924, otherscriptencoding

## **@show Show** (Table of Contents)

<b>Summary:</b>	A control that defines whether a remote resource that is the target of a link appears in a new window, replaces the local resource that initiated the link, appears at the point of the link (embed), initiates some other action, or causes no target resource to display. It is used in conjunction with @actuate to determine link behavior.
<b>Values:</b>	new, replace, embed, other, none

## **@source Source** (Table of Contents)

<b>Summary:</b>	The controlled vocabulary that is the source of the term contained in the element. Available in <corpname>, <famname>, <function>, <genreform>, <geogname>, <name>, <occupation>, <part>, <persname>, <physfacet>, <subject>, <term>, <title>, <unitid>, and <unittype>.
<b>Data Type:</b>	token

## **@standarddate Standard Date** (Table of Contents)

**Summary:** The standardized form of date expressed in <datesingle>, <fromdate>, or <todate>. It is recommended that @standarddate values follow ISO 8601, for example, 2011-07-22, 1963, or 1912-11, or another standard date format as specified in @dateencoding.

**Data Type:** token

## **@standarddatetime Standard Date Time** (Table of Contents)

- Summary:** An ISO 8601-compliant form of the date or date and time of a specific maintenance event expressed in <eventdatetime>. For example, 2009-12-31, 2009, 2009-12, 2009-12-31T23:59:59. Available only in <eventdatetime>.
- Data Type:** Constrained to the following patterns: YYYY-MM-DD, YYYY-MM, YYYY, or YYYY-MM-DDThh:mm:ss [with optional timezone offset from UTC in the form of [+|-] [hh:mm], or "Z" to indicate the dateTime is UTC. No timezone implies the dateTime is UTC.]

@target

## **@target Target** (Table of Contents)

**Summary:** A pointer to the ID of another element. Used to create internal links within an XML instance. Available in <ptr> and <ref>.

**Data Type:** IDREF

## **@transliteration Transliteration** (Table of Contents)

**Summary:** A value designating the transliteration scheme used in converting one script into another script. For example, the ISO 15919 Transliteration of Devanagari and related Indic scripts into Latin characters.

**Data Type:** NMTOKEN

## **@unit Unit** (Table of Contents)

**Summary:** The type of measurement used to calculate the value provided in <dimensions>.

**Data Type:** token

## **@unitdatetype Unit Date Type** (Table of Contents)

**Summary:** Identifies the type of date expressed in <unitdate> or <unitdatestructured>.

**Values:** bulk, inclusive

@valign

## **@valign Vertical Aligment** (Table of Contents)

**Summary:** Vertical positioning of the text within a table cell.

**Values:** top, middle, bottom

## **@value Value** (Table of Contents)

- Summary:** General attribute, required in a number of children of <control>, that provides controlled terminology related to the management of an EAD instance. The terms available for @value are defined in closed lists that vary by element as follows:
- Values:** Values in <eventtype>: created, revised, deleted, cancelled, derived, updated, unknown
- Values:** Values in <agenttype>: human, machine, unknown
- Values:** Values in <publicationstatus>: inprocess, approved, published
- Values:** Values in <maintenancestatus>: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived

## **@xpointer XPOINTER** (Table of Contents)

**Summary:** The locator for a remote resource in a simple or locator link. Takes the form of a Uniform Resource Identifier plus a reference, formulated in XPOINTER syntax, to a sub-resource of the remote resource. XPOINTER enables linking to specific sections of a document that are relative, i.e., based on their position in the document or their content, rather than by reference to a specific identifier such as an ID.

**Data Type:** token

# Elements

## <abbr> Abbreviation (Table of Contents)

<b>Summary:</b>	An element for encoding the shortened form of a word or phrase.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	abstract, addressline, archref, author, bibref, citation, container, conventiondeclaration, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, localtypeddeclaration, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	expan	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Used to record the abbreviated form of a word or phrase, for example, an acronym.  Use <abbr> within <conventiondeclaration> to identify the code for a thesaurus, controlled vocabulary, or another standard used in creating the EAD description. To improve interoperability, it is recommended that the value be selected from an authorized list of codes such as the MARC Description Convention Source Codes ( <a href="http://www.loc.gov/standards/sourcelist/descriptive-conventions.html">http://www.loc.gov/standards/sourcelist/descriptive-conventions.html</a> ).  In other elements, use <abbr> with @expan to encode abbreviations as they occur within the description, if you wish to use an abbreviation while also providing its fuller form.	
<b>Availability:</b>	Within <conventiondeclaration>: Optional, not repeatable Within other elements: Optional, repeatable	
<b>Examples:</b>	<pre>&lt;conventiondeclaration&gt;   &lt;abbr&gt; ISAD(G) &lt;/abbr&gt;   &lt;citation&gt;ISAD(G): General International     Standard Archival Description, second     edition, Ottawa 2000&lt;/citation&gt; &lt;/conventiondeclaration&gt;</pre>	

```
<didnote>File also contains materials from the
  <abbr expan="American Civil Liberties
    Union"> ACLU </abbr>
</didnote>
<c02>
  <did>
    <unittitle>
      <abbr expan="United Nations Educational,
        Scientific and Cultural Organization">
        UNESCO </abbr>
    </unittitle>
    [. . .] </did>
  </c02>
```

## <abstract> **Abstract** (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a brief characterization of the materials being described.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>An &lt;abstract&gt; is used primarily to encode biographical or historical information about the creator and an abridged statement about the scope, content, arrangement, or other descriptive details about the archival unit or one of its components.</p> <p>Within archdesc/did, &lt;abstract&gt; is derived from the longer descriptions found in &lt;bioghist&gt; and &lt;scopecontent&gt;. Its purpose is to help readers identify quickly those materials they need to explore at greater length. Within the component (&lt;c&gt; or &lt;c01&gt;-&lt;c12&gt;) &lt;did&gt;, &lt;abstract&gt; may describe unique characteristics of an individual component.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 520	
	MODS <abstract>	

## Examples:

```
<archdesc level="fonds">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Richard
    Egan manuscript maps of Orange
    County</unittitle>
    <unitdate unitdatetype="inclusive"
    normal="1878/1879">Circa
    1878-1879</unitdate>
    <unitid countrycode="US"
    repositorycode="cu-i" label="Collection
    number">MS-R72</unitid>
    <origination label="Creator">
      <persname rules="aacr2">
        <part>Egan, Richard</part>
        <part>1842-1923</part>
      </persname>
    </origination>
    <repository label="Repository">
      <corpname rules="aacr2">
        <part>University of California,
        Irvine</part>
        <part>Library</part>
        <part>Special Collections and
        Archives</part>
      </corpname>
    </repository>
    <abstract label="Abstract"> Four
    manuscript survey maps and one plat map
    depicting areas of Orange County and
    attributed to the noted surveyor and judge
    Richard Egan. One map is dated 1878 and
    1879 by Egan. The other maps are undated
    and unsigned but it is likely that he
    drew them during these years. These maps
    primarily depict subdivisions of non-
    rancho tracts of land occupying what is
    now Orange County, with the addition of
    some topographical details. </abstract>
  </did>
</archdesc>
<c02 level="file">
  <did>
    <unittitle>Family</unittitle>
    <abstract> parents, grandparents, cousin
    Anne </abstract>
    <unitdate
    normal="1956/1973">1956-1973</unitdate>
    <container label="Box">104</container>
    <container
    label="Folder(s)">6578-6579</container>
  </did>
</c02>
```

## <accessrestrict> **Conditions Governing Access** (Table of Contents)

<b>Summary:</b>	An element for information about conditions that affect the availability of the materials being described.	
<b>May contain:</b>	accessrestrict, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	accessrestrict, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Record in <accessrestrict> information about the availability of the described materials, whether due to the nature of the information in the materials being described, the physical condition of the materials, or the location of the materials. Examples include restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff. May also indicate that the materials are not restricted.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.1 MARC 355, 506 MODS <accessCondition>	
<b>Examples:</b>	<pre>&lt;accessrestrict&gt;   &lt;p&gt;There are no access restrictions on this   collection.&lt;/p&gt; &lt;/accessrestrict&gt; &lt;accessrestrict&gt;   &lt;p&gt;University records are public records   and once fully processed are generally   open to research use. Records that contain   personally identifiable information will be   closed to protect individual privacy. The   closure of university records is subject to   compliance with applicable laws.&lt;/p&gt; &lt;/accessrestrict&gt;</pre>	

```
<c02 level="file">
  <did>
    <container label="Box">104</container>
    <container
      label="Folder(s)">6578-6579</container>
    <unittitle>
      <emph render="italic">Technics
        and Civilization (Form and
        Personality)</emph>
    </unittitle>
    <unitdate unitdatetype="inclusive"
      normal="1931/1933">1931-1933</unitdate>
  </did>
  <scopecontent>
    <p>Draft fragments.</p>
  </scopecontent>
  <accessrestrict>
    <p>Only the photocopies (housed in Box
      105) of these fragile materials may be
      used.</p>
  </accessrestrict>
</c02>
```

## <accruals> Accruals (Table of Contents)

<b>Summary:</b>	An element for information about anticipated additions to the materials being described.	
<b>May contain:</b>	accruals, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	accruals, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Used to indicate anticipated additions to the material already held by the repository. May indicate quantity and frequency of the accruals. The element may also be used to indicate no additions are expected.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.3.3 MARC 584	
<b>Examples:</b>	<pre>&lt;accruals&gt;   &lt;p&gt;No further materials are expected for   this collection.&lt;/p&gt; &lt;/accruals&gt; &lt;accruals&gt;   &lt;p&gt;Noncurrent additions to this Record   Group are transferred from the Development   Department annually at the end of the fiscal   year in June.&lt;/p&gt; &lt;/accruals&gt;</pre>	

## <acqinfo> Acquisition Information (Table of Contents)

**Summary:** An element for encoding the immediate source of acquisition of the materials being described.

**May contain:** acqinfo, blockquote, chronlist, head, list, p, table

**May occur within:** acqinfo, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** Use <acqinfo> to identify the source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.2.4  
MARC 541

**Examples:**

```

<acqinfo>
  <chronlist>
    <chronitem>
      <datesingle>1945</datesingle>
      <event>Transfer from
        <corpname>
          <part>National Park Service</part>
        </corpname>
      , Accession number 45.22 </event>
    </chronitem>
  </chronlist>
</acqinfo>
<acqinfo>
  <p>Source unknown. Originally deposited
  in University Library, transferred to
  Department of Palaeography,
  <date normal="19580424">24 April
  1958</date>
  . </p>
</acqinfo>

```

## <address> Address (Table of Contents)

**Summary:** An element that binds together one or more <addressline> elements that provide contact information for a repository or publisher.

**May contain:** addressline

**May occur within:** publicationstmt, repository

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use to record information about the place where a repository or publisher is located and may be contacted. Examples include a postal address, electronic mail address, and/or phone number.

Use <address> within <repository> when encoding the contact information of the institution or agency providing intellectual access to the materials being described. Use <address> within <publicationstmt> when it contains the address of the publisher of the encoded archival description.

Consider using a style sheet to store address information that occurs in many archival descriptions, as it is easier to update the information when located in a single, shared file.

**Availability:** Within <publicationstmt>:One of <address>, <date>, <num>, <p>, or <publisher> is required, repeatable

Within <repository>:Optional, not repeatable

**Examples:**

```
<publicationstmt>
  <publisher>The British Library</publisher>
  <address>
    <addressline>96 Euston Road</addressline>
    <addressline>London</addressline>
    <addressline>NW1 2DB</addressline>
    <addressline>United Kingdom</addressline>
  </address>
</publicationstmt>
```

```
<publicationstmt>
  <publisher>The Bancroft Library.</publisher>
  <address>
    <addressline>University of California,
    Berkeley.</addressline>
    <addressline>Berkeley, California
    94720-6000</addressline>
    <addressline>Phone:
    510/642-6481</addressline>
    <addressline>Fax:
    510/642-7589</addressline>
    <addressline>Email:
    bancref@library.berkeley.edu</addressline>
  </address>
</publicationstmt>
<repository>
  <corpname>
    <part>University of California, Irvine.
    Library. Special Collections and
    Archives.</part>
  </corpname>
  <address>
    <addressline>Irvine, California
    92623-9557</addressline>
  </address>
</repository>
```

## <addressline> Address Line (Table of Contents)

<b>Summary:</b>	A generic element for recording one line of an address, whether postal or other.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	address	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<addressline> may be repeated as many times as necessary to enter all parts of an address.	
<b>Availability:</b>	Required, repeatable	
<b>Example:</b>	<pre>&lt;publicationstmt&gt;   &lt;publisher&gt;Special Collections and   Archives&lt;/publisher&gt;   &lt;address&gt;     &lt;addressline&gt;The UCI     Libraries&lt;/addressline&gt;     &lt;addressline&gt;P.O. Box 19557&lt;/addressline&gt;     &lt;addressline&gt;University of     California&lt;/addressline&gt;     &lt;addressline&gt;Irvine, California     92623-9557&lt;/addressline&gt;     &lt;addressline&gt;Phone: (949)     824-7227&lt;/addressline&gt;     &lt;addressline&gt;Fax: (949)     824-2472&lt;/addressline&gt;     &lt;addressline&gt;Email:     spcoll@uci.edu&lt;/addressline&gt;     &lt;addressline&gt;URL:http://www.lib.uci.edu/     rrsc/speccoll.html &lt;/addressline&gt;   &lt;/address&gt;   &lt;date&gt;&amp;copy; 2000&lt;/date&gt;   &lt;p&gt;The Regents of the University of   California. All rights reserved.&lt;/p&gt; &lt;/publicationstmt&gt;</pre>	

## <agencycode> Agency Code (Table of Contents)

**Summary:** A child element of <maintenanceagency> that provides a code for the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

**May contain:** [text]

**May occur within:** maintenanceagency

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <agencycode> to record a code indicating the institution or service responsible for the creation, maintenance and/or dissemination of the EAD instance. Use of <agencycode> is recommended, as the combination of <agencycode> and the required <recordid> provide a globally unique identifier for the instance.

It is recommended that the code follow the format of the International Standard Identifier for Libraries and Related Organizations (ISIL: ISO 15511): a prefix, a dash, and an identifier. The code is alphanumeric (characters A-Z, 0-9, solidus, hyphen-minus, and colon) with a maximum of 16 characters. If appropriate to local or national convention, insert a valid ISIL for an institution, whether provided by a national authority (usually the national library) or a service (such as OCLC). If this is not the case then local institution codes may be given with the ISO 3166-1 alpha-2 country code as the prefix to ensure international uniqueness in <agencycode>.

**Availability:** Optional, not repeatable

**References:** ISAD(G) 3.1.1

MODS <recordContentSource>

**Examples:**

```
<maintenanceagency>
  <agencycode> AU-ANL:PEAU </agencycode>
  <agencyname>National Library of
  Australia</agencyname>
</maintenanceagency>
```

```
<maintenanceagency>
  <agencycode> DNASA-G </agencycode>
  <otheragencycode
localtype="agency">GSFC</otheragencycode>
  <agencyname>NASA Goddard Space Flight
Center</agencyname>
</maintenanceagency>
```

**<agencyname> Agency Name** (Table of Contents)

**Summary:** A required child element of <maintenanceagency> that provides the name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

**May contain:** [text]

**May occur within:** maintenanceagency

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <agencyname> to record the name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Examples include the repository name or the name of an aggregation service.

It is recommended to use the form of the agency name that is authorized by an appropriate national or international agency or service.

<agencyname> may be repeated in order to provide the name of the institution or service responsible for the EAD instance in multiple languages. If <agencyname> is repeated it is recommended to indicate the language of each name using @lang.

**Availability:** Required, repeatable

**References:** MODS <recordContentSource>

**Examples:**

```

<maintenanceagency>
  <agencycode> AU-ANL:PEAU </agencycode>
  <agencyname> National Library of Australia
</agencyname>
</maintenanceagency>
<maintenanceagency>
  <otheragencycode
    localtype="archon">GB-58</otheragencycode>
  <agencyname> British Library </agencyname>
</maintenanceagency>

```

```
<maintenanceagency>
  <agencycode>DNASA-G</agencycode>
  <otheragencycode
    localtype="agency">GSFC</otheragencycode>
  <agencyname> NASA Goddard Space Flight
    Center </agencyname>
</maintenanceagency>
```

## <agent> Agent (Table of Contents)

**Summary:** A required child element of <maintenanceevent> that provides the name of a person, institution, or system responsible for the creation, modification, or deletion of an EAD instance.

**May contain:** [text]

**May occur within:** maintenanceevent

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** Use <agent> to indicate the person, institution, or system responsible for a maintenance event. Examples include the name of the author or encoder, the database responsible for creating the EAD instance, and the style sheet used to update an instance to a new version of EAD.

Give the name of the agent for each maintenance event described in <maintenanceevent>. If the agent is a person or institution encode the @value on <agenttype> as "human." Otherwise, if the agent is a system, encode the @value on <agenttype> as "machine."

**Availability:** Required, not repeatable

**Examples:**

```

<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
standarddatetime="2006-10">October
2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
  <eventdescription>Finding aid
created.</eventdescription>
</maintenanceevent>

```

```
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
  <agenttype value="machine"></agenttype>
  <agent>Beinecke Library Edix/Wordix
  macros</agent>
  <eventdescription>Encoded in EAD
  1.0.</eventdescription>
</maintenanceevent>
```

## <agenttype> Agent Type (Table of Contents)

<b>Summary:</b>	A required child element of <maintenanceevent> that indicates the type of agent responsible for the creation, modification, or deletion of an EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceevent	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: human, machine, unknown)
<b>Description and Usage:</b>	Use <agenttype> and the @value to indicate the type of agent responsible for the creation, modification, or deletion of an EAD instance, as captured in <maintenanceevent>. The element should remain empty unless text is necessary to provide a value for <agenttype> in a language other than English.	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<pre> &lt;maintenanceevent&gt;   &lt;eventtype value="created"&gt;&lt;/eventtype&gt;   &lt;eventdatetime     standarddatetime="2006-10"&gt;October     2006&lt;/eventdatetime&gt;   &lt;agenttype value="human"&gt;&lt;/agenttype&gt;   &lt;agent&gt;Michael Rush&lt;/agent&gt;   &lt;eventdescription&gt;Finding aid     created.&lt;/eventdescription&gt; &lt;/maintenanceevent&gt; &lt;maintenanceevent&gt;   &lt;eventtype value="created"&gt;&lt;/eventtype&gt;   &lt;eventdatetime     standarddatetime="2006-10"&gt;October     2006&lt;/eventdatetime&gt;   &lt;agenttype value="machine"&gt;&lt;/agenttype&gt;   &lt;agent&gt;Beinecke Library Edix/Wordix     macros&lt;/agent&gt;   &lt;eventdescription&gt;Encoded in EAD     1.0.&lt;/eventdescription&gt; &lt;/maintenanceevent&gt; </pre>	

## <altformavail> **Alternative Form Available** (Table of Contents)

<b>Summary:</b>	An element for indicating the existence of copies of the materials being described.	
<b>May contain:</b>	altformavail, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	altformavail, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Indicates the existence of copies of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.2 MARC 530	
<b>Examples:</b>	<pre>&lt;altformavail&gt;   &lt;p&gt;This collection has been microfilmed and   is available on three reels MF1993-034:1 to   MF1993-034:3.&lt;/p&gt;   &lt;p&gt;Researchers interested in purchasing   microfilm copies should contact the   repository.&lt;/p&gt; &lt;/altformavail&gt; &lt;altformavail&gt;   &lt;head&gt;Alternate Form of Material&lt;/head&gt;   &lt;p&gt;Microfilm copy available (     &lt;num localtype="microfilm reel"&gt;       M-5030/1&lt;/num&gt;     ).&lt;/p&gt; &lt;/altformavail&gt;</pre>	

```
<c02 level="file">
  <did>
    <container localtype="reel" label="Film
Storage">1</container>
    <unittitle>
      <title render="italic">
        <part>The Man Who Hated
        Children</part>
      </title>
    </unittitle>
    <unitdate normal="1972">1972</unitdate>
    <physdesc>16 mm. film</physdesc>
  </did>
  <altformavail>
    <p>A VHS Videocassette version is
    available for viewing. Video tape is
    located in Video Storage.</p>
  </altformavail>
</c02>
```

## <appraisal> **Appraisal Information** (Table of Contents)

**Summary:** An element for documenting decisions and actions related to assessing the archival value and disposition of the materials being described.

**May contain:** appraisal, blockquote, chronlist, head, list, p, table

**May occur within:** appraisal, archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** A statement of the rationale for decisions related to appraisal and disposition of the materials being described. Such decisions may be based upon the records' current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records. May include information about destruction actions, sampling, and disposition schedules.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.3.2

MARC 583

**Examples:**

```
<appraisal>
  <p>The records of the Mid-Ocean Dynamics
  Experiment came to the Institute Archives
  in two accessions in 1980 and 1982. During
  processing the collection was reduced from
  fifteen cubic feet to four by discarding
  duplicate materials, financial records,
  and publications not authored by MODE
  participants. Forty charts and six inches
  of raw data presented the primary appraisal
  issues. The raw data consisted of bulletins
  and reports referring to float positions,
  moorings, isotherms, geostrophic velocity
  calculations, ships' summaries, and work
  proposed and work carried out during the
```

MODE-I experiment. As this raw data was recapitulated in weekly

<title render="underline">  
    <part>MODE Hot Line Bulletins</part>  
</title>

, only a sampling was retained in the collection. Also discarded were ten charts for which there were no descriptions of indicated data points, nor were dates or test site locations provided.</p>  
<p>Six inches of materials pertaining to the POLYMODE project, 1973-1980, were added to the Institute Archives POLYMODE collection.</p>  
<p>The appraisal of this collection was carried out in consultation with Robert Heinmiller, a research associate at Woods Hole Oceanographic Institution during MODE.</p>  
</appraisal>  
<appraisal>  
    <chronlist>  
        <chronitem>  
            <datesingle  
                standarddate="1975">1975</datesingle>  
            <event>Appraisal provided by donor, \$12,500.</event>  
        </chronitem>  
        <chronitem>  
            <datesingle  
                standarddate="2008">2008</datesingle>  
            <event>Appraised for insurance purposes, \$15,750.</event>  
        </chronitem>  
    </chronlist>  
</appraisal>

## <archdesc> Archival Description (Table of Contents)

**Summary:** A required child element of <ead> that binds together all of the archival descriptive information in an EAD instance.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, userrestrict

**May occur within:** ead

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Required (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	localtype	Optional
	otherlevel	Optional
	relatedencoding	Optional
	script	Optional

**Description and Usage:** An element for binding together the bulk of an EAD document instance, which typically should include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental information that facilitates use of the materials. The elements are organized in hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts. Descriptive information is inherited downward, from one hierarchical level to the next.

The first child of <archdesc> must be the required <did> that provides core information about the overall unit being described in the finding aid. This may be followed by a variety of notes and controlled access elements that describe or provide administrative information about the whole of the materials being described. <archdesc> may also

include information about subordinate units, which are bound together within <dsc> containing one or more levels of subordinate components. Data elements available in <archdesc> are repeatable in components (<c> or <c01>-<c12>) within <dsc>.

**Availability:** Required, not repeatable

**References:** ISAD(G) 3.1.4 is equivalent to @level

MARC 351\$c is equivalent to @level

**Example:**

```
<archdesc level="fonds" localtype="inventory"
relatedencoding="ISAD(G)v2"
encodinganalog="3.1.4" lang="dut"
script="Latn">
  <did>
    <unittitle
encodinganalog="3.1.2">Nederlandsche Gist-
en Spiritusfabriek en Pharmaceutische
Fabrieken voorheen Brocades-Stheeman &
Pharmacia, in 1967 gefuseerd tot Gist-
Brocades</unittitle>
    <unitdate calendar="gregorian" era="ce"
encodinganalog="3.1.3" normal="1860/1967">
1860-1967 (1987)</unitdate>
  </did>
[... ] </archdesc>
```

## <archref> Archival Reference (Table of Contents)

<b>Summary:</b>	An element for citing other archival materials.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	bibliography, otherfindaid, relatedmaterial, separatedmaterial	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;archref&gt; is used to cite separately described archival materials of potential interest to the researcher, such as a series described separately from its record group or a collection that is related topically or by provenance.</p> <p>Use &lt;archref&gt; to cite archival materials in &lt;bibliography&gt;, &lt;otherfindaid&gt;, &lt;relatedmaterial&gt;, or &lt;separatedmaterial&gt;. Also, &lt;ref&gt; may be used within &lt;archref&gt; to link to another EAD instance.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<pre>&lt;relatedmaterial&gt;   &lt;head&gt;Related Collections&lt;/head&gt;   &lt;archref&gt;     &lt;num localtype="collection"&gt;BANC PIC     19xx.055--ffALB&lt;/num&gt;     , Photographs Taken During the U.S.     Geological Surveys West of the 100th     Meridian, 1871-1873, by Timothy H.     O'Sullivan and William Bell &lt;/archref&gt;   &lt;archref&gt;     &lt;num localtype="collection"&gt;BANC PIC     19xx.089--STER&lt;/num&gt;     , Stereoviews of the U.S. Geographical     Survey Expedition West of the 100th Meridian     of 1871, by Timothy H. O'Sullivan &lt;/archref&gt;   &lt;archref&gt;     &lt;num localtype="collection"&gt;BANC PIC     19xx.273--PIC&lt;/num&gt;     , Geographical Surveys West of the 100th     Meridian (U.S.). New Mexico Photographs from</pre>	

the 1873 Geographical Survey West of the  
100th Meridian </archref>  
<archref>  
    <num localtype="collection">BANC PIC  
    1905.17116-.17119--STER</num>  
    , Western Survey Expeditions of 1871, 1872,  
    1873, and 1874, by Timothy H. O'Sullivan and  
    William Bell </archref>  
</relatedmaterial>  
<relatedmaterial>  
    <archref>  
        <ref actuate="onrequest" show="new"  
        href="smith\_m">Mary Smith Papers</ref>  
    </archref>  
    <archref>  
        <ref actuate="onrequest" show="new"  
        href="smith\_j">Jeremiah Smith  
        Correspondence</ref>  
    </archref>  
</relatedmaterial>

## <arrangement> Arrangement (Table of Contents)

**Summary:** An element for describing the organization or filing sequence of the records.

**May contain:** arrangement, blockquote, chronlist, head, list, p, table

**May occur within:** archdesc, arrangement, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <arrangement> to record the logical or physical groupings within a hierarchical structure and their relationships. This includes how the described materials have been subdivided into smaller units, e.g., record groups into series. May also indicate the filing sequence of the described materials, for example chronological or alphabetical arrangement.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.3.4

MARC 351

**Examples:**

```
<arrangement>
  <head>Arrangement of the Collection</head>
  <p>The filing system for the Braman
  Collection has been kept substantially in
  its original form. That is, original folders
  and their titles have been retained. The
  processor devised the basic organization
  scheme for the collection and, where
  necessary, reorganized the papers within the
  various component groups.</p>
</arrangement>
```

```

<c01 level="series">
  <did>
    <unittitle>Research files</unittitle>
    <unitdate unitdatetype="inclusive"
normal="1887/1995">1887-1995</unitdate>
    <physdescstructured coverage="whole"
physdescstructuredtype="spaceoccupied">
      <quantity>3.5</quantity>
      <unittype>linear ft.</unittype>
    </physdescstructured>
  </did>
  <scopecontent>
    <p>This series consists of newspaper
clippings and research notes of Fred Reed,
pertaining to the Champlain Transportation
Company, its vessels, and the vessels'
crew members. Several of the folders of
chronological clippings include subjects,
such as the move of the Ticonderoga
(1954-1955) and the sale of the Champlain
Transportation Company (1966). A number of
clippings under "Persons" are obituaries.
Two folders under the subseries "Notes"
contain handwritten notes by Fred Reed
broadly pertaining to the history of
the Champlain Transportation Company,
including a chronology, a list of crew
members, and information about the
Company's vessels.</p>
  </scopecontent>
  <arrangement>
    <p>Organized into three subseries:
    <list listtype="unordered">
      <item>Clippings--chronological</item>
      <item>Clippings--persons</item>
      <item>Notes</item>
    </list>
    </p>
    <p>"Clippings-persons" is arranged
alphabetically by surname, and "Notes"
alphabetically by subject.</p>
  </arrangement>
</c01>

```

```
<c03 level="file">
  <did>
    <unittitle id="bruce.A.2.3">Letters
      from various correspondents to Craufurd
      Bruce</unittitle>
    <unitdate
      normal="1807/1819">1807-19</unitdate>
    <unitid>MS. Eng. c. 5746</unitid>
    <physdesc>126 items</physdesc>
  </did>
  <arrangement>
    <p>Alphabetical, Grey - Peterkin</p>
  </arrangement>
  <scopecontent>
    <p>Mainly relating to Michael Bruce, with
      drafts of a few letters from Craufurd
      Bruce.</p>
  </scopecontent>
</c03>
```

## <author> Author (Table of Contents)

**Summary:** An optional child element of <titlestmt> that provides the name(s) of the institution(s) or individual(s) responsible for compiling the intellectual content of the EAD instance.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** titlestmt

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <author> to record the name(s) of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid, as well as any additional information about the roles of the author(s) a repository wants to convey to users.

**Availability:** Optional, repeatable

**Examples:**

```
<filedesc>
  <titlestmt>
    <titleproper>Register of the Rhea Higbee
    Wakeling Collection</titleproper>
    <author> The print and machine readable
    finding aids for this collection were
    created by the Special Collections staff,
    Gerald R. Sherratt Library. </author>
  </titlestmt>
</filedesc>
<filedesc>
  <titlestmt>
    <titleproper>Finding Aid to the William
    Johannsson Correspondence</titleproper>
    <author> Martin Smith, Lead Archivist;
    Jane Howard, ILS intern </author>
    <sponsor>IMLS Grant #HC-123</sponsor>
  </titlestmt>
</filedesc>
```

## <bibliography> Bibliography (Table of Contents)

<b>Summary:</b>	For citing works based on the use or analysis of the materials being described.	
<b>May contain:</b>	archref, bibliography, bibref, blockquote, chronlist, head, list, p, table	
<b>May occur within:</b>	archdesc, bibliography, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<bibliography> identifies works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials occurs.  The works may be encoded in <bibref> or <archref>, as a <table>, <list>, or <chronlist>, or in a series of <p> elements.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.5.4 MARC 510, 581	

**Example:**

```
<bibliography>
  <head>Bibliography</head>
  <p>Sources consulted by John Kobler.</p>
  <bibliography>
    <head>Monographs</head>
    <bibref>
      <title render="italic">
        <part>Affiches americaines</part>
      </title>
      San Domingo: Imprimerie royale du Cap,
      1782. Nos. 30, 35.</bibref>
    <bibref>Ardouin, Charles Nicholas Celigny.
      <title render="italic">
        <part>Essais sur l'histoire
          d'Haiti</part>
      </title>
      . Port-au-Prince, 1865.</bibref>
    <bibref>Bastien, Remy.
      <title render="italic">
        <part>Anthologie du folklore
          haitien</part>
      </title>
      '
      <title render="doublequote">
        <part>Proverbes</part>
      </title>
      .Mexico, 1946. pp.83-91.</bibref>
    <bibref>Bellegarde, Dantes.
      <title render="italic">
        <part>Dessalines a parle</part>
      </title>
      . Port-au-Prince, 1948.Chap. IV: pp.
      47-54.</bibref>
  </bibliography>
  <bibliography>
    <head>Serial publications</head>
    [. . .] </bibliography>
</bibliography>
```

## <bibref> Bibliographic Reference (Table of Contents)

<b>Summary:</b>	An element for citing a published work.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	bibliography, otherfindaid, relatedmaterial, separatedmaterial	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <bibref> to cite a published work such as a book, article, dissertation, motion picture, or sound recording. The work may be based on, about, or related in some other way to the materials described.  <bibref> may contain text, controlled access elements, or formatting elements, and may use <ptr> or <ref> to link to the published work. Multiple <bibref> elements may be grouped into a <bibliography>.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<pre>&lt;p&gt;The Archibald MacLeish Papers are described in   &lt;bibref&gt;     &lt;title render="italic"&gt;       &lt;part&gt;Library of Congress Acquisitions:         Manuscript Division, 1982&lt;/part&gt;     &lt;/title&gt;     , p. 29. &lt;/bibref&gt; &lt;/p&gt;</pre>	

```
<bibliography>
  <head>Sources consulted</head>
  <bibref>
    <emph render="italic">Affiches
    américaines</emph>
    . San Domingo: Imprimerie royale du Cap,
    1782. Nos. 30, 35.
    <num localtype="bibid">inet</num>
  </bibref>
  <bibref> Madiou, Thomas.
    <emph render="italic">Histoire
    d'Haiti</emph>
    . Port-au-Prince, 1987.
    <num localtype="bibid"> F1921.M154
    1987</num>
  </bibref>
</bibliography>
```

## <bioghist> Biography or History (Table of Contents)

<b>Summary:</b>	For recording biographical or historical information about the creator(s) of the materials being described.														
<b>May contain:</b>	bioghist, blockquote, chronlist, head, list, p, table														
<b>May occur within:</b>	archdesc, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12														
<b>Attributes:</b>	<table><tr><td>altrender</td><td>Optional</td></tr><tr><td>audience</td><td>Optional (values limited to: external, internal)</td></tr><tr><td>encodinganalog</td><td>Optional</td></tr><tr><td>id</td><td>Optional</td></tr><tr><td>lang</td><td>Optional</td></tr><tr><td>localtype</td><td>Optional</td></tr><tr><td>script</td><td>Optional</td></tr></table>	altrender	Optional	audience	Optional (values limited to: external, internal)	encodinganalog	Optional	id	Optional	lang	Optional	localtype	Optional	script	Optional
altrender	Optional														
audience	Optional (values limited to: external, internal)														
encodinganalog	Optional														
id	Optional														
lang	Optional														
localtype	Optional														
script	Optional														
<b>Description and Usage:</b>	A concise essay or chronology that places the archival materials in context by providing information about their creator(s). Includes significant information about the life of an individual or family, or the administrative history of a corporate body. Use a series of <p> elements to capture a narrative history, and/or <chronlist> to match dates and date ranges with associated events (and, optionally, places).														
<b>Availability:</b>	Optional, repeatable														
<b>References:</b>	ISAD(G) 3.2.2 MARC 545														
<b>Examples:</b>	<pre>&lt;bioghist&gt; &lt;head&gt;Administrative History&lt;/head&gt; &lt;p id="PRO123"&gt;In October 1964 the incoming Labour government created new office of Secretary of State for Economic Affairs (combined with First Secretary of State) and set up the Department of Economic Affairs under the Ministers of the Crown Act 1964 to carry primary responsibility for long term economic planning.&lt;/p&gt; &lt;p&gt;Under the Act the posts of Economic Secretary to the Treasury and Secretary of State for Industry, Trade and Regional Development were abolished.&lt;/p&gt; &lt;p&gt;George Brown was appointed as First Secretary of State and Secretary of State for Economic Affairs, and as chairman of</pre>														

the National Economic Development Council (NEDC).

Composition of DEA: most of Treasury's National Economy Group (excluding the short term forecasting team); economic planning staff from the National Economic Development Office (NEDO); the regional policy divisions from the Board of Trade; a team of industrial experts.

DEA charged with duty of formulating, with both sides of industry, a National Plan (published in September 1965), coordinating the work of other departments in implementing policies of economic growth, particularly in the fields of industry, the regions, and prices and incomes.

. . .

<bioghist>

<head>Chronology</head>

<chronlist>

<chronitem>

<datesingle standarddate="1840-10-12">12  
Oct 1840</datesingle>

<event>Born Helena Opid in Krakow, Poland.</event>

</chronitem>

<chronitem>

<datesingle  
standarddate="1861">1861</datesingle>

<event>Made stage debut as Helena Modrzejewska in charity fair production of  
<emph render="italic">The White Camellia</emph>  
, in Bochnia, Poland.</event>

</chronitem>

[. . .]

<chronitem>

<datesingle  
standarddate="1909-04-09">1909</datesingle>

<event>Died April 8th at her home on Bay Island. Funeral services held at St. Vibiana's Cathedral in Los Angeles, and Modjeska was later buried in her native Krakow.</event>

</chronitem>

</chronlist>

</bioghist>

## <blockquote> **Block Quote** (Table of Contents)

**Summary:** A generic formatting element that designates an extended quotation.

**May contain:** chronlist, list, p, table

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** An extended quotation or other lengthy text to be set off from the main text by spacing or other typographic distinction, for example, by adding additional line spaces above and below the block quote and by indenting the left margin of the block quote.

<blockquote> is equivalent to the element <div style="border: 1px solid black; padding: 10px 40px 10px 40px;"> in HTML.

**Availability:** Optional, repeatable

**Example:**

```
<bioghist>
  <head>Administrative History</head>
  <p>As the size of the Yale faculty
increased, Brewster's new admissions
policies caused the make up of the
undergraduate body to shift. By the early
1960s, most undergraduates had prepared
at private schools, and many were sons of
Yale alumni. As with the faculty, Brewster
felt that Yale was consistently overlooking
some of the best intellectual student
talent necessary to maintain the highest
levels of academic excellence. In a 1965
speech to alumni, Brewster summarized
his administration's revised recruitment
policy by stating that Yale would only seek
students</p>
<blockquote>
  <p>...whose capacity for intellectual
achievement is outstanding and who
also have the motivation to put their
intellectual capacities to creatively
influential use, in thought, in art,
in science, or in the exercise of
public or private or professional
responsibility.</p>
</blockquote>
</bioghist>
```

## &lt;c&gt; (Table of Contents)

**Summary:** An element that designates a subordinate part of the materials being described.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional

**Description and Usage:** As a wrapper for a set of elements, <c> provides information about the content, context, and extent of a subordinate body of materials. It is always a child or descendant of <dsc> and often a child and/or parent of another <c>. Each <c> identifies a logical section, or level, of the described materials. The physical filing separations between components need not always coincide with the intellectual separations. For example, a <c> that designates dramatic works might end in the same box in which the next <c> begins with short stories. Also, not every <c> directly corresponds to a folder or other physical entity. Some <c> elements simply represent a logical point in a hierarchical description.

Components may be subdivided into smaller and smaller components and may eventually reach the level of a single item. For example, the components of a collection may be a series, components of series may be subseries, components of subseries may be files, and components of files may be items. A component may be either an unnumbered <c> or a

numbered <c01>, <c02>, etc. Numbered and un-numbered components cannot be mixed in an EAD instance, and only up to twelve numbered <c>s, (<c01>-<c12>) may be used in an EAD instance. Numbering components may assist a finding aid encoder in accurately nesting components.

**Availability:**

Optional, repeatable

**References:**

ISAD(G) 3.1.4 is equivalent to @level

**Example:**

```
<dsc dsctype="combined">
  <c level="series">
    <did>
      <unitid>Series 1</unitid>
      <unittitle>Correspondence</unittitle>
    </did>
    <scopecontent>[...]</scopecontent>
    <c level="subseries">
      <did>
        <unitid>Subseries 1.1</unitid>
        <unittitle>Outgoing
          Correspondence</unittitle>
      </did>
      <c level="file">
        <did>
          <unittitle>Abbinge-
            Aldrich</unittitle>
        </did>
      </c>
    <[ . . . ] </c>
    <c level="subseries">
      <did>
        <unitid>Subseries 1.2</unitid>
        <unittitle>Incoming
          Correspondence</unittitle>
      </did>
      <c level="file">
        <did>
          <unittitle>Adams-Ayers</unittitle>
        </did>
      </c>
    <[ . . . ] </c>
  </c>
</dsc>
```

**<c01>** (Table of Contents)

<b>Summary:</b>	An element that designates the top or first-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c02, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	dsc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	

**Example:**

```
<dsc dsctype="combined">
  <c01 level="series">
    <did>
      <unittitle>Topical Files</unittitle>
      <unitdate unitdatetype="inclusive"
        normal="1918/1945">1918-1945</unitdate>
    </did>
    <scopecontent>[...]</scopecontent>
    <c02 level="file">
      <did>
        <unittitle>California Dining
          Club</unittitle>
      </did>
      <c03 level="file">
        <did>
          <unittitle>Annual financial
            statements</unittitle>
          <unitdate unitdatetype="inclusive"
            normal="1923/1929">1923-1929</unitdate>
        </did>
      </c03>
      <c03 level="file">
        <did>
          <unittitle>Membership
            rosters</unittitle>
          <unitdate unitdatetype="inclusive"
            normal="1918/1932">1918-1932</unitdate>
        </did>
      </c03>
      <c03 level="file">
        <did>
          <unittitle>Minutes</unittitle>
          <unitdate unitdatetype="inclusive"
            normal="1925/1930">1925-1930</unitdate>
        </did>
      </c03>
      <c03 level="file">
        <did>
          <unittitle>Newsletters</unittitle>
          <unitdate unitdatetype="inclusive"
            normal="1919/1932">1919-1932</unitdate>
        </did>
      </c03>
    </c02>
  [...] </c01>
</dsc>
```

**<c02>** (Table of Contents)

<b>Summary:</b>	An element that designates a second-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c03, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c01	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See example under <c01>Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c03>** (Table of Contents)

**Summary:** An element that designates a third-level subordinate part of the materials.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c04, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

**May occur within:** c02

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional

**Description and Usage:** Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.4 is equivalent to @level

**Example:** See examples under <c01> Component (First Level) and in fully encoded examples provided at <http://www.loc.gov/ead/>.

**<c04>** (Table of Contents)

**Summary:** An element that designates a fourth-level subordinate part of the materials.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c05, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict

**May occur within:** c03

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional

**Description and Usage:** Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.4 is equivalent to @level

**Example:** See examples under <c01> Component (First Level) and in fully encoded examples provided at <http://www.loc.gov/ead/>.

**<c05>** (Table of Contents)

<b>Summary:</b>	An element that designates a fifth-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c06, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c04	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c06>** (Table of Contents)

<b>Summary:</b>	An element that designates a sixth-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c07, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c05	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: sclass, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c07>** (Table of Contents)

<b>Summary:</b>	An element that designates a seventh-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c08, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c06	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c08>** (Table of Contents)

**Summary:** An element that designates an eighth-level subordinate part of the materials.

**May occur within:** c07

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional

**Description and Usage:** Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.4 is equivalent to @level

**Example:** See examples under <c01> Component (First Level) and in fully encoded examples provided at <http://www.loc.gov/ead/>.

**<c09>** (Table of Contents)

<b>Summary:</b>	An element that designates a ninth-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c10, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c08	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c10>** (Table of Contents)

<b>Summary:</b>	An element that designates a tenth-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c11, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c09	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See examples under <c01> Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

## <c11> (Table of Contents)

<b>Summary:</b>	An element that designates an eleventh-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c12, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userrestrict	
<b>May occur within:</b>	c10	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See the pattern for component elements in the examples under <c01>Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

**<c12>** (Table of Contents)

<b>Summary:</b>	An element that designates a twelfth-level subordinate part of the materials.	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, controlaccess, custodhist, did, fileplan, head, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, userrestrict	
<b>May occur within:</b>	c11	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	level	Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
	otherlevel	Optional
	script	Optional
<b>Description and Usage:</b>	Components may be either unnumbered <c> or numbered <c01>, <c02>, ... to <c12>. The numbering indicates hierarchy within the encoded finding aid, not the order of the components, so <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item. Numbering components may also assist a finding aid encoder in accurately nesting components. <c12> is the lowest hierarchical level permitted when using numbered components.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.4 is equivalent to @level	
<b>Example:</b>	See the pattern for component elements in the examples under <c01>Component (First Level) and in fully encoded examples provided at <a href="http://www.loc.gov/ead/">http://www.loc.gov/ead/</a> .	

## <chronitem> **Chronology List Item** (Table of Contents)

<b>Summary:</b>	An element that pairs a date with one or more events and zero or more geographic names within a chronology list <chronlist>.	
<b>May contain:</b>	chronitemset, daterange, dateset, datesingle, event, geogname	
<b>May occur within:</b>	chronlist	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	An item within a chronology list, <chronitem> must contain a date, date range, or set of dates followed by an event or set of events. An optional <geogname> may follow the date, date range or set of dates. Use <dateset> to record multiple dates or date ranges and <chronitemset> to record multiple events or geographic names within a single <chronitem>.	
<b>Availability:</b>	Required, repeatable	

## Examples:

```
<chronlist>
  <chronitem>
    <datesingle>2015</datesingle>
    <chronitemset>
      <geogname>
        <part>Woodbury, Minnesota</part>
      </geogname>
      <geogname>
        <part>Roseville, Minnesota</part>
      </geogname>
      <event>Opens additional stores</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>1948</datesingle>
    <chronitemset>
      <geogname>
        <part>Minneapolis, Minnesota</part>
      </geogname>
      <event>Graduates from the University of
        Minnesota</event>
      <event>Begins work as a receptionist
        for the Humphrey for Senator
        Committee</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>March 1957</datesingle>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
          localtype="a">Biwabik,
          Minnesota</part>
      </geogname>
      <event>Dies</event>
    </chronitemset>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
          localtype="a">Minneapolis,
          Minnesota</part>
      </geogname>
      <event>Buried in Lakewood
        Cemetery</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

```
<chronlist>
  <chronitem>
    <datesingle
      standarddate="1927">1927</datesingle>
    <geogname>
      <part>Berlin, Germany </part>
      <geographiccoordinates
        coordinatesystem="mgrs">33UUU9029819737
      </geographiccoordinates>
    </geogname>
    <event>Designs and builds Piscator
      Apartment</event>
  </chronitem>
  <chronitem>
    <datesingle
      standarddate="1932">1932</datesingle>
    <geogname>
      <part>Basel, Switzerland</part>
      <geographiccoordinates
        coordinatesystem="mgrs">
          32TLT9469569092</geographiccoordinates>
    </geogname>
    <event>Designs and builds Wohnbedarf
      Furnniture Stores</event>
  </chronitem>
</chronlist>
```

## <chronitemset> Chronology Item Set (Table of Contents)

**Summary:** An element for binding together zero or more <geogname> elements and one or more <event> elements within <chronitem>.

**May contain:** event, geogname

**May occur within:** chronitem

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use <chronitemset> within <chronitem> when it is necessary to associate multiple <event> elements or multiple <geogname> elements. Possible combinations include multiple events, a single event associated with multiple locations, multiple events associated with a single location, or multiple events associated with multiple locations. <chronitemset> may be repeated within <chronitem> when necessary to associate multiple instances of such combinations with the date or dates recorded within <chronitem>.

**Availability:** Optional, repeatable

**Examples:**

```
<chronitem>
  <datesingle>2015</datesingle>
  <chronitemset>
    <geogname>
      <part>Woodbury, Minnesota</part>
    </geogname>
    <geogname>
      <part>Roseville, Minnesota</part>
    </geogname>
    <event>Opens additional stores</event>
  </chronitemset>
</chronitem>
```

```

<chronitem>
  <datesingle>1948</datesingle>
  <chronitemset>
    <geogname>
      <part>Minneapolis, Minnesota</part>
    </geogname>
    <event>Graduates from the University of
    Minnesota</event>
    <event>Begins work as a receptionist for
    the Humphrey for Senator Committee</event>
  </chronitemset>
</chronitem>
<chronitem>
  <datesingle>March 1957</datesingle>
  <chronitemset>
    <geogname>
      <part encodinganalog="651"
      localtype="a">Biwabik, Minnesota</part>
    </geogname>
    <event>Dies</event>
  </chronitemset>
  <chronitemset>
    <geogname>
      <part encodinganalog="651"
      localtype="a">Minneapolis,
      Minnesota</part>
    </geogname>
    <event>Buried in Lakewood Cemetery</event>
  </chronitemset>
</chronitem>
<chronitem>
  <dateset>
    <datesingle standarddate="1942-03">March
    1942</datesingle>
    <daterange>
      <fromdate standarddate="1942-05">May
      1946</fromdate>
      <todate standarddate="1946-09">September
      1946</todate>
    </daterange>
  </dateset>
  <chronitemset>
    <geogname>
      <part>Clear Spring</part>
      <part>Maryland</part>
      <geographiccoordinates
      coordinatesystem="UTM">18S 248556mE
      4393694mN</geographiccoordinates>
    </geogname>
    <event>Enlisted in Civilian Public Service
    as a conscientious objector.</event>
    <event>Served at CPS Camp No. 24, subunit
    4 in Clear Spring, Maryland. Constructed
    fences to conserve soil, practiced

```

specialized tilling, and dug water  
diversion ditches. Fought occasional  
forest fires.</event>  
</chronitemset>  
</chronitem>

## <chronlist> **Chronology List** (Table of Contents)

- Summary:** An element for designating the temporal sequence of significant events associated with the entity or material described.
- May contain:** chronitem, head, listhead
- May occur within:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict
- Attributes:**
- |                |  |
|----------------|--|
| altrender      | Optional   |
| audience       | Optional (values limited to: external, internal) |
| encodinganalog | Optional   |
| id             | Optional   |
| lang           | Optional   |
| localtype      | Optional   |
| script         | Optional   |
- Description and Usage:** <chronlist> provides a structured display for a chronological sequence of events. Each <chronlist> contains one or more <chronitem> elements that pair one or more dates with one or more events and zero or more geographic names.
- <chronlist> most often appears in finding aids as part of <bioghist>, but <chronlist> is also available for use in other elements that might need to present dates and events in a multicolumn list.
- Availability:** Optional, repeatable

## Examples:

```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02>Location(s)</head02>
    <head03>Event(s)</head03>
  </listhead>
  <chronitem>
    <dateset>
      <datesingle standarddate="1942-03">March
      1942</datesingle>
      <daterange>
        <fromdate standarddate="1942-05">May
        1946</fromdate>
        <to date
        standarddate="1946-09">September
        1946</to date>
      </daterange>
    </dateset>
    <chronitemset>
      <geogname>
        <part>Clear Spring</part>
        <part>Maryland</part>
        <geographiccoordinates
        coordinatesystem="UTM">18S 248556mE
        4393694mN</geographiccoordinates>
      </geogname>
      <event>Enlisted in Civilian
      Public Service as a conscientious
      objector.</event>
      <event>Served at CPS Camp No. 24,
      subunit 4 in Clear Spring, Maryland.
      Constructed fences to conserve soil,
      practiced specialized tilling, and
      dug water diversion ditches. Fought
      occasional forest fires.</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

```

<chronlist>
  <chronitem>
    <datesingle
      standarddate="1927">1927</datesingle>
    <geogname>
      <part>Berlin, Germany </part>
      <geographiccoordinates
        coordinatesystem="mgrs">33UUU9029819737
      </geographiccoordinates>
    </geogname>
    <event>Designs and builds Piscator
      Apartment</event>
  </chronitem>
  <chronitem>
    <datesingle
      standarddate="1932">1932</datesingle>
    <geogname>
      <part>Basel, Switzerland</part>
      <geographiccoordinates
        coordinatesystem="mgrs">
        32TLT9469569092</geographiccoordinates>
    </geogname>
    <event>Designs and builds Wohnbedarf
      Furnniture Stores</event>
  </chronitem>
</chronlist>
<chronlist>
  <chronitem>
    <daterange>
      <fromdate
        standarddate="2010">2010</fromdate>
      <todate
        standarddate="2015">2015</todate>
    </daterange>
    <event> EAD revision </event>
  </chronitem>
  <chronitem>
    <datesingle standarddate="2014-08-13">2014
      August 13</datesingle>
    <chronitemset>
      <geogname>
        <part> Washington, D.C. </part>
      </geogname>
      <event>TS-EAD Meeting</event>
      <event>EAD Roundtable Meeting</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle standarddate="2014-10-23">
      2014 October 23</datesingle>
    <event> SAA Webinar, "EAD3: What's new?"
    </event>
  </chronitem>
</chronlist>

```

## <citation> Citation (Table of Contents)

<b>Summary:</b>	A required child element of <conventiondeclaration>, <localtypedeclaration>, and <rightsdeclaration> for identifying any rules and conventions applied in the compilation of the description.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	conventiondeclaration, localtypedeclaration, rightsdeclaration	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	href	Optional
	id	Optional
	lang	Optional
	lastdatetimestamp	Optional (must follow pattern based on ISO 8601)
	linkrole	Optional
	linktitle	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
<b>Description and Usage:</b>	<p>Use &lt;citation&gt; to identify any rules and conventions used in creating the description. Examples include content standards, controlled vocabularies, and thesauri.</p> <p>Use &lt;citation&gt; to cite an external resource in human and/or machine-processable form. Provide the formal title or name of the resource, using &lt;emph&gt; to specify any formatting (such as italic or bold, etc.) deemed useful.</p>	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<pre> &lt;conventiondeclaration&gt;   &lt;abbr&gt;ISAD(G)&lt;/abbr&gt;   &lt;citation&gt; ISAD(G): General International   Standard Archival Description, second   edition, Ottawa 2000 &lt;/citation&gt; &lt;/conventiondeclaration&gt; </pre>	

```
<conventiondeclaration>
  <abbr>NCARules</abbr>
  <citation> National Council on Archives,
    Rules for the Construction of Personal,
    Place and Corporate Names, 1997 </citation>
</conventiondeclaration>
<localtypedeclaration>
  <citation> IAMS Cataloging Guidelines Part
    1: Describing Archives and Manuscripts
  </citation>
</localtypedeclaration>
<rightsdeclaration>
  <abbr>CC0</abbr>
  <citation href="https://creativecommons.org/
    publicdomain/zero/1.0/"></citation>
  <descriptivenote>
    <p>CC0 1.0 Universal (CC0 1.0)</p>
  </descriptivenote>
</rightsdeclaration>
```

## <colspec> Table Column Specification (Table of Contents)

**Summary:** An empty formatting element that specifies the position and size of a single column in a table.

**May contain:** [empty]

**May occur within:** tgroup

**Attributes:**

align	Optional (values limited to: center, char, justify, left, right)
char	Optional
charoff	Optional
colname	Optional
colnum	Optional
colsep	Optional (values limited to: false, true)
colwidth	Optional
rowsep	Optional (values limited to: false, true)

**Description and Usage:** Use <colspec> to specify the position, size, and display aspects of a column. Attributes specify the unique name of the column, its unique number within the table, its width and rules, and the horizontal alignment of text within the column. Note that the quantity of columns in <table> is determined by the @cols of <tgroup>, not by the number of <colspec> elements present. The values set for <colspec> override any values implied from <tgroup> or <thead>.

**Availability:** Optional, repeatable

**Example:**

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
      align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
          Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
          (1760-1806)</entry>
        <entry colname="2">Mary Frances
          Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
          Albemarle (1787-1848)</entry>
      </row>
      . . . </tbody>
    </tgroup>
  </table>
```

**<container> Container** (Table of Contents)

<b>Summary:</b>	A child element of <did> for indicating the container in which the material being described is housed, e.g., box, folder.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	containerid	Optional
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	parent	Optional (IDREFS)
	script	Optional
<b>Description and Usage:</b>	<p>&lt;container&gt; contributes to locating the described materials by indicating the kinds of containers that physically hold the materials and identifying any sequential numbers assigned to those containers. &lt;container&gt; is used most frequently at the component level. This storage information can help researchers understand how extensive the described material is, especially in the absence of a specific &lt;physdescstructured&gt; or &lt;physdesc&gt; statement at the component level.</p> <p>Consistency in the use of &lt;container&gt; and its attributes is essential to enabling a style sheet to properly display the information, which often consists of a tabular listing of archival materials and their associated boxes, folders, etc. For example, &lt;container localtype="Box"&gt; is not necessarily the same as &lt;container localtype="box"&gt; to a style sheet. Also keep in mind that a style sheet may automatically display column headings based on the @localtype value. It is important to establish one method of expressing values in @localtype and be consistent within and across your institution's finding aids.</p>	
<b>Availability:</b>	Optional, repeatable	

**Examples:**

```
<c01 level="series">
  <did>
    <unittitle>...</unittitle>
  </did>
  <c02 level="file">
    <did>
      <container localtype="box"> 3
      </container>
      <container localtype="folder"> 18
      </container>
      <unittitle>Parent-Teacher Association of
      Fondsville</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1959/1972">1959-1972</unitdate>
    </did>
  </c02>
  <c02 level="file">
    <did>
      <container localtype="box"> 3
      </container>
      <container localtype="folder"> 19
      </container>
      <unittitle>Pasta and Politics
      Club</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1967/1975">1967-1975</unitdate>
    </did>
  </c02>
</c01>
```

```

<dsc dsctype="combined">
  <c level="series">
    <did>
      <unittitle>Correspondence</unittitle>
    </did>
    <scopecontent>
      <p>[...]</p>
    </scopecontent>
    <c level="file">
      <did>
        <container id="mss1993-043.1.1"
          localtype="box"> 1 </container>
        <container parent="mss1993-043.1.1"
          localtype="folder"> 1 </container>
        <unittitle>Family</unittitle>
        <unitdate
          normal="1942/1947">1942-1947</unitdate>
        </did>
      </c>
      <c level="file">
        <did>
          <container parent="mss1993-043.1.1"
            localtype="folder"> 2 </container>
          <unittitle>General</unittitle>
          <unitdate
            normal="194401/194408">January-August
            1944</unitdate>
          </did>
        </c>
        <c level="file">
          <did>
            <container parent="mss1993-043.1.1"
              localtype="folder"> 3 </container>
            <unittitle>General</unittitle>
            <unitdate
              normal="194409/194503">August 1944-
              March 1945</unitdate>
            </did>
          </c>
        </c>
      </dsc>

```

## <control> Control (Table of Contents)

<b>Summary:</b>	A required child element of <ead> for recording bibliographic and administrative information about an EAD instance.	
<b>May contain:</b>	conventiondeclaration, filedesc, languagedeclaration, localcontrol, localtypedeclaration, maintenanceagency, maintenancehistory, maintenancestatus, otherrecordid, publicationstatus, recordid, representation, rightsdeclaration, sources	
<b>May occur within:</b>	ead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	countryencoding	Optional (values limited to: iso3166-1, othercountryencoding)
	dateencoding	Optional (values limited to: iso8601, otherdateencoding)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	langencoding	Optional (values limited to: iso639-1, iso639-2b, iso639-3, otherlangencoding)
	relatedencoding	Optional
	repositoryencoding	Optional (values limited to: iso15511, otherrepositoryencoding)
	script	Optional
	scriptencoding	Optional (values limited to: iso15924, otherscriptencoding)
<b>Description and Usage:</b>	Use <control> to record any bibliographic information about an EAD instance and administrative information necessary to manage it. <control> can include information about the identity, creation, maintenance, rights, and status of the	

instance as well as about the languages, rules, and authorities used in the composition of the description.

<control> must contain the following information about the EAD instance:

A unique identifier within <recordid>.  
(Other associated identifiers may be given in <otherrecordid>.)

Bibliographic information in <filedesc>, with at least a <titleproper> within <titlestmt>.

A description of the agency responsible for creation and maintenance in <maintenanceagency>.

Statements about current version status in <maintenancestatus>.

Information related to creation, maintenance, and disposition in <maintenancehistory>.

Additional, optional child elements include four elements to declare languages, rules, and conventions used in and by the EAD instance. <languagedeclaration> may be used to provide information on the language(s) and script(s) used in the description. <conventiondeclaration> provides information on the standards, authorities, or controlled vocabularies used in the instance. <localtypedeclaration> declares the local conventions and controlled vocabularies used in @localtype. <rightsdeclaration> may be used to declare the rights associated with the description itself.

The prescribed order of all child elements (both required and optional) is:

<recordid>

<otherrecordid>

<representation>

<filedesc>

<maintenancestatus>

<publicationstatus>

<maintenanceagency>  
<languagedeclaration>  
<conventiondeclaration>  
<rightsdeclaration>  
<localtypedeclaration>  
<localcontrol>  
<maintenancehistory>  
<sources>

Many of these elements are repeatable, allowing the recording of multiple languages and conventions, for example.

**Availability:**

Required, not repeatable

**Examples:**

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid>DFA/PREU</recordid>
  <filedesc>
    <titlestmt>
      <titleproper
encodinganalog="245">Permanent
```

```

        Representation of Ireland to the
        European Union</titleproper>
    </titlestmt>
</filedesc>
<maintenancestatus
value="derived"></maintenancestatus>
<maintenanceagency countrycode="IE">
    <agencycode>IE-NAI</agencycode>
    <agencyname>National Archives of
    Ireland</agencyname>
</maintenanceagency>
<maintenancehistory>
    <maintenanceevent>
        <eventtype value="derived"></eventtype>
        <eventdatetime
standarddatetime="2014-05-12T23:59:59">12
        May 2014</eventdatetime>
        <agenttype value="machine"></agenttype>
        <agent>Converted_apeEAD_version_1.4.8</agent>
    </maintenanceevent>
</maintenancehistory>
</control>
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
    <recordid instanceurl="https://
archiveshub.jisc.ac.uk/files/isleofmanpro/
im1586-s34.xml">im1586-s34</recordid>
<filedesc>
    <titlestmt>
        <titleproper
encodinganalog="245">Records of the
        Economic Affairs division: subject
        files</titleproper>
    </titlestmt>
</filedesc>
<maintenancestatus
value="derived"></maintenancestatus>
<maintenanceagency countrycode="IM">
    <agencycode>IM-1586</agencycode>
    <agencyname>Isle of Man Public Records
    Office</agencyname>
</maintenanceagency>
<conventiondeclaration>
    <abbr>apeMETSRights</abbr>
    <citation href="http://
www.archivesportaleurope.net/
Portal/profiles/apeMETSRights.xsd">

```

```

    rts:rightscategory in userrestrict/
    encodinganalog</citation>
</conventiondeclaration>
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="created">Created
    using the Archives Hub Editor
    2017-03-10</eventtype>
    <eventdatetime
    standarddatetime="2017-03-10T23:59:59">10
    March 2017</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent></agent>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised">Normalised
    for publication by Archives
    Hub</eventtype>
    <eventdatetime
    standarddatetime="2017-03-10T23:59:59">10
    March 2017</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>Archives Hub</agent>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised">Last
    revision by Isle of Man Public Record
    Office</eventtype>
    <eventdatetime
    standarddatetime="2017-09-26T23:59:59">26
    September 2017</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent></agent>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="derived"></eventtype>
    <eventdatetime
    standarddatetime="2019-10-16T23:59:59">16
    October 2019</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>Converted_apeEAD_version_2.7.2</agent>
  </maintenanceevent>
</maintenancehistory>
</control>

```

## <controlaccess> **Controlled Access Headings** (Table of Contents)

<b>Summary:</b>	An element that binds together elements containing access headings for the described materials.	
<b>May contain:</b>	blockquote, chronlist, controlaccess, corpname, famname, function, genreform, geogname, head, list, name, occupation, p, persname, subject, table, title	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, controlaccess	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;controlaccess&gt; to bundle in a single group access points — names, topics, places, functions, occupations, titles, and genre terms — that represent the contexts and contents of the materials described. Although &lt;controlaccess&gt; is often used within &lt;archdesc&gt; to provide significant access terms for the entirety of the materials described, it may be used at the component level to provide terms specific to a component if so desired.</p> <p>&lt;controlaccess&gt; helps to enable authority-controlled searching across finding aids, particularly when its children contain terms drawn from nationally or internationally controlled vocabularies such as the Library of Congress Subject Headings (LCSH) or the UK Archival Thesaurus (UKAT) for topics, the Virtual International Authority File (VIAF) for names, or GeoNames for places.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	<pre>&lt;archdesc level="collection"&gt;   &lt;did&gt;[...]&lt;/did&gt;   &lt;scopecontent&gt;[...]&lt;/scopecontent&gt;   &lt;controlaccess&gt;     &lt;head&gt;Index Terms&lt;/head&gt;     &lt;p&gt;These records are indexed under the     following headings in the catalog of the     Minnesota Historical Society. Researchers     wishing to find related materials should</pre>	

search the catalog under these index terms.</p>

```
<controlaccess>
  <head>Organizations:</head>
  <corpname encodinganalog="610"
  source="lcnaf">
    <part>Board of Game and Fish
    Commissioners of Minnesota.</part>
  </corpname>
</controlaccess>
```

```
<controlaccess>
  <head>Topics:</head>
  <subject encodinganalog="650"
  source="lcsch">
    <part>Fishery law and
    legislation</part>
    <part>Minnesota</part>
  </subject>
```

```
<subject encodinganalog="650"
source="lcsch">
  <part>Game-law</part>
  <part>Minnesota</part>
</subject>
```

```
<subject encodinganalog="650"
source="lcsch">
  <part>Law enforcement</part>
  <part>Minnesota</part>
</subject>
```

```
</controlaccess>
<controlaccess>
  <head>Government Functions:</head>
  <function encodinganalog="657"
  source="aat">
    <part>Law enforcing.</part>
  </function>
  <function encodinganalog="657"
  source="aat">
    <part>Convicting.</part>
  </function>
</controlaccess>
```

```
</controlaccess>
[... ] </archdesc>
```

**<controlnote> Control Note** (Table of Contents)

<b>Summary:</b>	A child element of <notestmt>, used to provide a general note related to the EAD instance.	
<b>May contain:</b>	blockquote, chronlist, list, p, table	
<b>May occur within:</b>	notestmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <controlnote> to record general descriptive information about a finding aid. <controlnote> is similar to the "general notes" in traditional bibliographic descriptions. Repeat <controlnote> if it is necessary to capture multiple but separate general statements about the finding aid.	
<b>Availability:</b>	Required, repeatable	
<b>Examples:</b>	<pre> &lt;notestmt&gt;   &lt;controlnote localtype="bpg"&gt;     &lt;p&gt;This encoded finding aid is compliant       with the Yale EAD Best Practice       Guidelines, Version 1.0.&lt;/p&gt;   &lt;/controlnote&gt; &lt;/notestmt&gt; &lt;notestmt&gt;   &lt;controlnote&gt;     &lt;p&gt;Contact information:       &lt;ref show="new" actuate="onrequest"         href="http://hdl.loc.gov/loc.mss/         mss.contact"&gt;http://hdl.loc.gov/loc.mss/         mss.contact&lt;/ref&gt;     &lt;/p&gt;   &lt;/controlnote&gt;   &lt;controlnote&gt;     &lt;p&gt;Catalog Record:       &lt;ref href="http://lccn.loc.gov/         mm82036905" actuate="onrequest"         linktitle="MARC record for         collection"&gt;http://lccn.loc.gov/         mm82036905&lt;/ref&gt;     &lt;/p&gt;   &lt;/controlnote&gt; &lt;/notestmt&gt; </pre>	

## <conventiondeclaration> **Convention Declaration** (Table of Contents)

**Summary:** An optional child element of <control>, used to bind together <citation> with optional <abbr> and <descriptivenote> elements that identify rules or conventions applied in compiling the description.

**May contain:** abbr, citation, descriptivenote

**May occur within:** control

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** A statement about any rules or conventions used in constructing the description. Examples include content standards, controlled vocabularies, or thesauri.

You may use <conventiondeclaration> to:

identify any rules used to formulate the content of controlled access terms and referenced in @rules.

identify any controlled vocabularies used to populate controlled access terms and referenced in @source.

identify any related encoding schemes referenced in @relatedencoding.

specify standards used to formulate data elements or provide codes.

<conventiondeclaration> should always be included when @langencoding, @scriptencoding, @dateencoding, @countryencoding, or @repositoryencoding are set to the "other" value.

Each additional rule or set of rules, controlled vocabulary, or standard should be contained in a separate <conventiondeclaration>.

It may not be necessary to include <conventiondeclaration> in such cases where the above scenarios are addressed in local or consortial documentation.

<abbr> may be used to identify the standard or controlled vocabulary in a coded structure. The content of <abbr> should be the same value given to @rules, @source, or @relatedencoding when referencing a given convention. Any notes relating to how these rules or conventions have been used may be given within <descriptivenote>.

The prescribed order of all child elements (both required and optional) is:

<abbr>

<citation>

<descriptivenote>

**Availability:**

Optional, repeatable

**References:**

ISAD(G) 3.7.2

MODS <descriptionStandard>

**Examples:**

```
<control> [. . .]
  <conventiondeclaration>
    <abbr>ISAD(G)</abbr>
    <citation>ISAD(G): General International
      Standard Archival Description, second
      edition, Ottawa 2000</citation>
  </conventiondeclaration>
  <conventiondeclaration>
    <abbr>NCARules</abbr>
    <citation>National Council on Archives,
      Rules for the Construction of Personal,
      Place and Corporate Names, 1997</citation>
  </conventiondeclaration>
  <conventiondeclaration>
    <citation>ISO 8601 - Data elements
      and interchange formats - Information
      interchange - Representation of dates
      and times, 2nd ed., Geneva: International
      Standards Organization, 2000</citation>
  </conventiondeclaration>
[. . .] </control>
```

```
<control> [. . .]
  <conventiondeclaration>
    <abbr>DACS</abbr>
    <citation href="http://
www2.archivists.org/standards/DACS"
lastdatetimedverified="2015-07-02T16:30:21-5:00"
linktitle="DACS in HTML on SAA website"
actuate="onload" show="new">Describing
Archives: a Content Standard</citation>
    <descriptivenote>
      <p>DACS was used as the primary
description standard.</p>
    </descriptivenote>
  </conventiondeclaration>
[. . .] </control>
```

## <corpname> Corporate Name (Table of Contents)

**Summary:** An element for identifying the name of an organization or group of people.

**May contain:** part

**May occur within:** abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional

**Description and Usage:** Identifies the name of an organization or group of people that act as an organizational entity. Examples include names of associations, institutions, business firms, nonprofit enterprises, governments, government agencies, projects, programs, religious bodies, churches, conferences, athletic contests, exhibitions, expeditions, fairs, and ships.

<corpname> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the corporate name, e.g.,

Part 1: Yale University

Part 2: Dept. of Astronomy

Use <corpname> within <controlaccess> for encoding corporate names as defined by controlled vocabularies or according to appropriate rules. You may also use <corpname> for encoding corporate names as they appear within text.

**Availability:** Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

**References:**

MARC 610, 611, 710, 711

**Examples:**

```
<controlaccess>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="eng">
    <part>Hudson's Bay Company</part>
  </corpname>
  <corpname encodinganalog="610"
  identifier="http://viaf.org/viaf/139169065"
  lang="fre">
    <part>Compagnie de la Baie d'Hudson</part>
  </corpname>
</controlaccess>
<archdesc level="collection">
  <did>
    <origination label="Creator">
      <corpname encodinganalog="110"
      source="lcnaf">
        <part>National Association for the
          Advancement of Colored People</part>
      </corpname>
    </origination>
  [ . . . ] </did>
[ . . . ] </archdesc>
```

## <custodhist> Custodial History (Table of Contents)

**Summary:** An element for information about the chain of ownership or custody of the materials being described, before they reached the archives.

**May contain:** blockquote, chronlist, custodhist, head, list, p, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, custodhist

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <custodhist> may be used to describe both physical possession and intellectual ownership, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.2.3

MARC 561

**Examples:**

```
<custodhist>  
<p>The George Franklin Papers were  
maintained by the staff of the Mayor's  
Office, City of Irvine, California, in  
the records storage facility at City  
Hall from the time of Franklin's death in  
1972 until they were transferred, at his  
family's request, to Special Collections  
and Archives, The UC Irvine Libraries, in  
1988.</p>  
</custodhist>
```

```

<custodhist>
  <chronlist>
    <chronitem>
      <daterange>
        <fromdate
          standarddate="1972">1972</fromdate>
        <todate
          standarddate="1988">1988</todate>
      </daterange>
      <geogname>
        <part>Irvine, California</part>
      </geogname>
      <event>Held by Mayor's office</event>
    </chronitem>
    <chronitem>
      <daterange>
        <fromdate
          standarddate="1988">1988</fromdate>
        <todate
          standarddate="2008">2008</todate>
      </daterange>
      <geogname>
        <part>Irvine, California</part>
      </geogname>
      <event>Held by Special Collections
        and Archives, The UC Irvine
        Libraries</event>
    </chronitem>
    <chronitem>
      <datesingle
        standarddate="2009">2009</datesingle>
      <geogname>
        <part>Austin, Texas</part>
      </geogname>
      <event>Held by Harry Ransom
        Center</event>
    </chronitem>
  </chronlist>
</custodhist>

```

## <dao> Digital Archival Object (Table of Contents)

<b>Summary:</b>	A child element of <did> used for linking to born digital records or a digital representation of the materials being described.	
<b>May contain:</b>	descriptivenote	
<b>May occur within:</b>	daoset, did	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	coverage	Optional (values limited to: part, whole)
	daotype	Required (values limited to: borndigital, derived, unknown, otherdaotype)
	encodinganalog	Optional
	entityref	Optional
	href	Optional
	id	Optional
	identifier	Optional
	label	Optional
	lang	Optional
	linkrole	Optional
	linktitle	Optional
	localtype	Optional
	otherdaotype	Optional
	script	Optional
	show	Optional
	xpointer	Optional
<b>Description and Usage:</b>	<p>&lt;dao&gt; is a linking element that uses @href to connect to born digital records or digital representations of the described materials. Digital representations may include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text. The objects can be selected examples, or digital surrogates of all the materials in a collection, fonds, or an individual file.</p> <p>An optional &lt;descriptivenote&gt; may be used to provide a description of the object being linked to, if the information in a sibling&lt;unittitle&gt; is insufficient.</p>	

**Availability:**

Optional, repeatable

**References:**

MODS <location> <url>

**Examples:**

```
<c>
  <did>
    <unittitle>Quilting bee, Union Town,
    Md.</unittitle>
    <unitdate>1930</unitdate>
    <physdesc>1 photograph</physdesc>
    <dao daotype="derived" actuate="onload"
    show="embed" href=" http://
    www.lib.utexas.edu/taro/utcah/00462/
    cah-00462.jpg "></dao>
  </did>
</c>
<daoset label="Digital Objects"
coverage="part">
  <dao daotype="derived" coverage="part"
  actuate="onload" show="embed"
  linktitle="Chapter 1" localtype="thumbnail"
  href="http://imgs.ud.edu/archives/image/
  f12001_1thumb.gif"></dao>
  <dao daotype="derived" coverage="part"
  actuate="onrequest" show="new"
  linktitle="Chapter 1" localtype="fullsize"
  href="http://imgs.ud.edu/archives/image/
  f12001_1.jpg"></dao>
</daoset>
<daoset label="Digital Objects"
coverage="whole">
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (cover)"
  href="http://brbl-media.library.yale.edu/
  images/1044151_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new" linkrole="The
  Pippa and Porthos (title page)"
  href="http://brbl-media.library.yale.edu/
  images/1044153_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (p.1)"
  href="http://brbl-media.library.yale.edu/
  images/1044154_quarter.jpg"></dao>
[ . . . ]
  <descriptivenote>
    <p>Digitized pages of Barrie's "The Pippa
    and Porthos."</p>
  </descriptivenote>
</daoset>
```

**<daoset> Digital Archival Object Set** (Table of Contents)

**Summary:** An element for binding together two or more links to digital archival objects.

**May contain:** dao, descriptivenote

**May occur within:** did

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
base	Optional
coverage	Optional (values limited to: part, whole)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <daoset> to group multiple links to born digital records or digital representations of the materials being described. <dao> and <daoset> allow the content of an archival collection or record group to be incorporated into the finding aid. These digital representations include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text. The objects can be selected examples, or digital surrogates of all the materials in a collection, fonds, or an individual file.

<daoset> must contain more two or more <dao> elements, which may be followed by an optional <descriptivenote> to provide a description of the objects being linked to.

**Availability:** Optional, repeatable

**References:** MODS <location> <url>

**Examples:**

```
<daoset label="Digital Objects"
coverage="part">
  <dao daotype="derived" coverage="part"
actuate="onload" show="embed"
linktitle="Chapter 1" localtype="thumbnail"
href="http://imgs.ud.edu/archives/image/
f12001_1thumb.gif"></dao>
  <dao daotype="derived" coverage="part"
actuate="onrequest" show="new"
linktitle="Chapter 1" localtype="fullsize"
```

```

      href="http://imgs.ud.edu/archives/image/
      f12001_1.jpg"></dao>
</daoset>
<daoset label="Digital Objects"
coverage="whole">
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (cover)"
  href="http://brbl-media.library.yale.edu/
  images/1044151_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new" linkrole="The
  Pippa and Porthos (title page)"
  href="http://brbl-media.library.yale.edu/
  images/1044153_quarter.jpg"></dao>
  <dao daotype="derived" coverage="whole"
  actuate="onrequest" show="new"
  linkrole="The Pippa and Porthos (p.1)"
  href="http://brbl-media.library.yale.edu/
  images/1044154_quarter.jpg"></dao>
[. . .]
<descriptivenote>
  <p>Digitized pages of Barrie's "The Pippa
  and Porthos."</p>
</descriptivenote>
</daoset>

```

**<date> Date** (Table of Contents)

<b>Summary:</b>	An element used to express a date.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	abstract, archref, bibref, entry, event, item, p, part, physfacet, publicationstmt, ref, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	calendar	Optional
	certainty	Optional
	encodinganalog	Optional
	era	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	script	Optional
<b>Description and Usage:</b>	Use <date> to highlight any dates that merit encoding and are not more appropriately encoded in other, more specific date-related elements, e.g., <unitdate> or <unitdatestructured>.	
<b>Availability:</b>	Optional, repeatable	
<b>Examples:</b>	<pre> &lt;bibref&gt;   &lt;persname relator="author"&gt;     &lt;part&gt;Kinder, Dolores.&lt;/part&gt;   &lt;/persname&gt;   &lt;title&gt;     &lt;part&gt;Once Upon a Lullaby.&lt;/part&gt;   &lt;/title&gt;   &lt;geogname&gt;     &lt;part&gt;New York: &lt;/part&gt;   &lt;/geogname&gt;   &lt;corpname relator="publisher"&gt;     &lt;part&gt;Wells &amp; Sons, &lt;/part&gt;   &lt;/corpname&gt;   &lt;date localtype="publication"&gt; 1931 &lt;/date&gt; &lt;/bibref&gt; &lt;acqinfo&gt;   &lt;p&gt;This collection, number     &lt;num localtype="donor"&gt;1988-015,&lt;/num&gt;   was donated by Mrs. Dolores Franklin on     &lt;date localtype="acquisition"       normal="19880423"&gt; April 23, 1988. &lt;/date&gt;   &lt;/p&gt; &lt;/acqinfo&gt; </pre>	

## <daterange> Date Range (Table of Contents)

<b>Summary:</b>	A wrapper element for binding together <fromdate> and <todate> in order to represent a range of dates.	
<b>May contain:</b>	fromdate, todate	
<b>May occur within:</b>	chronitem, dateset, localcontrol, relation, unitdatestructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <daterange> to express a range of dates in the creation, contextual history, or local control of the described materials, or their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. <daterange> contains <fromdate> and/or <todate>, and therefore may express a range of dates as a starting point with no end point, a start and end point, or an end point with no starting point. The content of the children of <daterange> is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, @standarddate should be used on the children of <daterange> to record the date in machine-processable form as well.	
<b>Availability:</b>	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable	
	Within <dateset>: One of <daterange> or <datesingle> is required, repeatable	
	Within <localcontrol> and <relation>: Optional, not repeatable	

## Examples:

```
<unitdatestructured calendar="gregorian"
era="ce">
  <dateset>
    <datesingle standarddate="1963-01-22">22
    January 1963</datesingle>
    <daterange>
      <fromdate standarddate="1971-06-01">1
      June 1971</fromdate>
      <todate standarddate="1974-04-30">30
      April 1974</todate>
    </daterange>
  </dateset>
</unitdatestructured>
<chronitem>
  <daterange>
    <fromdate>1819</fromdate>
    <todate>1820</todate>
  </daterange>
  <event>Studies theology at Yale
  College</event>
</chronitem>
<unitdatestructured unitdatetype="inclusive">
  <daterange>
    <fromdate notafter="1962">1962</fromdate>
    <todate notafter="1968">1968</todate>
  </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
  <daterange>
    <fromdate notbefore="1971"
    notafter="1975">around 1973</fromdate>
    <todate standarddate="1992">1992</todate>
  </daterange>
</unitdatestructured>
```

## <dateset> Date Set (Table of Contents)

<b>Summary:</b>	A wrapper element for encoding complex dates that cannot be adequately represented in one <datesingle> or <daterange>.												
<b>May contain:</b>	daterange, datesingle												
<b>May occur within:</b>	chronitem, relation, unitdatestructured												
<b>Attributes:</b>	<table><tr><td>altrender</td><td>Optional</td></tr><tr><td>audience</td><td>Optional (values limited to: external, internal)</td></tr><tr><td>id</td><td>Optional</td></tr><tr><td>lang</td><td>Optional</td></tr><tr><td>localtype</td><td>Optional</td></tr><tr><td>script</td><td>Optional</td></tr></table>	altrender	Optional	audience	Optional (values limited to: external, internal)	id	Optional	lang	Optional	localtype	Optional	script	Optional
altrender	Optional												
audience	Optional (values limited to: external, internal)												
id	Optional												
lang	Optional												
localtype	Optional												
script	Optional												
<b>Description and Usage:</b>	<dateset> binds together single dates and date ranges, multiple single dates, or multiple date ranges. <dateset> is used in situations where complex date information needs to be conveyed and requires at least two child elements. These can be a combination of <datesingle> and <daterange>.												
<b>Availability:</b>	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable  Within <relation>: Optional, not repeatable												
<b>Examples:</b>	<pre>&lt;unitdatestructured calendar="gregorian" era="ce"&gt;   &lt;dateset&gt;     &lt;datesingle standarddate="1963-01-22"&gt;22     January 1963&lt;/datesingle&gt;     &lt;daterange&gt;       &lt;fromdate standarddate="1971-06-01"&gt;1       June 1971&lt;/fromdate&gt;       &lt;todate standarddate="1974-04-30"&gt;30       April 1974&lt;/todate&gt;     &lt;/daterange&gt;   &lt;/dateset&gt; &lt;/unitdatestructured&gt; &lt;unitdatestructured&gt;   &lt;dateset&gt;     &lt;daterange&gt;       &lt;fromdate&gt;1900&lt;/fromdate&gt;       &lt;todate&gt;1910&lt;/todate&gt;     &lt;/daterange&gt;     &lt;datesingle&gt;1921 &lt;/datesingle&gt;   &lt;/dateset&gt; &lt;/unitdatestructured&gt;</pre>												

## <datesingle> **Single Date** (Table of Contents)

<b>Summary:</b>	An element for encoding an individual date related to the materials being described.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	chronitem, dateset, localcontrol, relation, unitdatestructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	notafter	Optional
	notbefore	Optional
	script	Optional
	standarddate	Optional
<b>Description and Usage:</b>	<p>&lt;datesingle&gt; is an element for expressing a single date in the creation, contextual history, or local control of the described materials, or in their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. &lt;datesingle&gt; may contain actual or approximate dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, @standarddate should be used to record the date in machine-processable form as well.</p>	
<b>Availability:</b>	Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, not repeatable	
	Within <dateset>: One of <daterange> or <datesingle> is required, repeatable	
	Within <localcontrol> and <relation>: Optional, not repeatable	

**Examples:**

```
<unitdatestructured calendar="gregorian"
era="ce">
  <dateset>
    <datesingle standarddate="1963-01-22">22
    January 1963 </datesingle>
    <daterange>
      <fromdate standarddate="1971-06-01">1
      June 1971</fromdate>
      <todate standarddate="1974-04-30">30
      April 1974</todate>
    </daterange>
  </dateset>
</unitdatestructured>
<chronitem>
  <datesingle> 1793 May 24 </datesingle>
  <geogname>
    <part>Deerfield, Mass</part>
  </geogname>
  <event>Born</event>
</chronitem>
```

## <defitem> Definition List Item (Table of Contents)

**Summary:** A wrapper element for binding pairs of labels and items within a list.

**May contain:** item, label

**May occur within:** list

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** An element, used within a definition list, that pairs a required <label> and <item>. The item may be an expansion of the label, as in a list of abbreviations. Definition lists are often displayed in two columns.

**Availability:** Optional, repeatable

**Example:**

```
<list listtype="deflist">
  <listhead>
    <head01>Abbreviation</head01>
    <head02>Expansion</head02>
  </listhead>
  <defitem>
    <label>ALS</label>
    <item>Autograph Letter Signed</item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item>Typewritten Letter Signed</item>
  </defitem>
</list>
```

## <descriptivenote> **Descriptive Note** (Table of Contents)

<b>Summary:</b>	An element used to provide general descriptive information related to its parent element.	
<b>May contain:</b>	p	
<b>May occur within:</b>	conventiondeclaration, dao, daoset, langmaterial, languagedeclaration, languageset, localtypedeclaration, maintenanceagency, physdescstructured, relation, source	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<descriptivenote> provides additional descriptive information about the element in which it is contained. Notes must contain one or more <p> elements.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<pre>&lt;conventiondeclaration&gt;   &lt;abbr&gt;AU-CRS&lt;/abbr&gt;   &lt;citation&gt;Australia's Commonwealth Records   Series (CRS) System&lt;/citation&gt;   &lt;descriptivenote&gt;     &lt;p&gt;Series controlled and described under     the rules of the National Archives of     Australia's Commonwealth Records Series     (CRS) System.&lt;/p&gt;   &lt;/descriptivenote&gt; &lt;/conventiondeclaration&gt; &lt;conventiondeclaration&gt;   &lt;abbr&gt;DACS&lt;/abbr&gt;   &lt;citation href="http://   www2.archivists.org/standards/DACS"   lastdatetimedverified="2015-07-02T16:30:21-5:00"   linktitle="DACS in HTML on SAA website"   actuate="onload" show="new"&gt;Describing   Archives: a Content Standard&lt;/citation&gt;   &lt;descriptivenote&gt;     &lt;p&gt;DACS was used as the primary     description standard.&lt;/p&gt;   &lt;/descriptivenote&gt; &lt;/conventiondeclaration&gt;</pre>	

```
<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
```

## <did> Descriptive Identification (Table of Contents)

<b>Summary:</b>	A wrapper element that encloses information essential for identifying the material being described.	
<b>May contain:</b>	abstract, container, dao, daoset, didnote, head, langmaterial, materialspec, origination, physdescset, physdesc, physdescstructured, physloc, repository, unitdate, unitdatestructured, unitid, unittitle	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;did&gt; binds together other elements that provide core information needed for identifying the described materials. &lt;did&gt; occurs in &lt;archdesc&gt; and &lt;c&gt;, &lt;c01&gt; - &lt;c12&gt;. The various &lt;did&gt; child elements are intended for brief, clearly designated statements of information, whereas following sibling elements of &lt;did&gt; such as &lt;custodhist&gt;, &lt;arrangement&gt;, or &lt;scopecontent&gt; allow for more detailed, narrative description.</p> <p>&lt;did&gt; groups elements that constitute a good basic description of an archival unit. This grouping ensures that the same data elements and structure are available at every level of description within the EAD hierarchy. It facilitates the retrieval or output of a coherent body of elements for resource discovery and recognition.</p> <p>The &lt;did&gt; in &lt;archdesc&gt; is sometimes called the high-level &lt;did&gt;, because it covers the entirety of the materials described by the EAD instance. Consider using the following child elements in the high-level &lt;did&gt;: &lt;origination&gt;, &lt;unittitle&gt;, &lt;unitdate&gt; or &lt;unitdatestructured&gt;, &lt;physdesc&gt; or &lt;physdescstructured&gt;, &lt;repository&gt;, and &lt;abstract&gt;. &lt;unitid&gt; and &lt;physloc&gt; are suggested if applicable to a repository's practice. &lt;did&gt; within components can have fewer elements, and might have only &lt;container&gt; or &lt;unitid&gt; and &lt;unittitle&gt;.</p>	
<b>Availability:</b>	Required, not repeatable	

## Examples:

```
<archdesc localtype="inventory" level="subgrp">
  <did>
    <head>Overview of the Records</head>
    <repository label="Repository:">
      <corpname>
        <part>Minnesota Historical
          Society</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <corpname>
        <part>Minnesota.</part>
        <part>Game and Fish Department</part>
      </corpname>
    </origination>
    <unittitle label="Title:">Game laws
      violation records,</unittitle>
    <unitdate
      label="Dates:">1908-1928</unitdate>
    <abstract label="Abstract:">Records of
      prosecutions for and seizures of property
      resulting from violation of the state's
      hunting and fishing laws.</abstract>
    <physdesc label="Quantity:">2.25 cu. ft.
      (7 v. and 1 folder in 3 boxes)</physdesc>
    </did>
  [ . . . ] </archdesc>
<c02 id="able-pa" level="file">
  <did>
    <unittitle>Adult Basic and Literacy
      Education, Pennsylvania (ABLE)</unittitle>
    <abstract>includes "Focus on..."
      newsletters</abstract>
    <physdescstructured coverage="whole"
      physdescstructuredtype="carrier">
      <quantity>21</quantity>
      <unittype>reels</unittype>
    </physdescstructured>
    <container localtype="Box">20</container>
  </did>
</c02>
```

```
<c03>
  <did>
    <unittitle>Class Notes,
    Undergraduate</unittitle>
    <unitdatestructured
    unitdatetype="inclusive">
      <daterange>
        <fromdate
        notafter="1962">1962</fromdate>
        <to date notafter="1968">1968</to date>
      </daterange>
    </unitdatestructured>
    <physdesc>12 notebooks</physdesc>
    <container
    localtype="boxes">5-6</container>
    <didnote>The notebooks contain months
    and days, not years. Estimated dates are
    based on the years Scully attended the
    University of Maryland.</didnote>
  </did>
</c03>
```

## <didnote> Descriptive Identification Note (Table of Contents)

- Summary:** A child element of <did> that can express any kind of explanatory information.
- May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref
- May occur within:** did
- Attributes:**
- |                |  |
|----------------|--|
| altrender      | Optional   |
| audience       | Optional (values limited to: external, internal) |
| encodinganalog | Optional   |
| id             | Optional   |
| label          | Optional   |
| lang           | Optional   |
| localtype      | Optional   |
| script         | Optional   |
- Description and Usage:** <didnote> can encode textual notes within <did> that are not more appropriately encoded in the other available elements.
- Availability:** Optional, repeatable
- References:** ISAD(G) 3.6.1  
MARC 500  
MODS <note>

**Examples:**

```

<archdesc level="collection">
  <did>
    <repository label="repository"
      encodinganalog="852">
      <corpname>
        <part>Library of Congress, </part>
        <part>Prints and Photographs
          Division,</part>
      </corpname>
      <address>
        <addressline>Washington, D.C.
          20540</addressline>
      </address>
    </repository>
    <didnote> For information about Prints
      and Photographs Division collections and
      services, see the Prints and Photographs
      Division's Reading Room Home Page:
      <ptr actuate="onrequest" href="http://
        lcweb.loc.gov/rr/print.htm" show="new"
        linkrole="text/html"></ptr>
    </didnote>
  </did>
</archdesc>

```

```
<did>
  <unittitle>Class Notes,
  Undergraduate</unittitle>
  <unitdatestructured
  unitdatetype="inclusive">
    <daterange>
      <fromdate
      notafter="1962">1962</fromdate>
      <to date notafter="1968">1968</to date>
    </daterange>
  </unitdatestructured>
  <physdesc>12 notebooks</physdesc>
  <container localtype="boxes">5-6</container>
  <didnote> The notebooks contain months and
  days, not years. Estimated dates are based
  on the years Scully attended the University
  of Maryland. </didnote>
</did>
```

## <dimensions> Dimensions (Table of Contents)

**Summary:** A child element of <physdescstructured> that provides information about the size of the material being described.

**May contain:** [text], abbr, dimensions, emph, expan, foreign, lb, ptr, ref

**May occur within:** dimensions, physdescstructured

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	unit	Optional

**Description and Usage:** <dimensions> may be used to specify the size, in two or three dimensions, of the units identified by <unittype> within <physdescstructured>. It usually includes numerical data. Express measurements in any convenient unit as indicated in the @unit attribute. Multiple dimensions, for example, height-by-width, can be encoded in a single <dimensions> or in separate <dimensions> with distinctive @localtype values.

**Availability:** Optional, repeatable

**Examples:**

```

<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity>5</quantity>
  <unittype>dageurreotypes</unittype>
  <physfacet>hand-tinted</physfacet>
  <dimensions>6.5 x 8.5 inches</dimensions>
</physdescstructured>
<physdescstructured coverage="whole"
physdescstructuredtype="materialtype">
  <quantity>10</quantity>
  <unittype>posters</unittype>
  <dimensions>
    <dimentions unit="inches"
    localtype="height">23</dimentions>
    <dimentions unit="inches"
    localtype="width">35</dimentions>
  </dimensions>
</physdescstructured>

```

## <dsc> Description of Subordinate Components (Table of Contents)

<b>Summary:</b>	A wrapper element that bundles information about the hierarchical groupings of the materials being described.	
<b>May contain:</b>	blockquote, c, c01, chronlist, head, list, p, table, thead	
<b>May occur within:</b>	archdesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	dsctype	Optional (values limited to: analyticover, combined, in-depth, otherdsctype)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	otherdsctype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;dsc&gt; to wrap subordinate components in the archival hierarchy of the materials being described. Although &lt;dsc&gt; may repeat, it is recommended to include only a single &lt;dsc&gt; element. Because it is a wrapper element and not an essential part of archival description, &lt;dsc&gt; may be deprecated in future versions of EAD. Avoiding multiple &lt;dsc&gt; elements within an EAD instance will make future migrations simpler.</p> <p>The subordinate components can be presented in several different forms or levels of descriptive detail, which are identified by the element's optional @dsctype. For example, "combined" is used when the narrative description of a series is followed immediately by a listing of the contents of that series within a single &lt;dsc&gt;. The @dsctype value "analyticover" identifies an overview description of series and subseries, which might be followed by a second &lt;dsc&gt; with the @dsctype set to "in-depth" that provides a more detailed listing of the content of the materials, including information about the container numbers associated with those materials. The @dsctype "otherdsctype" is for models that do not follow any of the above-mentioned formats, in</p>	

which case @otherdsctype can then be used to specify a particular presentation model.

If <dsc> contains children other than <thead> or component elements (<c>, <cXX>), those elements must come first, followed by the optional <thead>, then <c> or <c01>.

**Availability:**

Optional, repeatable

**Examples:**

```
<dsc dsctype="combined">
  <c01 level="series">
    <did>
      <unittitle>Activities</unittitle>
      <unitdate
        unitdatetype="inclusive">1965-1971</unitdate>
      <physdesc>0.3 linear ft.</physdesc>
    </did>
    <scopecontent>
      <p>The Activities series gives examples
        of the types of activities offered at
        the camp. The folders contain reports,
        schedules, and inventories from each
        activity area of the camp. These records
        are predominantly from the late 1960s
        and early 1970s and replicate some
```

```

of the information found in the staff
manuals.</p>
</scopecontent>
<c02 level="file">
  <did>
    <container
      localtype="box">1</container>
    <unittitle>General</unittitle>
    <unitdate
      unitdatetype="inclusive">1970-1971</unitdate>
    </did>
  </c02>
<c02 level="file">
  <did>
    <container
      localtype="box">1</container>
    <unittitle>Camp Crafts</unittitle>
    <unitdate>1967</unitdate>
    </did>
  </c02>
<c02 level="file">
  <did>
    <container
      localtype="box">1</container>
    <unittitle>Education
      Program</unittitle>
    <unitdate>1967</unitdate>
    </did>
  </c02>
<c02 level="file">
  <did>
    <container
      localtype="box">1</container>
    <unittitle>Expressive
      Arts</unittitle>
    <unitdate>1970</unitdate>
    </did>
  </c02>
[ . . . ] </c01>
[ . . . ] </dsc>

```

```

<dsc dsctype="analyticcover">
  <c01 level="series">
    <did>
      <unitid>1-429-1</unitid>
      <unittitle>Forest Stand Maps by Township
      and Basemap </unittitle>
      <unitdate
      unitdatetype="inclusive">1958-1979</unitdate>
      <physdesc>36 ft. (approx. 1700 sheets)
      of cartographic records.</physdesc>
      <materialspect>Scale:
      predominantly 4 inches to 1 mile
      (1:15,840)</materialspect>
    </did>
    <scopecontent>
      <p>Series consists of forest stand
      maps. A map sheet was created for each
      township of the surveyed section of the
      province and for each basemap area in
      unsurveyed areas.</p>
    [ . . . ] </scopecontent>
  </c01>
  <c01 level="series">
    <did>
      <unitid>RG 1-429-2</unitid>
      <unittitle>Forest Stand Map
      Composites</unittitle>
      <unitdate
      unitdatetype="inclusive">1958-1971</unitdate>
      <physdesc>ca.70 maps</physdesc>
      <materialspect>Scale: 1 inch to 1
      mile</materialspect>
    </did>
    <scopecontent>
      <p>Series consists of composite maps
      of the forest resource inventory data
      from all the townships within a Forestry
      Management Unit. The composites offer
      a broader view of an area than the
      township/basemaps, however the forest
      stand statistics are quite small and
      difficult to read.</p>
    [ . . . ] </scopecontent>
  </c01>
[ . . . ] </dsc>

```

```

<dsc dsctype="in-depth">
  <c01 level="series">
    <did>
      <unitid>Series 1</unitid>
      <unittitle>Administrative
      Records</unittitle>
      <unitdate
      unitdatetype="inclusive">1912-1956</unitdate>
    </did>
  <c02>
    <did>
      <container id="mss92-894c-bx1"
      localtype="box">Box 1</container>
      <container parent="mss92-894c-bx1"
      label="Folder" localtype="folder">7-8
      </container>
      <unittitle>Annual reports</unittitle>
      <unitdate
      unitdatetype="inclusive">1912-16,
      1922</unitdate>
    </did>
  </c02>
  <c02>
    <did>
      <container parent="mss92-894c-bx1"
      label="Folder" localtype="folder">9
      </container>
      <unittitle>Board of
      Directors, Minutes and
      correspondence</unittitle>
      <unitdate
      unitdatetype="inclusive">1947-1949</unitdate>
    </did>
  </c02>
  <c02>
    <did>
      <container parent="mss92-894c-bx1"
      label="Folder" localtype="folder">10
      </container>
      <unittitle>Contracts and
      specifications for construction of
      nurses' quarters</unittitle>
      <unitdate>ca. 1947</unitdate>
    </did>
  </c02>
  <c02>
    <did>
      <container parent="mss92-894c-bx1"
      label="Folder" localtype="folder">11
      </container>
      <unittitle>Marin County
      Reports</unittitle>
      <unitdate
      unitdatetype="inclusive">1955-1956</unitdate>
    </did>
  </c02>
</dsc>

```

```

        </did>
    </c02>
</c01>
<c01 level="series">
    <did>
        <unitid>Series 3</unitid>
        <unittitle>Philip King Brown</unittitle>
        <unitdate
            unitdatetype="inclusive">1910-1931,
            n.d.</unitdate>
    </did>
    <c02>
        <did>
            <container parent="mss92-894c-bx1"
                label="Folder" localtype="folder">21
            </container>
            <unittitle>Correspondence</unittitle>
            <unitdate
                unitdatetype="inclusive">1910-1931</unitdate>
        </did>
    </c02>
    <c02>
        <did>
            <container parent="mss92-894c-bx1"
                label="Folder" localtype="folder">22
            </container>
            <unittitle>Writings</unittitle>
            <unitdate>n.d.</unitdate>
        </did>
    </c02>
    [ . . . ] </c01>
</dsc>

```

<ead>

## **<ead> Encoded Archival Description** (Table of Contents)

<b>Summary:</b>	The required root element of an EAD instance.	
<b>May contain:</b>	archdesc, control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	id	Optional
	lang	Optional
	relatedencoding	Optional
	script	Optional
<b>Description and Usage:</b>	<ead> wraps all other elements in an Encoded Archival Description document or finding aid. Also referred to more specifically as an inventory or register, a finding aid establishes physical and intellectual control over many types of archival materials and helps researchers understand and access the materials being described. <ead> must contain <control> followed by <archdesc>.	
<b>Availability:</b>	Required, not repeatable	

## <edition> **Edition** (Table of Contents)

**Summary:** A child element of <editionstmt> for recording the version of an EAD instance.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** editionstmt

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** Use <edition> to indicate the version of an EAD instance. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

**Availability:** Within <editionstmt>, one of <edition> or <p> is required, repeatable

**Example:**

```

<filedesc>
  <titlestmt>
    <titleproper>Register of the Emily Higby
    Collection</titleproper>
  </titlestmt>
  <editionstmt>
    <edition>2nd ed.</edition>
    <p>This edition reflects substantial
    additions to the collection in 1994.</p>
  </editionstmt>
</filedesc>

```

## <editionstmt> Edition Statement (Table of Contents)

**Summary:** A child element of <filedesc>, used to provide information about the version of an EAD instance.

**May contain:** edition, p

**May occur within:** filedesc

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use <editionstmt> to indicate the version of an EAD instance, as well as providing any related narrative information. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

**Availability:** Optional, not repeatable

**Example:**

```
<filedesc>
  <titlestmt>
    <titleproper>Register of the Emily Higby
      Collection</titleproper>
  </titlestmt>
  <editionstmt>
    <edition>2nd ed.</edition>
    <p>This edition reflects substantial
      additions to the collection in 1994.</p>
  </editionstmt>
</filedesc>
```

## <emph> **Emphasis** (Table of Contents)

**Summary:** A formatting element for marking words or phrases that are emphasized or specially formatted.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
	script	Optional

**Description and Usage:** A formatting element for marking words or phrases that are emphasized for linguistic effect or specially formatted. Use @render to specify the kind of emphasis, e.g., bold or italic, or formatting, e.g. superscript or subscript.

When the content of an entire element should always be rendered in italics or some other display feature, use the style sheet functions instead of <emph>.

**Availability:** Optional, repeatable

**Example:**

```
<abstract label="Abstract">Papers document Donald C. Stone's work with Ornstein and Swencionis on the <emph render="italic">est</emph> Outcome Project, and the development of his doctoral research, including his various publications on the human potential movement, up to the completion of his doctoral dissertation. </abstract>
```

## <entry> **Table Entry** (Table of Contents)

**Summary:** A formatting element that designates the contents of a cell in a table.

**May contain:** [text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title

**May occur within:** row

**Attributes:**

align	Optional (values limited to: center, char, justify, left, right)
altrender	Optional
audience	Optional (values limited to: external, internal)
char	Optional
charoff	Optional
colname	Optional
colsep	Optional (values limited to: false, true)
id	Optional
lang	Optional
morerows	Optional
nameend	Optional
namest	Optional
rowsep	Optional (values limited to: false, true)
script	Optional
valign	Optional (values limited to: bottom, middle, top)

**Description and Usage:** In a table, a cell is the intersection of a row and a column. Attributes of <entry> control cell spanning, alignment of the contents, and the rules on the cell edges. The attributes can be specified for <entry> or inherited from the nearest of the following table elements: <table>, <tgroup>, <colspec>, <tbody>, <thead>, or <row>.

**Availability:** Required, repeatable

**Example:**

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
      align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1"> Major Family
          Members</entry>
        <entry colname="2"> Spouses</entry>
        <entry colname="3"> Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1"> John Albemarle
          (1760-1806) </entry>
        <entry colname="2"> Mary Frances
          Delaney (1769-1835) </entry>
        <entry colname="3"> John Delaney
          Albemarle (1787-1848) </entry>
      </row>
      [. . .] </tbody>
    </tgroup>
  </table>
```

## <event> **Event** (Table of Contents)

- Summary:** An element describing a happening or occurrence recorded within a chronology list.
- May contain:** [text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title
- May occur within:** chronitem, chronitemset
- Attributes:**
- |           |  |
|-----------|--|
| altrender | Optional   |
| audience  | Optional (values limited to: external, internal) |
| id        | Optional   |
| lang      | Optional   |
| localtype | Optional   |
| script    | Optional   |
- Description and Usage:** Use <event> within <chronitem> to pair a description of the event with one or more dates and an optional place. If one or more events occurred related to the date(s) in question or if more than one place is associated with the event, use <chronitemset> to bundle multiple <event> – or <geogname> – elements.
- Availability:**
- Within <chronitem>: Optional, not repeatable
- Within <chronitemset>: Required, repeatable

**Example:**

```
<chronlist>
  <chronitem>
    <datesingle>2015</datesingle>
    <chronitemset>
      <geogname>
        <part>Woodbury, Minnesota</part>
      </geogname>
      <geogname>
        <part>Roseville, Minnesota</part>
      </geogname>
      <event>Opens additional stores</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>1948</datesingle>
    <chronitemset>
      <geogname>
        <part>Minneapolis, Minnesota</part>
      </geogname>
      <event>Graduates from the University of
        Minnesota</event>
      <event>Begins work as a receptionist
        for the Humphrey for Senator
        Committee</event>
    </chronitemset>
  </chronitem>
  <chronitem>
    <datesingle>March 1957</datesingle>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
          localtype="a">Biwabik,
          Minnesota</part>
      </geogname>
      <event>Dies</event>
    </chronitemset>
    <chronitemset>
      <geogname>
        <part encodinganalog="651"
          localtype="a">Minneapolis,
          Minnesota</part>
      </geogname>
      <event>Buried in Lakewood
        Cemetery</event>
    </chronitemset>
  </chronitem>
</chronlist>
```

## <eventdatetime> Event Date and Time (Table of Contents)

**Summary:** A required child element of <maintenanceevent> that records the date and time of a specific maintenance action for an EAD instance.

**May contain:** [text]

**May occur within:** maintenanceevent

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional
standarddatetime	Optional (must follow pattern based on ISO 8601)

**Description and Usage:** <eventdatetime> is for recording the date and time that a maintenance event occurred. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance. If desired, the date and time may be captured in natural language in the element.

**Availability:** Required, not repeatable

**References:** ISAD(G) 3.7.3

MODS <recordCreationDate>, <recordChangeDate>

**Example:**

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="derived"></eventtype>
    <eventdatetime
      standarddatetime="2015-09-13T08:05:33-05:00">13
      September 2015</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>EAD2002_to_EAD3.xsl</agent>
    <eventdescription>Conversion from
      EAD 2002 finding aid using XSL
      transformation.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2015-09-14T10:05:23-05:00">14
      September 2014</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Lisa Bolkonkaya</agent>
    <eventdescription>Conversion from EAD 2002
      revised. Conventions and local control
      added..</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2015-09-16T14:23:42-05:00">16
      September 2014</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Lisa Bolkonkaya</agent>
    <eventdescription>Minor revisions. Added
      sources.</eventdescription>
  </maintenanceevent>
</maintenancehistory>
```

## <eventdescription> Event Description (Table of Contents)

**Summary:** An optional child of <maintenanceevent>, used to provide a description of the maintenance activity.

**May contain:** [text]

**May occur within:** maintenanceevent

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <eventdescription> to record a full description of a maintenance event. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance.

**Availability:** Optional, repeatable

**Example:**

```
<maintenanceevent>
  <eventtype value="created"></eventtype>
  <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
  Findmittel erstellt. Finding aid created.
</maintenanceevent>
```

## <eventtype> Event Type (Table of Contents)

**Summary:** A required child element of <maintenanceevent> that provides a controlled list of values for recording the type of maintenance activity.

**May contain:** [text]

**May occur within:** maintenanceevent

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: cancelled, created, deleted, derived, revised, unknown, updated)

**Description and Usage:** Use <eventtype> to indicate the type of maintenance events that have taken place on an EAD instance during the course of its history. In addition to commonly occurring events such as the creation, update, or revision of an instance, you may also record activities such as the cancellation or deletion of an instance, as this information may be useful in shared systems.

Meanings for the required @value are:

**Availability:** Required, not repeatable

**Examples:**

```

<maintenanceevent> Erstellt
  <eventdatetime
    standarddatetime="2006-10">October
    2006</eventdatetime>
  <agenttype value="human"></agenttype>
  <agent>Michael Rush</agent>
  <eventdescription>Finding aid
    created.</eventdescription>
</maintenanceevent>

```

```
<maintenanceevent>
  <eventtype value="revised"></eventtype>
  <eventdatetime
standarddatetime="2007-08-13"></eventdatetime>
  <agenttype value="machine"></agenttype>
  <agent>brbl-migrate-01.xsl</agent>
  <eventdescription>converted for compliance
with Yale EAD Best Practice Guidelines
  </eventdescription>
</maintenanceevent>
```

## <expan> Expansion (Table of Contents)

**Summary:** A phrase level element for designating the full form of a word or phrase.

**May contain:** [text]

**May occur within:** abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

<b>Attributes:</b>	abbr	Optional
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** A phrase level element to designate the full form of a word or phrase that often appears as an abbreviation or acronym. Use @abbr to supply the abbreviated form for indexing or searching purposes.

**Availability:** Optional, repeatable

**Examples:**

```

<didnote>File also contains materials from the
  <expan abbr=" ACLU " > American Civil
  Liberties Union </expan>
. </didnote>
<c02>
  <did>
    <unittitle>
      <expan abbr="UNESCO"> United Nations
      Educational, Scientific and Cultural
      Organization </expan>
    </unittitle>
    [. . .] </did>
  </c02>

```

## <famname> **Family Name** (Table of Contents)

**Summary:** An element for identifying the name of a group of people with blood relations, or persons who form a household.

**May contain:** part

**May occur within:** abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
identifier	Optional
lang	Optional
localtype	Optional
normal	Optional
relator	Optional
rules	Optional
script	Optional
source	Optional

**Description and Usage:** An element for identifying the name of a group of persons closely related by blood or persons who form a household, and are related to the materials being described. Includes single families and family groups, e.g., Patience Parker Family and Parker Family.

<famname> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the family name, e.g.,

Part 1: Butts family

Part 2: 1810

Part 3: Long Beach, CA

Use <famname> within <controlaccess> for encoding family names as defined by controlled vocabularies or according to appropriate rules. You may also use <famname> for encoding family names as they appear within text.

**Availability:** Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

**References:** MARC 600, 700

## Examples:

```
<controlaccess>
  <famname>
    <part>Butts family</part>
    <part>1810</part>
    <part>Long Beach, CA</part>
  </famname>
  <famname relator="collector">
    <part>Smith family</part>
  </famname>
  <famname encodinganalog="600"
relator="subject" source="lcnaf"
identifier="http://lccn.loc.gov/sh88007170">
    <part>Kistler family</part>
  </famname>
  <famname encodinganalog="600"
identifier="http://lccn.loc.gov/sh85128074">
    <part>Stevens family</part>
  </famname>
</controlaccess>
<indexentry>
  <famname>
    <part>Hely-Hutchinson family</part>
  </famname>
  <indexentry>
    <genreform>
      <part>Pedigree, 20th cent.</part>
    </genreform>
    <ref target="EngC5769-f74" show="replace"
actuate="onrequest">MS. Eng. c. 5769, fol.
74</ref>
  </indexentry>
</indexentry>
```

## <filedesc> File Description (Table of Contents)

<b>Summary:</b>	A required child element of <control> that binds together bibliographic information about an EAD instance.	
<b>May contain:</b>	editionstmt, notestmt, publicationstmt, seriesstmt, titlestmt	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** Use <filedesc> to record a bibliographic description of the finding aid itself, including its author, title, subtitle, sponsor, edition, publisher, publishing series, and related notes. The prescribed order of all child elements (both required and optional) is:

<titlestmt>

<editionstmt>

<publicationstmt>

<seriesstmt>

<notestmt>

**Availability:** Required, not repeatable

**Examples:**

```
<control>
  <recordid>AddMS88938</recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of
        James Graham Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
  <maintenancestatus
value="derived"></maintenancestatus>
. . . </control>
```

```
<filedesc>
  <titlestmt>
    <titleproper>Register of the Emily Higby
      Collection</titleproper>
  </titlestmt>
  <editionstmt>
    <edition>2nd ed.</edition>
    <p>This edition reflects substantial
      additions to the collection in 1994.</p>
  </editionstmt>
</filedesc>
```

## <fileplan> **File Plan** (Table of Contents)

**Summary:** An element for information about any classification scheme used by the original creator to arrange, store, and retrieve the materials described.

**May contain:** blockquote, chronlist, fileplan, head, list, p, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, fileplan

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** A filing plan is usually identified by the type of system used, e.g., alphabetical, numerical, alpha-numerical, decimal, color-coded, etc. It is often hierarchical and may include the filing guidelines of the originating entity. Additional types include a drawing of a room layout or a scientific scheme.

**Availability:** Optional, repeatable

**Example:**

```
<fileplan>
  <head>File List</head>
  <p> The list below outlines the
  classification system used for the central
  files of Vice President Mondale's office.
  This structure assigned alpha-numeric codes
```

to primary subjects and to secondary and tertiary subdivisions thereunder.</p>

```
<fileplan>
  <head>AGRICULTURE (AG)</head>
  <list listtype="ordered"
    numeration="arabic">
    <item>Home Economics</item>
    <item>Horticulture</item>
    <item>Marketing</item>
    <item>Price Support</item>
  </list>
</fileplan>
<fileplan>
  <head>ARTS (AR)</head>
  <list listtype="ordered"
    numeration="arabic">
    <item>Languages</item>
    <item>Museums</item>
    <item>Music</item>
  </list>
</fileplan>
</fileplan>
```

## <footnote> Footnote (Table of Contents)

<b>Summary:</b>	An element used to cite the source of a fact, quotation, etc.	
<b>May contain:</b>	blockquote, chronlist, list, p, table	
<b>May occur within:</b>	abstract, archref, bibref, entry, event, item, p, physfacet, ref, unittitle	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other replace)

**Description and Usage:** Use <footnote>to annotate text to indicate the basis for an assertion or citing the source of a quotation or other information.

**Availability:** Optional, repeatable

**Example:**

```

<scopecontent>
  <head>Scope and Content</head>
  <p>In letters from the spring of 1924, Lawrence outlines the adjustments the family faced when moving from New York City to Badger, Iowa.
  <footnote>
    <p>Letters #42, #45, #47-54</p>
  </footnote>
  In particular, the children had difficulty in their new classroom settings. Lawrence notes "Sally cried again tonight because, unlike the children who have attended this school their entire lives, she cannot concentrate on sums while the instructor quizzes older children about geography."
  <footnote>
    <p>Letter #48</p>
  </footnote>
  The family only remained six months in Badger before moving again to Des Moines.</p>
[. . .] </scopecontent>

```

**<foreign> Foreign** (Table of Contents)

**Summary:** An element that indicates that the language and/or script of the encoded word(s) is different from that in the surrounding text.

**May contain:** [text]

**May occur within:** abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref (revised in 1.1.1), sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
	script	Optional

**Description and Usage:** Use <foreign> to indicate a language and/or script that differs from that of the text surrounding it. Use <foreign> if you wish to render or otherwise process such text. For example, encoding a phrase as <foreign> and including the script attributes allows a machine to process the script differently than that of the script around it.

**Availability:** Optional, repeatable

**Examples:**

```
<bibref>
  <foreign lang="lat"> Arcana mundi </foreign>
  : magic and the occult in the Greek and Roman
  worlds : a collection of ancient texts /
  translated, annotated, and introduced by Georg
  Luck. Baltimore : Johns Hopkins University
  Press, c1985. </bibref>
<bioghist> [. . .]
  <p>Thanatos (
    <foreign lang="grc" script="Grek"> #####
    </foreign>
  ) was the personification of death. He was
  a minor figure in Greek mythology, often
```

referred to, but rarely appearing in person.  
</p>  
[. . .] </bioghist>

**<fromdate> From Date** (Table of Contents)

<b>Summary:</b>	An optional child element of <daterange> that records the starting point in a range of dates.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	daterange	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	notafter	Optional
	notbefore	Optional
	script	Optional
	standarddate	Optional
<b>Description and Usage:</b>	Use <fromdate> to record the beginning date in a range of dates. <fromdate> may contain actual or approximate dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, the @standarddate should be used to record the date in machine-processable form as well.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<pre> &lt;unitdatestructured calendar="gregorian" era="ce"&gt;   &lt;dateset&gt;     &lt;datesingle standarddate="1963-01-22"&gt;22     January 1963&lt;/datesingle&gt;     &lt;daterange&gt;       &lt;fromdate standarddate="1971-06-01"&gt; 1       June 1971 &lt;/fromdate&gt;       &lt;to date standarddate="1974-04-30"&gt;30       April 1974&lt;/to date&gt;     &lt;/daterange&gt;   &lt;/dateset&gt; &lt;/unitdatestructured&gt; &lt;chronitem&gt;   &lt;daterange&gt;     &lt;fromdate&gt; 1819 &lt;/fromdate&gt;     &lt;to date&gt;1820&lt;/to date&gt;   &lt;/daterange&gt;   &lt;event&gt;Studies theology at Yale   College&lt;/event&gt; &lt;/chronitem&gt; </pre>	

```
<unitdatestructured unitdatetype="inclusive">
  <daterange>
    <fromdate notafter="1962"> 1962
    </fromdate>
    <todate notafter="1968">1968</todate>
  </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
  <daterange>
    <fromdate notbefore="1971"
    notafter="1975"> around 1973 </fromdate>
    <todate standarddate="1992">1992</todate>
  </daterange>
</unitdatestructured>
```

## <function> **Function** (Table of Contents)

**Summary:** An element for encoding activities and processes related to the production of materials.

**May contain:** part

**May occur within:** abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional

**Description and Usage:** <function> identifies activities and processes that generated the described materials. Such terms often provide useful access points to the materials, especially for corporate, government, or institutional records. Examples include collecting taxes and entertaining.

<function> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the function term, e.g.,

Part 1: Coaching

Part 2: Oregon

Use <function> within <controlaccess> for encoding functions as defined by controlled vocabularies or according to appropriate rules. You may also use <function> for encoding functions as they appear within text.

**Availability:** Within <indexentry>: Optional, not repeatable

Within all other elements: Optional, repeatable

**References:** MARC 657

**Example:**

```
<controlaccess>
  <function encodinganalog="657" source="aat">
    <part>Legislating</part>
  </function>
  <function encodinganalog="657" source="aat">
    <part>Law enforcing</part>
  </function>
  <function encodinganalog="657" source="aat">
    <part>Convicting</part>
  </function>
</controlaccess>
```

## <genreform> Genre/Physical Characteristic (Table of Contents)

<b>Summary:</b>	An element for encoding a genre or form of material.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional

**Description and Usage:** <genreform> identifies the types of material being described by naming the style or technique of their intellectual content (genre), order of information or object function (form), and physical characteristics. Examples include: account books, architectural drawings, portraits, short stories, sound recordings, and videotapes.

<genreform> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part>

elements may be used to capture each component of the genre/form term, e.g.,

Part 1: Photographs

Part 2: 1910-1919

Use <genreform> within <controlaccess> for encoding genre terms as defined by controlled vocabularies or according to appropriate rules. You may also use <genreform> for encoding genre terms as they appear within text.

**Availability:** Within <indexentry>: Optional, not repeatable  
 Within all other elements: Optional, repeatable

**References:**

MARC 655

MODS &lt;genre&gt;

**Examples:**

```
<controlaccess>
  <genreform encodinganalog="655"
    source="gmGPC">
    <part>Correspondence</part>
  </genreform>
  <genreform encodinganalog="655"
    source="gmGPC">
    <part>Diaries</part>
  </genreform>
</controlaccess>
<indexentry>
  <famname>
    <part>Hely-Hutchinson family</part>
  </famname>
  <indexentry>
    <genreform>
      <part>Pedigree, 20th cent.</part>
    </genreform>
    <ref target="EngC5769-f74" show="replace"
      actuate="onrequest">MS. Eng. c. 5769, fol.
      74</ref>
  </indexentry>
</indexentry>
```

## <geogname> **Geographical Name** (Table of Contents)

<b>Summary:</b>	An element for encoding place names.	
<b>May contain:</b>	geographiccoordinates, part	
<b>May occur within:</b>	abstract, archref, bibref, chronitem, chronitemset, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, relation, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	<p>An element for identifying the name of a place, natural feature, or political jurisdiction. Examples include: Appalachian Mountains; Baltimore, MD; Chinatown, San Francisco; and Kew Gardens, England.</p> <p>&lt;geogname&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the geographic name, e.g.,</p> <p>Part 1: Mexico</p> <p>Part 2: Baja California (Peninsula)</p> <p>&lt;geogname&gt; also allows for an optional &lt;geographiccoordinates&gt; element following the &lt;part&gt; element(s).</p> <p>Use &lt;geogname&gt; within &lt;controlaccess&gt; for encoding geographical names as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;geogname&gt; for encoding geographical names as they appear within text.</p>	

**Availability:** Within <chronitem>, <indexentry> and <relation>: Optional, not repeatable

Within all other elements: Optional, repeatable

**References:** MARC 651, 752

MODS <geographic>, <hierarchicalGeographic>

**Examples:**

```
<controlaccess>
  <geogname>
    <part>Clear Spring</part>
    <part>Maryland</part>
    <geographiccoordinates
      coordinatesystem="UTM">18S 248556mE
      4393694mN</geographiccoordinates>
    </geogname>
  </controlaccess>
<controlaccess>
  <geogname encodinganalog="651"
    identifier="http://viaf.org/viaf/155860715">
    <part>Washington (State)</part>
  </geogname>
</controlaccess>
<chronitem>
  <datesingle
    standarddate="1927">1927</datesingle>
  <geogname>
    <part>Berlin, Germany </part>
    <geographiccoordinates
      coordinatesystem="mgrs">33UUU9029819737
    </geographiccoordinates>
  </geogname>
  <event>Designs and builds Piscator
    Apartment</event>
</chronitem>
<chronitem>
  <datesingle
    standarddate="1932">1932</datesingle>
  <geogname>
    <part>Basel, Switzerland</part>
    <geographiccoordinates
      coordinatesystem="mgrs">
      32TLT9469569092</geographiccoordinates>
  </geogname>
  <event>Designs and builds Wohnbedarf
    Furnniture Stores</event>
</chronitem>
```

## <geographiccoordinates> Geographic Coordinates

(Table of Contents)

- Summary:** A child element of <geogname> that encodes a set of geographic coordinates.
- May contain:** [text]
- May occur within:** geogname
- Attributes:**
- |                  |  |
|------------------|--|
| altrender        | Optional   |
| audience         | Optional (values limited to: external, internal) |
| coordinatesystem | Required   |
| id               | Optional   |
| lang             | Optional   |
| script           | Optional   |
- Description and Usage:** Use <geographiccoordinates> to express a set of geographic coordinates such as latitude, longitude, and altitude representing a point, line, or area on the surface of the earth.
- Availability:** Optional, repeatable
- References:** MARC 255\$c  
MODS <coordinates>

**Examples:**

```

<geogname>
  <part localtype="place">Hardeeville</part>
  <part localtype="state">South
  Carolina</part>
  <geographiccoordinates
  coordinatesystem="WGS84"> -81.1, 32.2,
  -81.0, 32.3 </geographiccoordinates>
</geogname>
<geogname>
  <part>Clear Spring</part>
  <part>Maryland</part>
  <geographiccoordinates
  coordinatesystem="UTM"> 18S 248556mE
  4393694mN </geographiccoordinates>
</geogname>
<geogname>
  <part>Berlin, Germany </part>
  <geographiccoordinates
  coordinatesystem="mgrs"> 33UUU9029819737
  </geographiccoordinates>
</geogname>

```

```
<geogname>
  <part>Basel, Switzerland</part>
  <geographiccoordinates
    coordinatesystem="mgrs"> 32TLLT9469569092
  </geographiccoordinates>
</geogname>
```

**<head> Heading** (Table of Contents)

<b>Summary:</b>	An element that encodes a title or caption for a section of text.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, chronlist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, list, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, table, userrestrict	
<b>Attributes:</b>	althead	Optional
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<head> is used for supplying title-like statements to a section of text, such as a note, list, table, or series of paragraphs. When <head> is used, it must be the first child element, followed by one or more other elements.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<pre> &lt;chronlist&gt;   &lt;head&gt; Publications List &lt;/head&gt;   &lt;listhead&gt;     &lt;head01&gt;Publication Year&lt;/head01&gt;     &lt;head02&gt;Book Title&lt;/head02&gt;   &lt;/listhead&gt;   &lt;chronitem&gt;[...]&lt;/chronitem&gt; &lt;/chronlist&gt; &lt;bioghist id="PR0123"&gt;   &lt;head&gt; Administrative History &lt;/head&gt;   &lt;p&gt;In October 1964, the incoming Labour government created new office of Secretary of State for Economic Affairs (combined with First Secretary of State) and set up the Department of Economic Affairs under the Ministers of the Crown Act 1964 to carry primary responsibility for long term economic planning.&lt;/p&gt; &lt;/bioghist&gt; </pre>	

## <head01> First Heading (Table of Contents)

- Summary:** A formatting element for the first facet heading in a multifacet list.
- May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref
- May occur within:** listhead
- Attributes:**
- |           |  |
|-----------|--|
| altrender | Optional   |
| audience  | Optional (values limited to: external, internal) |
| id        | Optional   |
| lang      | Optional   |
| script    | Optional   |
- Description and Usage:** Use within <listhead> to designate the heading over the first facet in a multifacet list.
- Availability:** Optional, not repeatable

**Example:**

```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02>Location(s)</head02>
    <head03>Event(s)</head03>
  </listhead>
  <chronitem>
    <dateset>
      <datesingle standarddate="1942-03">March
      1942</datesingle>
      <daterange>
        <fromdate standarddate="1942-05">May
        1946</fromdate>
        <todate
        standarddate="1946-09">September
        1946</todate>
      </daterange>
    </dateset>
  <chronitemset>
    <geogname>
      <part>Clear Spring</part>
      <part>Maryland</part>
      <geographiccoordinates
      coordinatesystem="UTM">18S 248556mE
      4393694mN</geographiccoordinates>
    </geogname>
    <event>Enlisted in Civilian
    Public Service as a conscientious
    objector.</event>
    <event>Served at CPS Camp No. 24,
    subunit 4 in Clear Spring, Maryland.
    Constructed fences to conserve soil,
    practiced specialized tilling, and
```

```
        dug water diversion ditches. Fought
        occasional forest fires.</event>
    </chronitemset>
</chronitem>
</chronlist>
```

## <head02> **Second Heading** (Table of Contents)

- Summary:** A formatting element for the second facet heading in a multifacet list.
- May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref
- May occur within:** listhead
- Attributes:**
- |           |   |
|-----------|---|
| altrender | Optional  |
| audience  | Optional (values limited to:<br>external, internal) |
| id        | Optional  |
| lang      | Optional  |
| script    | Optional  |
- Description and Usage:** Use <head02> within <listhead> if needed to designate the heading over the second facet in a multifacet list.
- Availability:** Optional, not repeatable
- Example:**
- ```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02> Location(s) </head02>
    <head03>Event(s)</head03>
  </listhead>
  [. . .] </chronlist>
```

## <head03> **Third Heading** (Table of Contents)

- Summary:** A formatting element for the third facet heading in a multifacet list.
- May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref
- May occur within:** listhead
- Attributes:**
- |           |                                                  |
|-----------|--------------------------------------------------|
| altrender | Optional                                         |
| audience  | Optional (values limited to: external, internal) |
| id        | Optional                                         |
| lang      | Optional                                         |
| script    | Optional                                         |
- Description and Usage:** Use <head03> within <listhead> to provide a heading over the third facet in a multifacet list.
- Availability:** Optional, not repeatable
- Example:**
- ```
<chronlist>
  <listhead>
    <head01>Date(s)</head01>
    <head02> Location(s) </head02>
    <head03>Event(s)</head03>
  </listhead>
  [. . .] </chronlist>
```

## <index> **Index** (Table of Contents)

- Summary:** A list of key terms and entities with reference pointers assembled to enhance navigation of and access to the materials being described.
- May contain:** blockquote, chronlist, head, index, indexentry, list, listhead, p, table
- May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, index

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <index> can serve as a helpful alphabetical overview of subjects, correspondents, photographers, or other entities represented in the collection. It may provide hypertext links to the components referenced, or it may simply note the container numbers useful for locating the position in the finding aid where the indexed material appears.

The index may repeat terms and names found elsewhere in the finding aid or list names not previously identified. For example, an index of correspondents may list "Chilsolm, Shirley" with a reference pointing to a file with the general name "Correspondence, 1969-1975." Use <indexentry> to capture each item in the <index>.

**Availability:** Optional, repeatable

**Example:**

```
<archdesc level="fonds">
  <did>[...]</did>
  <scopecontent>[...]</scopecontent>
  <index>
    <head>Photographer Index</head>
    <p>Names of photographers and studios--
    and the cities and states in which they
    operated--are usually noted as they appear
    on the photographs (usually stamped or
    written on the versos). Corporate names
    appear in direct order; personal names in
    inverted order (i.e., filed by surname).
    Rectos and versos of photographs were
    microfilmed to capture information exactly
```

as it appears on the photographs. To locate a specific photographer/studio, a user should consider all possible forms of entry (corporate and personal), browse the index under these forms, identify which LOT(s) contain photographs by that photographer/studio, then browse the relevant LOT on the microfilm to locate specific photographs that bear the markings of the specific photographer/studio.</p>

```
<indexentry>
  <name>
    <part>12th Air Force Photo</part>
  </name>
  <ref target="LOT13105"
    actuate="onrequest" show="replace">>LOT
    13105</ref>
</indexentry>
<indexentry>
  <name>
    <part>15th Air Force Command:</part>
  </name>
  <ref target="LOT13105"
    actuate="onrequest" show="replace">LOT
    13105</ref>
</indexentry>
</index>
</archdesc>
```

## <indexentry> **Index Entry** (Table of Contents)

**Summary:** A wrapper element that pairs an index term with zero or more linking elements.

**May contain:** corpname, famname, function, genreform, geogname, indexentry, name, namegrp, occupation, persname, ptr, ptrgrp, ref, subject, title

**May occur within:** index, indexentry

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Each <indexentry> must contain an access element, such as <corpname>, <persname>, <subject>, etc., or <namegrp> to handle multiple access elements. It may also contain <ref>, <ptr>, or <ptrgrp> to identify and/or provide a link to the relevant position in the finding aid. If desired, use controlled vocabulary terms to facilitate access to information within and across finding aid systems.

Use the child <namegrp> to bundle access element entries, e.g., several <famname> and <persname> elements that share the same <ref>, <ptr>, or <ptrgrp>.

**Availability:** Optional, repeatable

**Example:**

```
<index>
  <indexentry>
    <name>
      <part>12th Air Force Photo</part>
    </name>
    <ref target="LOT13105" actuate="onrequest"
      show="replace">>LOT 13105</ref>
  </indexentry>
  <indexentry>
    <name>
      <part>15th Air Force Command:</part>
    </name>
    <ref target="LOT13105" actuate="onrequest"
      show="replace">LOT 13105</ref>
  </indexentry>
</index>
```

## <item> Item (Table of Contents)

**Summary:** An element used in either <list> or as part of <defitem>.

**May contain:** [text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title

**May occur within:** defitem, list

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** An element used in two contexts: as an entry in a simple, random, or ordered <list> or as part of <defitem> inside a definition list. In the first instance, <item> can be a number, word, or phrase. In a definition list, which is usually displayed as two columns, <defitem> pairs <label> with a corresponding <item> containing text that defines, describes, or explains the terms or other text tagged as <label>.

**Availability:** Within <defitem>: Required, not repeatable

Within <list>: Optional, repeatable

**Examples:**

```

<list listtype="unordered" mark="circle">
  <head>List of ministers of May Memorial
  Unitarian Universalist Church</head>
  <item> John Storer, Minister 1839-1844
  </item>
  <item> Samuel Joseph May, Minister 1845-1868
  </item>
  <item> Samuel R. Calthrop, Minister
  1868-1911 </item>
  <item> John H. Applebee, Minister 1911-1929
  </item>
  <item> Waldemar W. Argow, Minister 1930-1941
  </item>
  <item> Robert E. Romig, Minister 1941-1946
  </item>
  <item> Glenn O. Canfield, Minister 1946-1952
  </item>
  <item> John Fuller, Minister, 1961-1973
  </item>
</list>

```

```
<list listtype="deflist">
  <defitem>
    <label>ALS</label>
    <item> Autograph Letter Signed </item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item> Typewritten Letter Signed </item>
  </defitem>
</list>
```

## <label> **Label** (Table of Contents)

**Summary:** A required child element of <defitem> that identifies the term or concept being defined or described.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** defitem

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** In a definition list, <label> and <item> are paired within <defitem>. <label> provides a term or concept that is then defined, described, or explained in an <item>. A definition list is often displayed in two columns.

**Availability:** Required, not repeatable

**Example:**

```

<list listtype="deflist">
  <defitem>
    <label>ALS</label>
    <item>Autograph Letter Signed</item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item>Typewritten Letter Signed</item>
  </defitem>
</list>

```

## <langmaterial> Language of the Material (Table of Contents)

<b>Summary:</b>	A child element of <did> that identifies languages represented in the materials described.	
<b>May contain:</b>	descriptivenote, language, languageset	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;langmaterial&gt; records information about languages and scripts represented in the materials being described. &lt;langmaterial&gt; must contain one or more &lt;language&gt; or &lt;languageset&gt; elements, but cannot contain text.</p> <p>Any comments or notes about languages or scripts represented in the materials described must be encoded in an optional &lt;descriptivenote&gt; that follows all &lt;language&gt; and &lt;languageset&gt; elements.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.4.3 MARC 546	
<b>Examples:</b>	<pre>&lt;langmaterial&gt;   &lt;languageset&gt;     &lt;language langcode="lat"&gt;Latin&lt;/language&gt;     &lt;script scriptcode="Latn"&gt;&lt;/script&gt;   &lt;/languageset&gt;   &lt;languageset&gt;     &lt;language langcode="ang"&gt;Old       English&lt;/language&gt;     &lt;script scriptcode="Latn"&gt;&lt;/script&gt;   &lt;/languageset&gt;   &lt;languageset&gt;     &lt;language       langcode="eng"&gt;English&lt;/language&gt;     &lt;script scriptcode="Latn"&gt;&lt;/script&gt;   &lt;/languageset&gt;   &lt;descriptivenote&gt;     &lt;p&gt;The majority of the documents are       written in Modern English. Roberts</pre>	

```
        copies multiple passages from original
        manuscripts in Latin and Old English.</p>
    </descriptivenote>
</langmaterial>
<langmaterial>
    <language langcode="eng">English</language>
    <language langcode="fre">French</language>
</langmaterial>
<langmaterial>
    <languageset>
        <language
            langcode="jpn">Japanese</language>
        <script
            scriptcode="Hira">hiragana</script>
        <script
            scriptcode="Kana">katakana</script>
    </languageset>
    <descriptivenote>
        <p>This file contains documents in
        Japanese, in both the hiragana and
        katakana scripts.</p>
    </descriptivenote>
</langmaterial>
```

## <language> Language (Table of Contents)

<b>Summary:</b>	An element used to indicate the language or communication system of an EAD instance or of the material being described.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	langmaterial, languagedeclaration, languageset	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	langcode	Optional
	script	Optional
<b>Description and Usage:</b>	Within <did>, <language> is a child element of <langmaterial> and it identifies a language or communication system of the materials being described. Within <control>, <language> is a child element of <languagedeclaration> and it identifies the language of the description itself. Multiple languages and scripts can be listed within <languageset>.	
<b>Availability:</b>	Within <langmaterial>:One of <language> or <languageset> is required, repeatable	
	Within <languagedeclaration>:Required, not repeatable	
	Within <languageset>:Required, repeatable	
<b>References:</b>	MARC 041 is equivalent to @langcode	
	MODS <languageTerm>, <languageOfCataloging>	

**Examples:**

```
<langmaterial>
  <languageset>
    <language langcode="lat"> Latin
    </language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang"> Old English
    </language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="eng"> English
    </language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <language langcode="eng"> English
  </language>
  <language langcode="fre"> French </language>
</langmaterial>
<langmaterial>
  <languageset>
    <language langcode="jpn"> Japanese
    </language>
    <script
    scriptcode="Hira">hiragana</script>
    <script
    scriptcode="Kana">katakana</script>
  </languageset>
  <descriptivenote>
    <p>This file contains documents in
    Japanese, in both the hiragana and
    katakana scripts.</p>
  </descriptivenote>
</langmaterial>
```

## <languagedeclaration> Language Declaration (Table of Contents)

**Summary:** A child element of <control> that indicates the language and script in which an EAD instance is written.

**May contain:** descriptivenote, language, script

**May occur within:** control

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** Use <languagedeclaration> to identify the language and script of an EAD instance with required <language> and <script> children. When the archival description is in a single language or it is the maintenance agency's policy to declare a primary language, then a single instance of <languagedeclaration> may be used. For declaring multiple languages, <languagedeclaration> may be repeated. Any comments about the languages and scripts in which the EAD instance is written may be included in the optional <descriptivenote>.

The prescribed order of all child elements (both required and optional) is:

<language>

<script>

<descriptivenote>

**Availability:** Optional, repeatable

**Example:**

```
<control>
  <maintenanceagency>
    <otheragencycode
      localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
  <languagedeclaration>
    <language
      langcode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
  </languagedeclaration>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"></eventtype>
      <eventdatetime
        standarddatetime="2013-04-20T16:19:24Z"></eventdatetime>
      <agenttype
        value="machine">machine</agenttype>
      <agent>IAMS</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
```

## <languageset> Language Set (Table of Contents)

**Summary:** Within <did>, <languageset> is a child element of <langmaterial> that is used to pair languages with the scripts in which they are written.

**May contain:** descriptivenote, language, script

**May occur within:** langmaterial

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use <languageset> within <langmaterial> when it is necessary to associate <language> and <script>. Possible combinations include one language and one script, multiple languages and one script, and one language and multiple scripts. Although the EAD3 schema allows multiple languages to be associated with multiple scripts this combination is unlikely to convey useful information. <languageset> may be repeated as necessary. Optionally, any comments about the language(s) and scripts(s) being recorded may be captured in <descriptivenote> at the end, particularly for display to finding aid users.

Attribute notes:

Use @lang and @script to indicate the language and written scripts of the descriptive information, not the language of materials.

**Availability:** Optional, repeatable

**Examples:**

```
<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <languageset>
    <language
    langcode="jpn">Japanese</language>
    <script
    scriptcode="Hira">hiragana</script>
    <script
    scriptcode="Kana">katakana</script>
  </languageset>
  <descriptivenote>
    <p>This file contains documents in
    Japanese, in both the hiragana and
    katakana scripts.</p>
  </descriptivenote>
</langmaterial>
```

## <lb> Line Break (Table of Contents)

**Summary:** A formatting element that forces the following text to start on a new line.

**May contain:** [empty]

**May occur within:** abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

**Description and Usage:** An empty formatting element that allows the author of an EAD instance to explicitly indicate the point in the text where a new line should occur rather than relying on a rendering application. Use only when a line break is needed within an element. Use a style sheet to specify line breaks between elements.

**Availability:** Optional, repeatable

**References:** Equivalent to <br/> in HTML.

**Example:**

```
<publisher> San Joaquin County Historical  
Society and Museum  
<lb></lb>  
Lodi, California  
<lb></lb>  
<ptr actuate="onload" show="embed"  
entityref="sjmlogo"></ptr>  
</publisher>
```

## <legalstatus> Legal Status (Table of Contents)

**Summary:** An element for indicating the statutorily defined status of the materials being described.

**May contain:** blockquote, chronlist, head, legalstatus, list, p, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, legalstatus

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <legalstatus> to identify the status of the material being described as defined by law, for example, the Public Records Act of 1958 in the United Kingdom.

**Availability:** Optional, repeatable

**References:** MARC 506

**Examples:**

```
<did>
  <unitid label="Reference Code">PREM
  8</unitid>
  <unittitle label="Title">Prime
  Minister's Office: Correspondence and
  Papers</unittitle>
  <unitdate label="Creation Dates"
  unitdatetype="inclusive">1935-1951</unitdate>
</did>
<legalstatus>
  <p>Public Record(s)</p>
</legalstatus>
```

```
<legalstatus>
  <head>Legal status of records</head>
  <p>Federal, state and local laws apply, as
  follows.</p>
  <legalstatus>
    <head>Student records</head>
    <p>Student records are governed by the
    Family Educational Rights and Privacy Act
    (FERPA),
      <num localtype="us.usc">20 U.S.C. §
      1232g</num>
    .</p>
  </legalstatus>
  <legalstatus>
    <head>Patient records</head>
    <p>Patient records are governed by
    the Health Insurance Portability and
    Accountability Act,
      <num localtype="us.pub.l">Pub.L. 104-
      191</num>
    and
      <num localtype="us.stat">110 Stat.
      1936</num>
    .
      <num localtype="eu.echr">Article 8
      ECHR</num>
    may also apply.</p>
  </legalstatus>
</legalstatus>
<legalstatus>
  <p>On deposit until 2025. See Deed of Gift
  for more information.</p>
</legalstatus>
```

## <list> List (Table of Contents)

**Summary:** A wrapper element for formatting a series of <item> or <defitem> elements that are often presented in a vertical sequence.

**May contain:** defitem, head, item, listhead

**May occur within:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, entry, event, fileplan, footnote, index, item, legalstatus, odd, originalsloc, otherfindaid, p, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	listtype	Optional (values limited to: deflist, ordered, unordered)
	mark	Optional (values limited to: circle, disc, inherit, none, square)
	numeration	Optional (values limited to: armenian, decimal, decimal-leading-zero, georgian, inherit, lower-alpha, lower-greek, lower-latin, lower-roman, upper-alpha, upper-latin, upper-roman)
	script	Optional

**Description and Usage:** A formatting element that contains a series of words or numerals (called <item>s) separated from one another and arranged in a linear, often vertical sequence.

**Availability:** Optional, repeatable

## Examples:

```
<list listtype="unordered" mark="circle">
  <head>List of ministers of May Memorial
  Unitarian Universalist Church</head>
  <item>John Storer, Minister 1839-1844</item>
  <item>Samuel Joseph May, Minister
  1845-1868</item>
  <item>Samuel R. Calthrop, Minister
  1868-1911</item>
  <item>John H. Applebee, Minister
  1911-1929</item>
  <item>Waldemar W. Argow, Minister
  1930-1941</item>
  <item>Robert E. Romig, Minister
  1941-1946</item>
  <item>Glenn O. Canfield, Minister
  1946-1952</item>
  <item>John Fuller, Minister,
  1961-1973</item>
</list>
<list listtype="deflist">
  <defitem>
    <label>ALS</label>
    <item>Autograph Letter Signed</item>
  </defitem>
  <defitem>
    <label>TLS</label>
    <item>Typewritten Letter Signed</item>
  </defitem>
</list>
<processinfo>
  <p>The following items were removed during
  processing due to irrecoverable mold damage.
  Photographs were taken and placed in the
  collection for reference purposes.
  <list listtype="ordered"
  numeration="lower-alpha">
    <item>Correspondence from Feb 1987 (6
    items)</item>
    <item>Three photographs of unidentified
    cats</item>
    <item>One silk scarf</item>
  </list>
  </p>
</processinfo>
```

**<listhead> List Heading** (Table of Contents)

**Summary:** An element for grouping several headings for faceted lists.

**May contain:** head01, head02, head03

**May occur within:** chronlist, index, list

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** A formatting element that groups headings for different facets in a definition list (<list listtype="deflist">), <chronlist>, or <index>. The headings are called <head01>, <head02>, and <head03> and are available in that sequence, although each is optional.

**Availability:** Optional, not repeatable

**Example:**

```
<chronlist>
  <head>Publications List</head>
  <listhead>
    <head01>Publication Year</head01>
    <head02>Book Title</head02>
  </listhead>
  <chronitem>
    <datesingle>1882</datesingle>
    <event>
      <title>
        <part>Across the Sea in a
          Sieve.</part>
      </title>
      London: Jos. Banks.</event>
    </chronitem>
  <chronitem>
    <datesingle>1886</datesingle>
    <event>
      <title>
        <part>My Life and Other
          Tragedies.</part>
      </title>
      London: Chatto and Windus.</event>
    </chronitem>
</chronlist>
```

## <localcontrol> **Local Control** (Table of Contents)

**Summary:** A child element of <control>, used to specify any control information necessary to accommodate local practice.

**May contain:** daterange, datesingle, term

**May occur within:** control

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Administrative information about an EAD instance that is not accommodated by other elements but is required to support local needs. The value of the element should be given in a child <term>, and an associated date or range of dates can be given as either <datesingle> or <daterange>.

Child elements of <localcontrol> must be provided in a specific order:

<term>

<datesingle> or <daterange>

**Availability:** Optional, repeatable

**Examples:**

```
<control> [. . .]
  <languagedeclaration>
    <language
      langcode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
  </languagedeclaration>
  <localcontrol localtype="levelofdetail">
    <term>Minimum</term>
  </localcontrol>
  <maintenancehistory>
    <maintenanceevent>
      <eventtype value="derived"></eventtype>
      <eventdatetime
        standarddatetime="2013-04-20T16:19:24Z"></eventdatetime>
      <agenttype
        value="machine">machine</agenttype>
      <agent>IAMS</agent>
    </maintenanceevent>
  </maintenancehistory>
</control>
<localcontrol localtype="fileSize">
  <term>8 MB</term>
</localcontrol>
<localcontrol localtype="daoFlag">
  <term>true</term>
</localcontrol>
<localcontrol localtype="maxComponentID">
  <term>414</term>
</localcontrol>
<localcontrol localtype="processinglevel">
  <term>item</term>
</localcontrol>
```

## <localtypedeclaration> Local Type Declaration (Table of Contents)

**Summary:** A child element of <control> used to declare any local conventions or controlled vocabularies used in @localtype in the EAD instance.

**May contain:** abbr, citation, descriptivenote

**May occur within:** control

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

**Description and Usage:** <localtypedeclaration> specifies the local conventions and controlled vocabularies used in localtype attributes in the EAD instance. The child <citation> must be used to cite the resource that lists the local rules or controlled terms. Any notes relating to how these rules or conventions have been used may be given in <descriptivenote>. The child <abbr> may be used to identify any abbreviation or code representing the local convention or controlled vocabulary.

It may not be necessary to include <localtypedeclaration> if @localtype values are documented externally.

The prescribed order of all child elements (both required and optional) is:

<abbr>

<citation>

<descriptivenote>

**Availability:** Optional, repeatable

**Examples:**

```
<control> [. . .]
  <conventiondeclaration>
    <abbr>ISAD(G)</abbr>
    <citation>ISAD(G): General International
      Standard Archival Description, second
      edition, Ottawa 2000</citation>
  </conventiondeclaration>
  <localtypedeclaration>
    <citation>IAMS Catlogging Guidelines
      Part 1: Describing Archives and
      Manuscripts</citation>
  </localtypedeclaration>
  <localcontrol localtype="levelofdetail">
    <term>Minimum</term>
  </localcontrol>
[. . .] </control>
<localtypedeclaration>
  <abbr>PM-AMC</abbr>
  <citation>Processing manual for archival and
    manuscript collections</citation>
  <descriptivenote>
    <p>This finding aid conforms to the
      standards of description outlined in the
      seventh section of the university's
      <title>
        <part>Processing manual for archival
          and manuscript collections</part>
      </title>
    .</p>
  </descriptivenote>
</localtypedeclaration>
```

## <maintenanceagency> Maintenance Agency (Table of Contents)

<b>Summary:</b>	A required child element of <control> that identifies the information or service responsible for the EAD instance.	
<b>May contain:</b>	agencycode, agencyname, descriptivenote, otheragencycode	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	countrycode	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** Information about the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance.

<maintenanceagency> must include a child <agencyname> to provide the name of the institution or service. It is recommended to include the optional <agencycode> and/or <otheragencycode> children to unambiguously identify the institution or service. Any general information about the institution in relation to the EAD instance may be given in <descriptivenote>.

The prescribed order of all child elements (both required and optional) is:

<agencycode>

<otheragencycode>

<agencyname>

<descriptivenote>

**Availability:** Required, not repeatable

**Examples:**

```
<control> [. . .]
  <maintenancestatus
value="derived"></maintenancestatus>
  <maintenanceagency>
    <otheragencycode
      localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
  <languagedeclaration>
    <language
      langcode="eng">English</language>
    <script scriptcode="Latn">Latin</script>
  </languagedeclaration>
[. . .] </control>
<control> [. . .]
  <maintenancestatus
value="revised"></maintenancestatus>
  <publicationstatus
value="published"></publicationstatus>
  <maintenanceagency>
    <agencycode>DNASA-G</agencycode>
    <otheragencycode
      localtype="agency">GSFC</otheragencycode>
    <agencyname>NASA Goddard Space Flight
      Center</agencyname>
  </maintenanceagency>
[. . .] </control>
```

## <maintenanceevent> Maintenance Event (Table of Contents)

**Summary:** A required child element of <maintenancehistory> used to record information about maintenance activities in the history of the EAD instance.

**May contain:** agent, agenttype, eventdatetime, eventdescription, eventtype

**May occur within:** maintenancehistory

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use <maintenanceevent> to record an activity in the creation and ongoing maintenance of an EAD instance, including revisions, updates, deletions, etc. There will always be at least one maintenance event for each instance, which will typically be its creation.

The type of each event must be defined in the child <eventtype>. The child <agent> and <agenttype> elements are required to provide information about who or what carried out, or was otherwise responsible for, the work on the EAD instance. The child <eventdatetime> is also required to record when the event took place. Optionally, the information about the event may be described further in <eventdescription>.

The prescribed order of all child elements (both required and optional) is:

<eventtype>

<eventdatetime>

<agenttype>

<agent>

<eventdescription>

**Availability:** Required, repeatable

**References:** MODS <recordOrigin>

## Examples:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
      standarddatetime="2006-10">October
      2006</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Michael Rush</agent>
    <eventdescription>Finding aid
      created.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
      standarddatetime="2006-10">October
      2006</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>Beinecke Library Edix/Wordix
      macros</agent>
    <eventdescription>Encoded in EAD
      1.0.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2007-08-13"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>brbl-migrate-01.xsl</agent>
    <eventdescription>converted for compliance
      with Yale EAD Best Practice Guidelines
    </eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2007-07-26"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>vlto02.xsl</agent>
    <eventdescription>PUBLIC "-//Yale
      University::Beinecke Rare Book and
      Manuscript Library//TEXT (US::CtYBR::::
      [ABRAHAM HAYWARD COLLECTION ])//
      EN" "hayward.xml" converted from
      EAD 1.0 to 2002 by vlto02.xsl
      (sy2003-10-15).</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2010-02-10"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>yale.addEadidUrl.xsl</agent>
    <eventdescription>Transformed with
      yale.addEadidUrl.xsl. Adds @url with
```

```

        handle for finding aid. Overwrites @url if
        already present.</eventdescription>
    </maintenanceevent>
</maintenancehistory>
<maintenancehistory>
    <maintenanceevent>
        <eventtype value="derived"></eventtype>
        <eventdatetime
            standarddatetime="2015-09-13T08:05:33-05:00">13
            September 2015</eventdatetime>
        <agenttype value="machine"></agenttype>
        <agent>EAD2002_to_EAD3.xsl</agent>
        <eventdescription>Conversion from
            EAD 2002 finding aid using XSL
            transformation.</eventdescription>
    </maintenanceevent>
    <maintenanceevent>
        <eventtype value="revised"></eventtype>
        <eventdatetime
            standarddatetime="2015-09-14T10:05:23-05:00">14
            September 2014</eventdatetime>
        <agenttype value="human"></agenttype>
        <agent>Lisa Bolkonskaya</agent>
        <eventdescription>Conversion from EAD 2002
            revised. Conventions and local control
            added..</eventdescription>
    </maintenanceevent>
    <maintenanceevent>
        <eventtype value="revised"></eventtype>
        <eventdatetime
            standarddatetime="2015-09-16T14:23:42-05:00">16
            September 2014</eventdatetime>
        <agenttype value="human"></agenttype>
        <agent>Lisa Bolkonskaya</agent>
        <eventdescription>Minor revisions. Added
            sources.</eventdescription>
    </maintenanceevent>
</maintenancehistory>

```

## <maintenancehistory> **Maintenance History** (Table of Contents)

<b>Summary:</b>	A required child element of <control> that captures the history of the EAD instance.	
<b>May contain:</b>	maintenanceevent	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	<maintenancehistory> is for recording the history of the creation, revisions, updates, and other modifications to the EAD instance. There must be at least one child <maintenanceevent> in <maintenancehistory>, which usually will be a record of the creation of the instance, but there may be many other <maintenanceevent> elements documenting the milestone changes or activities in the maintenance of the instance.	
<b>Availability:</b>	Required, not repeatable	

## Examples:

```
<maintenancehistory>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
      standarddatetime="2006-10">October
      2006</eventdatetime>
    <agenttype value="human"></agenttype>
    <agent>Michael Rush</agent>
    <eventdescription>Finding aid
      created.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="created"></eventtype>
    <eventdatetime
      standarddatetime="2006-10">October
      2006</eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>Beinecke Library Edix/Wordix
      macros</agent>
    <eventdescription>Encoded in EAD
      1.0.</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2007-08-13"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>brbl-migrate-01.xsl</agent>
    <eventdescription>converted for
      compliance with Yale EAD Best Practice
      Guidelines</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2007-07-26"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>vlto02.xsl</agent>
    <eventdescription>PUBLIC "-//Yale
      University::Beinecke Rare Book and
      Manuscript Library//TEXT (US::CtYBR::::
      [ABRAHAM HAYWARD COLLECTION ])//
      EN" "hayward.xml" converted from
      EAD 1.0 to 2002 by vlto02.xsl
      (sy2003-10-15).</eventdescription>
  </maintenanceevent>
  <maintenanceevent>
    <eventtype value="revised"></eventtype>
    <eventdatetime
      standarddatetime="2010-02-10"></eventdatetime>
    <agenttype value="machine"></agenttype>
    <agent>yale.addEadidUrl.xsl</agent>
    <eventdescription>Transformed with
      yale.addEadidUrl.xsl. Adds @url with
```

```

        handle for finding aid. Overwrites @url if
        already present.</eventdescription>
    </maintenanceevent>
</maintenancehistory>
<maintenancehistory>
    <maintenanceevent>
        <eventtype value="derived"></eventtype>
        <eventdatetime
        standarddatetime="2015-09-13T08:05:33-05:00">13
        September 2015</eventdatetime>
        <agenttype value="machine"></agenttype>
        <agent>EAD2002_to_EAD3.xsl</agent>
        <eventdescription>Conversion from
        EAD 2002 finding aid using XSL
        transformation.</eventdescription>
    </maintenanceevent>
    <maintenanceevent>
        <eventtype value="revised"></eventtype>
        <eventdatetime
        standarddatetime="2015-09-14T10:05:23-05:00">14
        September 2014</eventdatetime>
        <agenttype value="human"></agenttype>
        <agent>Lisa Bolkonskaya</agent>
        <eventdescription>Conversion from EAD 2002
        revised. Conventions and local control
        added..</eventdescription>
    </maintenanceevent>
    <maintenanceevent>
        <eventtype value="revised"></eventtype>
        <eventdatetime
        standarddatetime="2015-09-16T14:23:42-05:00">16
        September 2014</eventdatetime>
        <agenttype value="human"></agenttype>
        <agent>Lisa Bolkonskaya</agent>
        <eventdescription>Minor revisions. Added
        sources. </eventdescription>
    </maintenanceevent>
</maintenancehistory>

```

## <maintenancestatus> Maintenance Status (Table of Contents)

<b>Summary:</b>	A required child element of <control> that records the current version status of the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived)
<b>Description and Usage:</b>	Use <maintenancestatus> to indicate the current drafting status of an EAD instance. The current version status should always be updated whenever an EAD instance is modified (as recorded in <maintenancehistory>).  The current maintenance status must always be reflected in the required @value. The element should only have a text value if it is necessary to provide a value for <maintenancestatus> in a language other than English, otherwise it should remain empty.	
<b>Availability:</b>	Required, not repeatable	

## Examples:

```
<control>
  <recordid>AddMS88938</recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of
        James Graham Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
  <maintenancestatus
value="derived"></maintenancestatus>
  <publicationstatus
value="approved"></publicationstatus>
  <maintenanceagency>
    <otheragencycode
      localtype="archon">GB-58</otheragencycode>
    <agencyname>British Library</agencyname>
  </maintenanceagency>
[. . .] </control>
<control> [. . .]
  <maintenancestatus
value="revised"></maintenancestatus>
  <publicationstatus
value="published"></publicationstatus>
  <maintenanceagency>
    <agencycode>DNASA-G</agencycode>
    <otheragencycode localtype="agency">GSFC
  </otheragencycode>
    <agencyname>NASA Goddard Space Flight
      Center</agencyname>
  </maintenanceagency>
[. . .] </control>
```

## <materialspec> **Material Specific Details** (Table of Contents)

<b>Summary:</b>	A child element of <did> for providing material specific details for a small group of materials or an item.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>&lt;materialspec&gt; is for recording material specific details that are unique to a particular class or form of material and which are not recorded in any other element of description. Examples of material specific details include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and presentation data that describes the format of music manuscripts.</p> <p>Most likely &lt;materialspec&gt; will be useful at the item or small group level of description, such as a file of maps, a group of sound recordings, etc.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 254, 255	
	MODS <subject> <cartographics> <projection>, <subject> <cartographics> <scale>	
<b>Examples:</b>	<pre> &lt;c03 level="file"&gt;   &lt;did&gt; [ . . . ]     &lt;materialspec label="Scale:"       localtype="scale"&gt; 1:10000 &lt;/materialspec&gt;     &lt;materialspec label="Projection:"       localtype="projection"&gt; Universal       transverse Mercator projection     &lt;/materialspec&gt;   [ . . . ] &lt;/did&gt; &lt;/c03&gt; </pre>	

```
<c02>
  <did>
    <unittitle>Rebecca (Selznick International
    Pictures)</unittitle>
    <abstract>Autograph conductor's full
    score (pencil), with mimeographed
    conductor's short score of certain
    sections interleaved. Selections,
    including deletions.</abstract>
    <unitdate unitdatetype="inclusive"
    normal="1940">1940</unitdate>
    <materialspeg> Full score. </materialspeg>
  </did>
</c02>
```

## <name> **Generic Name** (Table of Contents)

<b>Summary:</b>	An element for encoding generic names.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	<p>The proper noun or noun phrase designation for an entity that is difficult to tag more specifically as &lt;corpname&gt;, &lt;famname&gt;, &lt;geogname&gt;, or &lt;persname&gt;. &lt;name&gt; may be used in place of the more specific access elements when it is not known what kind of name is being described or when a higher degree of precision is unnecessary. For example, &lt;name&gt; might be used in an &lt;indexentry&gt; when it is not clear if the name "Bachrach" refers to a person or a photographic corporation.</p> <p>&lt;name&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the name.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable Within all other elements: Optional, repeatable	
<b>References:</b>	MARC 720 MODS <name>	
<b>Example:</b>	<pre>&lt;controlaccess&gt;   &lt;name encodinganalog="610" rules="RDA"&gt;     &lt;part&gt;Winwood&lt;/part&gt;   &lt;/name&gt; &lt;/controlaccess&gt;</pre>	

## <namegrp> **Name Group** (Table of Contents)

**Summary:** An element for binding together multiple access element entries within an <indexentry>.

**May contain:** corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title

**May occur within:** indexentry

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use <namegrp> to group multiple access elements that share the same <ref>, <ptr>, or <ptrgrp>.

**Availability:** Optional, not repeatable

**Example:**

```
<archdesc level="collection">
  <did>[...]</did>
  <scopecontent>[...]</scopecontent>
  <index>
    <head>Correspondent Index</head>
    <indexentry>
      <namegrp>
        <persname>
          <part
            localtype="lastname">Bach</part>
          <part localtype="firstname">Johan
            Sebastian</part>
        </persname>
        <persname>
          <part
            localtype="lastname">Bach</part>
          <part localtype="firstname">Carl
            Philipp Emanuel</part>
        </persname>
        <persname>
          <part
            localtype="lastname">Bach</part>
          <part localtype="firstname">Johann
            Christian</part>
        </persname>
        <persname>
          <part
            localtype="lastname">Bach</part>
          <part localtype="firstname">Wilhelm
            Friedemann</part>
        </persname>
        <persname>
          <part
            localtype="lastname">Bach</part>
          <part localtype="firstname">Johann
            Christoph Friedrich</part>
        </persname>
      </namegrp>
      <ref href="https://en.wikipedia.org/
        wiki/Bach_family" linktitle="Link
        to Wikipedia entry about the Bach
        family">Bach family</ref>
    </indexentry>
  </index>
</archdesc>
```

**<notestmt> Note Statement** (Table of Contents)

<b>Summary:</b>	An optional child element of <filedesc> that binds together one or more <controlnote> elements.	
<b>May contain:</b>	controlnote	
<b>May occur within:</b>	filedesc	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <notestmt> to record one or more general descriptive notes about the EAD instance, each note being encoded in a single <controlnote>. <controlnote> is similar to the "general note" in traditional bibliographic descriptions.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<pre> &lt;filedesc&gt; [. . .]   &lt;notestmt&gt;     &lt;controlnote localtype="bpg"&gt;       &lt;p&gt;This encoded finding aid is compliant       with the Yale EAD Best Practice       Guidelines, Version 1.0.&lt;/p&gt;     &lt;/controlnote&gt;   &lt;/notestmt&gt; &lt;/filedesc&gt; &lt;notestmt&gt;   &lt;controlnote&gt;     &lt;p&gt;Contact information:     &lt;ref show="new" actuate="onrequest"     href="http://hdl.loc.gov/loc/mss/     mss.contact"&gt;http://hdl.loc.gov/loc/mss/     mss.contact&lt;/ref&gt;     &lt;/p&gt;   &lt;/controlnote&gt;   &lt;controlnote&gt;     &lt;p&gt;Catalog Record:     &lt;ref href="http://lcn.loc.gov/     mm82036905" actuate="onrequest"     linktitle="MARC record for     collection"&gt;http://lcn.loc.gov/     mm82036905&lt;/ref&gt;     &lt;/p&gt;   &lt;/controlnote&gt; &lt;/notestmt&gt; </pre>	

## <num> **Number** (Table of Contents)

**Summary:** A generic element for expressing numeric information.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** abstract, archref, bibref, entry, event, item, p, physfacet, publicationstmt, ref, seriesstmt, unittitle

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** A generic element for encoding numeric information in any form. <num> may be used when it is necessary to display a number in a special way, or to identify it with @localtype. For example, an accession number in <acqinfo> might be designated as <num localtype="accession">. A publication number might be designated as <publicationstmt> ... <num>no. 42</num> ...

**Availability:** Optional, repeatable

**Examples:**

```
<filedesc>
  <titlestmt>[...]</titlestmt>
  <seriesstmt>
    <titleproper
      encodinganalog="440$a">Archival
      Inventories and Guides of the World;
    </titleproper>
    <num encodinganalog="440$v"> no. 148
    </num>
  </seriesstmt>
</filedesc>
<acqinfo>
  <p>The collection (Donor No.
    <num localtype="donor"> 8338 </num>
  ) was donated by
    <persname relator="donor">
      <part>Vonda Thomas</part>
    </persname>
  and
    <persname relator="donor">
      <part>Francine Farrow</part>
    </persname>
  in March 1995.</p>
</acqinfo>
```

## <objectxmlwrap> Object XML Wrap (Table of Contents)

**Summary:** A sublement of <relation> and <source> that allows for the inclusion of an XML element from any XML namespace other than EAD.

**May contain:** [any element from any namespace other than EAD]

**May occur within:** relation, source

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** A wrapper element that provides a means for incorporating an XML element from any XML encoding language other than EAD3. While not required, to facilitate interoperability the XML included in <objectxmlwrap> should conform to an open, standard XML schema. An xmlns attribute referencing the namespace URI of the standard should be present, possibly on the <ead> root element or at the root of the contained foreign element. <objectxmlwrap> may be used to store related XML data locally rather than linking to external resources in order to facilitate processing or in cases where the related data may not be reliably accessible.

**Availability:** Optional, not repeatable

Available in Relax NG and W3C XML Schema versions only – not available in DTD version of EAD3.

**Example:**

```

<sources>
  <source
    lastdatetimestamp="2015-07-03T14:36:00-05:00"
    href="https://archive.org/details/
    dictionaryofamer00drakrich"
    actuate="onrequest" linktitle="Dictionary of
    American biography">
    <sourceentry>Dictionary of American
    biography: including men of the time ...
    and a supplement</sourceentry>
  </objectxmlwrap>
  <dc>
    <title>Dictionary of American
    biography, including men of the
    time; containing nearly ten thousand
    notices of persons of both sexes,
    of native and foreign birth, who
    have been remarkable, or prominently
  
```

```

connected with the arts, sciences,
literature, politics, or history
of the American continent. Giving
also the pronunciation of many of
the foreign and peculiar American
names, a key to the assumed names of
writers, and a supplement</title>
<creator>Drake, Francis S. (Francis
Samuel), 1828-1885</creator>
<date>1872</date>
<identifier>E176 .D725
1872</identifier>
<identifier> https://archive.org/
details/dictionaryofamer00drakrich
</identifier>
</dc>
</objectxmlwrap>
<descriptivenote>
<p>Basic biographical information about
<persname source="lcnaf"
normal="Freeman, Nathaniel,
1741-1827">
<part>Nathaniel Freeman</part>
</persname>
was taken from
<title>
<part>Dictionary of American
biography: including men of the
time ... and a supplement</part>
</title>
, page 340.</p>
</descriptivenote>
</source>
</sources>

```

## <occupation> Occupation (Table of Contents)

<b>Summary:</b>	An element for specifying a profession.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	<p>A type of work, profession, trade, business, or avocation significantly reflected in the materials being described.</p> <p>&lt;occupation&gt; must contain one or more &lt;part&gt; elements. A single &lt;part&gt; may be used for the entire string, or if more granularity is desired, multiple &lt;part&gt; elements may be used to capture each component of the occupation term, e.g.,</p> <p>Part 1:Public officers</p> <p>Part 2:Maryland</p> <p>Use &lt;occupation&gt; within &lt;controlaccess&gt; for encoding occupations as defined by controlled vocabularies or according to appropriate rules. You may also use &lt;occupation&gt; for encoding occupations as they appear within text.</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	
<b>References:</b>	MARC 656	
	MODS <occupation>	

**Example:**

```
<controlaccess>  
  <occupation encodinganalog="656"  
    source="aat">  
    <part>Politicians</part>  
  </occupation>  
</controlaccess>
```

## <odd> Other Descriptive Data (Table of Contents)

**Summary:** For recording additional information about the described materials that is not easily incorporated into one of the other named elements within <archdesc> and <c>.

**May contain:** blockquote, chronlist, head, list, odd, p, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, odd

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <odd> may be useful in converting legacy finding aids to the EAD format, by designating as "other" information that does not easily map to a more specific element. <odd> may be used when information about the described materials does not correspond to another element's definition, when the information is heterogeneous enough to make a single classification difficult, and when shifting the information to permit more specific content designation would be too costly or burdensome.

Use <odd> only after considering how the existence of unspecified content will affect search, retrieval, and display.

References:

ISAD(G) 3.6.1

MARC 500

MODS <note>

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.6.1

MARC 500

MODS <note>

Availability:

Optional, repeatable

**Example:**

```
<odd>
  <head>Selected list of correspondents</head>
  <p>All correspondence in the collection
  is arranged chronologically. Following
  is a list of notable correspondents, with
  dates.</p>
  <list>
    <item>Adams, Samuel
      <list>
        <item>1870 Mar 3</item>
        <item>1871 Jan 15</item>
      </list>
    </item>
    <item>Barlow, Christine
      <list>
        <item>1872 Feb 15</item>
        <item>1872 Nov 24</item>
      </list>
    </item>
    [. . .] </list>
  </odd>
```

## <originalsloc> Location of Originals (Table of Contents)

<b>Summary:</b>	For conveying information about the existence of originals when the unit described exists of copies.														
<b>May contain:</b>	blockquote, chronlist, head, list, originalsloc, p, table														
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, originalsloc														
<b>Attributes:</b>	<table><tr><td>altrender</td><td>Optional</td></tr><tr><td>audience</td><td>Optional (values limited to: external, internal)</td></tr><tr><td>encodinganalog</td><td>Optional</td></tr><tr><td>id</td><td>Optional</td></tr><tr><td>lang</td><td>Optional</td></tr><tr><td>localtype</td><td>Optional</td></tr><tr><td>script</td><td>Optional</td></tr></table>	altrender	Optional	audience	Optional (values limited to: external, internal)	encodinganalog	Optional	id	Optional	lang	Optional	localtype	Optional	script	Optional
altrender	Optional														
audience	Optional (values limited to: external, internal)														
encodinganalog	Optional														
id	Optional														
lang	Optional														
localtype	Optional														
script	Optional														
<b>Description and Usage:</b>	<originalsloc> may be used to provide information about the location, availability, and/or destruction of originals.														
<b>Availability:</b>	Optional, repeatable														
<b>References:</b>	ISAD(G) 3.5.1 MARC 535														
<b>Examples:</b>	<pre>&lt;c01 level="file"&gt;   &lt;did&gt;     &lt;unittitle&gt;Dream diary, &lt;/unittitle&gt;     &lt;unitdate       normal="1947/1948"&gt;1947-48&lt;/unitdate&gt;   &lt;/did&gt;   &lt;originalsloc&gt;     &lt;p&gt;File contains photocopies of original       still held by the donor.&lt;/p&gt;   &lt;/originalsloc&gt; &lt;/c01&gt; &lt;c01 level="series"&gt;   &lt;did&gt;[...]&lt;/did&gt;   &lt;originalsloc&gt;     &lt;p&gt;Originals destroyed after microfilming,       1981.&lt;/p&gt;   &lt;/originalsloc&gt; &lt;/c01&gt;</pre>														

## <origination> **Origination** (Table of Contents)

<b>Summary:</b>	A child element of <did> that names the creator or collector of the described materials.	
<b>May contain:</b>	corpname, famname, name, persname	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<origination> records the name of an individual, organization, or family responsible for the creation, accumulation, or assembly of the described materials prior to their accessioning by an archival repository. <origination> may be used to indicate such agents as correspondents, records creators, collectors, or dealers.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.2.1 MARC 100, 110, 111 MODS <name>	
<b>Examples:</b>	<pre>&lt;archdesc level="collection"&gt;   &lt;did&gt;     &lt;origination label="Creator"&gt;       &lt;corpname encodinganalog="110"         source="lcnaf"&gt;         &lt;part&gt;National Association for the           Advancement of Colored People&lt;/part&gt;       &lt;/corpname&gt;     &lt;/origination&gt;   [. . .] &lt;/did&gt; [. . .] &lt;/archdesc&gt;</pre>	

```

<did>
  <head>Descriptive Summary</head>
  <unittitle label="Title">Donald C. Stone,
  Jr. Papers, </unittitle>
  <unitdate
  unitdatetype="inclusive">1971-1983</unitdate>
  <unitid countrycode="US"
  repositorycode="cbgtu" label="Accession
  number">GTU 2001-8-03</unitid>
  <origination label="Creator">
    <persname source="lcnaf">
      <part>Stone, Donald C., Jr.</part>
    </persname>
  </origination>
  <physdesc label="Extent">4 boxes, (4 linear
  ft.)</physdesc>
  <repository label="Repository">The Graduate
  Theological Union</repository>
</did>
<origination label="Creator">
  <persname>
    <part>Skinner</part>
    <part>B. F.</part>
    <part>Burrhus Frederic</part>
    <part>1904-1990</part>
  </persname>
</origination>

```

## <otheragencycode> Other Agency Code (Table of Contents)

<b>Summary:</b>	A child element of <maintenanceagency> that provides an alternative code for the institution or service responsible for the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	maintenanceagency	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <otheragencycode> to provide alternative and/or local institution code that represents the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Any code other than that given in <agencycode> may be provided in <otheragencycode>. The addition of an ISO 3166-1 alpha-2 country code as the prefix to a local code is recommended to ensure international uniqueness.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MODS <recordContentSource>	
<b>Examples:</b>	<pre>&lt;maintenanceagency&gt;   &lt;otheragencycode localtype="archon"&gt; GB-58 &lt;/otheragencycode&gt;   &lt;agencyname&gt;British Library&lt;/agencyname&gt; &lt;/maintenanceagency&gt; &lt;maintenanceagency&gt;   &lt;agencycode&gt;DNASA-G&lt;/agencycode&gt;   &lt;otheragencycode localtype="agency"&gt; GSFC &lt;/otheragencycode&gt;   &lt;agencyname&gt;NASA Goddard Space Flight   Center&lt;/agencyname&gt; &lt;/maintenanceagency&gt;</pre>	

## <otherfindaid> **Other Finding Aid** (Table of Contents)

<b>Summary:</b>	For identifying any other finding aids to the materials being described.														
<b>May contain:</b>	archref, bibref, blockquote, chronlist, head, list, otherfindaid, p, table														
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, otherfindaid														
<b>Attributes:</b>	<table><tr><td>altrender</td><td>Optional</td></tr><tr><td>audience</td><td>Optional (values limited to: external, internal)</td></tr><tr><td>encodinganalog</td><td>Optional</td></tr><tr><td>id</td><td>Optional</td></tr><tr><td>lang</td><td>Optional</td></tr><tr><td>localtype</td><td>Optional</td></tr><tr><td>script</td><td>Optional</td></tr></table>	altrender	Optional	audience	Optional (values limited to: external, internal)	encodinganalog	Optional	id	Optional	lang	Optional	localtype	Optional	script	Optional
altrender	Optional														
audience	Optional (values limited to: external, internal)														
encodinganalog	Optional														
id	Optional														
lang	Optional														
localtype	Optional														
script	Optional														
<b>Description and Usage:</b>	<p>Information about additional or alternative guides to the described material, such as card files, dealers' inventories, a catalog record, or lists generated by the creator or compiler of the materials. &lt;otherfindaid&gt; is used to indicate the existence of additional finding aids; it is not designed to encode the content of those guides.</p> <p>If desired, use &lt;archref&gt; to give a formal citation to the other finding aid or to link to an online version of it.</p>														
<b>Availability:</b>	Optional, repeatable														
<b>References:</b>	ISAD(G) 3.4.5														

## Examples:

```
<otherfindaid>
  <bibref>The Society has published an
  expanded guide to this collection:
    <title>
      <part>Guide to the Records of the
      American Crystal Sugar Company. </part>
    </title>
  . Compiled by
    <persname relator="author">
      <part>David Carmichael</part>
    </persname>
  ; assisted by
    <persname relator="author">
      <part>Lydia A. Lucas</part>
    </persname>
  and
    <persname relator="author">
      <part>Marion E. Matters</part>
    </persname>
  . St. Paul. Division of Archives and
  Manuscripts. Minnesota Historical Society.
  1985. </bibref>
</otherfindaid>
<otherfindaid>
  <head>Other Finding Aids</head>
  <p>The inventory of individual titles is
  also available in
    <ref href="itemlist.xlsx" show="new"
    actuate="onrequest">an Excel
    spreadsheet</ref>
  , which can be sorted by author, title,
  subject, and publication date.</p>
</otherfindaid>
```

## <otherrecordid> Other Record Identifier (Table of Contents)

**Summary:** A child element of <control> that encodes any local identifier for the EAD instance.

**May contain:** [text]

**May occur within:** control

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <otherrecordid> can be used to record an identifier that is an alternative to the mandatory identifier provided in <recordid>. These might include identifiers from systems that were used to generate the EAD instance or that are no longer current but had some part in the history and maintenance of the EAD instance.

**Availability:** Optional, repeatable

**Examples:**

```

<control>
  <recordid>beinecke.hayward</recordid>
  <otherrecordid localtype="url " > http://
hdl.handle.net/10079/fa/beinecke.hayward
</otherrecordid>
  <otherrecordid localtype="publicid">
-//Yale University::Beinecke Rare Book
and Manuscript Library//TEXT (US::CtY-
BR:::[ABRAHAM HAYWARD COLLECTION])//EN
</otherrecordid>
  <filedesc>
    <titlestmt>
      <titleproper localtype="formal">Guide
to the Abraham Hayward Collection
</titleproper>
      <titleproper localtype="filing"
render="altrender" altrender="nodisplay"
audience="internal"> Hayward (Abraham)
Collection </titleproper>
      <author>by Michael Rush</author>
    </titlestmt>
  </filedesc>
[. . .] </control>

```

```
<control>
  <recordid instanceurl="http://
  drs.library.yale.edu/findaids/wa-mss-
  s-2636.xml">WA MSS S-2636</recordid>
  <otherrecordid localtype="mss"> S-2636
  </otherrecordid>
  <filedesc>[. . .]</filedesc>
[. . .] </control>
```

**<p> Paragraph** (Table of Contents)

<b>Summary:</b>	A general purpose element used to encode blocks of text.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, list, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, descriptivenote, dsc, editionstmt, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, publicationstmt, relatedmaterial, scopecontent, separatedmaterial, seriesstmt, userrestrict	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Description and Usage:</b>	Use <p> for bounding blocks of text. A paragraph may be a subdivision of a larger composition or it may exist alone. It is usually typographically distinguished: A line space is often left blank before it; the text begins on a new line; and the first letter of the first word may be indented, enlarged, or both.	
<b>Availability:</b>	Within <descriptivenote>: Required, repeatable	
	Within all other parents: Optional, repeatable	
<b>Example:</b>	<pre> &lt;bioghist&gt;   &lt;head&gt;Biographical Sketch&lt;/head&gt;   &lt;p&gt;John Ferguson Godfrey was born in Toronto on December 19, 1942. He received a B.A. (Hons.) from Trinity College, University of Toronto, in 1965, a M.Phil. degree from Balliol College, Oxford University, England, in 1967, and a D.Phil. degree from St. Anthony's College, Oxford University, in 1975. He holds the title of Doctor of Sacred letters (honoris causa), Trinity College (1987).&lt;/p&gt;   &lt;p&gt; Mr. Godfrey taught in the Department of History of Dalhousie University, Halifax, first as Assistant Professor (1970-1975), and then as Associate Professor (1980-1987). At King's College University, Halifax he held the position of Assistant Professor </pre>	

(1975-1976), before becoming President and  
Vice-Chancellor (1977-1987).</p>  
</bioghist>

**<part> Part** (Table of Contents)

**Summary:** A required and repeatable child of controlled access elements used to encode one or more parts of an access term.

**May contain:** [text], abbr, date, emph, expan, foreign, lb, ptr, ref

**May occur within:** corpname, famname, function, genreform, geogname, name, occupation, persname, subject, title

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	rules	Optional
	script	Optional
	source	Optional

**Description and Usage:** Identifies a term contained in an access point element. Access point elements may contain a single <part> for an entire string, or multiple <part> elements when more granularity is desired in delineating and identifying the components of a multi-term string. For post-coordinated access points combining terms from multiple vocabularies, the @identifier, @rules, and @source attributes may be used to associate individual parts to their respective vocabularies.

**Availability:** Required, repeatable.

**Examples:**

```

<persname encodinganalog="600"
relator="creator" rules="RDA"
identifier="http://viaf.org/viaf/23746712">
  <part localtype="surname"> Casey </part>
  <part localtype="givenname"> Silas </part>
  <part localtype="dates"> 1807-1882 </part>
</persname>
<subject encodinganalog="650" rules="RDA"
source="lcsch">
  <part encodinganalog="a"> Railroads </part>
  <part encodinganalog="z"> Washington (State)
  </part>
  <part encodinganalog="x"> History </part>
</subject>
<subject encodinganalog="650" source="lcsch">
  <part> Dance schools-- Massachusetts--
  Boston--Archival resources. </part>
</subject>

```

## <persname> **Personal Name** (Table of Contents)

<b>Summary:</b>	An element for identifying a personal name.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, origination, p, physfacet, ref, repository, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	Identifies a name, including any or all forenames, surnames, honorific titles, and added names, of a person who is related to the materials being described as either a source, creator, or subject.  <persname> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the personal name, e.g.,  Part 1: Skinner Part 2: B. F. Part 3: Burrhus Frederic Part 4: 1904-1990  Use <persname> within <controlaccess> for encoding personal names as defined by controlled vocabularies or according to appropriate rules. You may also use <persname> for encoding personal names as they appear within text.	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable Within all other elements: Optional, repeatable	

**References:**

MARC 600, 700

**Examples:**

```
<controlaccess>
  <persname encodinganalog="600"
    relator="creator" rules="RDA"
    identifier="http://viaf.org/viaf/23746712"
    source="viaf">
    <part localtype="surname">Casey</part>
    <part localtype="givenname">Silas</part>
    <part localtype="dates">1807-1882</part>
  </persname>
</controlaccess>
<origination label="Creator">
  <persname>
    <part>Skinner</part>
    <part>B. F.</part>
    <part>Burrhus Frederic</part>
    <part>1904-1990</part>
  </persname>
</origination>
```

## <physdesc> Physical Description (Table of Contents)

**Summary:** A child element of <did> that provides a simple, unstructured statement about the physical characteristics of the material being described.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** did

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** <physdesc> is for describing, in an unstructured statement, the physical or logical extent, medium, appearance, or construction of the described materials, such as their dimensions, a count of their quantity, a statement about the space they occupy, and terms describing their genre, form, or function, as well as any other aspects of their appearance, such as color, substance, style, and technique or method of creation.

Those who wish to record formally structured elements of physical description in order to enable consistent machine processing and data exchange will want to use <physdescstructured> instead of <physdesc>.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.5

MARC 300

MODS <physicalDescription> <extent>

**Examples:**

```
<c01 level="series">
  <did>
    <unittitle>Seizure Records, </unittitle>
    <unitdate>December 1908-January
    1928.</unitdate>
    <physdesc> 4 volumes and 1 folder.
    </physdesc>
  </did>
</c01>
```

```

<c level="subseries">
  <did>
    <unittitle>Documentary Movies,
    </unittitle>
    <unitdate
    unitdatetype="inclusive">1952-1964</unitdate>
    <physdesc> 2.5 linear ft. </physdesc>
  </did>
</c>
<did>
  <unittitle>Class Notes,
  Undergraduate</unittitle>
  <unitdatestructured
  unitdatetype="inclusive">
    <daterange>
      <fromdate
      notafter="1962">1962</fromdate>
      <to date notafter="1968">1968</to date>
    </daterange>
  </unitdatestructured>
  <physdesc> 12 notebooks </physdesc>
  <container localtype="boxes">5-6</container>
  <didnote>The notebooks contain months and
  days, not years. Estimated dates are based
  on the years Scully attended the University
  of Maryland.</didnote>
</did>

```

## <physdescset> **Physical Description Set** (Table of Contents)

**Summary:** A child element of <did> used to bind two or more structured expressions of the physical description of the materials.

**May contain:** physdescstructured

**May occur within:** did

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
coverage	Optional (values limited to: part, whole)
encodinganalog	Optional
id	Optional
label	Optional
lang	Optional
parallel	Optional (values limited to: false, true)
script	Optional

**Description and Usage:** <physdescset> binds together two or more <physdescstructured> elements. A set of <physdescstructured> elements may relate in one of two ways: they may be parallel to each other or they may describe disparate parts that together represent the whole or part of the material described.

For example, a <physdescset> with @parallel="true" might bind a <physdescstructured> element with @physdescstructuredtype="carrier" and a <physdescstructured> element with @physdescstructuredtype="spaceoccupied," indicating that the two <physdescstructured> elements describe the same materials in different ways and are therefore parallel statements of extent. @parallel="true" denotes that <physdescset> and its child <physdescstructured> elements share the same @coverage value, i.e., a statement of extent for part of the materials described cannot be parallel to a statement of extent for the whole of the materials described.

Alternately, a <physdescset> with @parallel="false" may combine two or more <physdescstructured> elements that do not describe the same materials. @parallel="false" denotes that <physdescstructured> elements that comprise the set all

share @coverage="part" (two or more extent statements with @coverage="whole" are by definition parallel).

A <physdescset> with @parallel="false" and @coverage="whole" indicates multiple statements of extent that in sum represent the whole of the materials being described.

A <physdescset> with @parallel="false" and @coverage="part" indicates multiple statements of extent that in sum represent a part of the materials being described.

It is not necessary to bind multiple <physdescstructured> elements within <physdescset>. Only do so when you need to convey the relationships indicated by @parallel and @coverage.

**Availability:**

Optional, repeatable

**Examples:**

```
<physdescset parallel="true">
  <physdescstructured coverage="part"
    physdescstructuredtype="spaceoccupied">
    <quantity>650</quantity>
    <unittype>gigabytes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
    physdescstructuredtype="carrier">
    <quantity>1</quantity>
    <unittype>hard disk</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
    physdescstructuredtype="materialtype">
    <quantity>7500</quantity>
    <unittype>electronic files</unittype>
  </physdescstructured>
</physdescset>
<physdescset parallel="false" coverage="whole">
  <physdescstructured coverage="part"
    physdescstructuredtype="carrier">
    <quantity>50</quantity>
    <unittype>boxes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
    physdescstructuredtype="carrier">
    <quantity>5</quantity>
    <unittype>broadside folders</unittype>
  </physdescstructured>
</physdescset>
```

```

<physdescset parallel="false" coverage="part">
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>10</quantity>
    <unittype>videocassettes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>25</quantity>
    <unittype>audiocassettes</unittype>
  </physdescstructured>
</physdescset>
<physdescset>
  <physdescstructured label="Quantity: "
  physdescstructuredtype="carrier"
  coverage="whole" encodinganalog="300">
    <quantity>3 </quantity>
    <unittype>boxes</unittype>
  </physdescstructured>
  <physdescstructured label="Quantity: "
  physdescstructuredtype="spaceoccupied"
  coverage="whole" encodinganalog="300">
    <quantity>1.2</quantity>
    <unittype>cubic feet</unittype>
  </physdescstructured>
  <physdescstructured label="Quantity: "
  physdescstructuredtype="materialtype"
  coverage="whole" encodinganalog="300">
    <quantity>50</quantity>
    <unittype>diaries</unittype>
  </physdescstructured>
</physdescset>

```

## <physdescstructured> Structured Physical Description (Table of Contents)

**Summary:** An element that provides a method for expressing structured statements about the extent and physical characteristics of the materials being described.

**May contain:** descriptivenote, dimensions, physfacet, quantity, unittype

**May occur within:** did, physdescset

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	coverage	Required (values limited to: part, whole)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	otherphysdescstructuredtype	Optional
	physdescstructuredtype	Required (values limited to: carrier, materialtype, otherphysdescstructuredtype, spaceoccupied)
	script	Optional

**Description and Usage:** <physdescstructured> creates structured statements describing the physical or logical extent or the medium of the materials being described. The use of <physdescstructured> allows for quantifying the extent of the whole or a part of the materials described in a form that will be machine processable and that will facilitate reporting, statistics, sorting, and importing and exporting data in a collection management system.

The prescribed order of all child elements (both required and optional) is:

<quantity>

<unittype>

<physfacet> or <dimensions>

<descriptivenote>

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.5

MARC 300

MODS <physicalDescription> <extent>

**Examples:**

```
<physdescstructured coverage="whole"
physdescstructuredtype="spaceoccupied">
  <quantity>12</quantity>
  <unittype>linear feet</unittype>
</physdescstructured>
<physdescstructured coverage="whole"
physdescstructuredtype="carrier">
  <quantity>24</quantity>
  <unittype>boxes</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity>5</quantity>
  <unittype>dageurreotypes</unittype>
  <physfacet>hand-tinted</physfacet>
  <dimensions>6.5 x 8.5 inches</dimensions>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity></quantity>
  <unittype identifier="http://
vocab.getty.edu/aat/300247651">
  Volvelles</unittype>
  <dimensions>10 cm in diameter</dimensions>
</physdescstructured>
<physdescset parallel="true" coverage="part">
  <physdescstructured coverage="part"
physdescstructuredtype="spaceoccupied">
    <quantity>6</quantity>
    <unittype>terabytes</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
physdescstructuredtype="carrier">
    <quantity>12</quantity>
    <unittype>hard drives</unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
physdescstructuredtype="materialtype">
    <quantity>1800</quantity>
    <unittype>electronic files</unittype>
  </physdescstructured>
</physdescset>
<physdescstructured coverage="whole"
physdescstructuredtype="otherphysdescstructuredtype"
otherphysdescstructuredtype="duration">
  <quantity>30</quantity>
  <unittype>minutes</unittype>
</physdescstructured>
```

## <physfacet> **Physical Facet** (Table of Contents)

**Summary:** A child element of <physdescstructured> that provides more detailed information about the physical nature of or techniques and methods of creation of the material described in terms that are often taken from a controlled vocabulary list.

**May contain:** [text], abbr, corpname, date, expan, emph, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, quote, ptr, ref, subject, title

**May occur within:** physdescstructured

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	rules	Optional
	script	Optional
	source	Optional

**Description and Usage:** <physfacet> records information about an aspect of the physical nature – such as color, style, marks, substances, materials, playback speed, duration, track configuration, and motion picture presentation format – or techniques and methods of creation of the units identified by <unittype> within <physdescstructured>. It generally should not be used for aspects of physical description that are covered more directly by <unittype>, <dimensions> and <genreform>.

Physical facet terminology can be found in the Art and Architecture Thesaurus and other sources for authorized data values.

**Availability:** Optional, repeatable

**Examples:**

```
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity>5</quantity>
  <unittype>dageurreotypes</unittype>
  <physfacet> hand-tinted </physfacet>
  <dimensions>6.5 x 8.5 inches</dimensions>
</physdescstructured>
```

```
<physdescset parallel="false" coverage="part">
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>10</quantity>
    <unittype>videocassettes</unittype>
    <physfacet> tabs removed </physfacet>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>25</quantity>
    <unittype>audiocassettes</unittype>
  </physdescstructured>
</physdescset>
```

## <physloc> Physical Location (Table of Contents)

**Summary:** A child element of <did> that specifies the physical location of the materials.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** did

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	parent	Optional (IDREFS)
	script	Optional

**Description and Usage:** <physloc> is used to identify where the described materials are stored, and it may contain such information as the name or number of the building, room, stack, shelf, etc., where the materials may be stored and retrieved. <physloc> can be used to designate onsite and offsite storage locations.

**Availability:** Optional, repeatable

**References:** MARC 852

**Examples:**

```

<archdesc localtype="inventory" level="subgrp">
  <did>
    <head>Overview of the Records</head>
    <repository label="Repository:">
      <corpname>
        <part>Minnesota Historical
          Society</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <corpname>
        <part>Minnesota. Game and Fish
          Department</part>
      </corpname>
    </origination>
    <unittitle label="Title:">Game laws
      violation records,</unittitle>
    <unitdate
      label="Dates:">1908-1928</unitdate>
    <abstract label="Abstract:">Records of
      prosecutions for and seizures of property
  </did>

```

```
    resulting from violation of the state's
    hunting and fishing laws.</abstract>
    <physdesc label="Quantity:">2.25 cu. ft.
    (7 v. and 1 folder in 3 boxes)</physdesc>
    <physloc label="Location:"> Offsite
    </physloc>
  </did>
</archdesc>
<c02 level="file">
  <did>
    <physloc localtype="shelf"> 27:A:4
    </physloc>
    <container localtype="box">2</container>
    <unittitle>Printed material</unittitle>
    <unitdate
    unitdatetype="inclusive">December 1908-
    July 1917</unitdate>
  </did>
</c02>
```

## <phystech> Physical Characteristics and Technical Requirements (Table of Contents)

**Summary:** For describing the physical condition of the materials and/or technical requirements that affect their use.

**May contain:** blockquote, chronlist, head, list, p, phystech, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, phystech

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <phystech> is used to capture any physical or technical characteristics that affect the storage or use of the materials described. This may include details of their physical composition, preservation requirements, or particular hardware or software needed to access the materials.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.4.4  
MARC 340, 538

**Examples:**

```

<c04 level="item">
  <did>[...]</did>
  <phystech>
    <p>Some oxydization of the aluminum
    layer.</p>
  </phystech>
</c04>
<c02 level="subseries">
  <did>[...]</did>
  <phystech>
    <head>System Requirements</head>
    <p>48K RAM; Apple Disk II with controller;
    colour monitor</p>
  </phystech>
</c02>

```

## <prefercite> Preferred Citation (Table of Contents)

<b>Summary:</b>	An element for specifying how users should cite the described materials in publication credits.	
<b>May contain:</b>	blockquote, chronlist, head, list, p, prefercite, table	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, prefercite	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <prefercite> to supply users with a prescribed wording or format for references to the described materials to be included in bibliographies, footnotes, screen credits, etc.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	MARC 524	
<b>Examples:</b>	<pre>&lt;prefercite&gt;   &lt;head&gt;Preferred Citation&lt;/head&gt;   &lt;p&gt;[Identification of item], Arequipa   Sanatorium Records, BANC MSS 92/894c, The   Bancroft Library, University of California,   Berkeley.&lt;/p&gt; &lt;/prefercite&gt; &lt;prefercite&gt;   &lt;p&gt;item, folder title, box number, Charles   Thomas, Jr. Papers, Bentley Historical   Library, University of Michigan.&lt;/p&gt; &lt;/prefercite&gt;</pre>	

## <processinfo> **Processing Information** (Table of Contents)

**Summary:** For encoding information about archival activities related to the described materials.

**May contain:** blockquote, chronlist, head, list, p, processinfo, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, processinfo

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** <processinfo> is used for basic information about accessioning, arranging, describing, preserving, storing, conserving, or otherwise preparing the described materials for research use. Where appropriate, encode more specific information about each of these activities separately within other elements, such as <acqinfo>, <appraisal>, <arrangement>, <physloc>, etc.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.7.1

MARC 583

**Examples:**

```
<processinfo>
  <head>Processing Information:</head>
  <p>These records were organized and
  cataloged in
    <date>1977</date>
  by Lydia Lucas.</p>
</processinfo>
```

```
<processinfo>
  <head>Processing Information:</head>
  <p>Material was processed over several
  years.</p>
  <chronlist>
    <chronitem>
      <datesingle>1982</datesingle>
      <event>Correspondence processed</event>
    </chronitem>
    <chronitem>
      <datesingle>1984</datesingle>
      <event>Published material transferred to
      Rare Books for cataloging.</event>
    </chronitem>
    <chronitem>
      <datesingle>1989</datesingle>
      <event>Processing completed,
      including integration of 1986 and 1987
      accessions</event>
    </chronitem>
  </chronlist>
</processinfo>
<processinfo>
  <p>Re-bound in 1987 as two volumes for
  conservation purposes.</p>
</processinfo>
```

## <ptr> Pointer (Table of Contents)

**Summary:** An empty element that provides links to content that may be internal or external to the finding aid.

**May contain:** [empty]

**May occur within:** abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, indexentry, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, ptrgrp, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle

<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	entityref	Optional
	href	Optional
	id	Optional
	linkrole	Optional
	linktitle	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
	target	Optional (IDREF)
	xpointer	Optional

**Description and Usage:** An empty linking element that provides links both to content within a finding aid, or from a finding aid to external content. <ptr> may be used in a variety of ways in an encoded finding aid. For example, <ptr> may provide an internal link from one location in a finding aid to another. Or, <ptr> might be used to embed an image into the text of a finding aid. Unlike <ref>, <ptr> cannot contain text or child elements to describe the referenced object. When <ptr> is used to embed internal links, the text of the link must be generated by the transforming style sheet.

**Availability:** Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable

Within all other parents: Optional, repeatable

**Example:**

```
<appraisal>
  <p>This collection was re-appraised by
  repository staff in 1992 in order to
  facilitate use by weeding the collection
  of materials no longer deemed as having
  evidential or informational value. A list of
  materials removed from the collection after
  the re-appraisal is provided at the end of
  this guide.
    <ptr actuate="onrequest" show="replace"
      target="mss1982-062_add2"></ptr>
  </p>
</appraisal>
```

## <ptrgrp> **Pointer Group** (Table of Contents)

**Summary:** An element for binding together two or more <ptr> or <ref> elements.

**May contain:** ptr, ref

**May occur within:** indexentry

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional

**Description and Usage:** <ptrgrp> is used to group multiple <ptr> or <ref> elements within an <indexentry>. Use <ptrgrp> within <indexentry> when there are multiple pointers and/or references related to a single access heading in <index>. For example, if the name "Emily Dickinson" is found in multiple places in a finding aid, the name could be entered as a single <persname> in <indexentry>, with a <ptrgrp> containing multiple <ref> or <ptr> elements to link to the occurrences of that name elsewhere within the EAD instance. <ptrgrp> prevents the entry from having to appear multiple times in the index.

**Availability:** Optional, not repeatable

**Example:**

```
<archdesc> [...]
  <index>
    <head>Correspondent Index</head>
    [...]
    <indexentry>
      <persname>
        <part
          localtype="lastname">Dickinson</part>
        <part
          localtype="firstname">Emily</part>
      </persname>
      <ptrgrp>
        <ptr target="a1234"
          actuate="onrequest"
          show="replace"></ptr>
        <ptr target="a1238"
          actuate="onrequest"
          show="replace"></ptr>
        <ptr target="a1258"
          actuate="onrequest"
          show="replace"></ptr>
      </ptrgrp>
    </indexentry>
  [...] </index>
  <dsc>
    <c>
      <did>
        <unittitle>Correspondence</unittitle>
      </did>
    [...]
    <c>
      <did>
        <unitid id="a1234">1234</unitid>
        <unittitle>Letter from Emily
          Dickinson</unittitle>
        <unitdate>12 September
          1856</unitdate>
      </did>
    </c>
    [...]
    <c>
      <did>
        <unitid id="a1238">1238</unitid>
        <unittitle>Letter to Emily
          Dickinson</unittitle>
        <unitdate>4 February
          1857</unitdate>
      </did>
    </c>
    [...]
    <c>
      <did>
        <unitid id="a1258">1258</unitid>
```

```
<unittitle>Letter from Emily  
Dickinson</unittitle>  
<unitdate>26 May 1857</unitdate>  
</did>  
</c>  
[...] </c>  
</dsc>  
</archdesc>
```

## <publicationstatus> **Publication Status** (Table of Contents)

<b>Summary:</b>	An optional child element of <control> that records the current publishing status of the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
	value	Required (values limited to: inprocess, approved, published)
<b>Description and Usage:</b>	<p>Use &lt;publicationstatus&gt; to indicate the current publication status of the EAD instance, whether in process or final. An optional element, &lt;publicationstatus&gt;, is only necessary if it supports local maintenance practice.</p> <p>If present, the current publication status must always be reflected in the required @value attribute. The element should only have a text value if it is necessary to provide a value for &lt;publicationstatus&gt; in a language other than English, otherwise it should remain empty.</p>	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<pre>&lt;control&gt; [. . .]   &lt;maintenancestatus value="derived"&gt;&lt;/maintenancestatus&gt;   &lt;publicationstatus value=" approved "&gt;&lt;/publicationstatus&gt;   &lt;maintenanceagency&gt;     &lt;otheragencycode localtype="archon"&gt;GB-58&lt;/otheragencycode&gt;     &lt;agencyname&gt;British Library&lt;/agencyname&gt;   &lt;/maintenanceagency&gt; [. . .] &lt;/control&gt;</pre>	

```
<control> [. . .]
  <maintenancestatus
  value="revised"></maintenancestatus>
  <publicationstatus
  value="published"></publicationstatus>
  <maintenanceagency>
    <agencycode>DNASA-G</agencycode>
    <otheragencycode
    localtype="agency">GSFC</otheragencycode>
    <agencyname>NASA Goddard Space Flight
    Center</agencyname>
  </maintenanceagency>
[. . .] </control>
```

## <publicationstmt> Publication Statement (Table of Contents)

**Summary:** An optional child element of <filedesc> that provides information concerning the publication or distribution of the EAD instance.

**May contain:** address, date, num, p, publisher

**May occur within:** filedesc

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

**Description and Usage:** Use <publicationstmt> to record and bind together information about the publication or distribution of a finding aid. Such information includes the publisher's name and contact information, publication date, and other details of publication or distribution. <publicationstmt> may contain free text within one or more <p> elements, or it may include <publisher>, <address>, <date>, and <num> child elements, which allow for more specific tagging of a publisher's name and address, the date of publication, and the number, if any, assigned to the published finding aid.

**Availability:** Optional, not repeatable

**Example:**

```
<filedesc>
  <titlestmt>
    <titleproper>Guide to the Edward Raymond
      Zane Letters, 1960</titleproper>
    <author>Noah Huffman</author>
  </titlestmt>
  <publicationstmt>
    <publisher>David M. Rubenstein Rare Book
      and Manuscript Library</publisher>
    <address>
      <addressline>411 Chapel
        Drive</addressline>
      <addressline>Duke
        University</addressline>
      <addressline>Durham 27708</addressline>
    </address>
    <date>February 2016</date>
    <num>RL.11119</num>
  </publicationstmt>
</filedesc>
```

**<publisher> Publisher** (Table of Contents)

<b>Summary:</b>	A child element of <publicationstmt> that identifies the institution or agency responsible for distribution of the EAD instance.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	publicationstmt	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <publisher> to record the name of the agent responsible for issuing or distributing the EAD instance. Often this is the same corporate body identified in <repository> in <did>.	
<b>Availability:</b>	Within <publicationstmt> one of <address>, <date>, <num>, <p>, or <publisher> is required, repeatable	
<b>Examples:</b>	<pre> &lt;publicationstmt&gt;   &lt;publisher&gt; Yale University Library &lt;/publisher&gt;   &lt;publisher&gt; Beinecke Rare Book and   Manuscript Library &lt;/publisher&gt;   &lt;publisher&gt; General Collection of Modern   Books and Manuscripts &lt;/publisher&gt;   &lt;address&gt;     &lt;addressline&gt;New Haven,     Connecticut&lt;/addressline&gt;   &lt;/address&gt;   &lt;date localtype="original"   normal="2006-10"&gt;October 2006&lt;/date&gt;   &lt;p&gt;     &lt;ref actuate="onrequest" show="new"     href="http://hdl.handle.net/10079/9p8czk9     "&gt; Copyright ©       &lt;date localtype="copyright"       normal="1996/2007"&gt;1996-2007&lt;/date&gt;     by the Yale University Library.&lt;/ref&gt;   &lt;/p&gt; &lt;/publicationstmt&gt; &lt;publicationstmt&gt;   &lt;publisher&gt; British Library &lt;/publisher&gt; &lt;/publicationstmt&gt; </pre>	

## <quantity> Quantity (Table of Contents)

**Summary:** A required child element of <physdescstructured> that indicates the number of units present as described by <unittype>.

**May contain:** [text]

**May occur within:** physdescstructured

**Attributes:**

altrender	Optional
approximate	Optional (values limited to: false, true)
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional

**Description and Usage:** <quantity> is for indicating the number of <unittype>s being described. The content of <quantity> should be a number. Use of <quantity> enables extent statements to be machine processable. If the quantity is unknown, the element should remain empty.

**Availability:** Required, not repeatable

**Examples:**

```

<physdescstructured
physdescstructuredtype="materialtype"
coverage="whole">
  <quantity> 15 </quantity>
  <unittype>daguerreotypes</unittype>
  <dimensions>3.25" x 4.25"</dimensions>
  <physfacet>hand colored</physfacet>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="carrier">
  <quantity> 1 </quantity>
  <unittype>hard disk</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="materialtype">
  <quantity> 7500 </quantity>
  <unittype>electronic files</unittype>
</physdescstructured>
<physdescstructured coverage="part"
physdescstructuredtype="carrier">
  <quantity> 50 </quantity>
  <unittype>boxes</unittype>
</physdescstructured>

```

```
<physdescstructured coverage="part "  
physdescstructuredtype="carrier">  
  <quantity> 5 </quantity>  
  <unittype>broadside folders</unittype>  
</physdescstructured>  
<physdescstructured coverage="part "  
physdescstructuredtype="materialtype">  
  <quantity> 10 </quantity>  
  <unittype>videocassettes</unittype>  
  <physfacet>tabs removed</physfacet>  
</physdescstructured>
```

<quote>

## <quote> **Quote** (Table of Contents)

<b>Summary:</b>	A phrase-level element for identifying or formatting an inline quotation.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	render	Optional
	script	Optional
<b>Description and Usage:</b>	Use <quote> to identify inline quotations within a block of text.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	Equivalent to the element <q> in HTML.	
<b>Example:</b>	<pre>&lt;p&gt;In 1963, at the age of 27, Turnbull co- founded the firm of MLTW with fellow principals Charles Moore, Donlyn Lyndon, and Richard Whitaker. In a 1968 letter to architectural historian David Gebhardt, Turnbull writes of the MLTW collaboration,   &lt;quote&gt;Essentially Chuck, Don, Dick and   I are or were all designers. We worked   together with the man having the strongest   opinion about a subject usually prevailing.   This built-in system of checks and balances   was one of the reasons why the quality of   design was so high . . .&lt;/quote&gt; &lt;/p&gt;</pre>	

## <recordid> Record Identifier (Table of Contents)

**Summary:** A required child element of <control> that designates a unique identifier for the EAD instance.

**May contain:** [text]

**May occur within:** control

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	instanceurl	Optional
	lang	Optional
	script	Optional

**Description and Usage:** <recordid> is used for recording a unique identifier for the EAD instance. The institution assigning the identifier ensures uniqueness of the <recordid> value within the archival descriptions under its control. A globally unique identifier may be constructed within <recordid> according various external protocols (i.e. HTTP URI, DOI, PURL, or UUID), or in combination with <agencycode>, which is a required child element of <maintenanceagency>.

**Availability:** Required, not repeatable

**References:** ISAD(G) 3.1.1

MODS <recordIdentifier>

**Examples:**

```

<control>
  <recordid> AddMS88938 </recordid>
  <filedesc>
    <titlestmt>
      <titleproper>Catalogue of the Papers of
        James Graham Ballard</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>British Library</publisher>
    </publicationstmt>
  </filedesc>
[. . .] </control>
<control>
  <recordid instanceurl="http://
  drs.library.yale.edu/findaids/wa-mss-
  s-2636.xml"> WA MSS S-2636 </recordid>
  <otherrecordid
  localtype="mss">S-2636</otherrecordid>
  <filedesc>[. . .]</filedesc>
[. . .] </control>

```

## <ref> Reference (Table of Contents)

<b>Summary:</b>	An element that provides a link to content that may be internal or external to the finding aid.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign (revised in 1.1.1), function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, subject, title	
<b>May occur within:</b>	abstract, addressline, archref, author, bibref, citation, container, date, datesingle, didnote, dimensions, edition, emph, entry, event, fromdate, head, head01, head02, head03, indexentry, item, label, materialspec, num, p, part, physdesc, physfacet, physloc, ptrgrp, publisher, quote, sponsor, subtitle, titleproper, todate, unitdate, unitid, unittitle	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	entityref	Optional
	href	Optional
	id	Optional
	lang	Optional
	linkrole	Optional
	linktitle	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)
	target	Optional (IDREF)
	xpointer	Optional
<b>Description and Usage:</b>	<ref> may be used in a variety of ways in an encoded finding aid. For example, <ref> may provide an internal link from one <c> to another related <c> in the same way that See and See also references direct readers of paper-based finding aids. Or, <ref> might be used to direct the reader from text in a scope and content note to a description of a <c> in a contents list. <ref> might also point to an external file, for example, a finding aid for a related collection at another repository.	

**Availability:** Within <ptrgrp>: One of <ptr> or <ref> is required, repeatable

Within all other parents: Optional, repeatable

**Example:**

```
<indexentry>
  <genreform>
    <part>Pedigree, 20th cent.</part>
  </genreform>
  <ref linkrole="internal" target="EngC5769-
    f74" show="replace" actuate="onrequest">MS.
    Eng. c. 5769, fol. 74</ref>
</indexentry>
```

## <relatedmaterial> **Related Material** (Table of Contents)

<b>Summary:</b>	For identifying archival materials that have an association to the materials being described.														
<b>May contain:</b>	archref, bibref, blockquote, chronlist, head, list, p, relatedmaterial, table														
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, relatedmaterial														
<b>Attributes:</b>	<table><tr><td>altrender</td><td>Optional</td></tr><tr><td>audience</td><td>Optional (values limited to: external, internal)</td></tr><tr><td>encodinganalog</td><td>Optional</td></tr><tr><td>id</td><td>Optional</td></tr><tr><td>lang</td><td>Optional</td></tr><tr><td>localtype</td><td>Optional</td></tr><tr><td>script</td><td>Optional</td></tr></table>	altrender	Optional	audience	Optional (values limited to: external, internal)	encodinganalog	Optional	id	Optional	lang	Optional	localtype	Optional	script	Optional
altrender	Optional														
audience	Optional (values limited to: external, internal)														
encodinganalog	Optional														
id	Optional														
lang	Optional														
localtype	Optional														
script	Optional														
<b>Description and Usage:</b>	<relatedmaterial> is used to identify associated materials in the same repository or elsewhere. These materials may be related by sphere of activity, or subject matter.														
<b>Availability:</b>	Optional, repeatable														
<b>References:</b>	ISAD(G) 3.5.3 MARC 544														
<b>Examples:</b>	<pre>&lt;relatedmaterial&gt;   &lt;p&gt;See also the following collections:&lt;/p&gt;   &lt;archref&gt;Mary Smith Papers&lt;/archref&gt;   &lt;archref&gt;Jeremiah Smith   Correspondence&lt;/archref&gt; &lt;/relatedmaterial&gt; &lt;separatedmaterial&gt;   &lt;p&gt;Photographs and sound recordings   have been transferred to the appropriate   custodial divisions of the Library where   they are identified as part of these papers.   Among the sound recordings are the following   broadcasts:&lt;/p&gt;   &lt;list&gt;[...]&lt;/list&gt; &lt;/separatedmaterial&gt; &lt;relatedmaterial&gt;   &lt;p&gt;Records relating to the Warren Commission   are held in the National Archives and   Records Administration.&lt;/p&gt; &lt;/relatedmaterial&gt;</pre>														

```
<relatedmaterial>
  <p>Several genealogies and biographies of
  the Smith family have been published and are
  held in the Rare Books Department.</p>
  <bibref>Kavanaugh, Carol.
    <title>
      <part>The Smith Family in Johnson
      County</part>
    </title>
    . (New York: Penguin)
    <num localtype="bibid">4569982</num>
  </bibref>
  <bibref>Llewellyn, Gareth.
    <title>
      <part>Smythe, Smith: What's the
      Difference?</part>
    </title>
    . (London: Jonathan Cape)
    <num localtype="bibid">336712</num>
  </bibref>
</relatedmaterial>
```

## <relation> Relation (Table of Contents)

**Summary:** A child element of <relations> for describing a relationship between the materials described in the EAD instance and a related entity.

**May contain:** daterange, dateset, datesingle, descriptivenote, objectxmlwrap, geogname, relationentry

**May occur within:** relations

<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	href	Optional
	id	Optional
	lang	Optional
	lastdatetimestamp	Optional (must follow pattern based on ISO 8601)
	linkrole	Optional
	linktitle	Optional
	otherrelationtype	Optional
	relationtype	Required (values limited to: cpfrelation, functionrelation, resourcerelation, otherrelationtype)
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)

**Description and Usage:** <relation> records descriptive information about a relationship between the materials being described and a related entity, such as: an archival, bibliographic, or other resource; a corporate body, person, or family; a function; or any other entity.

Use <relationentry> to provide a textual description of the related entity. Use <objectxmlwrap> to embed XML documenting the related entity from any namespace other than EAD. Use <date>, <daterange>, or <dateset> for specifying the time period of the relationship and <geogname> for relevant location information.

<descriptivenote> may be included for more detailed specifications or explanations of the relationship.

The prescribed order of all child elements (both required and optional) is:

<relationentry>

<objectxmlwrap>

<datesingle>, <daterange>, and/or <dateset>

<geogname>

<descriptivenote>

Element status:

**Availability:**

Required, repeatable

Experimental in EAD3

**Example:**

See examples under <relation>.

## <relationentry> **Relation Entry** (Table of Contents)

**Summary:** A child element of <relation> that identifies an entity related to the materials being described.

**May contain:** [text]

**May occur within:** relation

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional
transliteration	Optional

**Description and Usage:** <relationentry> identifies an entity that has a relationship to the materials being described. The entry may name a corporate body, person, family, resource, function, or other entity as defined by the @relationtype of the parent <relation>.

<relationentry> should only repeat when necessary to express the same <relationentry> in multiple languages or scripts.

Element status:

**Availability:** Optional, repeatable

**Example:**

```
<archdesc level="fonds"> [...]  
  <relations>  
    <relation relationtype="resourcerelation"  
      href="http://www.archivesportaleurope.net/  
ead-display/-/ead/pl/aicode/ES-28079-AHN9/  
type/hg/id/ES-28079-AHN/unitid/ES-28079-  
AHN-UD-172341">  
      <relationentry>Archivo de Vicente Rojo  
        Lluch</relationentry>  
    </relation>  
    <relation relationtype="resourcerelation"  
      href="http://www.archivesportaleurope.net/  
ead-display/-/ead/pl/aicode/ES-37274-  
CDMH1/type/hg/id/ES-37274-CDMH/unitid/  
ES-37274-CDMH-UD-3604591">  
      <relationentry>Rojo Lluch, Vicente  
        (1894-1966)</relationentry>  
    </relation>  
  </relations>  
</archdesc>
```

## <relations> Relations (Table of Contents)

**Summary:** An element that groups one or more <relation> elements, which identify external entities and characterize the nature of their relationships to the materials being described.

**May contain:** relation

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** A wrapper element that groups together one or more <relation> elements, each of which encodes a specific relationship.

The material described in an EAD instance may have relationships with other resources:

For archival collections, bibliographic resources, or artifacts, use <relation> with the @relationtype set to "resourcerelation."

For corporate bodies, persons or families, use <relation> with the @relationtype set to "cpfrelation."

For functions use, <relation> with the @relationtype set to "functionrelation."

For relationships to other entities such as places, events and topics, use <relation> with the @relationtype set to "otherrelationtype" and the type of related entity specified in the @otherrelationtype.

Element status:

**Availability:** Optional, not repeatable

## Examples:

```
<archdesc>
  <did>
    <unittitle>Michael Butterworth
    Papers</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="resourcerelation"
    href="http://resolver.bl.uk/
    ark:/81055/vdc_100000000035.0x000122"
    actuate="onrequest" show="new"
    arcrole="http://www.w3c.org/2000/01/rdf-
    schema#seeAlso" linkrole="http://purl.org/
    archival/vocab/arch#Collection">
      <relationentry>Add MS 88967:
      Michael Butterworth and J
      G Ballard: Correspondence,
      1965-2011</relationentry>
    </relation>
  </relations>
  [...] </archdesc>
<c01 level="series">
  <did>
    <unittitle>Archives du
    Bretagne</unittitle>
  [...] </did>
  <relations>
    <relation relationtype="resourcerelation">
      <relationentry>Archives du cabinet du
      préfet du Morbihan</relationentry>
      <geogname>
        <part>Morbihan, département du
        (France) </part>
      </geogname>
    </relation>
  </relations>
</c01>
<archdesc level="collection">
  <did>
    <unittitle>Johann Sebastian Bach
    Papers</unittitle>
  </did>
  <relations>
    <relation relationtype="cpfrelation"
    arcrole="http://purl.org/dc/terms/
    subject" linkrole="http://xmlns.com/
    foaf/0.1/Person" href="http://
```

```

socialarchive.iath.virginia.edu/
ark:/99166/w6v988fv">
  <relationentry>Carl Philipp Emanuel
  Bach</relationentry>
  <descriptivenote>
    <p>Bach's son</p>
  </descriptivenote>
</relation>
<relation relationtype="cpfrelation"
arcrole="http://purl.org/dc/terms/
subject" linkrole="http://xmlns.com/
foaf/0.1/Person" href="http://viaf.org/
viaf/71579513">
  <relationentry>Georg Philipp
  Telemann</relationentry>
  <descriptivenote>
    <p>Bach's godfather</p>
  </descriptivenote>
</relation>
</relations>
</archdesc>
<archdesc level="collection">
  <did>
    <unittitle>Henry VIII Papers</unittitle>
    [...] </did>
  <relations>
    <relation relationtype="cpfrelation"
    arcrole="http://purl.org/dc/terms/subject"
    linkrole="http://xmlns.com/foaf/0.1/
    Person" href="http://n2t.net/ark:/99166/
    w62r4rsz">
      <relationentry>Katherine of
      Aragon</relationentry>
      <daterange>
        <fromdate
        standarddate="1509-06-11">11 June
        1509</fromdate>
        <to date standarddate="1533-05-23">23
        May 1533</to date>
      </daterange>
      <descriptivenote>
        <p>Wife</p>
      </descriptivenote>
    </relation>
  </relations>
</archdesc>

```

```

<c01 level="series">
  <did>
    <unittitle>Commissioned
    projects</unittitle>
    [...] </did>
  <relations>
    <relation relationtype="cpfrelation">
      <relationentry>Wohnbedarf Furniture
      Company</relationentry>
      <geogname>
        <part>Basel, Switzerland</part>
      </geogname>
    </relation>
    <relation relationtype="cpfrelation">
      <relationentry>New York World's
      Fair</relationentry>
      <datesingle
      standarddate="1939">1939</datesingle>
      <geogname>
        <part>New York, NY</part>
      </geogname>
    </relation>
  </relations>
</c01>
<archdesc level="collection">
  <did>
    <unittitle>ExxonMobil Corporate
    Records</unittitle>
    [...] </did>
  <relations>
    <relation relationtype="resourcerelation"
    href="http://www.amazon.com/Private-
    Empire-ExxonMobil-American-Power/
    dp/0143123548">
      <relationentry>Private Empire:
      ExxonMobil and American Power,
      by Steve Coll (Penguin Books :
      2013)</relationentry>
    </relation>
    <relation relationtype="resourcerelation"
    href="http://www.lib.utexas.edu/taro/
    utcah/00462/cah-00462.html">
      <relationentry>ExxonMobil Historical
      Collection</relationentry>
      <descriptivenote>
        <p>Dolph Briscoe Center for American
        History, The University of Texas

```

```

        at Austin; includes predecessor
        organizations</p>
    </descriptivenote>
</relation>
<relation relationtype="cpfrelation"
href="http://lccn.loc.gov/n79053084">
    <relationentry>Exxon</relationentry>
    <daterange>
        <fromdate
            standarddate="1972">1972</fromdate>
        <to date
            standarddate="1999">1999</to date>
    </daterange>
    <geogname>
        <part>United States</part>
    </geogname>
</relation>
<relation relationtype="cpfrelation"
href="http://lccn.loc.gov/n82045453">
    <relationentry>Mobil</relationentry>
    <daterange>
        <fromdate
            standarddate="1911">1911</fromdate>
        <to date
            standarddate="1999">1999</to date>
    </daterange>
    <geogname>
        <part>United States</part>
    </geogname>
</relation>
<relation relationtype="cpfrelation"
href="http://lccn.loc.gov/n85037919">
    <relationentry>Imperial Oil
    Limited</relationentry>
    <daterange>
        <fromdate
            standarddate="2012">2012</fromdate>
    </daterange>
    <geogname>
        <part>Canada</part>
    </geogname>
</relation>
<relation relationtype="cpfrelation">
    <relationentry>Rockefeller, John
    D.</relationentry>
    <descriptivenote>
        <p>Founder</p>
    </descriptivenote>
</relation>
<relation relationtype="functionrelation"
href="http://lccn.loc.gov/sh85063317">
    <relationentry>Hydraulic
    fracturing</relationentry>
</relation>

```

```

<relation relationtype="functionrelation">
  <relationentry>Gasoline
  retail</relationentry>
  <daterange>
    <fromdate
    standarddate="1999">1999</fromdate>
    <todate
    standarddate="2008">2008</todate>
  </daterange>
  <descriptivenote>
    <p>Transitioning out of retail
    business as of 2008; retail will be
    taken over by subsidiaries</p>
  </descriptivenote>
</relation>
<relation relationtype="functionrelation"
href="http://lccn.loc.gov/sh85100427">
  <relationentry>Petroleum
  engineering</relationentry>
  <descriptivenote>
    <p>including production of plastics,
    lubricants, etc.</p>
  </descriptivenote>
</relation>
<relation relationtype="otherrelationtype"
otherrelationtype="Creator">
  <relationentry>Exxon Valdez oil
  spill</relationentry>
  <geogname>
    <part>Bligh Reef, Prince William
    Sound, Alaska</part>
    <geographiccoordinates
    coordinatesystem="utm">6V 490800mE
    6719917mN</geographiccoordinates>
  </geogname>
</relation>
</relations>
[... ] </archdesc>

```

## <repository> **Repository** (Table of Contents)

**Summary:** A child element of <did> that names the institution, person, or family responsible for providing intellectual access to the materials being described.

**May contain:** address, corpname, famname, name, persname

**May occur within:** did

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** <repository> records the name of the institution or agency, family, or individual responsible for providing intellectual access to the materials being described. <corpname>, <famname>, <name>, or <persname> must be used within <repository> to encode the proper name. This may be followed by an optional <address> to provide contact information for the repository.

Although the repository providing intellectual access usually also has physical custody over the materials, this is not always the case. For example, an archives may assume responsibility for long-term intellectual access to electronic records, but the actual electronic data files or systems may continue to reside in the office where they were created and maintained, or they may be held for long-term storage by a unit such as a data library that is able to provide the appropriate technical facilities for storage and remounting.

When it is clear that the physical custodian does not provide intellectual access, use <physloc> to identify the custodian and <repository> to designate the intellectual caretaker. When a distinction cannot be made, assume that the custodian of the physical objects also provides intellectual access to them and should be recognized as the <repository>.

**Availability:** Optional, repeatable

**References:** MARC 852

MODS <location> <physicalLocation>

## Examples:

```
<archdesc localtype="inventory" level="subgrp">
  <did>
    <head>Overview of the Records</head>
    <repository label="Repository:">
      <corpname>
        <part>Minnesota Historical
          Society</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <corpname>
        <part>Minnesota. Game and Fish
          Department</part>
      </corpname>
    </origination>
    <unittitle label="Title:">Game laws
      violation records,</unittitle>
    <unitdate
      label="Dates:">1908-1928</unitdate>
    <abstract label="Abstract:">Records of
      prosecutions for and seizures of property
      resulting from violation of the state's
      hunting and fishing laws.</abstract>
    <physdesc label="Quantity:">2.25 cu. ft.
      (7 v. and 1 folder in 3 boxes)</physdesc>
    <physloc label="Location:">See
      Detailed Description section for box
      location</physloc>
    </did>
  </archdesc>
  <archdesc level="fonds">
    <did>
      <unitid>EW</unitid>
      <unittitle>Records of the Department of
        Economic Affairs</unittitle>
      <origination>
        <corpname>
          <part>Department of Economic
            Affairs</part>
        </corpname>
      </origination>
      <unitdate>1945-1979</unitdate>
      <physdesc>28 series</physdesc>
      <repository>
        <corpname>
          <part>The National Archives</part>
        </corpname>
      </repository>
    </did>
  </archdesc>
```

**<representation> Representation** (Table of Contents)

<b>Summary:</b>	A child element of <control> for recording a link to a transformed and deliverable version of the EAD instance.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	control	
<b>Attributes:</b>	actuate	Optional (values limited to: none, onload, onrequest, other)
	altrender	Optional
	arcrole	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	href	Optional
	id	Optional
	lang	Optional
	linkrole	Optional
	linktitle	Optional
	localtype	Optional
	script	Optional
	show	Optional (values limited to: embed, new, none, other, replace)

**Description and Usage:** Use <representation> to record a link to a transformed and deliverable version of an EAD instance, for example an HTML or PDF version. If desired, the localtype attribute can be used to differentiate multiple <representation> elements.

**Example:**

```
<control countryencoding="iso3166-1"
dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511"
scriptencoding="iso15924"
relatedencoding="MARC21">
  <recordid>FRAN_IR_000864</recordid>
  <representation href="https://
www.siv.archives-nationales.culture.gouv.fr/
siv/IR/FRAN_IR_000864"></representation>
[... ] </control>
```

## <rightsdeclaration> Rights Declaration (Table of Contents)

<b>Summary:</b>	An optional child element of <control> that indicates a standard rights statement associated with the EAD instance.	
<b>May contain:</b>	abbr, citation, descriptivenote	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	<p>Use &lt;rightsdeclaration&gt; to provide structured information about the usage rights of the EAD instance. &lt;rightsdeclaration&gt; should only be used to reference shared published licenses, such as Creative Commons, RightsStatements.org, and published locally-defined licenses.</p> <p>&lt;abbr&gt; may be used to provide the abbreviated name for the rights statement. The value of &lt;abbr&gt; should align with the rights statements referenced by &lt;citation&gt; and &lt;descriptivenote&gt;.</p> <p>&lt;citation&gt; must be used to provide a machine-readable reference to a license statement (for example, a dereferenceable URI). It may also be used to encode the name of the license statement. &lt;descriptivenote&gt; may be used to provide additional, human-readable description or explanation of the license statement.</p> <p>&lt;descriptivenote&gt; may be used to provide a human-readable description of the license statement.</p>	
<b>Availability:</b>	Optional, repeatable	
<b>Example:</b>	<pre>&lt;control&gt;   &lt;rightsdeclaration&gt;     &lt;abbr&gt;CC0&lt;/abbr&gt;     &lt;citation href="https://       creativecommons.org/publicdomain/       zero/1.0/"&gt;CC0 1.0 Universal (CC0       1.0)&lt;/citation&gt;     &lt;descriptivenote&gt; This work has been       dedicated to the public domain, meaning       that you can copy, modify, distribute       and perform the work, even for commercial</pre>	

```
    purposes, all without asking permission.  
  </descriptivenote>  
</rightsdeclaration>  
</control>
```

<row>

## <row> **Table Row** (Table of Contents)

**Summary:** A formatting element that contains one or more horizontal cells in a table.

**May contain:** entry

**May occur within:** tbody, thead

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
rowsep	Optional (values limited to: false, true)
script	Optional
valign	Optional (values limited to: bottom, middle, top)

**Description and Usage:** A formatting element that contains one or more <entry> elements in a table. By convention, a rule specified by @rowsep prints or displays below the row. Vertical rules are specified by @colsep in <table> or one of its column-related descendant elements; external rules are specified by @frame available on <table>.

**Availability:** Within <tbody> and <thead>, required, repeatable

**Example:**

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

## <scopecontent> **Scope and Content** (Table of Contents)

**Summary:** An element that provides information about the nature of and activities reflected in the described materials.

**May contain:** blockquote, chronlist, head, list, p, scopecontent, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, scopecontent

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** <scopecontent> contains a narrative statement that summarizes the range and topical coverage of the materials. It provides the researcher with the information necessary to evaluate the potential relevance of the materials being described. <scopecontent> may include information about the form and arrangement of the materials; dates covered by the materials; significant organizations, individuals, events, places, and subjects represented in the materials; and functions and activities that generated the materials being described. It may also identify strengths of or gaps in the materials.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.3.1

MARC 520

MODS <abstract>

**Examples:**

```
<archdesc level="fonds">
  <did>[...]</did>
  <scopecontent encodinganalog="520">
    <head>Scope and Content</head>
    <p>Fonds includes records relating
to the Department of Plant Ecology's
administration, teaching and research;
extension work relating to the
Saskatchewan Weed Survey; and
correspondence with a variety of
institutions and individuals. A series of
minutes and correspondence relating to the
Saskatchewan Committee on the Ecology and
```

```

        Preservation of Grasslands (established in
        1935) documents the efforts to establish
        permanent reserves of significant
        grasslands in Saskatchewan.</p>
    </scopecontent>
</archdesc>
<dsc dsctype="combined">
    <head>Detailed Description of the
    Collection</head>
    <c01 level="series">
        <did>
            <unittitle>Record of Prosecutions,
            </unittitle>
            <unitdate>1916-1927. </unitdate>
            <physdesc>3 volumes.</physdesc>
        </did>
        <scopecontent>
            <p>Information provided in each entry:
            date of report, name and address
            of person arrested, location where
            offense was committed, date of arrest,
            nature of offense, name of judge or
            justice, result of trial, amounts of
            fine and court costs, number of days
            served if jailed, name of warden, and
            occasional added remarks. Types of
            offenses included hunting or fishing
            out of season or in unauthorized
            places, exceeding catch or bag limits,
            taking undersized fish, illegal fishing
            practices such as gill-netting or
            dynamiting, illegal hunting practices
            such as night-lighting, killing non-
            game birds, fishing or hunting without
            a license, and hunting-related offenses
            against persons such as fraud and
            assault.</p>
        </scopecontent>
    </c01>
</dsc>

```

```

<c02>
  <did>
    <unittitle>Suspicion (RKO Radio Pictures)
    </unittitle>
    <unitdate normal="1941"
    unitdatetype="inclusive">1941</unitdate>
    <container
    localtype="Oversize">102A</container>
  </did>
  <relatedmaterial>
    <p>See also
      <ref target="cftml">Classic Film Themes
      Medley [I]</ref>
    and
      <ref target="nft">Nostalgic Film
      Themes</ref>
    .</p>
  </relatedmaterial>
  <scopecontent>
    <p>Production score - excerpted
    reductions, photostats:</p>
    <list>
      <item>PROD. #306 M:10 Main title /
      before the fact</item>
      <item>PROD. #306 M:60 Melbeck's office /
      before the fact</item>
      <item>PROD. #306 M:74 Looking for
      Johnny / before the fact</item>
      <item>PROD. #306 M:85 Lina alone /
      before the fact</item>
      <item>PROD. #306 M:94 The morning mail /
      before the fact</item>
      <item>PROD. #306 M:106 Too fast / before
      the fact</item>
      <item>PROD. #306 M:74 Looking for
      Johnny / before the fact</item>
    </list>
  </scopecontent>
</c02>

```

## <script> Script (Table of Contents)

**Summary:** A child element of <languagedeclaration> and <languageset> that identifies the writing script for a language of the EAD instance or the materials being described, respectively.

**May contain:** [text]

**May occur within:** languagedeclaration, languageset

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	script	Optional
	scriptcode	Optional

**Description and Usage:** <script> is for identifying the script used to write a particular language or languages, whether that of the materials being described or the language of the description itself.

**Availability:** Within <languagedeclaration>: Required, not repeatable  
Within <languageset>: Required, repeatable

**Examples:**

```

<languagedeclaration>
  <language langcode="eng">English</language>
  <script scriptcode="Latn"> Latin </script>
</languagedeclaration>
<languagedeclaration>
  <language langcode="fre">French</language>
  <script scriptcode="Latn">Latin </script>
</languagedeclaration>

```

```

<langmaterial>
  <languageset>
    <language langcode="lat">Latin</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language langcode="ang">Old
    English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <languageset>
    <language
    langcode="eng">English</language>
    <script scriptcode="Latn"></script>
  </languageset>
  <descriptivenote>
    <p>The majority of the documents are
    written in Modern English. Roberts
    copies multiple passages from original
    manuscripts in Latin and Old English.</p>
  </descriptivenote>
</langmaterial>
<langmaterial>
  <languageset>
    <language
    langcode="eng">English</language>
    <language langcode="fre">French</language>
    <script scriptcode="Latn"> Latin </script>
  </languageset>
</langmaterial>
<langmaterial>
  <language langcode="eng">English</language>
  <language langcode="fre">French</language>
  <languageset>
    <language
    langcode="jpn">Japanese</language>
    <script scriptcode="Hira"> hiragana
    </script>
    <script scriptcode="Kana"> katakana
    </script>
  </languageset>
</langmaterial>

```

## <separatedmaterial> Separated Material (Table of Contents)

**Summary:** For identifying materials associated by provenance that have been physically separated or removed.

**May contain:** archref, bibref, blockquote, chronlist, head, list, p, separatedmaterial, table

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, separatedmaterial

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** <separatedmaterial> identifies materials that are associated by provenance to the described materials that have been physically separated or removed. Examples include the separation of special formats; the destruction of duplicate or nonessential material; and the deliberate or unintentional dispersal of a creator's records among different repositories.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.5.3

MARC 544

**Examples:**

```
<separatedmaterial>
  <head>Materials Cataloged Separately</head>
  <p>Photographs have been transferred to
  Pictorial Collections of The Bancroft
  Library.</p>
</separatedmaterial>
<separatedmaterial>
  <p>Photographs and sound recordings
  have been transferred to the appropriate
  custodial divisions of the Library where
  they are identified as part of these papers.
  Among the sound recordings are the following
  broadcasts:</p>
  <list>[...]</list>
</separatedmaterial>
<separatedmaterial>
  <p>Other papers of Earl Warren, which relate
  chiefly to his early years and public
```

service in California, are held by the  
California State Archives in Sacramento.</p>  
</separatedmaterial>  
<relatedmaterial>  
<p>Records relating to the Warren Commission  
are held in the National Archives and  
Records Administration.</p>  
</relatedmaterial>

## <seriesstmt> Series Statement (Table of Contents)

**Summary:** A child element of <filedesc> that groups information about the published monographic series to which an EAD instance belongs.

**May contain:** num, p, titleproper

**May occur within:** filedesc

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional

**Description and Usage:** Use <seriesstmt> to record and bind together information about the published monographic series of which the encoded finding aid is a part. <seriesstmt> may contain text, formed in paragraphs, or it may include <titleproper> and <num>, which allow for more specific tagging of names or numbers associated with the series.

**Availability:** Optional, not repeatable

**Example:**

```

<filedesc>
  <titlestmt>
    <titleproper>Guide to the Lucretia
    Mott Papers, 1848-1887 and
    undated</titleproper>
    <author>Alice Poffinberger</author>
  </titlestmt>
  <publicationstmt>
    <publisher>David M. Rubenstein Rare Book
    and Manuscript Library</publisher>
  </publicationstmt>
  <seriesstmt>
    <p>The Lisa Unger Baskin Collection</p>
  </seriesstmt>
</filedesc>

```

## <source> Source (Table of Contents)

**Summary:** A child element of <sources> used to identify a particular source of evidence used in describing the archival material.

**May contain:** descriptivenote, objectxmlwrap, sourceentry

**May occur within:** sources

**Attributes:**

actuate	Optional (values limited to: none, onload, onrequest, other)
altrender	Optional
arcrole	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
href	Optional
id	Optional
lang	Optional
linkrole	Optional
linktitle	Optional
script	Optional
show	Optional (value limited to: embed, new, none, other, replace)

**Description and Usage:** Use <source> to cite a published resource used in describing the archival material. Though not required, a reference for the source should be included as a textual description in the child <sourceentry>. Use the optional <descriptivenote> for any additional notes about the source. Use the optional <objectxmlwrap> to embed XML documenting the source from any namespace other than EAD.

The child elements of <source> are optional, but when present they must be provided in a specific order:

<sourceentry>

<objectxmlwrap>

<descriptivenote>

**Availability:** Required, repeatable

**Examples:**

```
<control> [. . .]
  <sources>
    <source>
      <sourceentry>HMC, Principal Family and
      Estate Collections: Family Names L-W,
      1999</sourceentry>
    </source>
    <source>
      <sourceentry>HMC, Complete Peerage,
      1936</sourceentry>
    </source>
  </sources>
</control>
<sources>
  <source
  lastdatetimestamp="2015-07-03T14:36:00-05:00"
  href="https://archive.org/details/
  dictionaryofamer00drakrich"
  actuate="onrequest" linktitle="Dictionary of
  American biography">
    <sourceentry>Dictionary of American
    biography: including men of the time ...
    and a supplement</sourceentry>
  [. . .] </source>
</sources>
```

## <sourceentry> **Source Entry** (Table of Contents)

**Summary:** A child element within <source> that identifies a specific source used in creating the archival description.

**May contain:** [text]

**May occur within:** source

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
script	Optional
transliteration	Optional

**Description and Usage:** Used to cite a source used in the construction of the archival description. <sourceentry> should be used for brief citation information, with any additional information provided in <descriptivenote>.

**Availability:** Optional, repeatable

**Examples:**

```
<control> [. . .]
  <sources>
    <source>
      <sourceentry> HMC, Principal Family and
        Estate Collections: Family Names L-W,
        1999 </sourceentry>
    </source>
    <source>
      <sourceentry> HMC, Complete Peerage,
        1936 </sourceentry>
    </source>
  </sources>
</control>
<sources>
  <source
lastdatetimestamp="2015-07-03T14:36:00-05:00"
href="https://archive.org/details/
dictionaryofamer00drakrich"
actuate="onrequest" linktitle="Dictionary of
American biography">
  <sourceentry> Dictionary of American
  biography: including men of the time ...
  and a supplement </sourceentry>
<objectxmlwrap>
  <dc>
    <title>Dictionary of American
    biography, including men of the
    time; containing nearly ten thousand
```

notices of persons of both sexes,  
 of native and foreign birth, who  
 have been remarkable, or prominently  
 connected with the arts, sciences,  
 literature, politics, or history  
 of the American continent. Giving  
 also the pronunciation of many of  
 the foreign and peculiar American  
 names, a key to the assumed names of  
 writers, and a supplement</title>  
 <creator>Drake, Francis S. (Francis  
 Samuel), 1828-1885</creator>  
 <date>1872</date>  
 <identifier>E176 .D725  
 1872</identifier>  
 <identifier> https://archive.org/  
 details/dictionaryofamer00drakrich  
 </identifier>  
 </dc>  
 </objectxmlwrap>  
 <descriptivenote>  
 <p>Basic biographical information about  
 <persname source="lcnaf"  
 normal="Freeman, Nathaniel,  
 1741-1827">  
     <part>Nathaniel Freeman</part>  
 </persname>  
 was taken from  
 <title>  
     <part>Dictionary of American  
     biography: including men of the  
     time ... and a supplement</part>  
 </title>  
 , page 340.</p>  
 </descriptivenote>  
 </source>  
 </sources>

## <sources> Sources (Table of Contents)

<b>Summary:</b>	An optional child element of <control> that groups one or more <source>s of evidence used in describing the archival material.	
<b>May contain:</b>	source	
<b>May occur within:</b>	control	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	base	Optional
	encodinganalog	Optional
	id	Optional
	lang	Optional
	lastdatetimedverified	Optional (must follow pattern based on ISO 8601)
	localtype	Optional
	script	Optional
<b>Description and Usage:</b>	Use <sources> to bind together one or more <source> elements.	
<b>Availability:</b>	Optional, not repeatable	
<b>Examples:</b>	<pre>&lt;control&gt; [. . .]   &lt;sources&gt;     &lt;source&gt;       &lt;sourceentry&gt;HMC, Principal Family and       Estate Collections: Family Names L-W,       1999&lt;/sourceentry&gt;     &lt;/source&gt;     &lt;source&gt;       &lt;sourceentry&gt;HMC, Complete Peerage,       1936&lt;/sourceentry&gt;     &lt;/source&gt;   &lt;/sources&gt; &lt;/control&gt; &lt;sources&gt;   &lt;source   lastdatetimedverified="2015-07-03T14:36:00-05:00"   href="https://archive.org/details/   dictionaryofamer00drakrich"</pre>	

```

actuate="onrequest" linktitle="Dictionary of
American biography">
  <sourceentry>Dictionary of American
  biography: including men of the time ...
  and a supplement</sourceentry>
  <objectxmlwrap>
    <dc>
      <title>Dictionary of American
      biography, including men of the
      time; containing nearly ten thousand
      notices of persons of both sexes,
      of native and foreign birth, who
      have been remarkable, or prominently
      connected with the arts, sciences,
      literature, politics, or history
      of the American continent. Giving
      also the pronunciation of many of
      the foreign and peculiar American
      names, a key to the assumed names of
      writers, and a supplement</title>
      <creator>Drake, Francis S. (Francis
      Samuel), 1828-1885</creator>
      <date>1872</date>
      <identifier>E176 .D725
      1872</identifier>
      <identifier> https://archive.org/
      details/dictionaryofamer00drakrich
      </identifier>
    </dc>
  </objectxmlwrap>
  <descriptivenote>
    <p>Basic biographical information about
    <persname source="lcnaf"
    normal="Freeman, Nathaniel,
    1741-1827">
      <part>Nathaniel Freeman</part>
    </persname>
    was taken from
    <title>
      <part>Dictionary of American
      biography: including men of the
      time ... and a supplement</part>
    </title>
    , page 340.</p>
  </descriptivenote>
</source>
</sources>

```

<sponsor>

## <sponsor> Sponsor (Table of Contents)

**Summary:** An optional child element of <titlestmt> for providing the name of an institution or individual who contributed significant support, monetary or otherwise, to the processing of the materials being described.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** titlestmt

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** <sponsor> may be used to identify institution(s) and individual(s) who endorsed, financed, or arranged the acquisition, appraisal, and processing of the described materials or the preparation and distribution of the finding aid.

**Availability:** Optional, repeatable

**References:** MARC 536

**Example:**

```
<titlestmt>
  <titleproper encodinganalog="245$a">The
  Edgar Holden Papers, 1978-1993</titleproper>
  <subtitle encodinganalog="245$b">A Guide
  to the Holden Papers at the University of
  Ishtaba</subtitle>
  <author>Finding aid prepared by Avery
  Thimble</author>
  <sponsor>Processing sponsored by grant
  funding from the National Historical
  Publications and Records Commission, grant
  number 94-0123</sponsor>
</titlestmt>
```

## <subject> Subject (Table of Contents)

**Summary:** An element for encoding topics represented in the materials being described.

**May contain:** part

**May occur within:** abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	rules	Optional
	script	Optional
	source	Optional

**Description and Usage:** Indicates a topic reflected in the described materials. <subject> must contain one or more <part> elements. A single <part> may be used for the entire string, or if more granularity is desired, multiple <part> elements may be used to capture each component of the subject term, e.g.,

Part 1: Boats

Part 2: California

Part 3: 20th Century

Use <subject> within <controlaccess> for encoding subjects as defined by controlled vocabularies or according to appropriate rules. You may also use <subject> for encoding subjects as they appear within text.

**Availability:** Within <indexentry>: Optional, not repeatable  
Within all other elements: Optional, repeatable

**References:** MARC 650, 69X  
MODS <topic>

**Examples:**

```
<controlaccess>
  <subject encodinganalog="650" rules="RDA"
  source="lcsch">
    <part>Indians of North America</part>
    <part>Idaho</part>
  </subject>
  <subject encodinganalog="650" rules="RDA"
  source="lcsch">
    <part>Railroads</part>
    <part>Washington (State)</part>
    <part>History</part>
  </subject>
</controlaccess>
<controlaccess>
  <subject>
    <part>Alien and Sedition laws, 1798</part>
  </subject>
  <subject>
    <part>American Confederate voluntary
    exiles</part>
  </subject>
  <subject>
    <part>Kentucky and Virginia resolutions of
    1798</part>
  </subject>
</controlaccess>
```

## <subtitle> **Subtitle** (Table of Contents)

**Summary:** A child element of <titlestmt> that captures a secondary or subsidiary portion of the title of the EAD instance.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** titlestmt

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional

**Description and Usage:** Use <subtitle> to record a portion of the title of an encoded finding aid that is subordinate to the main title recorded in <titleproper>. <subtitle> is available only within <titlesmt> and is intended to support additional title information.

**Availability:** Optional, repeatable

**Example:**

```

<filedesc>
  <titlestmt>
    <titleproper>Tom Stoppard</titleproper>
    <subtitle>An Inventory of His Papers
at the Harry Ransom Humanities Research
Center</subtitle>
    <author>Finding aid written by Katherine
Mosley</author>
  </titlestmt>
  <publicationstmt>
    <publisher>The University of Texas at
Austin, Harry Ransom Humanities Research
Center</publisher>
    <date>2000</date>
  </publicationstmt>
</filedesc>

```

<table>

## <table> Table (Table of Contents)

**Summary:** A wrapper element for formatting information in a row and column display.

**May contain:** head, tgroup

**May occur within:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalslod, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userrestrict

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	colsep	
	frame	Optional (values limited to: all, bottom, none, sides, top, topbot)
	id	Optional
	lang	Optional
	pgwide	Optional (values limited to: false, true)
	rowsep	
	script	Optional

**Description and Usage:** The application of <table> is based on the XML Exchange Table Model, an XML expression of the Exchange subset of the full CALS table model DTD.

**Availability:** Optional, repeatable

**Example:**

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
      align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
          Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
          (1760-1806)</entry>
        <entry colname="2">Mary Frances
          Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
          Albemarle (1787-1848)</entry>
      </row>
      [. . .] </tbody>
    </tgroup>
  </table>
```

## <tbody> Table Body (Table of Contents)

**Summary:** A child element of <tgroup> that binds together one or more rows forming the main body of a table.

**May contain:** row

**May occur within:** tgroup

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
id	Optional
lang	Optional
script	Optional
valign	Optional (values limited to: bottom, middle, top)

**Description and Usage:** A formatting element that contains one or more <row> elements, which in turn contain <entry> elements in <table>. <tbody> identifies the body of the information in <table>, as distinct from the column headings (<thead>).

**Availability:** Required, not repeatable

**Example:**

```
<table frame="none">
  <tgroup cols="3">
    <colspec colnum="1" colname="1"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="2" colname="2"
      align="left" colwidth="50pt"></colspec>
    <colspec colnum="3" colname="3"
      align="left" colwidth="50pt"></colspec>
    <thead>
      <row>
        <entry colname="1">Major Family
          Members</entry>
        <entry colname="2">Spouses</entry>
        <entry colname="3">Children</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry colname="1">John Albemarle
          (1760-1806)</entry>
        <entry colname="2">Mary Frances
          Delaney (1769-1835)</entry>
        <entry colname="3">John Delaney
          Albemarle (1787-1848)</entry>
      </row>
    [. . .] </tbody>
  </tgroup>
</table>
```

## <term> Term (Table of Contents)

<b>Summary:</b>	A child element of <localcontrol> used to specify a descriptive term in accordance with local rules.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	localcontrol	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	lastdatetimestamp	Optional (must follow pattern based on ISO 8601)
	rules	Optional
	script	Optional
	source	Optional
	transliteration	Optional

**Description and Usage:** Use <term> to record the value of the entry enabled by the @localtype in <localcontrol>. For example, if the content of @localtype is "levelofdetail," <term> might be "minimum."

**Availability:** Optional, not repeatable

**Examples:**

```

<localcontrol localtype="levelofdetail">
  <term> Minimum </term>
</localcontrol>
<localcontrol localtype="fileSize">
  <term> 8 MB </term>
</localcontrol>
<localcontrol localtype="daoFlag">
  <term> true </term>
</localcontrol>
<localcontrol localtype="maxComponentID">
  <term> 414 </term>
</localcontrol>
<localcontrol localtype="processinglevel">
  <term> item </term>
</localcontrol>

```

<tgroup>

## <tgroup> Table Group (Table of Contents)

<b>Summary:</b>	A wrapper element that binds together <colspec>, <thead>, and <tbody> elements in a table.	
<b>May contain:</b>	colspec, tbody, thead	
<b>May occur within:</b>	table	
<b>Attributes:</b>	align	Optional (values limited to: center, char, justify, left, right)
	altrender	Optional
	audience	Optional (values limited to: external, internal)
	cols	Required
	colsep	Optional (values limited to: false, true)
	id	Optional
	lang	Optional
	rowsep	Optional (values limited to: false, true)
	script	Optional
<b>Description and Usage:</b>	Tables comprise one or more <tgroup> elements depending on the number of times the column specifications change. <tgroup> provides a subgrouping of rows within a table that all use the same column specifications.	
<b>Availability:</b>	Required, repeatable	

**Example:**

```
<table frame="all" colsep="true" rowsep="true">
  <thead>Dates of Existence for Local
  Chapters</thead>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

## <thead> Table Head (Table of Contents)

<b>Summary:</b>	A formatting element that contains the heading information in <table>.	
<b>May contain:</b>	row	
<b>May occur within:</b>	c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, dsc, tgroup	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
	valign	Optional (values limited to: bottom, middle, top)
<b>Description and Usage:</b>	Use <thead> to record column headings that appear at the top of a table and may appear again at the top of any physical break in rows in the body. <thead> may be used in an ordinary structural <table>, or to provide column headings for components (<c> or <c0x>) or <dsc> in a container list.	
<b>Availability:</b>	Optional, not repeatable	

**Example:**

```
<table frame="all" colsep="true" rowsep="true">
  <head>Dates of Existence for Local
  Chapters</head>
  <tgroup align="center" cols="3">
    <colspec colname="chaptertitle"
    colnum="1"></colspec>
    <colspec colname="yearformed"
    colnum="2"></colspec>
    <colspec colname="yeardisbanded"
    colnum="3"></colspec>
    <thead valign="middle">
      <row>
        <entry colname="chaptertitle">Chapter
        Title</entry>
        <entry colname="yearformed">Year
        Formed</entry>
        <entry colname="yeardisbanded">Year
        Disbanded</entry>
      </row>
    </thead>
    <tbody valign="middle">
      <row>
        <entry colname="chaptertitle">Local
        Chapter 543</entry>
        <entry
        colname="yearformed">1923</entry>
        <entry
        colname="yeardisbanded">1967</entry>
      </row>
    </tbody>
  </tgroup>
</table>
```

## <title> Title (Table of Contents)

<b>Summary:</b>	An element for encoding the formal name of a work.	
<b>May contain:</b>	part	
<b>May occur within:</b>	abstract, archref, bibref, controlaccess, entry, event, indexentry, item, namegrp, p, physfacet, ref, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	relator	Optional
	render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote,
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	<p>The name of an intellectual work, such as a monograph, serial, or painting, listed in a finding aid. Within &lt;controlaccess&gt;, the formal, authorized name should be used, but &lt;title&gt; may also be used to encode titles as they appear within other elements to enable formatting such as italics or quotations.</p> <p>Subtitles of such works are not separately encoded but may instead be listed as part of &lt;title&gt;, either along with the title in a single &lt;part&gt;, or in multiple parts as follows:</p> <p>Part 1: Private eyeballs</p> <p>Part 2: A golden history of bad taste</p>	
<b>Availability:</b>	Within <indexentry>: Optional, not repeatable	
	Within all other elements: Optional, repeatable	
<b>References:</b>	MARC 630, 730, 740	
	MODS <subject> <titleInfo>	

**Examples:**

```
<c01>
  <did>
    <unittitle>Short stories, </unittitle>
    <unitdate>1946-1954</unitdate>
  </did>
<c02>
  <did>
    <unittitle>
      <title render="italic">
        <part>The Lottery</part>
      </title>
    </unittitle>
  </did>
</c02>
</c01>
<bibref>
  <title render="italic">
    <part>Library of Congress Acquisitions:
      Manuscript Division, 1982</part>
  </title>
  , p. 29. </bibref>
```

## <titleproper> Title Proper of the Finding Aid (Table of Contents)

**Summary:** A child element of <titlestmt> and <seriesstmt> that indicates the title of a finding aid or finding aid series.

**May contain:** [text] abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** seriesstmt, titlestmt

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
render	Optional (values limited to: altrender, bold, bolddoublequote, bolditalic, boldsinglequote, boldsmcaps, boldunderline, doublequote, italic, nonproport, singlequote, smcaps, sub, super, underline)
script	Optional

**Description and Usage:** Use <titleproper> to record the title of a finding aid or finding aid series.

**Availability:** Within <seriesstmt>: Required, not repeatable

Within <titlestmt>: Required, repeatable

**Examples:**

```
<titlestmt>
  <titleproper> The Edgar Holden Papers,
  1978-1993 </titleproper>
  <subtitle>A Guide to the Holden Papers at
  the University of Ishtaba</subtitle>
  <author>Finding aid prepared by Avery
  Thimble</author>
  <sponsor>Processing sponsored by grant
  funding from the National Historical
  Publications and Records Commission, grant
  number 94-0123</sponsor>
</titlestmt>
<titlestmt>
  <titleproper> Catalogue of the Papers of
  James Graham Ballard </titleproper>
</titlestmt>
```

```
<titlestmt>
  <titleproper localtype="formal"> Guide
  to the Abraham Hayward Collection
</titleproper>
  <titleproper localtype="filing"
  render="altrender" altrender="nodisplay"
  audience="internal"> Hayward (Abraham)
  Collection </titleproper>
  <author>by Michael Rush</author>
</titlestmt>
```



```
<titlestmt>
  <titleproper localtype="formal">Guide to the
  Abraham Hayward Collection </titleproper>
  <titleproper localtype="filing"
  render="altrender" altrender="nodisplay"
  audience="internal"> Hayward (Abraham)
  Collection </titleproper>
  <author>by Michael Rush</author>
</titlestmt>
```

## <today> To Date (Table of Contents)

**Summary:** A child element of <daterange> that records the end point in a range of dates.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** daterange

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	localtype	Optional
	notafter	Optional
	notbefore	Optional
	script	Optional
	standarddate	Optional

**Description and Usage:** Use <today> to record the end date in a range of dates, whether they be known or approximate. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the @standarddate should be used to record the date in machine-processable form as well. <today> may be omitted from <daterange> if the date span is ongoing.

**Availability:** Optional, not repeatable

**Examples:**

```

<unitdatestructured calendar="gregorian"
era="ce">
  <dateset>
    <datesingle standarddate="1963-01-22">22
    January 1963</datesingle>
    <daterange>
      <fromdate standarddate="1971-06-01">1
      June 1971</fromdate>
      <today standarddate="1974-04-30"> 30
      April 1974 </today>
    </daterange>
  </dateset>
</unitdatestructured>
<chronitem>
  <daterange>
    <fromdate>1819</fromdate>
    <today> 1820 </today>
  </daterange>
  <event>Studies theology at Yale
  College</event>
</chronitem>

```

```
<unitdatestructured unitdatetype="inclusive">
  <daterange>
    <fromdate notafter="1962">1962</fromdate>
    <todate notafter="1968"> 1968 </todate>
  </daterange>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
  <daterange>
    <fromdate notbefore="1971"
    notafter="1975">around 1973</fromdate>
    <todate standarddate="1992"> 1992
    </todate>
  </daterange>
</unitdatestructured>
```

## <unitdate> Date of the Unit (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a simple statement of the date(s) covered by the described materials.	
<b>May contain:</b>	[text], abbr, emph, expan, foreign, lb, ptr, ref	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	calendar	Optional
	certainty	Optional
	datechar	Optional
	encodinganalog	Optional
	era	Optional
	id	Optional
	label	Optional
	lang	Optional
	normal	Optional
	script	Optional
	unitdatatype	Optional (values limited to: bulk, inclusive)
<b>Description and Usage:</b>	<unitdate> is for indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc. <unitdate> may be in the form of text or numbers, and may consist of a single date, a date range, or a combination of single dates and date ranges.	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.3 MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c MODS <originInfo> <dateCreated>	
<b>Examples:</b>	<pre>&lt;archdesc level="collection"&gt;   &lt;did&gt;     &lt;head&gt;Collection Summary&lt;/head&gt;     &lt;origination label="Creator"&gt;       &lt;corpname encodinganalog="110"&gt;         &lt;part&gt;National Association for the           Advancement of Colored People&lt;/part&gt;       &lt;/corpname&gt;     &lt;/origination&gt;     &lt;unittitle label="Title"       encodinganalog="245"&gt;Visual Materials       from the National Association for the</pre>	

```

    Advancement of Colored People Records
    (Library of Congress)</unittitle>
    <unitdate label="Dates"
    unitdatetype="inclusive"
    encodinganalog="260"> ca. 1838-1969
    </unitdate>
    <unitdate unitdatetype="bulk"> bulk
    1944-1955 </unitdate>
  </did>
</archdesc>
<did>
  <unittitle encodinganalog="245$a">Philip M.
  Wagner papers</unittitle>
  <unitdate unitdatetype="inclusive"
  encodinganalog="245$f"> 1839-1995
  </unitdate>
  <unitdate unitdatetype="bulk"
  encodinganalog="245$g"> bulk 1942-1989
  </unitdate>
  <physdesc encodinganalog="300$a$f">8 boxes
  (9.35 linear feet)</physdesc>
[... ] </did>
<dsc type="analyticcover">
  <c level="subseries">
    <did>
      <unittitle>Documentary
      Movies</unittitle>
      <unitdate unitdatetype="inclusive"
      normal="1952/1964"> 1952-1964
      </unitdate>
      <abstract>Includes scores, arranged
      alphabetically by movie title,
      and some correspondence, arranged
      chronologically.</abstract>
    </did>
  </c>
[. . .] </dsc>

```

## <unitdatestructured> Structured Date of the Unit (Table of Contents)

**Summary:** A child element of <did> that enables structured, machine-processable expressions of the dates of the materials being described.

**May contain:** daterange, dateset, datesingle

**May occur within:** did

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
calendar	Optional
certainty	Optional
datechar	Optional
encodinganalog	Optional
era	Optional
id	Optional
label	Optional
lang	Optional
script	Optional
unitdatatype	Optional (values limited to: bulk, inclusive)

**Description and Usage:** <unitdatestructured> provides a machine-processable statement of the date or dates the materials described were created, issued, copyrighted, broadcast, etc. <unitdatestructured> must contain one of the following child elements: <datesingle>, <daterange>, or <dateset>.

<unitdatestructured> may contain only one child, therefore <dateset> must be used in situations where complex date information needs to be conveyed and requires at least two child elements. A date set may combine two or more <datesingle> and <daterange> elements.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.3

MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c

MODS <originInfo> <dateCreated>

## Examples:

```
<did>
  <unittitle>Class Notes,
  Undergraduate</unittitle>
  <unitdatestructured
  unitdatetype="inclusive">
    <daterange>
      <fromdate
      notafter="1962">1962</fromdate>
      <to date notafter="1968">1968</to date>
    </daterange>
  </unitdatestructured>
  <physdesc>12 notebooks</physdesc>
  <container localtype="boxes">5-6</container>
  <didnote>The notebooks contain months and
  days, not years. Estimated dates are based
  on the years Scully attended the University
  of Maryland.</didnote>
</did>
<unitdatestructured unitdatetype=" inclusive "
encodinganalog="245">
  <dateset>
    <datesingle standarddate="1963-01-22">1963
    January 22</datesingle>
    <daterange>
      <fromdate standarddate="1971-06-01">1971
      June 1</fromdate>
      <to date standarddate="1974-04-30">1974
      April 30</to date>
    </daterange>
  </dateset>
</unitdatestructured>
<unitdatestructured certainty="circa"
unitdatetype="inclusive">
  <daterange>
    <fromdate notbefore="1971"
    notafter="1975">around 1973</fromdate>
    <to date standarddate="1992">1992</to date>
  </daterange>
</unitdatestructured>
<unitdatestructured>
  <daterange>
    <fromdate>1900</fromdate>
    <to date>1910</to date>
  </daterange>
</unitdatestructured>
<unitdatestructured unitdatetype=" inclusive ">
  <datesingle standarddate=" 2015-06 ">2015
  June</datesingle>
</unitdatestructured>
```

## <unitid> ID of the Unit (Table of Contents)

**Summary:** A child element of <did> that provides an identifier for the materials being described, such as an accession number.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** did

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	countrycode	Optional
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	repositorycode	Optional
	script	Optional

**Description and Usage:** <unitid> may contain any alpha-numeric text string that serves as a unique reference point or control number for the described material, such as a lot number, an accession number, a classification number, or an entry number in a bibliography or catalog. <unitid> is primarily a logical designation, which sometimes indirectly provides location information, as in the case of a classification number.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.1.1

MODS <identifier>

**Examples:**

```
<c01>
  <did>
    <unittitle>Manouche</unittitle>
  </did>
<c02>
  <did>
    <unittitle>Recording</unittitle>
    <unitid> grove_005 </unitid>
    <abstract>45-rpm phonodisc of Manouche
    singing two unidentified French
    songs</abstract>
    <container
      localtype="Box">559</container>
  </did>
</c02>
[ . . . ] </c01>
```

```

<archdesc level="collection">
  <did>
    <head>Descriptive Summary</head>
    <unittitle label="Title">Donald C. Stone,
    Jr. Papers, </unittitle>
    <unitdate
    unitdatetype="inclusive">1971-1983</unitdate>
    <unitid countrycode="US"
    repositorycode="cbgtu" identifier="http://
    library.syr.edu/guides/s/stone_dc.htm"
    label="Accession number"> GTU 2001-8-03
    </unitid>
    <origination label="Creator">
      <persname source="lcnaf">
        <part>Stone, Donald C., Jr.</part>
      </persname>
    </origination>
    <physdesc label="Extent">4 boxes, 4 linear
    ft. </physdesc>
    <repository label="Repository">
      <corpname>
        <part>The Graduate Theological
        Union</part>
      </corpname>
      <address>
        <addressline>Berkeley,
        California</addressline>
      </address>
    </repository>
    <abstract label="Abstract">The papers
    document Donald C. Stone's work with
    Ornstein and Swencionis on the
      <emph render="italic">est</emph>
    Outcome Project, and the development
    of his doctoral research, including
    his various publications on the human
    potential movement, up to the completion
    of his doctoral dissertation.</abstract>
    <physloc label="Shelf location">5/
    D/4-5</physloc>
  </did>
[. . .] </archdesc>

```

## <unittitle> Title of the Unit (Table of Contents)

<b>Summary:</b>	A child element of <did> that specifies a title for the described materials.	
<b>May contain:</b>	[text], abbr, corpname, date, emph, expan, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	script	Optional
<b>Description and Usage:</b>	<unittitle> is for recording the title statement, either formal or supplied, of the described materials. The title statement may consist of a word or phrase. <unittitle> is used at both the highest unit or <archdesc> level (e.g., collection, record group, or fonds) and at all the subordinate <c> levels (e.g., subseries, files, items, or other intervening stages within a hierarchical description).	
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.2 MARC 130, 240, 245 MODS <titleInfo> <title>	
<b>Examples:</b>	<pre>&lt;c level="subseries"&gt;   &lt;did&gt;     &lt;unittitle&gt; Documentary Movies     &lt;/unittitle&gt;     &lt;unitdate       unitdatetype="inclusive"&gt;1952-1964&lt;/unitdate&gt;     &lt;physdesc&gt;2.5 linear ft.&lt;/physdesc&gt;     &lt;abstract label="Summary:"&gt;Includes       scores, arranged alphabetically by movie       title, and some correspondence, arranged       chronologically.&lt;/abstract&gt;     &lt;/did&gt;   &lt;/c&gt;</pre>	

```

<archdesc level="collection"
relatedencoding="MARC21" localtype="inventory">
  <did>
    <head>Overview of the Collection</head>
    <repository encodinganalog="852$a"
label="Repository:">
      <corpname>
        <part>Syracuse University Special
          Collections Research Center</part>
      </corpname>
    </repository>
    <origination label="Creator:">
      <persname encodinganalog="100">
        <part>Langner, William R.</part>
      </persname>
    </origination>
    <unittitle encodinganalog="245$a"
label="Title:"> William Langner Papers
    </unittitle>
    <abstract encodinganalog="520$a"
label="Abstract:">William Langner worked
for the Department of Education's Division
of Adult Education and Literacy for
many years. He was active in raising
awareness of education for the disabled
(Langner himself was a paraplegic from
the age of 18 due to a car accident).
Collection includes correspondence
(both personal and professional),
writings, memorabilia, and large amounts
of printed material (papers, reports,
handbooks, manuals, etc).concerning adult
education.</abstract>
    <langmaterial encodinganalog="546"
label="Language:">
      <language langcode="eng"></language>
      <language langcode="spa"></language>
      <descriptivenote>
        <p>English, some printed material in
          Spanish</p>
      </descriptivenote>
    </langmaterial>
  </did>
  <accessrestrict>
    <head>Access Restrictions</head>
    <p>Unprocessed. Accessible by special
      permission only.</p>
  </accessrestrict>
</archdesc>

```

<unittype>

## <unittype> Unit Type (Table of Contents)

<b>Summary:</b>	A child element of <physdescstructured> that indicates the type of unit being quantified, e.g., boxes, linear feet, etc.	
<b>May contain:</b>	[text]	
<b>May occur within:</b>	physdescstructured	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	identifier	Optional
	lang	Optional
	rules	Optional
	script	Optional
	source	Optional
<b>Description and Usage:</b>	Required in <physdescstructured>, <unittype> identifies the type of unit being quantified.	
<b>Availability:</b>	Required, not repeatable	
<b>Examples:</b>	<pre>&lt;physdescset&gt;   &lt;physdescstructured coverage="whole"   physdescstructuredtype="spaceoccupied"&gt;     &lt;quantity&gt;12&lt;/quantity&gt;     &lt;unittype&gt; linear feet &lt;/unittype&gt;   &lt;/physdescstructured&gt;   &lt;physdescstructured coverage="whole"   physdescstructuredtype="carrier"&gt;     &lt;quantity&gt;24&lt;/quantity&gt;     &lt;unittype&gt; boxes &lt;/unittype&gt;   &lt;/physdescstructured&gt; &lt;/physdescset&gt;</pre>	

```
<physdescset>
  <physdescstructured coverage="part"
  physdescstructuredtype="spaceoccupied">
    <quantity>6</quantity>
    <unittype> terabytes </unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="carrier">
    <quantity>24</quantity>
    <unittype> 3 ½" floppy disks </unittype>
  </physdescstructured>
  <physdescstructured coverage="part"
  physdescstructuredtype="materialtype">
    <quantity>1800</quantity>
    <unittype> electronic files </unittype>
  </physdescstructured>
</physdescset>
```

## <userrestrict> **Conditions Governing Use** (Table of Contents)

**Summary:** An element for indicating any conditions that affect the use of the described materials, such as in publications.

**May contain:** blockquote, chronlist, head, list, p, table, userrestrict

**May occur within:** archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, userrestrict

**Attributes:**

altrender	Optional
audience	Optional (values limited to: external, internal)
encodinganalog	Optional
id	Optional
lang	Optional
localtype	Optional
script	Optional

**Description and Usage:** Use <userrestrict> for information about any limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency. These conditions may be related to reproduction, publication, or quotation of the described materials after access to the materials has been granted. <userrestrict> may also be used to indicate the absence of restrictions, such as when intellectual property rights have been dedicated to the public.

**Availability:** Optional, repeatable

**References:** ISAD(G) 3.4.2

MARC 540

**Examples:**

```
<userrestrict>
  <p>Until 2015 permission to photocopy some
  materials from this collection has been
  limited at the request of the donor. Please
  ask repository staff for details if you are
  interested in obtaining photocopies from
  Series 1: Correspondence.</p>
</userrestrict>
<userrestrict>
  <p>Copyright to the collection has been
  transferred to the Regents of the University
  of Michigan.</p>
</userrestrict>
<userrestrict>
  <head>Restrictions on usage</head>
  <p>Per the deed of gift:</p>
  <blockquote>Any use of quotations, excerpts,
  reproductions, or any other portion
  of the collection, either in print or
```

electronically, requires permission of the  
heirs of the Smith Estate.</blockquote>  
</userrestrict>

# Appendix :

## Appendix A : EAD Crosswalks

### ISAD(G) to EAD3

ISAD(G)	EAD
3.1.1 Reference code(s)	<agencycode> and <recordid> within <control>; <unitid> with @countrycode and @repositorycode
3.1.2 Title	<unittitle>
3.1.3 Dates	<unitdate>, <unitdatestructured>
3.1.4 Level of description	<archdesc> and <c> @level
3.1.5 Extent and medium of the unit	<physdesc>, <physdescstructured>
3.2.1 Name of creator	<origination>
3.2.2 Administrative/Biographical history	<bioghist>
3.2.3 Archival history	<custodhist>
3.2.4 Immediate source of acquisition	<acqinfo>
3.3.1 Scope and content	<scopecontent>
3.3.2 Appraisal, destruction and scheduling	<appraisal>
3.3.3 Accruals	<accruals>
3.3.4 System of arrangement	<arrangement>
3.4.1 Conditions governing access	<accessrestrict>
3.4.2 Conditions governing reproduction	<userrestrict>
3.4.3 Language/scripts of material	<langmaterial>
3.4.4 Physical characteristics and technical requirements	<phystech>
3.4.5 Finding aids	<otherfindaid>
3.5.1 Existence and location of originals	<originalsloc>
3.5.2 Existence and location of copies	<altformavail>
3.5.3 Related units of description	<relatedmaterial>, <separatedmaterial>
3.5.4 Publication note	<bibliography>
3.6.1 Note	<didnote>, <odd>
3.7.1 Archivist's note	<processinfo>
3.7.2 Rules or conventions	<conventiondeclaration>
3.7.3 Date(s) of descriptions	<maintenanceevent>/<eventdatetime>

### MARC21 to EAD3

MARC	EAD
041 Language	<langmaterial>/<language> @langcode

100 Main entry--personal name	<origination> <persname>, <origination> <famname>
110 Main entry--corporate name	<origination> <corpname>
111 Main entry--meeting name	<origination> <corpname>
130 Main entry--uniform title OR 240 Uniform title	<unittitle>
245 Title statement	<unittitle>
245\$f Title statement/inclusive dates	<unitdate unitdatetype="inclusive">, <unitdatestructured unitdatetype="inclusive">
245\$g Title statement/bulk dates	<unitdate unitdatetype="bulk">, <unitdatestructured unitdatetype="bulk">
254 Musical presentation statement	<materialspec>
255 Cartographic mathematical data	<materialspec>
255\$c Cartographic mathematical data/ statement of coordinates	<geographiccoordinates>
256 Computer file characteristics	<physdescstructured> <quantity> and <physdescstructured> <unittype>
260\$c Date	<unitdate>, <unitdatestructured>
300 Physical description	<physdesc>, <physdescstructured> subelements <quantity>, <unittype>, <dimensions>, <physfacet>
340 Physical medium	<phystech>
351 Organization and arrangement	<arrangement>
351\$c Hierarchical level	<archdesc> @level
355 Security classification control	<accessrestrict>
500 General note	<didnote>, <odd>
506 Restrictions on access note	<accessrestrict>, <legalstatus>
510 Citation/references	<bibliography>
520 Summary, etc.	<abstract>, <scopecontent>
524 Preferred citation of described materials	<prefercite>
530 Additional physical form available	<altformavail>
535 Location of Originals/Duplicates	<originalsloc>
536 Funding information	<sponsor>
538 System Details	<phystech>
540 Terms governing use and reproduction	<userrestrict>
541 Immediate source of acquisition	<acqinfo>
544 Location of other archival materials	<relatedmaterial>, <separatedmaterial>
545 Biographical or historical data	<bioghist>
546 Language	<langmaterial>

555 Cumulative index/finding aids<sup>2</sup>  
 In a MARC21 record a note in the 55 field would mention the existence of the EAD-encoded finding aid, but no specific EAD element maps to this field. The existence of other finding aids can be noted in <otherfindaid>.

561 Ownership and custodial history  
 581 Publications about described materials

583 Action

584 Accumulation and frequency of use

600 Subject--personal name

610 Subject--corporate name

611 Subject--meeting

630 Subject--uniform title

650 Subject--topical

651 Subject--geographic name

655 Genre/form

656 Occupation

657 Function

69x Local subject access

700 Added entry--personal name

710 Added entry--corporate name

711 Added entry--meeting name

720 Added entry--uncontrolled

730 Added entry--uniform title

740 Added entry--uncont./related anal. title

752 Added entry--hierarchical place name

852 Location

<custodhist>

<bibliography>

<appraisal>, <processinfo>

<accruals>

<controlaccess><persname relator="subject">,</persname relator="subject">

<controlaccess><famname relator="subject">

<controlaccess><corpname relator="subject">

<controlaccess><corpname relator="subject">

<controlaccess><title relator="subject">

<controlaccess> <subject>

<controlaccess><geogname relator="subject">

<controlaccess><genreform>

<controlaccess><occupation>

<controlaccess><function>

<controlaccess><subject source="local">

<controlaccess><persname>,<controlaccess><famname>

<controlaccess><corpname>

<controlaccess><corpname>

<name>

<controlaccess><title>

<title>

<geogname>

<repository>, <physloc>

## MODS to EAD3

### MODS

<abstract>

<accessCondition>

<genre>

<identifier>

<language><languageTerm>

<location><physicalLocation>

<location><url>

<name>

### EAD

<abstract>, <scopecontent>

<accessrestrict>

<controlaccess><genreform>

<unitid>

<langmaterial><language>,</langmaterial><language>

<langmaterial><languageset><language>

<repository>

<dao>, <daoset>

<origination>

<note>	<didnote>, <odd>
<originInfo><dateCreated>	<unitdate>, <unitdatestructured>
<physicalDescription><extent>	<physdesc>, <physdescstructured><quantity> and <physdescstructured><unittype>, <physdescstructured><dimensions>
<recordInfo><recordContentSource>	<maintenanceagency><agencyname>, <maintenanceagency><agencycode>, <maintenanceagency><otheragencycode>
<recordInfo><recordCreationDate>	<maintenancehistory><maintenanceevent><eventdatetime> (where <eventtype> @value='created')
<recordInfo><recordChangeDate>	<maintenancehistory><maintenanceevent><eventdatetime>
<recordInfo><recordIdentifier>	<recordid>
<recordInfo><recordOrigin>	<maintenancehistory><maintenanceevent> (where eventtype/@value='created' or 'derived')
<recordInfo><languageOfCataloging>	<control><languagedeclaration><language>
<recordInfo><descriptionStandard>	<conventiondeclaration>
<subject><cartographics><coordinates>	<geographiccoordinates>
<subject><cartographics><projection>	<materialspec>
<subject><cartographics><scale>	<materialspec>
<subject><genre>	<controlaccess><genreform>
<subject><geographic>	<controlaccess><geogname>
<subject><hierarchicalGeographic>	<controlaccess><geogname>
<subject><name>	<controlaccess><name>
<subject><occupation>	<controlaccess><occupation>
<subject><titleInfo>	<controlaccess><title>
<subject><topic>	<controlaccess><subject>
<titleInfo><title>	<unittitle>

# Appendix :

## Appendix B : Deprecated and Obsolete Elements and Attributes

The revision of EAD 1.0 to EAD 2002 established a precedent that elements to be removed from EAD would first be deprecated – suppressed but available if necessary – before being removed from subsequent versions. All elements deprecated in EAD 2002 were removed from EAD3. Elements present in the DTD version of EAD 2002 but removed from the schema versions of EAD 2002 (<archdescgrp>, <dscgrp>, and <eadgrp>) were also removed from EAD3.

The Society of American Archivists' Technical Subcommittee on EAD (TS-EAD) endeavored to honor the commitment to deprecate removed elements. However, the extent of the changes in EAD3 made comprehensive deprecation impossible. Elements to be removed entirely from the standard remain available in undeprecated versions of EAD3. Elements that were replaced by other elements offering commensurate functionality, or whose availability within the standard changed are in most cases not supported in undeprecated EAD3.

The following attributes and elements are not available in the default versions of EAD3 (ead3.rng, ead3.xsd, and ead3.dtd), but are available in the undeprecated versions (ead3\_undeprecated.rng, ead3\_undeprecated.xsd, and ead3\_undeprecated.dtd). Definitions for these attributes and elements follow below.

### Deprecated Attributes

@placement @tpattern

### Deprecated Elements

<bibseries> <descgrp> <div> <extent> <frontmatter> <imprint> <runner> <titlepage>  
In addition to including the attributes and elements listed above, the undeprecated versions of EAD3 also include the full EAD 2002 content models for the <physdesc> and <unittitle> elements. The undeprecated <physdesc> includes <extent>, <dimensions>, <physfacet>, and the access point elements (e.g. <genreform>) whereas the default <physdesc> in EAD3 does not. The undeprecated <unittitle> includes <bibseries>, <imprint>, <edition>, and <unitdate>, whereas the default <unittitle> in EAD3 does not.

Style sheets for migrating EAD 2002 to EAD3 will include an option to preserve deprecated elements. However, when future versions of EAD are released, support for elements and attributes deprecated in EAD3 will be removed and their forward migration will not be supported.

The following obsolete attributes and elements were removed entirely in EAD3. Their semantics or functionality were replaced by new attributes or elements.

### Obsolete Attributes

@authfilenumber @continuation @findaidstatus @from / @xlink:from @linktype /  
@xlink:type @mainagencycode @othertype @publicid @role / @xlink:role @to /  
@xlink:to @type @urn @url

### **Obsolete Elements**

<arc> <change> <creation> <daodesc> <daogrp> <daoloc> <descrules> <eadheader>  
<eadid> <eventgrp> <extptr> <extptrloc> <extref> <extrefloc> <language> <linkgrp>  
<note> <ptrloc> <refloc> <resource> <revisiondesc> <subarea>

### **Deprecated Attributes**

## **@placement** (Table of Contents)

<b>Summary:</b>	The location where the information in the <runner> element is displayed in print (foot or head) or as a digital watermark (background).
<b>Values:</b>	background, footer, header

## **@tpattern** (Table of Contents)

**Summary:** A reference to a pattern that defines the specifications of particular HTML output tables. Available in <c>, <c01>-<c12>, and <dsc>.

**Data Type:** NMTOKEN

### **Deprecated Elements**

## <bibseries> **Bibliographic Series** (Table of Contents)

<b>Summary:</b>	An element for identifying information about the published series in which a book finding aid, or other published work appeared. Refers to monographic series only.	
<b>Description and Usage</b>	An element for encoding information about the published series in which a book, encoded finding aid, or other published work has appeared. Refers to monographic series only. Not to be used for archival series.	
<b>May contain:</b>	[text], emph, lb, num, ptr, ref, title	
<b>May occur within:</b>	bibref, titlepage, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

## <descgrp> Description Group (Table of Contents)

<b>Summary:</b>	An element for grouping together any number of elements that are following siblings of the <did> element.	
<b>Description and Usage</b>	An element for grouping together any number of elements that are following siblings of the <did> element except for the <dsc> element. <descgrp> might be used, for example, to cluster elements into groups that correspond to the areas specified by the General International Standard Archival Description (ISAD(G)).	
<b>May contain:</b>	accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, chronlist, controlaccess, custodhist, descgrp, fileplan, head, index, legalstatus, list, odd, originalsloc, otherfindaid, p, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, table, userrestrict	
<b>May occur within:</b>	archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, descgrp	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

## <div> Text Division (Table of Contents)

<b>Summary:</b>	A generic element that designates a major section of text within <frontmatter>.	
<b>Description and Usage</b>	A generic element that designates a major section of text within <frontmatter>. Examples of these text divisions include a title page, preface, acknowledgments, or instructions for using a finding aid. Use the <head> element to identify the div's purpose.	
<b>May contain:</b>	blockquote, chronlist, div, head, list, p, table	
<b>May occur within:</b>	div, frontmatter	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

## <extent> Extent (Table of Contents)

**Summary:** A child of <physdesc> used for information about the quantity of the materials being described or an expression of the physical space they occupy.

**Description and Usage** A <physdesc> subelement for information about the quantity of the materials being described or an expression of the physical space they occupy. Includes such traditional archival measurements as cubic and linear feet and meters; also includes counts of microfilm reels, photographs, or other special formats, the number of logical records in a database, or the volume of a data file in bytes. Repeat the element when more than one type or unit of extent is provided, such as, when both linear feet and quantity of containers are given.

**May contain:** [text], abbr, emph, expan, foreign, lb, ptr, ref

**May occur within:** physdesc

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
	unit	Optional

**Availability:** Optional, repeatable

## <frontmatter> **Front Matter** (Table of Contents)

<b>Summary:</b>	A wrapper element that bundles prefatory text found before the start of <archdesc>.	
<b>Description and Usage</b>	A wrapper element that bundles prefatory text found before the start of <archdesc>. It focuses on the creation, publication, or use of the finding aid rather than information about the materials being described. Examples include a title page, preface, dedication, and instructions for using a finding aid. The optional <titlepage> element within <frontmatter> can be used to repeat selected information from <control> to generate a title page that follows local preferences for sequencing information. The other <frontmatter> structures, such as a dedication, are encoded as Text Divisions <div>s, with a <head> element containing word(s) that identify the nature of the text.	
<b>May contain:</b>	div, titlepage	
<b>May occur within:</b>	ead	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, non repeatable	

## <imprint> **Imprint** (Table of Contents)

<b>Summary:</b>	An element for encoding information relating to the publication or distribution of a work cited in a <bibref> or <unittitle>.	
<b>Description and Usage</b>	An element for encoding information relating to the publication or distribution of a work cited in a <bibref> or <unittitle>. In both elements the place of publication, name of the publisher, and date of publication can be encoded as either plain text or wrapped in the <imprint> subelements <geogname>, <publisher>, and <date>. It is seldom, if ever, appropriate to use <imprint> in a citation for an unpublished work cited in a <bibref>.	
<b>May contain:</b>	[text], date, emph, geogname, lb, ptr, publisher	
<b>May occur within:</b>	bibref, unittitle	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	

## <physdesc> Physical Description [Deprecated Data Model] (Table of Contents)

<b>Summary:</b>	A child element of <did> that provides a statement about the physical characteristics of the material being described.	
<b>Description and Usage</b>	<physdesc> is a wrapper element for bundling information about the appearance or construction of the described materials, such as their dimensions, a count of their quantity or statement about the space they occupy, and terms describing their genre, form, or function, as well as any other aspects of their appearance, such as color, substance, style, and technique or method of creation. The information may be presented as plain text, or it may be divided into the <dimensions>, <extent>, <genreform>, and <physfacet> subelements.	
<b>May contain:</b>	[text], abbr, corpname, date, dimensions, emph, expan, extent, famname, footnote, foreign, function, genreform, geogname, lb, name, num, occupation, persname, physfacet, ptr, quote, ref, subject, title	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.5	
	MARC 300	
	MODS <physicalDescription> <extent>	

## <runner> **Runner** (Table of Contents)

**Summary:** An optional formatting element that provides for a header, footer, or watermark to appear on every page of a printed finding aid or throughout an electronic version.

**Description and Usage** An optional formatting element that provides for a header, footer, or watermark to appear on every page of a printed finding aid or throughout an electronic version. If a transparent image is desired as background, use <ptr> instead. The <runner> is available within <archdesc> and must appear before the <did>.

**May contain:** [text], emph, lb, ptr

**May occur within:** archdesc

<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	placement	Optional (values limited to: header, footer, watermark)
	role	Optional
	script	Optional

**Availability:** Optional, repeatable

## <titlepage> **Title Page** (Table of Contents)

<b>Summary:</b>	A wrapper element within <frontmatter> that groups bibliographic information about a finding aid, including its name, author, and other aspects of its creation and publication.	
<b>Description and Usage</b>	A wrapper element within <frontmatter> that groups bibliographic information about a finding aid, including its name, author, and other aspects of its creation and publication. It contains much of the same information found in the <filedesc> portion of <control>, such as the <titleproper>, <subtitle>, <author>, <sponsor>, <publisher>, and <date> of the finding aid. Although it is possible to generate an electronic or printed title page directly from <control>, use of the <titlepage> may be more accommodating of local preferences, including displays of photographic illustrations, institutional logos, or other graphic images.	
<b>May contain:</b>	author, bibseries, blockquote, chronlist, date, edition, list, num, p, publisher, sponsor, subtitle, table, titleproper	
<b>May occur within:</b>	frontmatter	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	id	Optional
	lang	Optional
	script	Optional
<b>Availability:</b>	Optional, non repeatable	

## <unittitle> Title of the Unit [Deprecated Data Model]

(Table of Contents)

<b>Summary:</b>	A child element of <did> that specifies a title for the described materials.	
<b>Description and Usage</b>	A <unittitle> is for recording the title statement, either formal or supplied, of the described materials. The title statement may consist of a word or phrase. The <unittitle> is used at both the highest unit or <archdesc> level (e.g., collection, record group, or fonds) and at all the subordinate <c> levels (e.g., subseries, files, items, or other intervening stages within a hierarchical description).	
<b>May contain:</b>	[text], abbr, bibseries, corpname, date, edition, emph, expan, famname, footnote, foreign, function, genreform, geogname, imprint, lb, name, num, occupation, persname, ptr, quote, ref, subject, title, unitdate	
<b>May occur within:</b>	did	
<b>Attributes:</b>	altrender	Optional
	audience	Optional (values limited to: external, internal)
	encodinganalog	Optional
	id	Optional
	label	Optional
	lang	Optional
	localtype	Optional
	normal	Optional
	script	Optional
<b>Availability:</b>	Optional, repeatable	
<b>References:</b>	ISAD(G) 3.1.2	
	MARC 130, 240, 245	
	MODS <titleIfo> <title>	

# Appendix :

## Appendix C: Revision History

### EAD3 1.1.1 (2019 December)

1. The foreign element is now a valid child of the ref element.
2. The c12 element is now valid in the XSD schemas.
3. The objectxmlwrap element cannot have descendants in the EAD3 namespace in the XSD schemas.

### EAD3 1.1.0 (2018 April)

1. The @render attribute can now be used with the quote element.
2. The objectxmlwrap element can now be validated properly in the XSD schemas.
3. Manually fixed a bug that was causing the descgrp element not to validate correctly in the undeprecated DTD.
4. The date element is now a valid child of the part element.
5. rightsdeclaration, a new element, has been added to the control section.
6. The @localtype attribute can now be used with the conventiondeclaration element.
7. The datatype associated with the @containerid attribute has been relaxed to xsd:string (in EAD3 version 1.0, the datatype for this attribute was restricted to xsd:NMTOKEN).

### EAD3 1.0.0 (2015 July)

1. Initial release.