

OAC Best Practice Guidelines for EAD
(OAC BPG EAD)

Maintained by the California Digital Library

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Chapter 1. Introduction

The OAC Best Practice Guidelines for Encoded Archival Description, Version 2.0 (OAC BPG EAD) must be followed when contributing XML finding aids to the OAC, a core component of the University of California's California Digital Library (CDL). Version 2.0 supercedes version 1.0 of the OAC BPG EAD, as well as the *Encoded Archival Description Retrospective Conversion Guidelines*. Institutions should follow the present guidelines for all *newly* encoded finding aids.

These guidelines were prepared by the OAC Working Group's Metadata Standards Subcommittee during the spring and summer of 2003. This version of the OAC BPG EAD draws substantially on the [RLG Best Practice Guidelines for Encoded Archival Description](#) (2002) compiled by the Research Libraries Group (RLG) EAD Advisory Group. Because the communities represented by the OAC BPGs and RLG BPGs have different needs and requirements, there are some differences between the two sets of guidelines.

The purpose of the OAC BPG EAD is to:

- Ensure a basic level of uniformity in the structure and encoding of finding aids
- Advance interoperability among digital materials from diverse institutions
- Promote efficient ingest procedures
- Facilitate access to digital materials by users
- Minimize costs

The OAC BPG EAD address the application of EAD within the OAC. Institutions not participating in the OAC are free to adopt the guidelines, in full or in part, for their local use.

1.1. Context

These guidelines are based on the [EAD Version 2002 DTD](#) for archival finding aids maintained by the Society of American Archivists (SAA). The OAC BPG EAD supplement the [EAD Tag Library](#) (EAD TL) and the [EAD Application Guidelines](#) (EADAG), both published by the SAA, by defining a core set of practices for encoding a subset of EAD elements required or recommended for use in finding aids contributed to the OAC. Refer to these SAA publications for official definitions of EAD elements and attributes, lists of attribute values, and recommended general applications.

The guidelines are substantially informed by the [General International Standard Archival Description](#) (ISAD(G)) and [Describing Archives: a Content Standard](#) (DACCS), the current U.S. data content standard for archival description.

The guidelines focus on the general issues pertinent to interoperability of finding aids in the OAC database. The absence of discussion of particular elements or attributes is not meant to imply they are unimportant. The guidelines are supplemented, particularly in regards to the description and contribution of digital objects, by the [CDL Guidelines for Digital Objects, Version 2.0](#) (CDL GDO).

1.2. Multilevel Description

Four fundamental rules of multilevel description guide the description of archival materials. These are summarized below and should serve as overarching guidelines for all archival descriptions submitted to the OAC:

- Present all archival description in a hierarchical whole-to-part relationship that proceeds from general description of the collection to more specific descriptions of parts of the collection.

- At each hierarchical level, give only information relevant to that particular level. For example, do not provide an administrative history for an entire department if the creator of the materials being described is a division or branch.
- Give information that is common to multiple parts of the collection at the highest appropriate level. Do not repeat information at a lower level of description that has already been given at a higher level.
- In order to make explicit the position of a particular level of description within the hierarchy, embed the description at each level within the description at its next higher level. Also, identify each level of description (i.e., give it a name, such as "series").

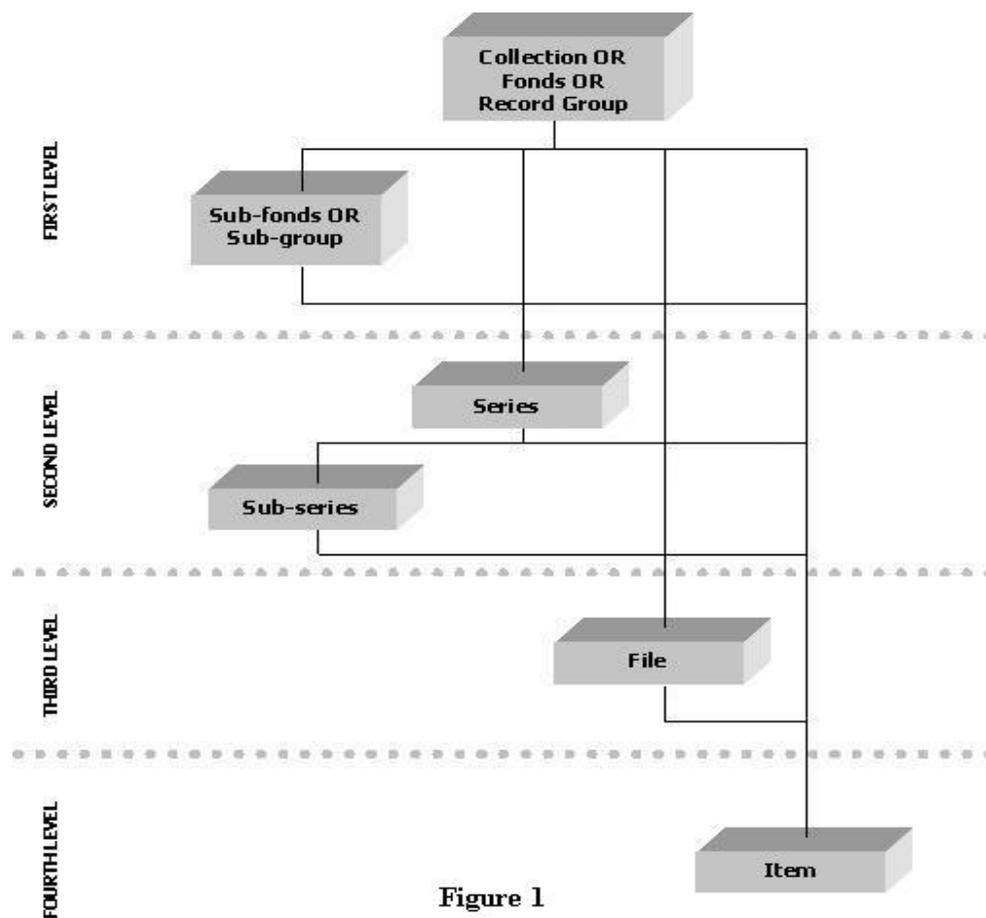


Figure 1

As illustrated in Figure 1 above, an archival description can proceed through various levels and conclude at any level. The archivist determines the unique organization of finding aids for each collection based on information supplied by the creator or collector, appraisal information, or a physical survey of the materials themselves. Each institution's available resources and user needs will determine the level of detail of its finding aids. The finding aid models presented in the OAC BPG EAD are based on the convention of a finding aid describing the papers or records of a single person or organization that begins at the level for large accumulations of material (collections, record groups, fonds, or record series), and where suitable, proceeds to subsequent descriptions of series, subseries, files, and items or directly to files and items.

Chapter 2. OAC Encoding Schemes

The OAC database contains descriptions for all archival materials—single items and small collections, as well as complex, multi-level collections. The OAC understands that it is impractical and inefficient to describe the entire range of archival materials to the same degree. Some extensive, homogeneous files of materials, such as the minutes of a single committee, can be satisfactorily described at the collection level, while a collection of two or three homogeneous series, such as the outgoing correspondence of an administrator and the minutes of one

committee, can be described satisfactorily at the series or subseries level. In short, not all archival descriptions need descend to the more granular folder or item level.

In recognition of this range of options for describing archival materials, the OAC has devised two encoding schemes to steer finding aid producers toward more informed and cost effective choices and, most important, to help ensure the interoperability of all finding aids contributed to the OAC. The two encoding schemes described below inform the use of the guideline tables in Chapter 4.

2.1. OAC Basic

The "OAC Basic" encoding scheme (Tables 4.1 and 4.2 combined) is the *minimal scheme allowable for new finding aids added to the OAC database*. It reflects single-level descriptive outputs at any level, but typically for large accumulations such as collections, record groups, fonds, or record series. It can, however, only describe materials at one explicitly articulated level and does not support multilevel encoding of subsequent lower levels (the "OAC Full" encoding scheme).

The "OAC Basic" encoding scheme is appropriate for the following kinds of collections:

- Small collections or single-items
- Large homogeneous collections (e.g., the minutes of a committee, and nothing else)
- Collections not yet fully processed or not expected to be processed for some time

In such instances, the collection may not warrant component description or a detailed listing of files or items. The OAC recommends, however, using the "OAC Full" encoding scheme for collections demonstrating greater complexity.

2.2. OAC Full

The "OAC Full" encoding scheme reflects multilevel descriptive outputs (Tables 4.1, 4.2, and 4.3 combined). Multilevel descriptive outputs can describe archival material beginning at any level, and must include at least one other level than the one at which they begin. Typically multilevel descriptive outputs begin at the level of large accumulations such as collections, record groups, fonds, or record series. Multilevel finding aids represent the deepest encoding supported by the OAC BPG EAD.

Note that application of the "OAC Full" encoding scheme does not require that each subdivision in the collection be described to the file or item level.

Chapter 3. General Encoding Guidelines

3.1. Conventions Used and Nomenclature

"Tag" refers to the XML markers (i.e., <...> and </...>) that enclose an element's data value.

"Element" refers to individual EAD datum, represented in mark-up by a start-tag <...> and end-tag </...>.

"Attribute" refers to named properties of an element that may have different values; attributes qualify elements. The OAC BPG EAD use small capital letters (e.g., LEVEL) for attribute names to distinguish them from element names.

"Data value" refers to the data content encoded within elements or attributes.

"Status" indicates whether an element is required or not. The following codes are used to represent element statuses:

Table 3.1.

R	"Required." This EAD tag is required at this level.
M	"Mandatory if applicable." This EAD tag is required when the information is available at this level.
P	"Preferred." This EAD tag is optional at this level, but strongly recommended in order to facilitate user access to your collection.

Use of all other EAD tags discussed is completely optional as allowed by the [EAD TL](#). The statement "Use one ..." in the guidelines tables in Chapter 4 indicates that only one instance of that element should be used, not two or more.

3.2. Baseline Requirements

Note that finding aids will not be rejected for publication from the OAC, solely based on whether or not the source EAD file includes "Required" or "Mandatory if applicable" elements. Files must meet the following baseline requirements in order to be published in the OAC:

- Be well-formed XML
- Successfully validate against the EAD Version 2002 Document Type Definition or EAD 2002 Schema. The Schema is available in two syntaxes: Relax NG Schema (RNG) and W3C Schema (XSD).
- Have a valid filename
- Contain a second <titleproper> with a type attribute set to "filing"
- Contain valid attribute values in <eadheader> and <eadid>
- Contain ISO compliant *scriptcode* and *langcode* attributes in <language>
- Contain only one <unittitle> in the top-level <did>
- Have a valid attribute value in <archdesc>
- Have the top-level <unitdate>, within <did>, encoded outside of <unittitle>
- Contain valid *repositorycode* and *countrycode* attributes in the top-level <unitid>, within <did>
- If using the *normal* attributes in <data> or <unitdate>, they must be ISO 8601-compliant
- Not contain unnumbered (recursive) <c> in the <dsc>
- Not contain tabular markup (<drow>/<dentry>) in the <dsc>

3.3. Order of Elements

The EAD DTD requires that certain elements be encoded in a particular sequence. Additionally, the OAC BPG EAD present EAD elements in a suggested sequence for finding aids submitted to the OAC. The OAC suggestion is not prescriptive, however, and another sequence can be used if desirable, providing it adheres at least to the sequence requirements of the EAD DTD.

3.4. Recursion and Repeatability of Elements

Elements may be used recursively as allowed by the [EAD TL](#).

While most elements may be repeated per the EAD DTD, certain elements may not be encoded more than once. The OAC BPG EAD also place further constraints on repeatability beyond the DTD for local processing purposes. The repeatability status of these particular elements is presented in a separate column in the guideline tables in Chapter 4. As with the order of elements, the constraints the OAC places on repeatability are not prescriptive.

The following codes are used to represent element repeatability status.

Table 3.4.

Y	Element may be repeated at this level.
N	Element may not be repeated at this level.

3.5. XML Encoding

Institutions should ensure that all encoding conforms to XML encoding specifications. For general information on XML, see the [World Wide Web Consortium](#) (W3C) Website. For information about EAD in XML, see the [EAD AG](#) and [EAD in XML](#) by David Ruddy.

3.6. Dates

All `<unitdate>` Date elements *above* the `<dsc>` Description of Subordinate Components element must contain a NORMAL attribute for encoding normalized dates. Dates must be normalized according to the [International Standard Organization \(ISO\) 8601](#) standard, using the following modified version of the [W3C date and time formats profile](#).

Examples:

Date spans

- `<unitdate normal="1956-01/1956-07">Jan 1956 - July 1956</unitdate>` [*use ISO 8601 date intervals*]
- `<unitdate type="bulk" normal="1900/1950">(bulk 1900-1950)</unitdate>`

Broken date spans (e.g., "1924, 1956-1975")

- `<unitdate normal=1924>1924,</unitdate><unitdate type="inclusive" normal="1956/1975">1956-1975</unitdate>` [*encode dates in separate <unitdate> tags*]

Open date spans

- `<unitdate normal="1911/9999">1911-[ongoing]</unitdate>` [*use an interval and set the end date to 9999*]

Approximate dates (e.g., "ca. 1950")

- `<unitdate normal="1945/1955">ca. 1950</unitdate>` [*normalize as an interval to express an appropriate date range*]
- `<unitdate normal="1980/1989">1980s</unitdate>` [*use an interval to indicate every year of the decade*]
- `<unitdate normal="1801/1900">19th century</unitdate>`

Undated material

- `<unitdate normal="1920/1957">undated</unitdate>` [normalize as an interval (as with approximate dates), perhaps using the collection dates, or life of creator, etc.]
- `<unitdate normal="1935/1965">undated: ca. mid 20th century</unitdate>` [if a document is undated this can be stated but provide an estimate if possible; normalize as an interval, perhaps using the collection dates, or life of creator, etc.]

Approximate dates should be normalized using an interval to express the earliest and latest dates in the range. In order to facilitate date searching on all collection items, supply normalized approximate dates for material even with unknown or undetermined dates. For unknown or undetermined dates, consider using collection inclusive dates.

Note that normalized dates do not display, but are utilized strictly for computer processing of date information.

3.7. Internal and External Linking

This section provides guidelines for internal linking within a finding aid, and for external linking to digital resources or objects that are not part of the materials being described by the finding aid. For guidelines on linking from a finding aid to associated digital objects described by that finding aid, see Section 4.4.

All internal linking should be encoded using `<ptr>` Pointer or `<ref>` Reference tags with a TARGET attribute to establish a source for a link, with a corresponding ID attribute within a tag elsewhere in the same finding aid to establish a destination for that link. Note that whereas `<ptr>` is an empty internal linking tag, `<ref>` can include text and subelements that identify or describe the referenced object. See the [EAD AG](#) for more information.

All external linking should be encoded using `<extptr>` Extended Pointer, `<extref>` Extended Reference, `<bibref>` Bibliographic Reference, or `<archref>` Archival Reference tags with the HREF attribute. Note that whereas `<extptr>` is an empty external linking tag, `<extref>` can include text and subelements as part of its reference to an electronic object external to the finding aid. Do not use the ENTITYREF attribute with an associated entity declaration for establishing a destination for the link, such as a URL. See the [EAD AG](#) for more information.

For all internal and external linking elements, the default OAC stylesheet behavior will be to render links as SHOW="replace" (i.e., the linked resource will be displayed in the same browser window). The stylesheet will support SHOW="embed" for images only (i.e., the image will be displayed inline) and SHOW="new" (i.e., the linked resource will be displayed in a new browser window). Use of any other SHOW attribute will be rendered as the default SHOW="replace".

Note that these particular tags (`<ptr>`, `<ref>`, `<extptr>`, `<extref>`, `<bibref>`, and `<archref>`) require different encodings for attributes, depending on whether you are creating EAD files based on the Document Type Definition vs. schema. For schema-based finding aids, Xlink-specific attribute values need to be pre-pended with "xlink" to reference the Xlink namespace. For example, the following DTD compliant tag:

```
For more information, contact the <extref
href="http://www.loc.gov/rr/askalib/">Library of Congress</extref>.
```

Must be converted to the following:

```
For more information, contact the <extref
xlink:href="http://www.loc.gov/rr/askalib/">Library of Congress</extref>.
```

In cases where finding aids are generated from the Archivists' Toolkit, in particular, the attribute values need to be pre-pended with "ns2":

For more information, contact the [Library of Congress](http://www.loc.gov/rr/askalib/).

3.8. Component Tags

EAD uses a system of nested numbered [<c0x>](#) Component tags to capture the hierarchical organization and description of a collection. There is no fixed correspondence between a Component tag and the intellectual level; the component tag is merely a wrapper element used to encode hierarchically arranged, nested descriptions. For example, a [<c02>](#) tag may serve to encode a file in one section of a container list and an item in another section.

The OAC BPG EAD requires numbered Component tags, from [<c01>](#) up to [<c12>](#); do not use unnumbered [<c>](#) Component tags. For each [<c01>](#) down to [<c12>](#) Component tag, a LEVEL attribute must also be used in order to distinguish the levels from each other. This encoding will facilitate computer processing, searching, style sheet manipulation, and ultimately, readability of finding aid data.

Note that there is logic to the nesting of levels. A series, for example, may contain subseries, files, or items, but not another series. For examples see:

- Possible EAD [<c0x>](#) structures for [University of Michigan Bentley Historical Library](#) finding aids.
- [ISAD\(G\)](#) (see Appendix A1, page 36)

To clarify the level of each component part, finding aid contributors are required to use the LEVEL attribute at all component levels. Component levels must be numbered, as unnumbered component levels are not supported by the OAC. Use standard archival units to articulate levels (e.g., collection, record group, subgroup, series, subseries, file, and item). See: [ISAD\(G\)](#) (see Appendix A1, page 36)

The record group may be divided into subgroups; series may be divided into subseries. EAD provides for further subdivision of subgroups and subseries through setting the LEVEL attribute to "otherlevel" and the otherlevel attribute data value to designate a succession of "subsub" levels as needed.

Similarly, file-level components may be subdivided with additional levels of hierarchy before reaching the item level. This may be done through setting the LEVEL attribute to "otherlevel" and the otherlevel attribute data value to "subfile" or another local term. In general, however (since there are not generally accepted terms for subdivisions of a file), a file should be nested within another file.

3.9. Entities

Internal and external entities should be encoded per the [EAD AG](#). External entity data files (containing either parseable data, such as additional EAD content; or non-parseable data, such as an image file) should be locally hosted by contributing institutions: declarations must therefore refer to absolute URLs (as system identifiers) for those locally hosted files.

3.10. Character Encoding

For all special characters encoded in XML, encode directly in UTF-8 Unicode or use Unicode decimal or hexadecimal character references. Note all decimal character references should begin with an ampersand and pound sign, and end with a semicolon (use the syntax "&#D;", where D is a decimal number). Note all hexadecimal character references should begin with an ampersand, pound sign, and lower- or uppercase "x", and end with a semicolon (use the syntax "&#xH;" or "&#XH;", where H is a hexadecimal number); see the Unicode [Code Charts](#) for hexadecimal character reference codes.

For more detailed information on XML, UTF-8, and special character encoding, see the W3C/Unicode Consortium document [Unicode in XML and other Markup Languages](#) .

Example using UTF-8 Unicode hexadecimal character references to express the term "émigrés":

... The papers also document trends in high school and university education among Russian émigrés...

[NOTE: "é" UTF-8 Unicode hexadecimal character reference used to encode the letter "é" in the word "émigrés," derived from the Unicode Latin-1 Supplement code chart]

Characters reserved for XML markup delimiters (ampersand, left angle bracket, and right angle bracket) need to be replaced with the following character entities:

Table 3.10.

Character	Character Name	Character Entity
&	Ampersand	& ;
<	Left angle bracket	< ;
>	Right angle bracket	> ;

3.11. Headings, Labels, Punctuation, and White Space

Note that the OAC style sheet supports a standard, generic presentation, which may not accommodate local preferences. Use of headings, labels, punctuation, and white space is a matter of local choice and practice. In order to render local headings and labels, repositories may need to devise and implement their own style sheets for presenting their finding aids in their local systems.

3.12. Special Formatting

Lists should be represented using the EAD <list> tag with nested <item> tags for each entry in the list. Set the <list> TYPE attribute accordingly to match the type of list. See the [EAD TL](#) for more information.

Bold, underline, italic, and other similar kinds of formatting should be represented using the EAD <emph> tag with RENDER attribute set accordingly. See the [EAD TL](#) for more information.

3.13. Publication and Display

The OAC BPG EAD mandate encoding that is largely independent of a particular online presentation: the encoding can be manipulated and repurposed through the application of customized style sheets in order to achieve local and/or consortium display needs and formatting preferences. In order to provide a consistent user experience, the OAC style sheets support a standard presentation which may not accommodate local preferences.

3.14. File Naming

Finding aid file names must adhere to the following specifications:

- Include a ".xml" file format extension.

- May only include lowercase letters and numbers, underscores, or dashes. Periods may only be used for the file extension. Do not include punctuation at the end of the file name.
- Must not contain spaces.

Examples of valid filenames:

mss000261.xml
bay-pap004.xml
plen_session.xml
p23.xml
arequipa.xml

Examples of invalid filenames:

plen.session.xml
sntrecs:corr.xml
Hansen.xml
fogerty.XML

Chapter 4. Guideline Tables

Table 4.1.

ELEMENTS & ATTRIBUTES	STATUS	REPEAT?	COMMENTS / APPLICATION NOTES
<?xml version="1.0" encoding="UTF-8"?>	R	N	
<ead>	R	N	
<eadheader>	R	N	
langencoding="iso639-2b"	R		
scriptencoding="iso15924"	R		
repositoryencoding="iso15511"	R		
countryencoding="iso3166-1"	R		
dateencoding="iso8601"	R		
<eadid>	R	N	Recommended practice is to encode the file name for the finding aid.
countrycode="us"	R		
mainagencycode=	R		Encode your repository code supplied by the Library of Congress. Ask the Library of Congress to establish a repository code if none exists. Repository codes and instructions for requesting a new code may be found on the Library of Congress MARC Code List for Organizations web page.
publicid=	Optional		Recommended practice is to encode a Formal Public Identifier (FPI) for the finding aid. See Appendix B for a suggested FPI.
identifier=	Optional		<p>Recommended practice is to encode a machine-readable unique identifier for the finding aid.</p> <p>Institutions may choose one of the following options for encoding unique identifiers:</p> <ul style="list-style-type: none"> • Leave this value empty. The CDL will assign an ARK to the finding aid upon ingest, and will internally manage the ARK. • Encode a pre-assigned ARK; in this case, the CDL will not re-assign an ARK to the finding aid upon ingest. <p>The ARK is a machine-readable unique identifier scheme for persistent access to digital objects (including images, texts, data sets, and finding aids), currently being tested and implemented by the CDL for collections that it manages. Given that ARKs are specially constructed and globally unique identifiers, their production and management is controlled by the CDL. Institutions have several options for obtaining ARKs: they may request an ARK from the CDL for a particular finding aid, or they may mint ARKs locally</p>

			using a CDL tool. For more information on the use of ARKs at the CDL, and options for institutions to obtain ARKs, please see the CDL ARK service description .
< filedesc >	R	N	
< titlestmt >	R	N	
< titleproper >	R	N	Encode the <i>formal title</i> of the finding aid itself and not the title of the fonds or record group being described.
< titleproper >	R	N	<p>Encode the <i>filing title</i> of the finding aid and not the title of the fonds or record group being described. Note that the filing title is a modified form of the formal title. The filing title appears in browsing lists on the OAC.</p> <p>For papers created, collected, or associated with an individual, the filing title should begin with the individual's last name, followed by the first name and optional middle initial, which should both be in parentheses:</p> <p style="padding-left: 40px;">Abel (Theodore F.) Papers</p> <p style="padding-left: 40px;">Chambrun (René; de) Papers</p> <p style="padding-left: 40px;">Branch (Francis Z.) Correspondence and Papers</p> <p>When two individuals are responsible for a collection and they share the same last name, put the last name at the beginning of the filing title. Then list both names and, optionally, a middle initial, which should both be in parentheses:</p> <p style="padding-left: 40px;">French (Helen D. and Paul M.) Collection</p> <p>When the individuals do not share the same last name, list the most appropriate name first, with corresponding first name following in parentheses, and then the second last name with its corresponding first name in another set of parentheses:</p> <p style="padding-left: 40px;">French (Helen D.) and Hightower (Paul) Collection</p> <p>Corporate names and family names should generally be listed as in their established form or as they appear. Use appropriate abbreviations such as Corp., Co., Inc., Misc., Dept., etc. to maintain brevity:</p> <p style="padding-left: 40px;">Weihe, Frick & Kruse Collection</p> <p style="padding-left: 40px;">Bidwell Family Papers</p> <p style="padding-left: 40px;">Crowley Maritime Corp. Records</p>

type="filing"	R		
<author>	R	N	Encode the name of the person(s) or institution(s) responsible for the intellectual content of the encoded finding aid.
<publicationstmt>	R	N	
<publisher>	R	Y	Encode the name of your repository.
<address>	P	Y	Encode postal, contact information, and web site information for the repository.
<date>	R	Y	
normal=	P		Use ISO 8601 .
<profiledesc>	P	N	
<creation>	P	N	Encode a statement about the encoding of the finding aid.
<date>	P	Y	Encode the date of the <i>initial</i> encoding into EAD.
normal=	P		Use ISO 8601 .
<language>	P	N	Use one <language> tag to encode language(s) significantly represented in the text of the finding aid. Do not confuse this with the <langmaterial> tag, which is used to specify the language(s) significantly represented within collection materials.
<language>	P	Y	Use as many <language> tags as necessary to encode languages predominantly represented in the text of the finding aid.
langcode=	P		Use ISO 639-2b .
scriptcode=	P		Use ISO 15924
<descrules>	P	N	
<revisiondesc>	P	N	
<change>	P	Y	Use one or more <change> tags.
<date>	P	N	
normal=	P		Use ISO 8601 .
<item>	P	N	
<frontmatter>	Optional	N	The <frontmatter> tag is reserved for local applications and may not be displayed in the OAC.

4.2. <archdesc>

Tables 4.1-4.2 constitute the "OAC Basic" encoding scheme (with the exception of the <dsc> tag and associated TYPE attribute), the minimal scheme allowable for new finding aids added to the OAC database. Together, they reflect single-level descriptive outputs at any level, but typically for large accumulations such as collections, record groups, fonds, or record series. All finding aids submitted to the OAC must include all required elements.

Table 4.2.

ELEMENTS & ATTRIBUTES	STATUS	REPEAT?	COMMENTS / APPLICATION NOTES
<archdesc>	R	N	Use one <archdesc> tag.

level="collection fonds class recordgrp series subfonds subgrp subseries file item otherlevel"	R		
<did>	R	N	
<unittitle>	R	N	Encode the collection title, formulated according to DACS Section 2.3. Use one <unittitle> tag.
<unitdate>	R	Y	Use at least one <unitdate> tag for single or inclusive dates for the collection. Repeat the <unitdate> tag if both inclusive and bulk dates are given. The <unitdate> should be encoded outside of <unittitle>.
type="bulk"	M		Mandatory for bulk dates only.
normal=	R		Use ISO 8601 ; see the guidelines for Dates for more information.
<unitid>	R	N	Use one <unitid> tag to encode collection or call number, even if your repository does not assign collection numbers to archival holdings. In the latter case, use the text "Consult repository".
repositorycode=	R		Use MAINAGENCYCODE code used in <eadid>.
countrycode="us"	R		
<origination>	M	N	Use one <origination> tag for the principal creator(s) or collector(s).
label=	M		Encode an appropriate label for the collector or collector. The labels "Creator" or "Collector" are recommended.
<persname famname corpname>	M	Y	Use one or more appropriate <...name> tags to encode and indicate the type of origination names. The choice and number of names should be determined according to DACS Chapter 9. The form of the name(s) should be taken from an standard naming authority file, such as the Library of Congress Name Authority File or Union List of Artists' Names . If a name does not appear in an authority file, establish the name according to a content standard such as AACR2.
source=	M		Indicate the code for a standard naming authority file from which the name is taken. Use "lcnaf" or "ulan"

			for the Library of Congress Name Authority File or Union List of Artists' Names, respectively. For all others, use the appropriate code for the source (see the Library of Congress' Term, Name, and Title Sources Code List). If the name does not appear in an authority file, use the RULES attribute to indicate how the name is established.
rules=	M		Indicate the content standard by the which name is established, e.g., "aacr" for AACR2. Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Descriptive Conventions Code List).
< physdesc >	R	N	Use one <physdesc> tag.
< extent >	R	Y	Use multiple <extent> tags for multiple views, items, linear feet, etc. Units of measure, e.g., box, linear feet, etc., can be expressed as part of a single extent statement, or encoded in a separate <extent> tag.
< repository >	R	N	Use one <repository> tag.
< corpname >	R	Y	Use one or more <corpname> tags to encode the full name of your repository. Use the LCNAF form of the name; if none exists, follow AACR2 rules for formulating name headings.
< subarea >	M	N	Use one <subarea> tag to encode your secondary or subordinate administrative unit within a repository, if applicable.
< address >	P	Y	Use one or more for each distinct <corpname>.
< addressline >	P	Y	Use as many <addressline> subelements as necessary to encode complete repository contact information.
< abstract >	R	N	Use one <abstract> tag for a brief summary of collection contents and context at highest level only. The <abstract> tag is not a substitute for <scopecontent>.
< physloc >	P	N	Recommended for all University of California collections housed at the regional storage facilities (SRLF and NRLF). Otherwise optional.
< container >	P	Y	Use one or more.
type=	Optional		Recommended for encoding the

			appropriate container type: "box-folder" for boxes and folders, "box" for boxes only, or "folder" for folders only.
label=	M		Use of an appropriate label for the display of your physical containment data is mandatory if using <container> (e.g., "Box/folder: " or "Box: "). Include a space at the end of the data value.
< langmaterial >	R	N	Use one <langmaterial> tag to encode languages significantly represented within the collection. Do not confuse this with the <language> tag, which is used to specify the language(s) in which the finding aid is written.
< language >	R	Y	Use one or more <language> tags to encode the languages significantly represented in collection materials.
langcode=	R		Use ISO 639-2b .
< accessrestrict >	R	N	Use one <accessrestrict> tag to note particular access restrictions, even if the collection has no access restrictions. In the latter case, use the text "Collection open for research" or a similar statement.
< userrestrict >	R	N	Use one <userrestrict> tag for conditions governing the use of a collection after access has been provided.
< prefercite >	R	N	Use one <prefercite> tag to indicate the format the repository prefers for citation of its collections.
< acqinfo >	M	N	Use one <acqinfo> tag to indicate the date of acquisition and, if desired, any other information about the source of the acquisition.
< bioghist >	P	Y	Use one or more <bioghist> tags to encode concise essays or chronologies providing information about the creator(s) or collector(s).
< scopecontent >	R	N	Use one <scopecontent> tag to provide a prose statement summarizing the document types, formats, and topical coverage of the collection. If the organization/arrangement cannot readily be separated, give it as part of <scopecontent>. If the organization/arrangement are separable, use the <arrangement> tag and do not nest within <scopecontent>.

<arrangement>	M	N	Use to encode the filing sequence of the material (e.g., alphabetical or chronological) and/or the manner in which the collection has been ordered (e.g., organized into series).
<controlaccess>	R	N	<p>Use one <controlaccess> tag to group nested subelements. Subelements are repeatable.</p> <p>In order to promote content access to collections, the OAC requires at least three controlled access headings encoded using the following subelements: <persname>, <famname>, <corpname>, <title>, <geogname>, <genreform>, <occupation>, or <function>.</p> <p>Some repositories may wish to encode as a <title> subelement the name of the metacollection to which an individual collection is assigned or associated, e.g., Critical Theory Archive for the Jacques Derrida Papers or Melanesia Archive for the John Layard Papers.</p> <p>In addition, repositories may use subelements to indicate additional creators and collectors, encoded using <persname>, <famname>, or <corpname>.</p> <p>Each subelement requires either a SOURCE or RULES attribute, as appropriate. Use a SOURCE attribute to encode the source (i.e., thesaurus, authority file) of an established list of indexing terms. If the term is not found in an established list, then do not use a SOURCE attribute. Use instead a RULES attribute to indicate the content standard by which the term is constructed, e.g., "lcsch", "aacr", "dacs". If the term is not constructed according to an established content standard, encode the RULES attribute value as "local".</p> <p>If the choice is made to add a preferred "P" element to <controlaccess>, the attributes for that element become mandatory "M". In other words, every element in <controlaccess> must have a ROLE</p>

			attribute where it applies (e.g., on <...name> subelements), and either a SOURCE or RULES attribute.
< persname >	P	Y	Use one or more <persname> tags. The form of the name(s) should be taken from an standard naming authority file, such as the Library of Congress Name Authority File or Union List of Artists' Names . If a name does not appear in an authority file, establish the name according to a content standard such as DACS, or more generally, AACR2.
role="subject"	M		Use only when the name is used as a subject, not as a co-creator or contributor. If adding additional data values for role, separate values by a space (e.g., "subject cre").
source=	M		Indicate the code for a standard naming authority file from which the name is taken. Use "lcnaf" or "ulan" for the Library of Congress Name Authority File or Union List of Artists' Names, respectively. For all others, use the appropriate code for the source (see the Library of Congress' Term, Name, and Title Sources Code List). If the name does not appear in an authority file, use the RULES attribute to indicate how the name is established.
rules=	M		Indicate the content standard by which the name is established, e.g., "aacr". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Descriptive Conventions Code List). If a content standard is not used, use "local".
< famname >	P	Y	Use one or more <famname> tags. The form of the name(s) should be taken from an standard naming authority file, such as the Library of Congress Name Authority File or Union List of Artists' Names . If a name does not appear in an authority file, establish the name according to a content standard such as DACS, or more generally, AACR2.
role="subject"	M		Use only when the name is used as a subject, not as a co-creator or

			contributor. If adding additional data values for role, separate values by a space (e.g., "subject cre").
source=	M		Indicate the code for a standard naming authority file from which the name is taken. Use "lcnaf" or "ulan" for the Library of Congress Name Authority File or Union List of Artists' Names, respectively. For all others, use the appropriate code for the source (see the Library of Congress' Term, Name, and Title Sources Code List). If the name does not appear in an authority file, use the RULES attribute to indicate how the name is established.
rules=	M		Indicate the content standard by which the name is established, e.g., "aacr". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Descriptive Conventions Code List). If a content standard is not used, use "local".
< corpname >	P	Y	Use one or more <corpname> tags. The form of the name(s) should be taken from a standard naming authority file, such as the Library of Congress Name Authority File or Union List of Artists' Names . If a name does not appear in an authority file, establish the name according to a content standard such as DACS, or more generally, AACR2.
role="subject"	M		Use only when the name is used as a subject, not as a co-creator or contributor. If adding additional data values for role, separate values by a space (e.g., "subject cre").
source=	M		Indicate the code for a standard naming authority file from which the name is taken. Use "lcnaf" or "ulan" for the Library of Congress Name Authority File or Union List of Artists' Names, respectively. For all others, use the appropriate code for the source (see the Library of Congress' Term, Name, and Title Sources Code List). If the name does not appear in an authority file, use the RULES attribute to indicate how the name is established.
rules=	M		Indicate the content standard by

			which the name is established, e.g., "aacr". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Descriptive Conventions Code List). If a content standard is not used, use "local".
< title >	P	Y	Use one or more <title> tags for formal titles of works which are contained or represented in a collection, or for titles of projects and/or (meta)collections of which the collection is a member. A "metacollection" is an artificial collection of two or more discrete collections. The form of the title should be taken from an standard naming authority file, such as the Library of Congress Title Authority File . If a title does not appear in an authority file, establish the title according to a content standard such as DACS, or more generally, AACR2.
role="subject"	M		Use only when the title is used as a subject, not as an added title entry.
source=	M		Use "lctah" when the name is established in Library of Congress Title Authority File. If the name does not appear in the authority file, use the RULES attribute to indicate how the name is established.
rules=	M		Indicate the content standard by which the title is established, e.g., "aacr". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Descriptive Conventions Code List).
< subject >	P	Y	Use one or more <subject> tags. The form of the heading should be taken from a standard thesaurus, such as the Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus (AAT), or Thesaurus of Graphic Materials I (TGM). While the OAC does not prescribe that topical values be drawn from a specific thesaurus, it strongly prefers that repositories use LCSH. If a heading does not appear in a

			thesaurus, establish the heading according to standard thesaurus rules (such as the Library of Congress' Subject Cataloging Manual, AAT rules, or TGM rules), or according to local rules.
source=	M		If using LCSH, set the SOURCE to "lcsh". For any other source used, use the appropriate code from the Library of Congress' Term, Name, and Title Sources Code List. If using local rules, do not use a SOURCE attribute.
rules=	M		Indicate the thesaurus rules by which the term is established, e.g., "lcsh", "aat", or "lctgm". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Term, Name, and Title Sources Code List). If a content standard is not used, use "local".
< geogname >	P	Y	Use one or more <geogname> tags. The form of the name(s) should be taken from a standard naming authority file, such as the Library of Congress Name Authority File . If a name does not appear in an authority file, establish the name according to a content standard such as DACS, or more generally, AACR2.
role="subject"	R		
source=	M		Indicate the code for a standard naming authority file from which the name is taken. Use "lcnaf" for the Library of Congress Name Authority File. For all others, use the appropriate code for the source (see the Library of Congress' Term, Name, and Title Sources Code List). If the name does not appear in an authority file, use the RULES attribute to indicate how the name is established.
rules=	M		Indicate the content standard by which the name is established, e.g., "aacr". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Descriptive Conventions Code List). If a content standard is not used, use "local".

< genreform >	P	Y	<p>Use one or more <genreform> tags.</p> <p>The form of the heading should be taken from a standard or local thesaurus, such as the Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus (AAT), or Thesaurus of Graphic Materials II (TGM). While the OAC does not prescribe that topical values be drawn from a specific thesaurus, it strongly prefers that repositories use LC Subject Headings (LCSH).</p> <p>If a heading does not appear in a thesaurus, establish the heading according to standard thesaurus rules (such as the Library of Congress' Subject Cataloging Manual, AAT rules, or TGM rules), or local thesaurus rules.</p>
source=	M		<p>If using LCSH, set the SOURCE to "lcsh". For any other source used, use the appropriate code from the Library of Congress' Term, Name, and Title Sources Code List. If using local rules, do not use a SOURCE attribute.</p>
rules=	M		<p>Indicate the thesaurus rules by which the term is established, e.g., "lcsh", "aat", or "gmgpc". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Term, Name, and Title Sources Code List). If a content standard is not used, use "local".</p>
< occupation >	P	Y	<p>Use one or more <occupation> tags.</p> <p>The form of the heading should be taken from a standard or local thesaurus, such as the Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus (AAT), or Thesaurus of Graphic Materials I (TGM). While the OAC does not prescribe that topical values be drawn from a specific thesaurus, it strongly prefers that repositories use LC Subject Headings (LCSH).</p> <p>If a heading does not appear in a thesaurus, establish the heading according to standard thesaurus</p>

			rules (such as the Library of Congress' Subject Cataloging Manual, AAT rules, or TGM rules), or local thesaurus rules.
source=	M		If using LCSH, set the SOURCE to "lcsch". For any other source used, use the appropriate code from the Library of Congress' Term, Name, and Title Sources Code List. If using local rules, do not use a SOURCE attribute.
rules=	M		Indicate the thesaurus rules by which the term is established, e.g., "lcsch", "aat", or "lctgm". Use the appropriate code for the content standard by which the name is established (see the Library of Congress' Term, Name, and Title Sources Code List). If a content standard is not used, use "local".
< function >	P	Y	Use one or more <function> tags. The form of the heading should be taken from a standard or local thesaurus, such as the Library of Congress Subject Headings (LCSH), Art and Architecture Thesaurus (AAT), or Thesaurus of Graphic Materials I (TGM). While the OAC does not prescribe that topical values be drawn from a specific thesaurus, it strongly prefers that repositories use LC Subject Headings (LCSH). If a heading does not appear in a thesaurus, establish the heading according to standard thesaurus rules (such as the Library of Congress' Subject Cataloging Manual, AAT rules, or TGM rules), or local thesaurus rules.
source=	M		If using LCSH, set the SOURCE to "lcsch". For any other source used, use the appropriate code from the Library of Congress' Term, Name, and Title Sources Code List. If using local rules, do not use a SOURCE attribute.
rules=	M		Indicate the thesaurus rules by which the term is established, e.g., "lcsch", "aat", or "lctgm". Use the appropriate code for the content standard by which the name is established (see the Library of

			Congress' Term, Name, and Title Sources Code List). If a content standard is not used, use "local".
<dsc>	M	N	Use one <dsc> tag to encode the component hierarchy. The <dsc> tag is not required for finding aids encoded to the "OAC Basic" encoding scheme for single-level descriptive outputs at the collection level. However, it is required for finding aids encoded to the "OAC Full" encoding scheme for multilevel descriptive outputs.
type="combined analyticcover in-depth"	M		<p>Encode appropriate value based on the structure of your finding aid.</p> <p>Use "analyticcover" for finding aids that include a narrative description of major subdivisions, such as series and subseries, but that lack a file or item level container list.</p> <p>Use "in-depth" for finding aids that lack any major subdivisions and consist only of a high-level description followed by a file or item level container list.</p> <p>Use "combined" for a combination of both of these, where each major subdivision should be immediately followed by a file or item level container list. "Combined" is required for the latter in order to facilitate stylesheet manipulation of multi-level finding aid data.</p>

4.3. <dsc>

Tables 4.1-4.3 constitute the "OAC Full" encoding scheme. Together, they reflect multilevel descriptive outputs. Note that encoding to this scheme is not required for finding aids to be submitted to the OAC, i.e., Table 4.3 requirements must be followed only when creating multilevel descriptions. Element statuses (i.e., "Required", "Mandatory", or "Preferred") are therefore relative to this particular part of the encoding scheme.

Table 4.3.

ELEMENTS & ATTRIBUTES	STATUS	REPEAT?	COMMENTS / APPLICATION NOTES
<c01>/<c12>	R	Y	Numbered <c01> through <c12> Components are required; do not use the unnumbered

			<c> Component. Nested <c0x>s should be used as needed to reflect the intellectual structure of the archival materials. The full suite of subelements and attributes described are available at each component
level=	R		Component levels should generally be subordinate to the level set in <archdesc>.
<did>	R	N	
<container>	P	Y	Use one or more.
type=	P		Recommended for encoding the appropriate container type: "box-folder" for boxes and folders, "box" for boxes only, or "folder" for folders only.
label=	M		Use of an appropriate label for the display of your physical containment data is mandatory if using <container> (e.g., "Box/folder: " or "Box: "). Include a space at the end of the data value.
<unitid>	M	N	Use one <unitid> for the number of the series, subseries, or other unit of description; do not encode the number within <container> or <unittitle>.
repositorycode=	M		The value of this attribute is considered to be inherited from the equivalent mandatory entry at the uppermost level

			(<archdesc>). If the records in a component are held in a different repository than that of their parent, the value should be set using ISO 15511 .
countrycode=	M		The value of this attribute is considered to be inherited from the equivalent mandatory entry at the uppermost level (<archdesc>). If the records in a component are held in a different country than that of their parent, the value should be set using ISO 3166-1 .
< unittitle >	M	N	Use one < unittitle > for the title of the series, subseries, or other unit of description. This is considered the minimum for description at component levels because some description is needed for users to decide if the documents are worth further investigation.
< unitdate >	M	Y	Use one or more < unitdate > tags for single or inclusive dates. If multiple single dates or date ranges are present, each should be encoded in its own < unitdate >. Repeat < unitdate > if both inclusive and bulk dates are given. < unitdate > should be encoded outside of < unittitle >; note that OAC stylesheets will render < unitdate >

			information separately from <unititle>, and no punctuation therefore needs to be encoded to separate data values between the two elements. Where no <unititle> content exists, <unitdate> may be placed within <unititle> so that there is some title-related content.
<origination>	M	N	Mandatory if the creator(s) or collector(s) at the level being described is different than defined at the <archdesc> or in a parent level. Use one or more <origination> tags as necessary.
label=	M		Encode an appropriate label for the collector or collector. The labels "Creator" or "Collector" are recommended.
<persname famname corpname>	M	Y	Use one or more appropriate <...name> tags to indicate the type of the origination name.
source="lcnaf"	M		Use "lcnaf" when the name is established in LCNAF. Do not use this element if the name is formulated according to AACR2 rules for name headings; use RULES attribute instead.
rules="aacr2"	M		Use "aacr2" when the name is not established in LCNAF, but

			formulated according AACR2 rules for name headings. Do not use this element if the name is established in LCNAF; use SOURCE attribute instead.
< physdesc >	M	N	
< extent >	M	Y	Use one or more <extent> tags for multiple views, items, linear feet, etc. Units of measure should be expressed either as part of the content of this tag or in a unit attribute.
< repository >	M	N	Mandatory if the repository at level being described is different than defined in the <archdesc> tag or in a parent level.
< corpname >	M	Y	Use one or more <corpname> tags to encode the full name of the repository. Use the LCNAF form of the name; if none exists, follow AACR2 rules for formulating name headings.
< langmaterial >	M	N	Use if the material being described is in a language different from that specified in the <archdesc> tag or in a parent level.
< language >	M	Y	Use one or more <language> tags.
langcode=	M		Use ISO 639-2b .
< scopecontent >	M	N	Use one <scopecontent> tag to encode the scope and content information at the appropriate

			component levels (i.e., subgroup, subfonds, series, etc.). Do not use <abstract>.
< accessrestrict >	M	N	Mandatory if there are particular conditions governing access different than defined in the <archdesc> tag or in a parent level.
< userrestrict >	M	N	Mandatory if there are particular conditions, such as copyright, governing use different than defined in the <archdesc> tag or in a parent level.

4.4. Linking to Digital Objects

This section pertains only to linking from a particular finding aid to digital objects described in that finding aid, using either <[dao](#)> Digital Archival Object or <[daogrp](#)> Digital Archival Object Group tags. Element statuses (i.e., "Required", "Mandatory", or "Preferred") are therefore relative to this situation. For complete guidelines on preparing digital objects and linking them to their corresponding finding aid, please consult the [CDL GDO](#).

For guidelines on internal linking within a finding aid, and external linking to digital resources or objects that are not part of the materials being described by the finding aid, see Section 3.7.

Note that these particular tags (<dao>, <daogrp>) require different encodings for attributes, depending on whether you are creating EAD files based on the Document Type Definition vs. schema. For schema-based finding aids, Xlink-specific attribute values need to be pre-pended with "xlink" to reference the Xlink namespace. (In cases where finding aids are generated from the Archivists' Toolkit, in particular, the attribute values need to be pre-pended with "ns2").

4.4.1. Terminology

A digital object may be defined as a resource entity in which one or more content files (e.g., an image file, PDF text file, etc.) and corresponding metadata are united, physically and/or logically, through the use of a digital wrapper.

The use of a digital wrapper is what gives technical specificity to the term "digital object." Digital wrappers are pieces of software for binding digital content files and their metadata together and for specifying the logical relationships among the content files. The [Metadata and Encoding Transmission Standard \(METS\)](#), currently implemented by the CDL for digital objects that it manages in its repositories, is an international standard for wrapping digital library materials.

4.4.2. Context

The OAC technical framework and service model supports on ingesting and managing digital objects that are associated with finding aids. However, contributing institutions may link to locally-hosted digital objects.

Legacy digital objects in the OAC created before 2003 were generated by the CDL through an EAD extraction process. Metadata for a particular digital object was extracted directly from the <daogrp> Digital Archival Object Group encoding within an EAD finding aid, and united with associated content files (either contributed to the CDL or hosted on the institution's local web server) by compilation into a METS wrapper. (As of 2005, digital objects contributed to the CDL should be prepared and submitted according to the specifications outlined in the [CDL GDO](#)).

The subsequent tables in this section therefore distinguish two permissible methods for linking to digital objects in the OAC: one for CDL-hosted METS digital objects (or locally-hosted digital objects), the other for legacy EAD extracted digital objects.

4.4.3. <dao> Digital Archival Object vs. <daogrp> Digital Archival Object Group

The <dao> tag should be used for general linking to CDL-hosted METS digital objects (or locally-hosted digital objects). The <daogrp> tag should be used exclusively when linking to legacy EAD extracted digital objects.

4.4.4. Use of the ROLE Attribute

The OAC reserves use of the ROLE attribute on <dao> and <daogrp> for particular kinds of data processing purposes, summarized below.

Table 4.4.

http://oac.cdlib.org/arcrole/link/	Use when linking directly to a URL for a METS object already ingested and hosted by the CDL.
http://oac.cdlib.org/arcrole/link/grab/	Use when linking to a URL for a METS object to be ingested and hosted by the CDL (i.e., a URL to a METS file).
http://oac.cdlib.org/arcrole/link/search/	Use when linking to a search for a collection of CDL-hosted METS objects described in the finding aid. Also supply the total number of digital objects in the collection at the end of the URL (e.g., "http://oac.cdlib.org/arcrole/link/search/" for a search of a collection of digital objects).
http://oac.cdlib.org/arcrole/define	Use for legacy digital objects only (see Section 4.6).

4.4.5. Linking from Finding Aids to Digital Objects: Collection or Major Subdivision vs. <c0x> Component Levels

The link from a finding aid to an object or group of objects can be made at any level (i.e., collection, series, subseries, file, or item level) in the finding aid, but it should be made at the level where the object(s) is described or implied in the finding aid.

Linking to objects can be done at different levels of description:

- Use a single <dao> Digital Archival Object to link to individual objects, as defined in Table 4.5 this chapter. Note that this is most practical if linking from the file or item level to an object.

- Use a single <dao> Digital Archival Object tag to link to a search for a collection of CDL-hosted METS objects, as defined in Table 4.5 of this chapter. Alternatively, link to a search for a collection of locally-hosted objects. Note that this is most practical if linking from the collection level or major subdivision to the entire group of objects represented by that level of description.

4.4.6. Linking from Digital Objects to Finding Aids

For complete guidelines on creating links from METS digital objects back to associated finding aids, see the [CDL GDO](#) (Appendix C).

4.5. Linking from Finding Aids to CDL-Hosted METS Digital Objects/Locally-Hosted Digital Objects

Table 4.5.

ELEMENTS & ATTRIBUTES	STATUS	REPEAT?	COMMENTS / APPLICATION NOTES
<dao>	R	N	Use only one <dao> tag for each link to an individual object (or link to a search for a group of objects). Nest <dao> within <did>.
role="http://oac.cdlib.org/arcrole/link/ http://oac.cdlib.org/arcrole/link/grab/ http://oac.cdlib.org/arcrole/link/search/"	M		If linking to an individual digital object: <ul style="list-style-type: none"> • CDL systems supply a default value of "http://oac.cdlib.org/arcrole/link/" within the ROLE attribute for <dao>. This assumes that the METS object has already ingested and hosted by the CDL. • Use "http://oac.cdlib.org/arcrole/link/grab/" if linking to a URL for a METS file to be ingested and hosted by the CDL (i.e., a URL to a METS file). If linking to a search for a group of digital objects, use "http://oac.cdlib.org/arcrole/link/search/"
href=	R		If linking to an individual digital object already ingested and hosted by the CDL, encode the ARK URL for the object (e.g., http://ark.cdlib.org/ark:/13030/kt3z09q396/). If linking to an individual digital object that is locally hosted, encode the URL for the object on your local website. If linking to an individual digital object -- comprising a METS file -- to be ingested and hosted by the CDL, encode the link to the raw METS file on your local webserver. If linking to a search for a group of objects,

		<p>encode the URL comprising the search string. Below is an example of the search syntax to use, if linking a finding aid to all associated objects (that are hosted by the CDL):</p> <p><i>Example:</i></p> <pre><dao role="http://oac.cdlib.org/arcrole/link/search/" href="http://www.oac.cdlib.org/items/ark:/13030/kt9290094p"></pre> <p>Supply the ARK unique identifier for the finding aid at the end of the URL (see bolded "ark:/13030/kt9290094p" above).</p>
<daodesc>	P	<p>Use to state information about the contents, usage, or source of a <dao> Digital Archival Object, when not sufficiently characterized by information in <unittitle> or other descriptive information.</p>

The following examples reflect Document Type Definition-based encodings. For schema-based finding aids, Xlink-specific attribute values need to be pre-pended with "xlink" to reference the Xlink namespace. For example, the following DTD compliant tag:

```
<dao role="http://oac.cdlib.org/arcrole/link/"
href="http://ark.cdlib.org/ark:/13030/kt4p3005qx/" />
```

Must be converted to the following:

```
<dao xlink:role="http://oac.cdlib.org/arcrole/link/"
xlink:href="http://ark.cdlib.org/ark:/13030/kt4p3005qx/" />
```

In cases where finding aids are generated from the Archivists' Toolkit, in particular, the attribute values need to be pre-pended with "ns2":

```
<dao ns2:role="http://oac.cdlib.org/arcrole/link/"
ns2:href="http://ark.cdlib.org/ark:/13030/kt4p3005qx/" />
```

Example (link to a CDL-hosted METS digital object, from an item-level description):

```
<dsc>
...
<c02 id="xyzj0098" level="item">
<did>
<container type="box" label="Flat file">7</container>
<unittitle>Ushiwaka and Benkei duelling on Gojo Bridge, an episode from the
Life of Yoshitsune, Chronicles of Yoshitsune</unittitle>
<unitdate>1881</unitdate>
<dao role="http://oac.cdlib.org/arcrole/link/"
href="http://ark.cdlib.org/ark:/13030/kt4p3005qx/" />
</did>
</c02>
```

```
...
<dsc>
```

Example (link to a locally-hosted digital object, from an item-level description):

```
<dsc>
...
<c01 id="xyzj0098" level="item">
<did>
<container type="box" label="Box">1</container>
<unittitle>Memoire Raievsky-Souvenirs D' Une Emigree</unittitle>
<unitdate>1920</unitdate>
<dao role="http://oac.cdlib.org/arcrole/link/"
href="http://www.abcuniversity.edu/archives/digitalcolls/pdfs/ms2005_abc123.
pdf"/>
</did>
</c01>
...
<dsc>
```

Example (link to a search for a collection of CDL-hosted METS digital objects, from a collection-level description):

```
<archdesc level="collection">
<did>
<origination label="Creator">
<corpname source="aacr2">Anaheim Public Library </corpname>
</origination>
<unittitle>Anaheim Public Library photograph collection on Anaheim
local history</unittitle>
<unitdate type="inclusive" normal="1860/1970">1860-1970</unitdate>
<unitdate type="bulk" normal="1860/1923">(bulk 1860-1923)</unitdate>
<physdesc>
<extent>1,802 items</extent>
</physdesc>
<abstract>Anaheim Public Library's photograph collection includes
images of historical interest of the City of Anaheim and other areas
of Orange County from the 1860s to 2002. Images document public,
residential and commercial buildings, including businesses, schools,
churches, citrus packing houses, fire and police department
facilities, theaters (such as the Fox Theater), and the public
library; street scenes; neighborhoods; significant individuals,
including members of the Los Angeles Vineyard Society which founded
Anaheim in 1857 as a wine making colony, early mayors and civic
leaders (such as August Langenberger and Charles Pearson); groups and
family portraits; annual events, such as the California Valencia
Orange Show and the Anaheim Halloween Parade; local geography,
including the Santa Ana River, Anaheim Landing and local canyons;
rancho families, such as Juan Pacifico Ontiveros and Vicenta Sepulveda
Yorba Carrillo; Mission San Juan Capistrano; viticulture and
agriculture, including the Anaheim chili peppers; transportation;
ethnic communities, including Japanese Americans, Chinese Americans,
etc.; natural disasters, such as the 1933 Long Beach earthquake and
the 1938 flood; Anaheim Resort area, including Edison International
```

Field (also known as the Big A), Anaheim Convention Center, Arrowhead Pond of Anaheim and Disneyland. Formats include panoramic and aerial photographs. Of particular interest are the large number of photographs which document the development of the Los Angeles Vineyard Society from circa 1860 to 1890. The collection also contains a small number of ambrotypes, daguerreotypes, and tintypes from the 1870s and 1880s.</abstract>

```
<repository>
<corpname source="lcnaf">Anaheim Public Library.
<subarea>Central Library. History Room.</subarea></corpname>
<address>
<addressline>Anaheim, California 92805</addressline></address>
</repository>
<unitid repositorycode="CAAna" countrycode="US">Consult
repository</unitid>
<langmaterial>Collection materials are in <language
langcode="eng">English</language>.</langmaterial>
<dao role="http://oac.cdlib.org/arcrole/link/search/"
href="http://www.oac.cdlib.org/items/ark:/13030/kt9290094p">
<daodesc>
<p>Selected digitized images from this collection.</p>
</daodesc>
</dao>
</did>
...
</archdesc>
```

Example (link to a search for a collection of locally-hosted digital objects, from a series-level description):

```
<dsc>
...
<c01 level="series">
<did>
<container type="box" label="Drawer : Folder ">1 : 56 - 4 :
7</container>
<unitid>Series 2. </unitid>
<unittitle>Correspondence</unittitle>
<unitdate>1840-1947</unitdate>
<physdesc><extent>5.5 cubic ft.</extent></physdesc>
<dao role="http://oac.cdlib.org/arcrole/link/search/"
href="http://contentdm.abcuniversity.org/cdm/browse.php?CISOROOT=2Fch"
>
<daodesc>
<p>Selected digitized images from this series.</p>
</daodesc>
</dao>
</did>
<scopecontent>
<head>Series Scope and Content Summary</head>
<p>This series contains correspondence between Ellen Browning Scripps
and her family, friends, and acquaintances. Most of the excerpts of
correspondence located at the beginning of this series were compiled
by J. C. Harper and are arranged by subject. </p>
<p>This series is arranged alphabetically by correspondent or
subject.</p>
</scopecontent>
```

```

...
</c01>
...
</dsc>

```

4.6. Linking from Finding Aids to Legacy CDL-Hosted METS Digital Objects (Metadata Derived From EAD)

Table 4.6.

ELEMENTS & ATTRIBUTES	STATUS	REPEAT?	COMMENTS / APPLICATION NOTES						
<daogrp>	R	N	Use one or more <daogrp> tags per finding aid, but use only one <daogrp> tag for each link to a single object.						
role="http://oac.cdlib.org/arcrole/define/"	R		CDL systems supply a default value of "http://oac.cdlib.org/arcrole/define/image" within the ROLE attribute for <daogrp>. This is used to indicate that the CDL should continue to generate and host a METS digital object, extracting metadata for that object from subelements.						
<daoloc>	R	Y							
role="thumbnail med-res hi-res"	R		Use one of the following values to indicate the nature of the digital object version or format: <ul style="list-style-type: none"> • thumbnail • med-res • hi-res 						
href=	R		Use to encode the URL for the location of each content file associated with the digital object. Do not use XLINK, XPOINTER, or ENTITYREF in lieu of HREF.						
title=	P		Use an appropriate label to characterize the nature of the content file version or format. (e.g., "panoramic view," "enlargement," etc.). A default label for the content file will be supplied by the OAC based on the information encoded in ROLE: <p>Table 4.9.</p> <table border="1"> <thead> <tr> <th>ROLE</th> <th>Label</th> </tr> </thead> <tbody> <tr> <td>med-res</td> <td>Medium image</td> </tr> <tr> <td>hi-res</td> <td>Large image</td> </tr> </tbody> </table> Any label supplied in TITLE will override the default label supplied by the OAC.	ROLE	Label	med-res	Medium image	hi-res	Large image
ROLE	Label								
med-res	Medium image								
hi-res	Large image								

Example (link to a legacy CDL-hosted METS digital object, from an item-level description; metadata derived from EAD):

```
<dsc>
...
<c02 id="gcga_1991.38.5" level="item">
<did>
<origination>
<persname>Tsukioka Yoshitoshi, 1839-1892</persname></origination>
<unittitle>The ferocity of Tametomo driving away the small-pox demons, from
New Forms of Thirty-six Ghosts</unittitle>
<unitdate>1890</unitdate>
<physdesc>
<genreform>Oban</genreform>
<physfacet>Color woodcut</physfacet>
<physfacet>Inscription: Recto, signed Yoshitoshi and Taiso seal at
l.r.</physfacet>
<dimensions>14 3/8 x 10 inches</dimensions>
<bibref>References: Keyes 509.19</bibref>
</physdesc>
<repository>Grunwald Center for the Graphic Arts, UCLA Hammer
Museum</repository>
<unitid>1991.38.5</unitid>
<daogrp role="http://oac.cdlib.org/arcrole/define/image">
<daoloc role="thumbnail"
href="http://www.oac.cdlib.org/affiliates/images/grunwald/gcga_1991.38.5_1_3
.jpg">
</daoloc>
<daoloc role="hi-res"
href="http://www.oac.cdlib.org/affiliates/images/grunwald/gcga_1991.38.5_1_2
.jpg ">
</daoloc>
</daogrp>
</did>
<admininfo>
<p>
<custodhist>The Eugene L. and Davida R. Trope Collection.</custodhist>
</p>
</admininfo>
<controlaccess>
<head>Subjects</head>
<subject source="local">rulers (people)</subject>
<subject source="local">samurai</subject>
<subject source="local">weapons</subject>
<subject source="local">demons</subject>
<subject source="local">disease</subject>
</controlaccess>
</c02>
...
<dsc>
```

4.7. Linking to Supplemental PDF Finding Aids

This section pertains to creating links from an EAD finding aid to one or more supplemental PDF finding aids. Contributors have the option to attach supplemental PDFs -- comprising box lists, inventories, or legacy finding aids -- to an EAD collection guide. Any full-text embedded within the PDFs is indexed and searchable within the OAC. This is useful for cases where you have inventories that have not been encoded in EAD -- and are in other formats (print, MS Word) that could more easily be scanned or saved into PDF, in lieu of converting them to EAD.

The following EAD encoding "template" can be used to build the link from the EAD file to supplemental PDFs, using the <otherfindaid> tag (within the top-level <archdesc> section; Table 4.2), with a nested <extref>.

Within the <extref> HREF attribute, indicate the exact name of the PDF file, with the .pdf extension (e.g., "ms104.pdf"). Note the specific use of the <extref> ROLE attribute, which must be set to "http://oac.cdlib.org/arcrole/supplemental". Within the <extref> tag itself, provide a descriptive title for the supplemental PDF file (e.g., "Business correspondence inventory").

Example:

```
<otherfindaid>
<head>Additional collection guides</head>
<list>
<item>
<extref href="[PDF filename, with .pdf extension]"
role="http://oac.cdlib.org/arcrole/supplemental">[Descriptive title for PDF
file]
</extref>
</item>
```

[For any additional PDFs, use additional <item>s, with a nested <extref>]

```
</list>
</otherfindaid>
```

For schema-based finding aids, Xlink-specific attribute values need to be pre-pended with "xlink" to reference the Xlink namespace:

```
<extref xlink:href="[PDF filename, with .pdf extension]"
xlink:role="http://oac.cdlib.org/arcrole/supplemental">[Descriptive title
for PDF file]
</extref>
```

In cases where finding aids are generated from the Archivists' Toolkit, in particular, the attribute values need to be pre-pended with "ns2":

```
<extref ns2:href="[PDF filename, with .pdf extension]"
ns2:role="http://oac.cdlib.org/arcrole/supplemental">[Descriptive title for
PDF file]
</extref>
```

For procedures on publishing the supplemental PDF files, see [Submitting EAD and Supplemental PDF Collection Guides](#).

Appendix A. Formal Public Identifiers for Finding Aids

Formal Public Identifiers (FPI) are a formal structure for identifying naming authorities and named entities that is independent of the physical format or location of the named entity. The following instructions are recommendations only (i.e., not requirements), and may be used to prepare a FPI. Each element of the FPI is specified as to whether it is CONSTANT (same in all FPIs) or VARIABLE (changes from naming institution to naming institution and/or from individual named entity to entity):

1. publicid=

2. "

3. -//

A minus sign (-) followed by two forward slashes (//) indicating that the naming authority is not registered with an official registering agency. (If the participating institutions apply to formally register as naming authorities, the minus sign will change to a plus sign (+). CONSTANT.

4. Name of institution::subordinate named division of institution

The name of the contributing institution assigning a name to the entity. Double colons (::) are used to separate hierarchically distinct elements of the name. The subordinate named division is repeatable. VARIABLE, from one naming agency to another.

The name of the contributing institution, formulated according to DACS or AACR2 rules for corporate names. If the institution is part of a larger named body, then the name of the parent institution will be prefixed to the name if the name of the parent body is not already part of the catalog entry form of the name. Elements of the name are separated by double colons (::).

Examples:

Alameda County Library System::Albany Library

California Historical Society::North Baker Research Library

University of California, Berkeley::Bancroft Library

History San Jose::Research Library

University of California, Irvine::Library::Special Collections and Archives

California State Archives

University of California, Los Angeles::Library::Dept. of Special Collections

University of California, Santa Cruz::

5. //

Separator between name of owner of text and unique name or identifier for the entity. CONSTANT.

6. TEXT

The Public Text Class will always be "TEXT" for finding aids.

7. Public text description

The public text description contains an assigned name or identifier for the finding aid. VARIABLE, from unique finding aid to unique finding aid.

The assigned name or identifier for a finding aid and the archival unit it describes will be the same. The identifier is based on ISAD(G). The identifier will have the following form:

(Country code (ISO 3166)::National repository code::local repository reference code::Title of archival unit)

The entire string is contained in parentheses.

A. ()

A left parenthesis indicates the opening of the finding aid/archival unit identifier; a right parenthesis indicates the close of the identifier.

B. ::

Double colons (::) are used to separate hierarchical elements of the identifier or reference code.

C. US

Use the ISO 3166 country code for the United States, which is "US".

D. National repository code

Encode your repository code supplied by the Library of Congress. Ask the Library of Congress to establish a repository code if none exists. Repository codes and instructions for requesting a new code may be found on the Library of Congress [MARC Code List for Organizations](#) web page.

E. Local repository reference code

Typically this will be the collection number, though it may be a bar code or unique key supplied by a local archival management system.

F. Title of archival unit

The title of the archival unit should match exactly the wording (though not necessarily the punctuation or markup) of the <unittitle> in <archdesc>. The formal syntax for FPI entries specifies that in addition to numbers, and upper- and lowercase letters, only the following marks of punctuation may be used:

' (apostrophe)

((left parenthesis)

) (right parenthesis)

+ (plus sign)

, (comma)

? (hyphen)

. (period)

: (colon)

= (equal sign)

? (question mark)

/ (forward slash)

Either delete all other marks of punctuation or convert them to the nearest equivalent from the list above. Do not retain diacritical marks. Convert these to their nearest Latin equivalents. Be aware that a XML parser will not flag incorrect <eadid>s as errors.

The reference code or identifier must be unique within the naming domain of the owner of the text, that is, no other finding aid and archival unit can have the same identifier.

The identifier is based on ISAD(G) section 3.1.1. It has been extended in the following way because the local repository reference code may not be unique or some repositories do not assign reference codes: the title of the archival unit is appended as a final element.

If no reference code is assigned, the title of the archival unit must be unique in the repository. If the reference codes are not unique, then the reference code and the title combined must be unique. If no unit title is given, then the reference code must be unique.

A one-to-one correspondence between the EAD instance and the archival unit is assumed. In other words, the unique identifier for the EAD instance and the archival unit are one and the same. If more than one archival unit shares the same identification number and title, or more than one EAD instance is used to describe one archival unit, then distinguishing information should be added to the local identification number and/or title.

8. //

Separator between Public Text Description and Public Text Language. CONSTANT.

9. Public text language

The language in which the entity is encoded. The two letter language code is to be taken from [ISO 639](#). VARIABLE, though most frequently "EN" for English.

10. "

The complete FPI will have the following form:

```
publicid="-//Name of owner::subordinate named division of owner//TEXT (Country code ::National repository code::local repository reference code::Title of archival unit)//EN"
```

Examples:

```
publicid="-//Stanford University::Hoover Institution Archives//TEXT
(US::CSUZ:::Vasilii Sergeevich Il'in Papers)//EN"
```

```
publicid="-//University of California, Santa Cruz::University
Library::Special Collections//TEXT (US::CU-SC::MS 74::John Cage Mycology
Collection)//EN"
```

Appendix B. Example Encoded Finding Aids

Single-level description at collection level (OAC Basic encoding scheme)

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<!DOCTYPE ead PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival Description
(EAD)
Version 2002)//EN" "ead.dtd">
```

```
<ead>
<eadheader langencoding="iso639-2b" scriptencoding="iso15924" repositoryencoding="iso15511"
countryencoding="iso3166-1" dateencoding="iso8601">
<eadid countrycode="us" identifier="ark:/13030/kt4w10133d" mainagencycode="CU-SC"
publicid="PUBLIC &quot;-//University of California, Santa Cruz::University Library::Special
Collections//TEXT (US::CU-SC::MS 74::John Cage Mycology Collection)//EN&quot;
&quot;ms74.xml&quot;">ms74.xml</eadid>
<filedesc>
<titlestmt>
<titleproper>Guide to the John Cage Mycology Collection</titleproper>
<titleproper type="filing">Cage (John) Mycology Collection</titleproper>
<author>Processed by UCSC OAC Unit</author>
</titlestmt>
<publicationstmt>
<publisher>The University Library</publisher>
<address>
<addressline>Special Collections and Archives</addressline>
<addressline>University Library</addressline>
<addressline>University of California, Santa Cruz</addressline>
<addressline>Santa Cruz, California, 95064</addressline>
<addressline>Email: specoll@library.ucsc.edu</addressline>
<addressline>URL: http://library.ucsc.edu/speccoll/</addressline>
</address>
<date>&#x00A9; 2003</date>
<p>The Regents of the University of California. All rights reserved.</p>
</publicationstmt>
</filedesc>
<profiledesc>
<creation>Machine-readable finding aid derived from MS Word. Date of source: <date
normal="2003-06">June 2003.</date> Machine-readable finding aid created by UCSC OAC
Unit.</creation>
<language>Description is in <language langcode="eng" scriptcode="latn"
>English.</language></language>
<desrules>Finding aid prepared using <title>Describing Archives: a Content
Standard</title></desrules>
</profiledesc>
</eadheader>
```

```
<archdesc level="collection" relatedencoding="marc21">
<did>
```

<unittitle label="Title">John Cage Mycology collection</unittitle>
<unitdate normal="1900/1991">1900-1991</unitdate>

<unitid label="Collection number" repositorycode="CU-SC" countrycode="us">MS 74</unitid>

<origination label="Creator">
<persname rules="aacr2">Cage, John</persname></origination>

<physdesc label="Extent">
<extent>15 linear ft.</extent>
<extent>12 cartons</extent>
</physdesc>

<repository label="Repository">
<corpname source="lcnaf">University of California, Santa Cruz. University Library.
<subarea>Special Collections and Archives</subarea></corpname>
<address>
<addressline>Santa Cruz, California 95064</addressline>
</address>
</repository>

<abstract label="Abstract">This collection includes books, correspondence, journals, newsletters, pamphlets, ephemera and realia related to Cage's interest in the study of mushrooms.</abstract>

<physloc label="Physical location">Stored offsite at NRLF: Advance notice is required for access to the papers.
</physloc>

<langmaterial label="Languages">
<language langcode="eng">English</language>
</langmaterial>

</did>

<accessrestrict>
<head>Access</head>
<p>Collection is open for research.</p>
</accessrestrict>

<userrestrict>
<head>Publication Rights</head>
<p>Property rights reside with the University of California. Literary rights are retained by the creators of the records and their heirs. For permission to publish or to reproduce the material, please contact the Head of Special Collections and Archives.</p>
</userrestrict>

<prefercite>
<head>Preferred Citation</head>
<p>John Cage Mycology Collection. MS 74. Special Collections and Archives, University Library, University of California, Santa Cruz.</p>
</prefercite>

<acqinfo>
<head>Acquisition Information</head>
<p>Gift of John Cage in 1971.</p>
</acqinfo>

<bioghist>
<head>Biography</head>
<p>John Cage, justifiably famous as a composer, was also very much interested in mycology.

He was born in Los Angeles on the 5th of September, 1912. He attended Pomona College, but dropped out after two years and headed to Europe. In 1930, while still in Paris, Cage became interested in both modern music and modern painting. Soon he left and went to Mallorca, where he began painting and writing music himself. The following year he returned to California, settling in at Pacific Palisades. While writing music for the piano, he met Richard Buhlig, who was the first pianist to play the Opus II of Schoenberg. Though Buhlig was not a teacher of composition, he agreed to help Cage with writing music. From Buhlig he went to Henry Cowell [1933-34] and, at Cowell's suggestion, to Adolph Weiss in preparation for studies with Arnold Schoenberg. In order to work with Schoenberg, he gave up painting and concentrated on music.</p>

<p>After two years Cage became an assistant to the film maker Oskar Fischinger, while doing library research work. He married Xenia Andreyevna Kashevaroff, a student of the bookbinder Hazel Dreis. By 1937 he had found a group of modern dancers who were interested in his music and could put it to use, resulting in his move to Seattle, where he was given a job as a dance accompanist at the Cornish School. Within a couple of years Cage and his wife moved back south to San Francisco, and then in 1941 they moved to Chicago, where he joined the faculty of Moholy Nagy's School of Design in Chicago. While there he was commissioned to write the sound effects music for a CBS Columbia Workshop Play. He was told by the sound effects engineer that anything he could imagine was possible. What he wrote, however, was impractical and too expensive; and the work had to be rewritten for percussion orchestra, copied, and rehearsed in the few remaining days and nights before its broadcast. The play, incidentally, was <title>The City Wears a Slouch Hat</title> by Kenneth Patchen. In 1942 Cage and his wife Xenia moved to New York, where within a couple of years he began working with Merce Cunningham. He and Xenia were divorced in 1945.</p>

<p>In the late 1950's Cage taught occasionally at New York's New School for Social Research. It was during that time that he met Guy Nearing, who was to become his mentor in the study of mushrooms and other wild edible plants. With three other friends they founded the New York Mycological Society. In 1964 Cage was given the North American Mycological Association's Award for Contributions to Amateur Mycology, which is "given annually to recognize a person who has contributed extraordinarily to the advancement of amateur mycology." It was, however, through Cage's enthusiasm for the work of English master gardener Alan Chadwick and his "Student Garden Project" on the new campus of the University of California at Santa Cruz that Special Collections received his "collection of mushroom books and mushroomiana".</p>

<p>John Cage died in New York City on August 12th, 1992.</p>

<p>"Coming back to the notion that my thought is changing. Say it isn't. One thing, however, that keeps it moving is that I'm continually finding new teachers with whom I study. I had studied with Richard Buhlig, Henry Cowell, Arnold Schoenberg, Daisetz Suzuki, Guy Nearing. Now I'm studying with N.O. Brown, Marshall McLuhan, Buckminster Fuller, Marcel Duchamp. In connection with my current studies with Duchamp, it turns out that I'm a poor chessplayer. My mind seems in some respect lacking, so that I make obviously stupid moves. I do not for a moment doubt that this lack of intelligence affects my music and thinking generally. However, I have a redeeming quality: I was gifted with a sunny disposition."-- John Cage, <title>A Year From Monday</title> 1967.

</p>

</bioghist>

<scopecontent>

<head>Scope and Content of Collection</head>

<p>This collection includes correspondence, journals, newsletters, pamphlets, books, ephemera and realia related to mushrooms. Cage's personal reference library has been cataloged separately.</p>

</scopecontent>

<controlaccess>

<head>Indexing Terms</head>

<p>The following terms have been used to index the description of this collection in the library's online public access catalog.</p>

<persname role="subject cre" source="lcnaf">Cage, John--Archives.</persname>

<persname role="subject oth" rules="aacr2">Chadwick, Alan.</persname>

<persname role="subject oth" rules="aacr2">Graves, Morris, 1910-</persname>

<persname role="subject oth" rules="aacr2">Nearing, G.G. 1890-</persname>

</controlaccess>

```
</archdesc>
</ead>
```

Multi-level description from collection through subseries levels (OAC Full encoding scheme)

```
<?xml version="1.0" encoding="UTF-8"?>
```

```
<!DOCTYPE ead PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival Description (EAD) Version 2002)//EN" "ead.dtd">
```

```
<ead>
<eadheader langencoding="iso639-2b" scriptencoding="iso15924" repositoryencoding="iso15511"
countryencoding="iso3166-1" dateencoding="iso8601">
<eadid countrycode="us" identifier="ark:/13030/kt9290094p" mainagencycode="CCC" publicid="-
//Claremont Colleges::Library//TEXT (US::CCC::Consult repository::Ellen Browning Scripps
Collection)//EN">ebscripps.xml</eadid>
<filedesc>
<titlestmt>
<titleproper>Guide to the Ellen Browning Scripps Collection</titleproper>
<titleproper type="filing">Scripps (Ellen Browning) Collection</titleproper>
<author>Processed by History Associates Incorporated.</author>
</titlestmt>
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<head>Biography</head>

<p>Ellen Browning Scripps, educator, publisher, and philanthropist, was born on October 18, 1836.

Her middle name "Browning" commemorates the minister who converted her grandmother and baptized her mother. Ellen lived with her parents on 13 South Molton Street in St. George Parish, London, until the death of her mother in 1841. She was then placed in a boarding school for three years.</p>

<p>Ellen was exposed to books and publishing at an early age as her grandfather, William Armiger Scripps, was an accomplished publisher in London and her father, James Mogg Scripps (1803-1873), was a successful bookbinder. </p>

<p>Her father was married three times and fathered a total of thirteen children. His first marriage was to Elizabeth Sabey (1805-1831) in 1829. They had two children, William Sabey Scripps (1829-1831) and Elizabeth M. Scripps (1831-1914). James Mogg's second marriage was to Ellen's mother, Ellen Mary Saunders (1804-1841) in 1833. They had six children, Ellen Sophia Scripps (1833-1834), James E. Scripps (1835-1906), Ellen B. Scripps (1836-1932), William Armiger Scripps (1838-1914), George H. Scripps (1839-1900), and John Mogg Scripps (1840-1863). His third marriage was to Julia Adeline Osborn (1814-1893) in 1844. They had five children, Julia A. Scripps (1847-1898), Thomas O. Scripps (1848-1853), Frederick T. Scripps (1850-1936), Eliza Virginia Scripps (1852-1921), and Edward Wyllis Scripps (1854-1920).</p>

<p>In 1844, three years after the death of Ellen's mother, her father moved her and her five siblings to the United States. They set sail on a 44-day voyage on the Francis Burr. Upon arriving in America, the family settled in Rushville, Illinois, where several of Ellen's family members had already settled. Ellen's father commented to her grandfather regarding his decision to emigrate to America that "it was on the children's account that I came, believing that I could do nothing for them in England. They will no doubt do well here." </p>

<p>According to Edward Wyllis Scripps (E.W.), the family had a life in Rushville "not far removed from a pioneer farmer. All of the children were required to contribute their labor to the family's support. There were no servants. My mother was the head of the household." Since there were no public schools in Rushville in the 1840s and 1850s, Ellen attended seminary and a private school. She then attended Knox College in Galesburg, Illinois from 1856-1859 where she graduated with honors in mathematics. She was the first female graduate of Knox College. According to E.W., Ellen was the only one of James Mogg's thirteen children who obtained a college education. After graduating from Knox College, Ellen taught for approximately seven years in public and private schools in Hamilton, Augusta, and Rushville, Illinois.</p>

<p>Ellen Browning Scripps also taught many of her siblings and took a special interest in the education of E.W., her youngest half-sibling. According to J.C. Harper, "very early in his life his half-sister Ellen assumed a peculiarly close and intimate oversight of E.W., more like a mother. She had faith in him. She believed that he was a genius in many ways. She saw to his education, awakened his interest in books..." In E.W.'s biography of Ellen, he recalls "my childhood memory of Ellen is mainly made up of a neatly dressed, almost finickily cleanly young woman with a book in her hand. She was either teaching me spelling, the primmer [sic], or reading to me stories, or talking to me explaining to me things that were read about or things around us. I remember her reading to the family circle around the hearth, night after night, for endless time." </p>

<p>Ellen left Illinois in 1866 to be a proofreader at her brother James's newspaper office in Detroit. After two years in Detroit, she returned to Rushville to care for her ailing father until his death in 1873. While in Rushville, she also continued teaching. She lived frugally her entire working life and saved as much money as possible in order to help support family members. In 1873 she traveled back to Detroit where she joined her brother James who was establishing the "Detroit News." She invested her savings in the project and resumed her job as a proofreader.</p>

<p>In addition to proofreading, Ellen also prepared a column entitled Miscellany for the Detroit "Evening News." Miscellany consisted of short feature stories that she compiled each evening after a full day of proofreading. The column proved especially useful on days when there was little other news to report. E.W. developed Ellen's idea of a daily feature column into the Newspaper Enterprise Association (NEA) Service, Inc. which supplied daily features to many newspapers. Today the NEA, Inc., a Scripps-Howard company, provides hundreds of electronic and print publishers with highly acclaimed political commentary and a selection of graphics and illustrations through their daily service. </p>

<p>In 1881, Ellen took a leave of absence from the paper and traveled abroad with E.W. During her absence, Miscellany was replaced by correspondence she wrote from foreign lands. Due to the publication of her travel letters, Ellen Browning Scripps is sometimes referred to as one of journalism's first foreign correspondents.</p>

<p>In 1878, Ellen became a partner with E.W. in founding the Cleveland Press. In later years she invested in most of his publishing enterprises including the Cincinnati Post and other newspapers of the growing Scripps League. She moved to Southern California with E.W. and his family in 1890, settling on a ranch at Miramar. In 1897 she retired from the newspaper business and built her first home in La Jolla.</p>

<p>As the Scripps League of papers grew, so did Ellen Browning Scripps's earnings. In 1900, she also received a considerable legacy from her brother, George H. Scripps. She was able to accumulate much wealth due in part to having never married and to her modest lifestyle. As she stated in a newspaper article regarding her house fire of 1915, "one of the papers spoke of my thousands of dollars of jewelry being lost in the fire. All the jewelry that I ever possessed would not sell for \$20." She viewed her fortune as "a trust for the benefit of humanity" and not for her own indulgence.</p>

<p>E.W. said of his sister's wealth, "As I review the whole of Ellen's business career, it had been from start to finish motivated by a desire, on her part, to serve others. And yet with all this, she has prospered in a material way, and to such an extent, that there are probably not a thousand other people, men or women, in this country, who with all their striving, all their ambition, and selfish aims, have succeeded in accumulating a larger fortune." </p>

<p>Long before Ellen Browning Scripps accumulated her wealth, she regularly contributed time and what money she could to charities. As E.W. recalled, "all of my childhood memories of Ellen were of seeing her actively employed in some service - almost invariably entirely unselfish services. As I now make a rapid memory sweep o'er her whole life, it seems to me that she has persistently continued in this same course."</p>

<p>For the most part, Ellen Browning Scripps distributed her wealth in order to create opportunities for many people rather than to individuals for their personal use. Her philanthropies include the establishment of Scripps College; the establishment of Scripps Institution of Oceanography with her brother E.W.; the establishment of Scripps Memorial Hospital; the establishment of Scripps Clinic (which was the second such facility in the United States); the establishment of Torrey Pines State Park; the establishment of the Bishop's School and James-by-the-Sea Church with her sister Virginia; and the establishment of the first public playground in the United States which she deeded to the city of San Diego. She also contributed to Pomona College, Knox College, Cleveland College, the San Diego Natural History Museum, the San Diego Zoo, various public libraries, the Young Women's Christian Association (YWCA), the Young Men's Christian Association (YMCA), churches of various denominations, the La Jolla Children's Pool, and the San Diego Woman's Club. She was also known as an early supporter and leader of the woman suffrage movement.</p>

<p>In August 1932, Ellen Browning Scripps died of lung congestion that was attributed to advanced age. In accordance with her wishes, there was no public funeral, only private cremation services. Her ashes were scattered on the Pacific Ocean near her La Jolla home and according to her obituary, "she wished no other monument than the scores of humanitarian and educational works which her generosity created."</p>

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<head>Chronology</head>

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<date>1836</date>

<event>Born in London, England, on October 18.</event>

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<date>1844</date>

<event>Family moved from London and settled in Rushville, Illinois.</event>

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<date>1854</date>

<event>Graduated from high school.</event>

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<date>1856-1859</date>

<event>Attended Knox College in Galesburg, Illinois.</event>

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<chronitem>
<date>1859</date>
<event>Graduated from Knox College with honors with degree in mathematics.</event>
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<date>1861-1866</date>
<event>Taught school in Hamilton, Augusta, and Rushville, Illinois.</event>
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<date>1864</date>
<event>Received her first grade teaching certificate. </event>
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<date>1866-1868</date>
<event>Proofreader at her brother James's newspaper office in Detroit.</event>
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<date>1868</date>
<event>Returned to Rushville to care for her ailing father.</event>
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<date>1873</date>
<event>Departed Rushville after the death of her father to join brothers James and E.W. at the Detroit News. She invested her savings in this venture and worked as a proofreader. She also compiled a column entitled "Miscellany."</event>
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<date>1878</date>
<event>Cleveland Press established by E.W. and family.</event>
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<date>1881</date>
<event>Traveled to Algiers. She wrote weekly letters home that were published in the Detroit News.</event>
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<event>Traveled to Italy, Amsterdam, England, and Spain.</event>
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<date>1890</date>
<event>Moved to California accompanied by E.W. and his family.</event>
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<date>1897</date>
<event>Built her first home in La Jolla.</event>
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<date>1915</date>
<event>Fire at La Jolla residence. A new residence was constructed, named South Moulton Villa after the location of her childhood residence in London. </event>
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<date>1912</date>
 <event>Received honorary Doctor of Literature degree from Knox College, Galesburg, Illinois.</event>
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 <date>1927</date>
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 <event>Received honorary Doctor of Laws from Pomona College, Claremont, California.</event>
 <event>Scripps College established in Claremont, California.</event>
 <event>La Jolla park renamed "Ellen Scripps Park."</event>
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 <date>1932</date>
 <event>Died in La Jolla, California, on August 3.</event>
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<head>Scope and Content Summary</head>

<p>The Ellen Browning Scripps Collection contains correspondence, financial material, newspaper business documents, travel materials, diaries, and materials documenting Ellen Browning Scripps's many philanthropic activities. Her philanthropies include Scripps College, Scripps Clinic and Hospital, Scripps Institution of Oceanography, and many other local and national projects, organizations, and institutions. The collection covers the years 1840 to 2000 with the bulk of the material ranging from 1880 to 1936. This collection also contains materials of J.C. Harper, E.W. Scripps, and other family members, business acquaintances, and friends who had close relationships to Ellen Browning Scripps.</p>

<p>Documents authored by Ellen Browning Scripps may be found in Series 2. Correspondence, Series 4. Financial Material, Series 7. Speeches and Writings, Series 8. Diaries, and Series 9. Travel Material. Much of the other material in this collection is authored by Ellen Browning Scripps's family members and business acquaintances, especially J.C. Harper who served as her business advisor and friend for several years in the later part of her life. For assistance in determining Scripps family relationships, Series 1. Biographical Material includes a folder entitled Genealogical Materials, which contains Scripps family trees.</p>

<p>With the exception of Series 11. Photographic Material, Series 12. Ephemera, and a few photographic prints scattered throughout other series, this collection consists largely of textual records. Textual record types primarily include correspondence, newspaper clippings, reports, notes, financial statements, diaries, and other bound volumes.</p>

<p>The largest series in the collection consists of Ellen Browning Scripps's estate material. Other large series include Ellen Browning Scripps's financial material and a series containing J. C. Harper's files.</p>

<p>In processing this collection, documents were typically retained in the file folder in which they were found. Some folder titles were modified in order to provide a more thorough description of folder contents. On some documents, folder titles were written at the top of the page by Ellen Browning Scripps and others. In many cases the folder titles on the documents do not match the original folder title. However, when the content of the document was consistent with the other material in the folder, the item was retained in its original folder regardless of the title written on the top of the document. In a few cases documents were moved to the proper folder if they had at some point obviously been filed incorrectly.</p>

<p>The collection is organized into fifteen series:

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- <item>Series 3. Newspaper Business Material, 1878-1967. 4.5 cubic ft.</item>
- <item>Series 4. Financial Material, 1873-1981. 10 cubic ft.</item>
- <item>Series 5. Projects and Organizations Funded by Ellen Browning Scripps, 1875-2000. 6.5 cubic ft.</item>
- <item>Series 6. Estate Material, 1852-1978. 15 cubic ft.</item>
- <item>Series 7. Speeches and Writings, 1892-1927. .5 cubic ft.</item>
- <item>Series 8. Diaries, 1871-1929. 3 cubic ft.</item>
- <item>Series 9. Travel Material, 1881-1923. 1.5 cubic ft.</item>
- <item>Series 10. Topical Files, 1847-1969. .5 cubic ft.</item>

<item>Series 11. Photographic Material, 1865-1935. 2.5 cubic ft.</item>
<item>Series 12. Ephemera, 1851-1933. 1.5 cubic ft.</item>
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<p>This series contains multiple biographies of Ellen Browning Scripps by various authors, as well as personal reminiscences by friends and family in the form of notes and memoranda. Biographical newspaper clippings and genealogical information may be found in this series. Also included in this series are tributes, resolutions, obituaries, and condolence letters.</p>
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<p>This series is arranged alphabetically by correspondent or subject.</p>
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correspondence and financial material authored by other family members or business
acquaintances and not by Ellen Browning Scripps. Also included in this series is a
Cleveland Press Circulation Department Operations Manual (1937), a Scripps-Howard Handbook
(1948), histories of the Cleveland Press and the Detroit Evening News, and a historical
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death in 1932 and is one of the largest series in the collection. This series includes
accounting diaries, bank account material, tax material, documentation of loans made to
various people and funds, and her real estate holdings. </p>
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<p>This subseries contains documentation on real estate and assets owned by Ellen Browning Scripps. Much of the real estate included in this series is located in San Diego and La Jolla.</p>
<p>This subseries is arranged alphabetically by subject.</p>
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<p>This series contains documentation of many of Ellen Browning Scripps's philanthropic endeavors relating to children, education, religion, the natural world, labor, politics, health, community welfare, and history. Records in this series include planning materials, blueprints, news clippings, and some accounting records. Also included in this series are requests for financial assistance, organized by date, from various organizations and individuals that were not necessarily funded by Ellen Browning Scripps.</p>
<p>This series is arranged alphabetically by name of project or organization.</p>
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<addressline>P.O. Box 19557</addressline>
<addressline>University of California</addressline>
<addressline>Irvine, California 92623-9557</addressline>
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<p>Property rights reside with the University of California. Literary rights are retained by the creators of the records and their heirs. For permissions to reproduce or to publish, please contact the Head of Special Collections and Archives.</p>
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<head>Biography</head>

<p>Mildred Ellen Davenport was a noted civic official and military officer with an extensive career as a dancer and dance instructor in Boston in the 1930s and 1940s. She was born in Boston on November 12, 1900. She began her dance studies at C.C. Perkins Grade School and Prince School as a teenager, and graduated from Boston Girls' High School in 1918. In the 1920s she studied at the Sargent School for Physical Culture and at Harvard, and opened her first dance school, the Davenport School of Dance. Over the next ten years she studied under Ted Shawn and taught dance in Boston. She was also progressively more involved in road show performances such as Hot Chocolates. From 1930 to 1935 she performed in a number of African-American musical productions on Broadway, including Fast and Furious, Flying Colors, and Black Birds. In 1932 she established her second dance school, the Silver Box Studio, in the South End of Boston. She became the first African American woman to perform with the Arthur Fiedler Pops unit of the Boston Symphony Orchestra at this time.</p>

<p>During World War II, Davenport enlisted in the Army as a captain. She produced musical shows for military bases and later served as a special service officer, library officer, and advisor in the Office of Racial Affairs. In 1950, she served as an executive board member for the N.A.A.C.P. office in Boston. From 1947 to 1968 she worked for the Massachusetts Commission Against Discrimination, founded in 1944 to enforce fair employment practices. Davenport died in Boston in 1990.</p>

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<head>Chronology</head>

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<date>1900</date>

<event>Born in Boston.</event>

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<date>Ca. 1914</date>

<event>Student at C.C. Perkins Grade School and Prince School.</event>

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<date>1918</date>

<event>Graduates from Boston Girls' High School.</event>

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<date>Ca. 1920s</date>

<event>Establishes Davenport School of Dance in Boston.</event>

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<date>1921</date>

<event>Student at Sargent School for Physical Culture.</event>

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<date>1921-1922</date>

<event>Physical training instructor at Tuskegee Institute, Alabama.</event>

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<date>1923</date>

<event>Student at Harvard Summer School.</event>

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<date>1925-ca. 1930</date>

<event>Staff member with the Department of Public Welfare, Boston.</event>

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<date>Ca. 1930-1935</date>

<event>Performs on Broadway.</event>

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</chronitem>
<chronitem>
<date>1932</date>
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<date>1946-1947</date>
<event>U.S. Army, civilian defense instructor.</event>
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<event>U.S. Army Office of Racial Affairs, assistant special service
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<date>1950</date>
<event>Executive board member of N.A.A.C.P., Boston. Member of
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Discrimination.</event>
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<date>1973</date>
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Negro Business and Professional Women's Clubs, Boston and Vicinity Club.
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</chronitem>
<chronitem>
<date>1990</date>
<event>Dies in Boston.</event>
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<head>Collection Scope and Content Summary</head>
<p>This collection comprises dance programs, dance school materials, photographs,
and ephemera documenting the early career of the Boston-based African-American dancer,
dance instructor, and civic official Mildred Davenport. The bulk of this collection
consists of dance programs and dance school materials. The collection also contains 29
photographs of Davenport, her students in various performances, and friends or
individual students. Dance programs from 1925 to 1942 feature her solo performances and
group performances with her students. The collection includes a complete run of programs
for Bronze Rhapsody, an annual performance series choreographed, staged, and directed by
Davenport. Her personal copy of a typescript of stage directions for a 1934 performance
is included with these programs. Her dance schools, Davenport School of the Dance and
Silver Box Studio, are documented in course brochures and applications. Biographical and
academic materials include a 1939 newspaper article on Davenport.</p>
<p>The collection is arranged topically. Materials are arranged chronologically
within each topical grouping whenever possible.</p>
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