```xml
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                <titleproper type="filing">Provenance (William F.)
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                <author>B. W. Moos</author>
            </titlestmt>
            <publicationstmt>
                <publisher>Cupcake Corners Historical Society</publisher>
                <address>
                    <addressline>Frostbite Falls, MN 55999</addressline>
                </address>
                <date normal="2013">&#x00A9; 2013</date>
                <p>Cupcake Corners Historical Society. All rights reserved.</p>
            </publicationstmt>
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from MS Word document encoded by Roger Nelson.</creation>
            <langusage>Finding aid written in: <language langcode="eng"
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Archives: a Content Standard</title>
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            <num>Collection number: Mss 2 A</num>
            <publisher>Cupcake Corners Historical Society<lb/>Frostbite Falls,
Minnesota 55999</publisher>

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                    <item>B. W. Moos</item>
                </defitem>
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                    <item>Arden Kirkland</item>
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            </list>
            <p>&#x00A9; 2013 Cupcake Corners Historical Society. All rights
reserved.</p>
        </titlepage>
    </frontmatter>
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```xml
    <archdesc level="collection">
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            <head>Descriptive Summary</head>
            <unittitle label="Title">William Fonds Provenance Papers</unittitle>
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1955</unitdate>
            <unitid label="Collection number" countrycode="US">Mss 2 A</unitid>
            <origination label="Creator">
                <persname rules="dacs">Provenance, William Fonds, 1897-1956</persname>
            </origination>
            <physdesc label="Collection Size">
                <extent>1.6 cubic feet (4 boxes).</extent>
            </physdesc>
            <repository label="Repository">
                <corpname>Cupcake Corners Historical Society</corpname>
                <address>
                    <addressline>Frostbite Falls, MN 55999</addressline>
                </address>
            </repository>
            <abstract label="Abstract">Correspondence, diaries,and writings of an
archival theorist and author documenting his experiences in World War I, his literary
endeavors, and his ideas on modern archival theory, especially regarding the
centrality of the fonds.</abstract>
            <container type="box" label="Boxes: ">1-4</container>
            <langmaterial label="Languages"> Languages represented in the collection:
<language
                langcode="eng">English</language>
            </langmaterial>
        </did>
        <accessrestrict>
            <head>Restrictions on Access</head>
            <p>This collection is housed in off-site storage. Twenty-fours advance
notice is required prior to research use.</p>
        </accessrestrict>
        <userestrict>
            <head>Restrictions on Use</head>
            <p>Permission for publication is given on behalf of the Cupcake Corners
Historical Society as the owner of the collection and is not intended to include or
imply permission of the copyright holder which must be obtained by the researcher.</p>
        </userestrict>
        <prefercite>
            <head>Preferred Citation</head>
            <p>Cupcake Corners Historical Society, Frostbite Falls, Minnesota. William
Fonds Provenance Papers. Mss 2 A.</p>
        </prefercite>
        <acqinfo>
            <head>Acquisition Information</head>
            <p>Acquired as a gift from Ima Gusdorf, December 17, 1952.</p>
        </acqinfo>
        <custodhist>
            <head>Custodial History</head>
            <p>Following his death, Provenance's papers were bequeathed to his brother
Harry who attempted several times unsuccessfully to sell them to a private collector.
Upon Harry's death, the papers became the property of Provenance's literary executrix
and longtime companion Ima Gusdorf who donated them to the Freen University Center for
the Study of the Giants of Archivy.</p>
        </custodhist>
        <processinfo>
            <head>Processing Information</head>
            <p>Collection processed and cataloged by B.W. Moos, January, 1962.</p>
        </processinfo>
        <bioghist>
            <head>Biography / Administrative History</head>
```

```xml
        <p>Archivist and author William Fonds Provenance was born at Last Chance,
Nevada to Fred and Mary Jones Provenance on January 4, 1897. Little is known of his
early life prior to serving in World War I as an ambulance driver. After graduating
from Freen College in 1924 with a degree in cryptogamic biology, he first followed a
career in commercial horticulture and later worked as an itinerant archivist.
Provenance also had a lifelong interest in creative writing, producing both novels and
poetry. He died at Frostbite Falls,Minnesota, March 15, 1956.</p>
        </bioghist>
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            <head>Chronology</head>
            <chronlist>
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                    <date normal="1897-01-04">January 4, 1897</date>
                    <event>Born in Last Chance, Nevada</event>
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                <chronitem>
                    <date normal="1917/1918">1917-1918</date>
                    <event>Served in the military in France during World War I,
working as an ambulance driver</event>
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                <chronitem>
                    <date normal="1924">1924</date>
                    <event>Graduated from Freen College</event>
                </chronitem>
                <chronitem>
                    <date normal="1956-03-15">March 15, 1956</date>
                    <event>Died in Frostbite Falls, Minnesota</event>
                </chronitem>
            </chronlist>
        </bioghist>
        <scopecontent>
            <head>Scope and Content of Collection</head>
            <p>The collection consists of diaries, correspondence, manuscripts, and
miscellaneous materials documenting the literary and archival career of William Fonds
Provenance.</p>
            <p>The bulk of the collection consists of correspondence, principally with
his mother, other archivists and writers. His diaries describe his experiences as an
ambulance driver in France during World Was I in vivid detail. It also includes
manuscripts of novels, poetry, and essays on archival theory as well as the final
draft of his seminal work, Quarks: The Tao of Archival Descripton. Many of
Provenance's ideas about archival description were thought by his contemporaries to
have been obscure or naive. A contemporary reexamination of his theories, however,
reveals that in many respects Provenance's ideas were insightful and highly
nuanced.</p>
            <p>Major correspondents represented in the collection include Ernest
Hemingway, F. Scott Fitzgerald, Arthur Miller, H.L. Mencken, Theodore Schellenberg,
Ernst Posner, and Provenance's long-time companion Ima Gusdorf.</p>
        </scopecontent>
        <arrangement>
            <head>Organization of the Papers</head>
            <p>This collection is organized into three sections:</p>
            <list type="simple">
                <item>Correspondence</item>
                <item>Diaries</item>
                <item>Novels, Poetry, and Essays</item>
            </list>
        </arrangement>
        <controlaccess>
            <head>Indexing Terms</head>
            <note><p>This collection is indexed under the following headings in the
catalog of the Cupcake Corners Historical Society. Researchers desiring materials
about related topics, persons or places should search the catalog using these
headings.</p></note>
```

```xml
            <controlaccess>
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                <persname source="lcnaf">Fitzgerald, F. Scott (Francis Scott), 1896-
1940</persname>
                <persname source="lcnaf">Fruin, R. (Robert), 1857-1935</persname>
                <persname rules="dacs">Gusdorf, Ima May</persname>
                <persname source="lcnaf">Hemingway, Ernest, 1899-1961</persname>
                <persname source="lcnaf">Mencken, H.L. (Henry Louis), 1880-
1956</persname>
                <persname source="lcnaf">Miller, A. R. (Arthur R.), 1915-</persname>
                <persname source="lcnaf">Posner, Ernst</persname>
                <persname rules="dacs">Provenance, William Fonds, 1897-1956</persname>
                <persname source="lcnaf">Schellenberg, T.R. (Theodore R.), 1903-
1970</persname>
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Giants of Archivy</corpname>
                </controlaccess>
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                <head>Subjects:</head>
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1918</subject>
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wounded</subject>
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American</subject>
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            <controlaccess>
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                <genreform source="lcsh">Poetry</genreform>
            </controlaccess>
            <controlaccess>
                <head>Titles:</head>
                <title rules="dacs">Quarks: The Tao of Archival Description</title>
            </controlaccess>
        </controlaccess>
        <otherfindaid>
            <head>Other Finding Aids</head>
            <p>A partial index to Fond's correspondence, prepared by Ima Gusdorf, is
available at the Cupcakes Corners Historical Society.</p>
        </otherfindaid>
        <relatedmaterial>
            <head>Related Material</head>
            <p>The papers of Ima Gusdorf are located in the Freen University
archives.</p>
            <p>The James Joyce Collection at the Harry Ransom Humanities Research
Center, University of Texas-Austin, contains correspondence from Provenance to various
French literary publications regarding Joyce.</p>
        </relatedmaterial>

        <dsc type="combined">
            <head>Detailed Description of the Collection</head>
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                <physdesc><extent>8 folders</extent></physdesc>
            </did>
            <scopecontent>
                <head>Series Scope and Content Summary</head>
                <p>Incoming letters and copies of outgoing correspondence with
family, business associates, and prominent archivists and writers.</p>
            </scopecontent>
            <arrangement>
                <head>Arrangement</head>
                <p>Letters are arranged alphabetically by the writer's or
recipient's name.</p>
            </arrangement>
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1955</unitdate>
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2</container>
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Ima</unittitle>
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1955</unitdate>
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            </c02>
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1</container>
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2</container>
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                                </did>
                            </c03>
                            <c03 level="file">
                                <did>
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Jones, </unittitle>
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1942</unitdate>
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                        <c02 level="subseries">
                            <did>
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1955</unitdate>
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2</container>
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                            </did>
                            <c03 level="file">
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                                    <unittitle>Correspondence, 1919-1955, Schellenberg,
Theodore</unittitle>
                                    <unitdate type="inclusive" normal="1919/1955">1919-
1955</unitdate>
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1</container>
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                                </did>
                             </c03>
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                                    <unitdate type="inclusive" normal="1919/1955">1919-
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        <scopecontent>
            <head>Series Scope and Content Summary</head>
            <p>Daily accounts of Provenance's experiences during his military
service in France during World War I, primarily documenting the daily activites of
camp life, weather, military battles, and operations of the army medical service. Also
contains detailed and graphic accounts of his work as an ambulance driver.</p>
        </scopecontent>
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31">1917</unitdate>
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4</container>
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                    <unitdate type="inclusive" normal="1917-01-01/1917-03-
31">January - March, 1917</unitdate>
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2</container>
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            <c03 level="file">
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30">April - September, 1917</unitdate>
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3</container>
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            <c03 level="file">
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31">October - December, 1917</unitdate>
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4</container>
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            </c03>
        </c02>
        <c02 level="subseries">
            <did>
                <unittitle>Diaries, 1918</unittitle>
                <unitdate type="inclusive" normal="1918-01-01/1918-06-
```

```
30">1918</unitdate>
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6</container>
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                    <c03 level="file">
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                            <unitdate type="inclusive" normal="1918-01-01/1918-01-
31">January, 1918</unitdate>
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5</container>
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                        <did>
                            <unittitle>Diaries, February - June, 1918</unittitle>
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30">February - June, 1918</unitdate>
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6</container>
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                    </c03>
                </c02>
            </c01>
            <c01 level="series">
                <did>
                    <unittitle>Novels, Poetry, and Essays, 1947-1954</unittitle>
                    <unitdate type="inclusive" normal="1947/1954">1947-1954</unitdate>
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                    <physdesc><extent>5 folders</extent></physdesc>
                </did>
                <scopecontent>
                    <head>Series Scope and Content Summary</head>
                    <p>Published and unpublished writings of Provenance. All the
materials are typescript, though most also include handwritten annotations. Some of
text appears to have been deliberately obliterated, perhaps posthumously.</p>
                </scopecontent>
                <arrangement>
                    <head>Arrangement</head>
                    <p>The materials are organized into three groups by genre or
subject matter: poetry, novels, and works relating to archival science.</p>
                </arrangement>
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                        <unittitle>Poetry, 1948-1952</unittitle>
                        <unitdate type="inclusive" normal="1948/1952">1948-
1952</unitdate>
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6</container>
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                    </did>
                    <scopecontent>
                        <head>File Scope and Content Summary</head>
                        <p>Verse in various forms, principally sonnets and limericks.
The sonnets contain detailed dedications either to Provenance's mother or to an
unnamed "dark lady." Many of the limericks are ribald in their subject matter.</p>
                    </scopecontent>
                </c02>
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                    <did>
```

```xml
                        <unittitle>Novels, 1947-1955</unittitle>
                        <unitdate type="inclusive" normal="1947/1955">1947-
1955</unitdate>
                        <container type="box-folder" label="Box/Folder: ">4 :
1</container>
                        <physdesc><extent>1 folder</extent></physdesc>
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                    <scopecontent>
                        <head>File Scope and Content Summary</head>
                        <p>Manuscripts of three unfinished novels, each apparently
written in the style of an author Provenance admired.</p>
                    </scopecontent>
                    <c03 level="item">
                        <did>
                            <unittitle>For Whom the Chimes Toll, in the style of
Ernest Hemingway, 1952</unittitle>
                            <unitdate type="inclusive" normal="1952">1952</unitdate>
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1</container>
                            <physdesc><extent>1 manuscript</extent></physdesc>
                        </did>
                    </c03>
                    <c03 level="item">
                        <did>
                            <unittitle>The Great Gaspar, 1953</unittitle>
                            <unitdate type="inclusive" normal="1953">1953</unitdate>
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1</container>
                            <physdesc><extent>1 manuscript</extent></physdesc>
                        </did>
                    </c03>
                    <c03 level="item">
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                            <unittitle>Barchester Cathedral, 1954</unittitle>
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1</container>
                            <physdesc><extent>1 manuscript</extent></physdesc>
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                    </c03>
                </c02>
                <c02 level="subseries">
                    <did>
                        <unittitle>Works on archival theory, 1947-1955</unittitle>
                        <unitdate type="inclusive" normal="1947/1955">1947-
1955</unitdate>
                        <container type="box-folder" label="Box/Folder: ">4 : 2-
4</container>
                        <physdesc><extent>3 folders</extent></physdesc>
                    </did>
                    <scopecontent>
                        <head>Subseries Scope and Content Summary</head>
                        <p>Two unpublished essays and the complete manuscript of his
book-length work,Quarks: the Tao of Archival Description. Internal evidence within the
collection suggests that this work may have been self-published though no copy of such
an edition has been found in his papers.</p>
                    </scopecontent>
                    <c03 level="item">
                        <did>
                            <unittitle>"The Effects of Disintermediated Access on
Archival Cataloging," 1946 March 17</unittitle>
                            <unitdate type="inclusive" normal="1946-03-17">1946 March
17</unitdate>
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```
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2</container>
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                            <c03 level="item">
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                                    <unittitle>"The Centrality of Provenance,"
1951</unittitle>
                                    <unitdate type="inclusive" normal="1951">1951</unitdate>
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3</container>
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                            <c03 level="item">
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                                    <unittitle>Quarks: the Tao of Archival Description,
1952</unittitle>
                                    <unitdate type="inclusive" normal="1952">1952</unitdate>
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4</container>
                                    <physdesc><extent>1 manuscript</extent></physdesc>
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                            </c03>
                        </c02>
                    </c01>
                </dsc>
            </archdesc>
        </ead>
```

This was a great opportunity to work actively with the encoding of a finding aid. The made-up example had me laughing as I was working on it (*For Whom the Chimes Toll*, etc.!), but it provided some interesting challenges in terms of converting it into EAD-XML format. To edit my encoding, I consulted several different guides. For the content guidelines, I consulted *Describing Archives: A Content Standard* (2007) and the *Online Archive of California EAD Web Templates Instructions on Use* (2009). For the encoding guidelines, I consulted the *OAC Best Practice Guidelines for EAD* (OAC Working Group, 2005) and the *Encoded Archival Description Tag Library (*SAA Encoded Archival Description Working Group, 2002). All four of these were extremely useful, and I found myself wishing they were combined in one document, but I understand that they each have a distinct function separate from the other guides.

As you may have noticed on the discussion board, I got caught up in the challenge of breaking down the different component levels for this collection. The logic seemed obvious in terms of breaking it down into series, boxes, folders, and items, but when I noticed that there were items from two different series in one folder, I temporarily wasn't sure how to proceed. However, when I consulted other existing finding aids encoded in EAD-XML, I noticed that this kind of overlap was not uncommon, and that the hierarchical description had more to do with the content than with the physical location, though the physical location can always be noted using the container tag. For the last series, I jumped from sub-series to item where there was only one item in each folder, as I thought it was important to indicate that this was down to the item level, and it seemed like overkill to indicate the folder level when it only held one item. Through all the references I consulted as guides for this exercise, none indicated that that kind of jump was forbidden, so I hope that's all right.

As usual for all of our metadata exercises so far, the most challenging part in creating the record has been the fact that there is no one right answer of how to do it. With each metadata schema, even if the meaning of the element is not ambiguous, there are not only rules, but also stylistic choices of how to approach the content. It's hard to know where to add only the minimum elements and attributes, and where to add more detail with optional content. I believe it is common for institutions to create their own style guides to provide even more clarity about the rules for their local practice, and I found myself wishing I had more guidance in that kind of format. For this EAD example, I did fall back on using the *OAC Best Practice Guidelines for EAD*, so that I wasn't entirely using my own judgement. I look forward to getting more practice with all of this, so that at some point in the future I can work from experience to help create such a style guide for a specific institution or project.

References:

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