**Preface to Documentation of the Gamma Schema for EAD Revision**

Documentation of the EAD Revision Gamma Schema is provided to support testing of the schema by the EAD community, but it is a work in progress. We have worked to make sure that entries are accurate and up to date, particularly for any elements that were not present in EAD 2002, but errors may exist.

Note that some elements, primarily notes and controlled access elements, have not been updated since the beta release, and each of those elements is labeled as such. There is no separate documentation for attributes at this time, but many attributes are explained within the element descriptions. In addition, formatting is inconsistent, and not all entries include examples.

Definitions for the <relations> element and all elements exclusively available therein are listed separate in Appendix A.  For EAD3 <relations> will be considered an "experimental" element, and not included in the official schema.  A separate schema will be available that includes <relations> for those EAD implementations that choose to use it.  This arrangement is a compromise between the desire to provide the more robust Linked Data functionality introduced by <relations> within EAC-CPF and the concerns that <relations> may duplicate functionality already available within <controlaccess> and that the successful implementation of <relations> may be dependent upon as yet undeveloped external vocabularies.

**&lt;abbr&gt; Abbreviation**

**Summary:** An element for encoding the shortened form of a word or phrase.

**May Contain:**
[text]

**May Occur Within:**
abstract, addressline, author, citation, container, conventiondeclaration, date, datesingle, didnote, dimensions, edition, emph, fromdate, head, head01, head02, head03, label, localtypedeclaration, num, part, physdesc, physloc, publisher, publisher, quote, ref, sponsor, subtitle, titleproper, todate, unitdate, unitid

**Attributes:**

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


**Description and Usage:**

The abbreviated form of a word or phrase, for example, an acronym.


Use &lt;abbr&gt; within &lt;conventiondeclaration&gt; to identify the code for a thesaurus, controlled vocabulary, or other standard used in creating the EAD description. To improve interoperability, it is recommended that the value be selected from an authorized list of codes such as the MARC Description Convention Source Codes (http://www.loc.gov/standards/sourcelist/descriptive-conventions.html).

In other elements, use &lt;abbr&gt; with @expan to encode abbreviations as they occur within the description, if you wish to use an abbreviation while also providing its fuller form.

In addition to common attributes, &lt;abbr&gt; allows use of the following:

- @expan to provide the full form of the abbreviation, which may be given for indexing or searching purposes.

See also:
- The related element &lt;expan&gt; with the attribute @abbr, which can be used to encode the full form of a name while providing the abbreviation in an attribute for indexing or searching purposes.

**Availability:**

Within <conventiondeclaration>: Optional, Not repeatable

Within other elements: Optional, Repeatable

**References:**

N/A

**Examples:**

```
<conventiondeclaration>
        <abbreviation>ISAD(G)</abbreviation>
        <citation>ISAD(G): General International Standard Archival
Description, second edition, Ottawa 2000</citation>
      </conventiondeclaration>


<conventiondeclaration>
        <abbreviation>DACS</abbreviation>
        <citation>Describing Archives: A Content Standard (Chicago:
Society of American Archivists)</citation>
      </conventiondeclaration>


<didnote>
  <p>File also contains materials from the
      <abbr expan="American Civil Liberties Union">ACLU</abbr>
  .</p>
</didnote>
```

**Examples:**

**<accessrestrict> Conditions Governing Access [Description from beta release]**

**Description:**
Information about conditions that affect the availability of the materials being described. May indicate restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff.. May also indicate that the materials are not restricted.

Do not confuse with Conditions Governing Use <userestrict>, which designates information about limitations on the use of the described materials after access has been granted.

The <accessrestrict> element is comparable to ISAD(G) data element 3.4.1 and MARC21 field 506.

**Old Examples:**
1.  **<accessrestrict>**
<p>There are no access restrictions on this collection.</p>
**</accessrestrict>**


2.  **<accessrestrict>**
<p>University records are public records and once fully processed are generally open to research use. Records that contain personally identifiable information will be closed to protect individual privacy.  The closure of university records is subject to compliance with applicable laws.</p>
**</accessrestrict>**


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

```
</accessrestrict>
</c02>
```

**<accruals> Accruals [Description from beta release]**

**Description:**

Information about anticipated additions to the materials being described.  Can indicate quantity and frequency.  Can also be used to indicate that no additions are expected.

The element is comparable to ISAD(G) data element 3.3.3 and MARC21 field 584.

**Old Examples:**

1.   **<accruals>**
<p>No further accruals are expected for this collection.</p>
</accruals>

2.   **<accruals>**
<p>Noncurrent additions to this Record Group are transferred from the
Development Department annually at the end of the fiscal year in June.</p>
</accruals>

3.   **<accruals>**
<head>Accruals</head>
<p>Occasional small additional deposits are expected.</p>
</accruals>

**<acqinfo> Acquisition Information [Description from beta release]**

**Description:**
The immediate source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits. The <acqinfo> element is comparable to ISAD(G) data element 3.2.4 and MARC21 field 541.

o  Note that the accession number may also serve as the <unitid> and be encoded as such within a <did>.

o  The Separated Material <separatedmaterial> element should be used for indicating items acquired as part of a collection and then subsequently removed from the collection.

o  The Custodial History <custodhist> element should be used for information about the chain of ownership before the materials reached the repository.

**Old Examples:**

```
1.     <acqinfo>
<p>Transfer from <corpname>National Park Service, </corpname>
<date type="accession">1945</date>. Accession number
<num type="accession">45.22</num>.</p>
</acqinfo>
```

```
2.     <acqinfo>
<p>Source unknown. Originally deposited in University Library, transferred to
Department of Palaeography, <date normal="19580424">24 April 1958</date>.</p>
</acqinfo>
```

**<address> Address**

**Summary:** A wrapper for one or more <addressline> elements that provide contact information for a repository or publisher.

**May Contain:**
addressline

**May Occur Within:**
publicationstmt, repository

**Attributes:**

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

**Description and Usage:**

Information about the place where a repository or publisher is located and may be contacted. Examples include a postal address, electronic mail address, and/or phone number.

Consider using an entity reference or a style sheet to store address information that occurs in many archival descriptions, as it is easier to update the information when located in a single, shared file. An entity reference can contain both the EAD elements and their content.

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

**Availability:**

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

Within <repository>: Optional, Not repeatable

**Examples:**

```
<publicationstmt>
      <publisher>The British Library</publisher>
      <address>
```

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


<repository>
        <corpname>
            <part>University of California, Irvine. Library. Special
    Collections and Archives.</part>
        </corpname>
        <address>
            <addressline>Irvine, California 92623-9557</addressline>
        </address>
</repository>
```

**<addressline> Address Line**

**Summary:**  A generic element for recording one line of an address, postal or other.

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

**May Occur Within:**  address

**Attributes**

| | |
|---|---|
| ALTRENDER | Optional |
| AUDIENCE | Optional |
| ID | Optional |
| LANG | Optional |
| LOCALTYPE | Optional |
| SCRIPT | Optional |

**Description and Usage:**

The element may be repeated as many times as necessary to enter all parts of an address.

**Availability:** Optional, Repeatable

**Old Example:**

<publicationstmt>
<publisher>Special Collections and Archives</publisher>
<address>
**<addressline>**The UCI Libraries**</addressline>**
**<addressline>**P.O. Box 19557**</addressline>**
**<addressline>**University of California**</addressline>**
**<addressline>**Irvine, California 92623-9557**</addressline>**
**<addressline>**Phone: (949) 824-7227**</addressline>**
**<addressline>**Fax: (949) 824-2472**</addressline>**
**<addressline>**Email: spcoll@uci.edu**</addressline>**
**<addressline>**URL:http://www.lib.uci.edu/rrsc/speccoll.html
**</addressline>**
</address>
<date>&copy; 2000</date>
<p>The Regents of the University of California. All rights reserved.</p>

</publicationstmt>

**<agencycode> Agency Code**

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

**May Contain:**
[text]

**May Occur Within:**
maintenanceagency

**Attributes:**

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

**Description and Usage:**

A code representing the institution or service responsible for the creation, maintenance and/or dissemination of the EAD instance. Use of <agencycode> is recommended, as the combination of <agencycode> and the required <recordid> provide a globally unique identifier for the instance.

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

See also:
- Use <agencyname> to record the name of the agency.
- Use <otheragencycode> to record any alternative codes representing the agency.
- <recordid>, which together with <agencycode> provides a globally unique identifier for the EAD instance.

**Availability:**

Optional, Not repeatable

**References:**

ISAD(G) 3.1.1
MARC
MODS <recordContentSource>

**Examples:**

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

**<agencyname> Agency Name**

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

**May Contain:**
[text]

**May Occur Within:**
maintenanceagency

**Attributes:**

**Description and Usage:**

The name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Examples include the repository name or name of an aggregation service.

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

See also:
- Use <agencycode> to record a code for representating the agency, and <otheragencycode> for any alternative codes.
- <recordid>, which together with <agencycode> provides a globally unique identifier for the EAD instance.

**Availability:**

Required, Not repeatable

**References:**

ISAD(G)
MARC
MODS <recordContentSource>

**Examples:**

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

**<agent> Agent**

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

**May Contain:**
[text]

**May Occur Within:**
maintenanceevent

**Attributes:**

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

**Description and Usage:**

The person, institution, or system responsible for a maintenance event. Examples include the name of the author or encoder, the database responsible for creating the EAD instance, and the stylesheet used to update an instance to a new version of EAD.

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

See also:
- Use the sibling element <agenttype> to indicate the type of agent.


**Availability:**

Required, Not repeatable

**Examples:**

```
<maintenancehistory>
 <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-
05:00">Generated: Thu, 16 February 2012 11:09:22 AM
EST</eventdatetime>
```

```
        <agenttype value="machine"/>
        <agent>v1v2002_4.xsl</agent>
        <eventdescription> Transformed with dtd2schema.06.xsl
</eventdescription>
 </maintenanceevent>
 <maintenanceevent>
        <eventtype>updated</eventtype>
        <eventdatetime standarddatetime="2010-04">2010
April</eventdatetime>
        <agenttype value="human"/>
            <agent>Jon Smith</agent>
        <eventdescription>Title, controlaccess updated</eventdescription>
 </maintenanceevent>
</maintenancehistory>
```

**\<agenttype\> Agent Type**

**Summary:** An empty, required subelement of \<maintenanceevent\> for indicating the type of agent responsible for the creation, modification, or deletion of an EAD instance.

**May Contain:**
[text]

**May Occur Within:**
maintenanceevent

**Attributes:**

altrender      Optional
audience       Optional (values limited to: external, internal)
id      Optional
lang           Optional
script         Optional
value           human, machine, unknown


**Description and Usage:**

The type of agent responsible for the creation, modification, or deletion of an EAD instance, as captured in a \<maintenanceevent\> element.

In addition to allowing the common attributes \<agenttype\> requires use of the value attribute, which must be set to 'human', 'machine', or 'unknown'.

The value set in agent type should correspond to the information recorded in \<agent\>. For example, if the \<agent\> is Jane Marshall, the value of \<agenttype\> should be set to "human". If the \<agent\> is a database, stylesheet, or other system, the value of \<agenttype\> should be set to "machine". The value of \<agenttype\> may also be set to "unknown" if the agent and/or type of agent cannot be determined.

See also:
- Use the sibling element \<agent\> to encode the agent's name.

**Availability:**

Required, Not repeatable

**Examples:**

```
<maintenancehistory>
 <maintenanceevent>
    <eventtype>revised</eventtype>
```

```
    <eventdatetime standarddatetime="2012-02-16T11:09:22-
05:00">Generated: Thu, 16 February 2012 11:09:22 AM
EST</eventdatetime>
    <agenttype value="machine"/>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl
</eventdescription>
 </maintenanceevent>
 <maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010
April</eventdatetime>
    <agenttype>human</agenttype>
        <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
 </maintenanceevent>
</maintenancehistory>
```

**<altformavail> Alternative Form Available [Description from beta release]**

**Description:**
Information about copies of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.

Do not confuse with Location of Originals <originalsloc>, which is used to encode information about the existence, location, and availability of originals where the unit described consists of copies.

This element is comparable to ISAD(G) data element 3.5.2 and MARC21 field 530.

**Old Examples:**

1.    **<altformavail>**
          <p>This collection has been microfilmed and is available on three
          reels MF1993-034:1 to MF1993-034:3.</p>
          <p>Researchers interested in purchasing microfilm copies should
          contact the repository.</p>
      **</altformavail>**

2.    **<altformavail>**
          <head>Alternate Form of Material</head>
          <p>Microfilm copy available (<num type="microfilm reel">
          M-5030/1</num>).</p>
      **</altformavail>**

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

**\<appraisal\> Appraisal Information [Description from beta release]**

**Description:**
An evaluative statement about the archival value and thus the disposition of records based upon their current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records.

This element is comparable to ISAD(G) data element 3.3.2 and MARC21 field 583.

**Old Example:**

**\<appraisal\>**
\<p\>The records of the Mid-Ocean Dynamics Experiment came to the Institute Archives in two accessions in 1980 and 1982. During processing the collection was reduced from fifteen cubic feet to four by discarding duplicate materials, financial records, and publications not authored by MODE participants. Forty charts and six inches of raw data presented the primary appraisal issues. The raw data consisted of bulletins and reports referring to float positions, moorings, isotherms, geostrophic velocity calculations, ships' summaries, and work proposed and work carried out during the MODE-I experiment. As this raw data was recapitulated in weekly \<title render="underline"\>MODE Hot Line Bulletins\</title\>, only a sampling was retained in the collection. Also discarded were ten charts for which there were no descriptions of indicated data points, nor were dates or test site locations provided.\</p\>
\<p\>Six inches of materials pertaining to the POLYMODE project, 1973-1980, were added to the Institute Archives POLYMODE collection.\</p\>
\<p\>The appraisal of this collection was carried out in consultation with Robert Heinmiller, a research associate at Woods Hole Oceanographic Institution during MODE.\</p\>
**\</appraisal\>**

**<archdesc> Archival Description [Description from beta release]**

**Description:**
An element for wrapping the bulk of an EAD document instance, which typically will include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental information that facilitates use of the materials.  Information is organized an hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts.  Data elements available at the <archdesc> or unit level are repeatable within components (<c> or <c0x>.  Descriptive information is inherited downward, from one hierarchical level to the next.

The Descriptive Identification <did> element is required to appear in <archdesc> before presenting more detailed descriptions in <bioghist> or <scopecontent>, in order to provide a basic description of the archival materials.

The <archdesc> element has several specialized attributes.  The required LEVEL attribute identifies the character of the whole unit, for example, whether the level is a "class," "collection," "fonds," "recordgrp," "series," "subfonds," "subgrp," "subseries," or "otherlevel."  This attribute is comparable to ISAD(G) data element 3.1.4 and MARC21 field 351 subfield c.

The LOCALTYPE attribute can be used to categorize the finding aid as an inventory, register, or other format.

**Example:**

> **See fully-encoded examples in Appendix C.**

# <archref> Archival Reference [Description from beta release]

## Description:

A reference element that provides a citation and/or an electronic link to separately described archival materials of special interest. Examples of such materials include a record group and one of its large series (which might have separate EAD-encoded finding aids) and a general reference to a collection with similar content.

The <archref> element can be helpful in several situations. It can be used with a <ref> element for linking to another EAD instance. The <archref> element can also be used to cite archival materials within a , <relatedmaterial>, or <separatedmaterial> element.

Do not confuse <archref> with the Bibliographic Reference <bibref> element, which is used to cite published works or individual items that are not usefully designated as archival materials.

## Old Example:

```
<relatedmaterial>
<head>Related Collections</head>
<archref>
<unitid>BANC PIC 19xx.055--ffALB</unitid>,
<unittitle><title>Photographs Taken During the U.S. Geological Surveys West
of the 100th Meridian, 1871-1873</title>, by Timothy H. O'Sullivan and
William Bell</unittitle>
</archref>
<archref>
<unitid>BANC PIC 19xx.089--STER</unitid>,
<unittitle><title>Stereoviews of the U.S. Geographical Survey Expedition West
of the 100th Meridian of 1871</title>, by Timothy H. O'Sullivan</unittitle>
</archref>
<archref>
<unitid>BANC PIC 19xx.273--PIC</unitid>,
<unittitle>Geographical Surveys West of the 100th Meridian (U.S.). <title>New
Mexico Photographs from the 1873 Geographical Survey West of the 100th
Meridian</title></unittitle>
</archref>
<archref>
<unitid>BANC PIC 1905.17116-.17119--STER</unitid>,
<unittitle><title>Western Survey Expeditions of 1871, 1872, 1873, and
1874</title>, by Timothy H. O'Sullivan and William Bell</unittitle>
</archref>
</relatedmaterial>
```

**<arrangement> Arrangement [Description from beta release]**

**Description:**
The <arrangement> element identifies the logical or physical groupings within a hierarchical structure, that is, how the described materials have been subdivided into smaller units, e.g., record groups into series. It can also be used to express the filing sequence of the described materials, such as the principal characteristics of the internal structure.

Attribute note:
The ENCODINGANALOG attribute may be used to differentiate between the MARC 351 subfield a (organization) and subfield b (arrangement).

The <arrangement> element is comparable to ISAD(G) element 3.3.4 and MARC21 field 351.

**Old Examples:**

**1. <arrangement>**
```
    <p>Organized into three subseries:
        <list type="simple">
            <item>Clippings--chronological</item>
            <item>Clippings--persons</item>
            <item>Notes</item>
        </list>
    </p>
    <p>"Clippings-persons" is arranged alphabetically by surname, and
    "Notes" alphabetically by subject.</p>
```
**</arrangement>**

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

**3.** <c03 level="file">
```
    <did>
```

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

**&lt;author&gt; Author**

**Summary:** An optional subelement of &lt;titlestmt&gt; that provides the name(s) of the institution(s) or individual(s) responsible for compiling the intellectual content of the EAD instance.

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

**May Occur Within:**
titlestmt

**Attributes:**

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

**Description and Usage:**

The name(s) of institution(s) or individual(s) responsible for compiling the intellectual content of the finding aid. May include a brief statement indicating the role of the author(s), for example, archivist, collections processor, or records manager.

&lt;author&gt; may be used to record name(s) and any additional text related to the role of the author(s) that the repository wishes to display to the user.

See also:
- Use the &lt;agent&gt; element within &lt;maintenanceevent&gt; to designate the encoder of the finding aid.
- Use the &lt;persname&gt; or &lt;corpname&gt; element with the role attribute to designate the author in a Bibliographic Reference &lt;bibref&gt; citation.
- Use the &lt;origination&gt; element to designate the compiler, collector, or creator of the materials being described.

**Availability:**

Optional, Repeatable

**Examples:**

```
<titlestmt>
      <titleproper>Register of the Rhea Higbee Wakeling
Collection</titleproper>
```

```
        <author>The print and machine readable finding aids for this
    collection were created by the Special Collections staff, Gerald R.
    Sherratt Library.</author>
</titlestmt>
```

** Bibliography [Description from beta release]**

**Description:**
Citations to works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials is available.  The works could be books, articles, television programs, unpublished reports, web sites, or other forms of information.  The contains an optional head, and may include one or more Bibliographic References <bibref>, one or more Archival References <archref>, a <list>, or a series of Paragraphs <p>.

The element is comparable to ISAD(G) data element 3.5.4 and MARC21 fields 510 and 581.

See also:
- The <bibref> element may be used to designate single citations within Paragraphs <p> without opening the element.

**Old Example:**

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

**<bibref> Bibliographic Reference [Description from beta release]**

**Description:**
A reference element that provides a citation and/or electronic link for a published work such as a book, article, dissertation, motion picture, or sound recording.  The work may be based on, about, or related in some other way to the materials being described.  The <bibref> may contain just text or the content-specific <title> element.  A list of <bibref>s may be gathered into a .

Do not confuse with the Reference (ref> element, which provides links both internal to a finding aid or from the finding aid to external content.

See also:

- Use the more specific <archref> element to cite or link to separately described archival materials.

**Old Examples:**

**1.**     <p>The Archibald MacLeish Papers are described in
**<bibref>**
<title render="italic">Library of Congress Acquisitions: Manuscript Division, 1982,</title> p. 29.
**</bibref>**
</p>

**2.**
<head>Bibliography</head>
<p>Sources consulted by John Kobler.</p>
**<bibref>**<title render="italic">Affiches americaines</title>. San Domingo: Imprimerie royale du Cap, 1782. Nos. 30, 35.**</bibref>**
**<bibref>**Ardouin, Charles Nicholas Celigny. <title render="italic">Essais sur l'histoire d'Haiti</title>. Port-au-Prince, 1865.**</bibref>**
**<bibref>**Bastien, Remy. <title render="italic">Anthologie du folklore haitien</title>, <title render="doublequote"> Proverbes</title>. Mexico, 1946. pp.83-91.**</bibref>**
**<bibref>**Bellegarde, Dantes. <title render="italic">Dessalines a parle</title>. Port-au-Prince, 1948. Chap. IV: pp. 47-54.**</bibref> . . .**

**&lt;bioghist&gt; Biography or History [Description from beta release]**

**Description:**
A concise essay or chronology that places the archival materials in context by providing information about their creator(s). Includes significant information about the life of an individual or family, or the administrative history of a corporate body. The &lt;bioghist&gt; may contain just text in a series of Paragraphs &lt;p&gt;, and/or a Chronology List &lt;chronlist&gt; that matches dates and date ranges with associated events. Additional &lt;bioghist&gt; elements may be nested inside one another when a complex body of materials, such as a collection of family papers, is being described, and separately headed sections are desired. The &lt;bioghist&gt; element may also be nested to designate a portion of the essay or chronology that might be extracted as a MARC 545 subfield.

This element is comparable to ISAD(G) data element 3.2.2 and MARC21 field 545.

**Old Examples:**

**1.    &lt;bioghist&gt;**
&lt;head&gt;Administrative History&lt;/head&gt;
**&lt;bioghist encodinganalog="545$a"&gt;**
&lt;p id="PRO123"&gt;In October 1964 the incoming Labour government created new office of Secretary of State for Economic Affairs (combined with First Secretary of State) and set up the Department of Economic Affairs under the Ministers of the Crown Act 1964 to carry primary responsibility for long term economic planning.&lt;/p&gt;
**&lt;/bioghist&gt;**
&lt;p&gt;Under the Act the posts of Economic Secretary to the Treasury and Secretary of State for Industry, Trade and Regional Development were abolished.&lt;/p&gt;
&lt;p&gt;George Brown was appointed as First Secretary of State and Secretary of State for Economic Affairs, and as chairman of the National Economic Development Council (NEDC).&lt;/p&gt;
&lt;p&gt;Composition of DEA: most of Treasury's National Economy Group (excluding the short term forecasting team); economic planning staff from the National Economic Development Office (NEDO); the regional policy divisions from the Board of Trade; a team of industrial experts.&lt;/p&gt;
&lt;p&gt;DEA charged with duty of formulating, with both sides of industry, a National Plan (published in September 1965), co-ordinating the work of other departments in implementing policies of economic growth, particularly in the fields of industry, the regions, and prices and incomes.&lt;/p&gt; . . .
**&lt;/bioghist&gt;**

**2.    &lt;bioghist&gt;**
&lt;head&gt;Chronology&lt;/head&gt;
&lt;chronlist&gt;
&lt;chronitem&gt;

```
<date normal="18401012">1840</date>
<event>Born Helena Opid in Krakow, Poland on October 12th.</event>
</chronitem>
<chronitem>
<date normal="1861">1861</date>
<event>Made stage debut as Helena Modrzejewska in charity fair production of
<title>The White Camellia</title>, in Bochnia, Poland.</event>
</chronitem> . . .
<chronitem>
<date normal="19090409">1909</date>
<event>Died April 8th at her home on Bay Island. Funeral services held at St.
Vibiana's Cathedral in Los Angeles, and Modjeska was later buried in her
native Krakow.</event>
</chronitem>
</chronlist>
</bioghist>
```

**<blockquote>**

**Summary:** An element for formatting setting off an extended quotation or other text block from the main text.

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

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

**Attributes:**

| | |
|---|---|
| ALTRENDER | Optional |
| AUDIENCE | Optional (values limited to: external, internal) |
| ID | Optional |
| LANG | Optional |
| SCRIPT | Optional |

**Description and Usage:**

Typically achieved by adding additional line spaces above and below the block quote and by indenting the left margin of the block quote.

Use the <quote> element to identify inline quotes within a block of text.

<blockquote> is equivalent to the element <q> in HTML.

Availability:  Optional, Repeatable

**Old Example:**

<bioghist>
<head>Administrative History</head>
<p>The Brewster presidential administration's primary objective was to raise academic standards comprehensively throughout Yale University. This required the substantial revision of certain existing policies and disciplines, as well as the development of new programs, schools, and departments.</p>

<p>President Brewster began this process in the 1960s by significantly increasing the size of the faculty and by actively recruiting renowned non-Yale scholars to fill the positions. According to Brewster, previous Yale administrations tended to overlook high caliber academicians who graduated and specialized outside the university. [. . .]</p>
<p>As the size of the Yale faculty increased, Brewster's new admissions policies caused the make up of the undergraduate body to shift. By the early 1960s, most undergraduates had prepared at private schools, and many were sons of Yale alumni. As with the faculty, Brewster felt that Yale was consistently overlooking some of the best intellectual student talent necessary to maintain the highest levels of academic excellence. In a 1965 speech to alumni, Brewster summarized his administration's revised recruitment policy by stating that Yale would only seek students
**<blockquote>**
<p>whose capacity for intellectual achievement is outstanding and who also have the motivation to put their intellectual capacities to creatively influential use, in thought, in art, in science, or in the exercise of public or private or professional responsibility.</p>
**</blockquote>**
</p> . . .
</bioghist>

**<c> Component (Unnumbered)**

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

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

**May occur within:**  c, dsc

**Attributes:**

altrender       Optional
audience        Optional (values limited to: external, internal)
encodinganalaog     Optional
id       Optional
lang           Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script          Optional

**Description and Usage:**

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

Components may be subdivided into smaller and smaller components and may eventually reach the level of a single item.  For example, the components of a collection may be a series, components of series may be subseries, components of subseries may be files, and components of files may be items. A component may be either an unnumbered <c> or a numbered <c01>, <c02>, etc. Numbered and un-numbered components cannot be mixed in an EAD instance, and only up to twelve numbered

<c>s, (<c01>-<c12>) may be used in an EAD instance. Numbering components may assist a finding aid encoder in accurately nesting components.

Use the LEVEL attribute to identify the logical type of the component, for example, "series," "subseries," "subfonds," "subgrp," "file," or "item."  Assigning a LEVEL attribute for the highest <c> is recommended; thereafter the attribute may be used when the repository deems it useful, or when encoding protocols dictate its use.

**Availability:**  Optional, Repeatable

**Old Example:**

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

**</c>**
**</c>**
</dsc>

**<c01> Component (First Level)**

**Summary:**  A wrapper element that designates the top or first-level subordinate part of the materials.

**May contain:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c02, controlaccess, custodhist, did, fileplan, head, index,  odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:**  dsc

**Attributes:**

altrender        Optional
audience          Optional (values limited to: external, internal)
encodinganalaog     Optional
id       Optional
lang           Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel      Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c>.

**Availability:**  Optional, Repeatable

**Old Example:**

<dsc type="combined">
**<c01 level="series">**
<did>

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

**<c02> Component (Second Level)**

**Summary:** A wrapper element that designates a second-level subordinate part of the materials.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c03, controlaccess, custodhist, did, fileplan, head, index, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:** c01

**Attributes:**

altrender        Optional
audience        Optional (values limited to: external, internal)
encodinganalaog    Optional
id      Optional
lang          Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (First Level) <c01>.

**Availability:**  Optional, Repeatable

**Examples:**

See examples under <c01> Component (First Level).

**<c03> Component (Third Level)**

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

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

**May Occur Within:**  c02

**Attributes:**

altrender        Optional
audience          Optional (values limited to: external, internal)
encodinganalaog     Optional
id        Optional
lang            Optional
level    Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel      Optional
script           Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Second Level) <c02>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c04> Component (Fourth Level)**

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

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

**May Occur Within:** c03

**Attributes:**

altrender        Optional
audience        Optional (values limited to: external, internal)
encodinganalaog     Optional
id     Optional
lang        Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script        Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Third Level) <c03>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c05> Component (Fifth Level)**

**Summary:** A wrapper element that designates a fifth-level subordinate part of the materials.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c06, controlaccess, custodhist, did, fileplan, head, index, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:** c04

**Attributes:**

altrender       Optional
audience        Optional (values limited to: external, internal)
encodinganalaog    Optional
id      Optional
lang         Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script         Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Fourth Level) <c04>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c06> Component (Sixth Level)**

**Summary:**  A wrapper element that designates a sixth-level subordinate part of the materials.

**May contain:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c07, controlaccess, custodhist, did, fileplan, head, index,  odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:**  c05

**Attributes:**

altrender        Optional
audience         Optional (values limited to: external, internal)
encodinganalaog     Optional
id        Optional
lang          Optional
level    Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Fifth Level) <c05>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c07> Component (Seventh Level)**

**Summary:** A wrapper element that designates a seventh-level subordinate part of the materials.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c08, controlaccess, custodhist, did, fileplan, head, index, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:** c06

**Attributes:**

altrender          Optional
audience          Optional (values limited to: external, internal)
encodinganalaog     Optional
id          Optional
lang          Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Sixth Level) <c06>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c08> Component (Eighth Level)**

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

**May contain:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c09, controlaccess, custodhist, did, fileplan, head, index,  odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict


**May Occur Within:**  c07

**Attributes:**

altrender       Optional
audience         Optional (values limited to: external, internal)
encodinganalaog     Optional
id      Optional
lang          Optional
level   Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Seventh Level) <c07>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c09> Component (Ninth Level)**

**Summary:**  A wrapper element that designates a ninth-level subordinate part of the materials.

**May contain:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c10, controlaccess, custodhist, did, fileplan, head, index,  odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:**  c08

**Attributes:**

altrender        Optional
audience          Optional (values limited to: external, internal)
encodinganalaog     Optional
id        Optional
lang            Optional
level    Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel      Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Eighth Level) <c08>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c10> Component (Tenth Level)**

**Summary:** A wrapper element that designates a tenth-level subordinate part of the materials.

**May contain:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c11, controlaccess, custodhist, did, fileplan, head, index,  odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict


**May Occur Within:**  c09

**Attributes:**

altrender        Optional
audience          Optional (values limited to: external, internal)
encodinganalaog     Optional
id       Optional
lang            Optional
level    Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel      Optional
script           Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Ninth Level) <c09>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c11> Component (Eleventh Level)**

**Summary:**  A wrapper element that designates an eleventh-level subordinate part of the materials.

**May contain:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c12, controlaccess, custodhist, did, fileplan, head, index,  odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, relations, scopecontent, separatedmaterial, thead, userestrict

**May Occur Within:**  c10

**Attributes:**

altrender        Optional
audience         Optional (values limited to: external, internal)
encodinganalaog     Optional
id        Optional
lang           Optional
level    Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel      Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Tenth Level) <c10>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<c12> Component (Twelfth Level)**

**Summary:**  A wrapper element that designates a twelfth-level subordinate part of the materials.

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

**May Occur Within:**  c11

**Attributes:**

altrender        Optional
audience         Optional (values limited to: external, internal)
encodinganalaog     Optional
id        Optional
lang          Optional
level    Optional (values limited to: class, collection, file, fonds, item, otherlevel, recordgrp, series, subfonds, subgrp, subseries)
otherlevel     Optional
script          Optional

**Description and Usage:**

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

See also the description under Component (Unnumbered) <c> and Component (Eleventh Level) <c11>.

**Availability:**  Optional, Repeatable

 **Examples:**

See examples under <c01> Component (First Level).

**<chronitem> Chronology List Item**

**Summary:**  A formatting and wrapper element keeps a date paired with an associated event or group of events within a Chronology List <chronlist>.

**May Contain:**  chronitemset, daterange, dateset, datesingle, event, geogname

**May Occur Within:**  chronlist

**Attributes:**

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

**Description and Usage:**

Each <chronitem> contains a <date> (either a single date or date range) coupled with a choice between one or more chronological sets or an event (and possibly a place). When multiple <event>s are associated with a single <date>, the <event>s are bundled in an <eventgrp> tag, which is then easily paired with the appropriate <date>.

**Availability:**  Required, Repeatable

**Old Example:**

<bioghist>
<head>Chronology</head>
<chronlist>
**<chronitem>**
<date normal="18401012">1840</date>
<event>Born Helena Opid in Krakow, Poland on October 12th.</event>
**</chronitem>**
**<chronitem>**
<date normal="1861">1861</date>
<event>Made stage debut as Helena Modrzejewska in charity fair production of
<title>The White Camellia</title>, in Bochnia, Poland.</event>
**</chronitem> . . .**

**&lt;chronitem&gt;**
&lt;date normal="19090409"&gt;1909&lt;/date&gt;
&lt;event&gt;Died April 8th at her home on Bay Island. Funeral services held at St. Vibiana's Cathedral in Los Angeles, and Modjeska was later buried in her native Krakow.&lt;/event&gt;
**&lt;/chronitem&gt;**
&lt;/chronlist&gt;
&lt;/bioghist&gt;

**<chronitemset> Chronological Item Set**

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

**May Contain:**
event, geogname

**May Occur Within:**
chronitem

**Attributes:**

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

**Description and Usage:**

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

**Availability:**

Within <chronitem>, either <chronitemset> or <event> is required, Repeatable

**References:**

N/A

**Examples:**

**<chronlist> Chronology List**

**Summary:** A formatting wrapper element for designating the temporal sequence of significant past events associated with the entity or material described.

**May Contain:** chronitem, head, listhead

**May Occur Within:** accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userestrict

**Attributes:**

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

**Description and Usage:**

The <chronlist> also provides a structured display to list these dates and events. Each <chronlist> contains Chronology Items <chronitem>s that pair a <date> or date range with a brief description of an associated <event> or events <eventgrp>.

A <chronlist> most often appears in finding aids as part of the Biography or History <bioghist> element, but <chronlist> is also available for use in other elements that might need to present historical dates and events in a multicolumn list.

**Availability:** Optional, Repeatable

**Old Example:**

<bioghist>
<head>Biographical Note</head>
**<chronlist>**
<chronitem>
<date>1820, Dec. 20</date>

```
<event>Born eighth of ten children of Taylor and Dicey (Jones) Duke;Little River,
Orange Co., N.C.</event>
</chronitem>
<chronitem>
<date>1842</date>
<event>Married Mary Caroline Clinton</event>
</chronitem>
<chronitem>
<date>1844</date>
<event>Sidney Taylor Duke born</event>
</chronitem> . . .
</chronlist>
</bioghist>
```

**<citation> Citation**

**Summary:** A required subelement of <conventiondeclaration> and <localtypedeclaration> for identifying any rules and conventions applied in the compilation of the description.

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

**May Occur Within:**
conventiondeclaration, localtypedeclaration

**Attributes:**

actuate          Optional
altrender        Optional
audience         Optional (values limited to: external, internal)
href    Optional
id      Optional
lang             Optional
lastdatetimeverified          Optional
linkarcrole           Optional
linktitle        Optional
linktype         Optional
script           Optional
show             Optional

**Description and Usage:**

Information about any rules and contentions used in creating the description. Examples include content standards, controlled vocabularies, and thesauri.

Use <citation> to cite an external resource in human and/or machine-readable form. Provide the formal title or name of the resource, using the <emph> element to specify any formatting (such as italic or bold, etc.) deemed useful. A link to the resource cited may be made by using <ref>.

<citation> allows use of common and linking attributes.

See also:
- Use <source> to cite a source of evidence used in describing the archival materials.
- Use to provide one or more citations for a published work based on, about, related to the materials being described.

**Availability:**

Required, Not repeatable

**References:**

ISAD(G) 3.7.2
MARC
MODS <descriptionStandard>

**Examples:**

```
<conventiondeclaration>
      <abbr>ISAD(G)</abbr>
      <citation>ISAD(G): General International Standard Archival
Description, second edition, Ottawa 2000</citation>
</conventiondeclaration>

<conventiondeclaration>
      <abbr>NCARules</abbr>
      <citation>National Council on Archives, Rules for the
Construction of Personal, Place and Corporate Names, 1997</citation>
</conventiondeclaration>
```

**<colspec> Table Column Specification [Description from beta release]**

**Description:**
An empty formatting element that designates the position and size of a single column in a Table <table>.  Attributes specify the unique name of the column, its unique number within the table, its width and rules, and the horizontal alignment of text within the column.  The quantity of columns in a <table> is determined by the COLS attribute of the <table> element, not by the number of <colspec>s defined.

See also related element <table>.

**Example:**
```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
```

**<container> Container**

**Summary:**  A <did> subelement that indicates the kind of container in which the material being described is housed, e.g., box, folder.

**May Contain:**  abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**  did

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| containerid | Optional |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| localtype | Optional |
| parent | Optional |
| script | Optional |

**Description and Usage:**

A <did> subelement for information that contributes to locating the described materials by indicating the kinds of containers that physically hold the materials and identifying any sequential numbers assigned to those devices.  The <container> element is used most frequently at the component level, i.e., once a Description of Subordinate Components <dsc> has been opened.  This storage information can help researchers understand how extensive the material is, especially in the absence of a specific physical <physdesc> statement at the component level.

Attribute usage:

- The PARENT attribute can be used to point to the <container> element that describes the box in which a folder is housed.
- Use of the LOCALTYPE attribute is strongly recommended to clarify the nature of the storage device.  Use any useful designations, such as "box," "folder," and "reel."

See also:

- The Physical Location <physloc> element can be used to designate the shelves, stacks, rooms, buildings, or other places where the containers are stored.

- Use the ID of the Unit \<unitid\> element to designate control numbers not associated with a physical container, for example, accession numbers.  Most repositories use either \<container\> or \<unitid\> for recording the call numbers used for retrieving and returning material for researchers.  If both elements are used, consider setting the LABEL attribute to specify which element is the call number.

Consistency in the use of \<container\> and its attributes is essential to enabling the style sheet to properly display the information, which often consists of a tabular listing of boxes, folders, and contents.  For example, \<container localtype="Box"\> is not the same as \<container localtype="box"\> to a style sheet.  Also keep in mind that a style sheet can automatically display column headings based on the LOCALTYPE attribute value.  It is important to establish one method of expressing values in the LOCALTYPE attribute and be consistent within and across your institution's finding aids.

**Availability:**  Optional, repeatable

**References:**  None

**Examples:**

**<control> Control**

**Summary:** A required subelement of <ead> for recording bibliographic and administrative information for the EAD instance.

**May Contain:**
conventiondeclaration, filedesc, languagedeclaration, localcontrol, localtypedeclaration, maintenanceagency, maintenancehistory, maintenancestatus, otherrecordid, publicationstatus, recordid, representation, sources

**May Occur Within:**
ead

**Attributes:**

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

**Description and Usage:**

Bibliographic information about the EAD instance and administrative information necessary to manage it. Includes information about the identity, creation, maintenance, and status of the instance as well as the languages, rules and authorities used in the composition of the description.

<control> must contain the following information about the EAD instance:
- A unique identifier within the <recordid> element. (Other associated identifiers may be given in <otherrecordid>.)
- Bibliographic information in <filedesc>.
- A description of the agency responsible for creation and maintenance in <maintenanceagency>.
- Statements about current drafting status in <maintenancestatus>.
- Information related to creation, maintenance, and disposition in <maintenancehistory>.

Additional, optional subelements include three elements to declare languages, rules, and conventions used in the EAD instance. The <languagedeclaration> element may be used to provide information on the language(s) and script(s) used in the description. The <conventiondeclaration> element provides information on the authorities or controlled vocabularies used in the instance. The <localtypedeclaration> element

declares the local conventions and controlled vocabularies used within the localtype attribute.

Subelements of <control> are required to be provided in a specific order. The order of all subelements (both required and optional) is:

- <recordid>
- <otherrecordid>
- <representation>
- <filedesc>
- <maintenancestatus>
- <publicationstatus>
- <maintenanceagency>
- <languagedeclaration>
- <conventiondeclaration>
- <localtypedeclaration>
- <localcontrol>
- <maintenancehistory>
- <sources>

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

In addition to common elements, <control> allows use of the following attributes:

- @base to specify a URI (other than the base URI of the EAD instance) to be used for resolving relative URIs within
- @relatedencoding to indicate the descriptive encoding system to which encodinganalog attributes are mapped.

**Availability:**

Required, Not repeatable

**Examples:**

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

```xml
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival Description,
second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**<controlaccess> Controlled Access [Description from beta release]**

**Description:**
A wrapper element that designates key access points for the described materials and enables authority-controlled searching across finding aids on a computer network. Hundreds of names and subjects can appear in a finding aid. Prominence can be given to the major ones by bundling them together in a single place within the <archdesc> or within a large Component <c> and tagging them with <controlaccess>.

The <controlaccess> element designates terms comparable to those found in the 1xx, 6xx, and 7xx fields of MARC21 catalog records. Finding aid searches limited to the <controlaccess> element and its subelements will improve the likelihood of locating strong sources of information on a desired subject, because access terms will have been entered in a consistent form across finding aids, and also because only the most significant terms are likely to have been selected for encoding.

Although names and terms from locally controlled vocabularies are permissible, the <controlaccess> subelements (<corpname>, <famname>, <function>, <genreform>, <geogname>, <occupation>, <persname>, <subject>, and <title>) should come from national or international vocabularies whenever they are available to enable searches in information systems that include multiple finding aids, or finding aids and bibliographic records from many institutions.

These subelements have SOURCE attributes to specify the vocabulary tool from which the heading is taken and RULES attributes to specify the descriptive rules by which it has been formulated. The attribute IDENTIFIER can be used to identify an authority file record that provides additional information about a heading and includes cross references. The ROLE attribute can be used to specify such factors as whether a heading is for the creator of the materials, the subject of the materials, or both.

**<controlnote> Control Note**

**Summary:** A required and repeatable subelement of <notestmt>, used to provide a general note related to the EAD instance.

**May Contain:**
blockquote, chronlist, list, p, table

**May Occur Within:**
notestmt

**Attributes:**

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

**Description and Usage:**

General descriptive information about the finding aid, similar to the "general notes" in traditional bibliographic descriptions. Use repeated <controlnote> elements if it is necessary to capture multiple pieces of descriptive information about the finding aid.

In addition to common attributes, <controlnote> allows use of the following:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.
- @localtype if local use requires recording the type of note.

See also:
- Use <descriptivenote> for general information about the materials being described.

**Availability:**

Required, Repeatable

**Examples:**

```
        <notestmt>
           <controlnote>
              <p>Contact information: <ref xlink:type="simple"
xlink:show="new" xlink:actuate="onRequest"
```

```
link:href="http://hdl.loc.gov/loc.mss/mss.contact">
http://hdl.loc.gov/loc.mss/mss.contact</ref>
                </p>
            </controlnote>
            <controlnote>
                <p>Catalog Record: <ref
xlink:href="http://lccn.loc.gov/mm82036905" xlink:actuate="onRequest"
xlink:title="MARC record for collection"
xlink:type="simple">http://lccn.loc.gov/mm82036905</ref>
                </p>
            </controlnote>
        </notestmt>
```

**<conventiondeclaration> Convention Declaration**

**Summary:** An optional subelement of <control>, used to wrap one or more <citation> elements that identify rules or conventions applied in compiling the description.

**May Contain:**
abbr, citation, descriptivenote

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

Declaration of any rules or conventions used in construction of the description. Examples include content standards, controlled vocabularies, or thesauri.

Use <conventiondeclaration> to:
- record any rules used to formulate the content of elements such as <physdesc> and <physdescstructured>, <unittype>, and controlled terms.
- identify any controlled vocabularies identified in the source attribute of <controlaccess>, <unittype>, and <placeentry> elements.

Each new rule / set of rules should be contained in a separate <conventiondeclaration> element.

Any notes relating to how these rules or conventions have been used may be given within a <descriptivenote> element. The <abbr> element may be used to identify the standard or controlled vocabulary in a coded structure.

<conventiondeclaration> allows use of common attributes.

See also:
- Use <localconventiondeclaration> to identify any local conventions and controlled vocabularies used in localtype attributes.

**Availability:**

Optional. Repeatable

**References:**

ISAD(G) 3.7.2
MARC
MODS <descriptionStandard>

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival Description,
second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
```

```
</maintenancehistory>
</control>
```

**<corpname> Corporate Name [Description from beta release]**

**Description:**
For identifying the names of organizations or groups of people that act as an organizational entity and are related to the materials being described. Examples include names of associations, institutions, business firms, nonprofit enterprises, governments, government agencies, projects, programs, religious bodies, churches, conferences, athletic contests, exhibitions, expeditions, fairs, and ships.

The <corpname> element contains one or more <part> elements for encoding one or more parts of a corporate name, e.g.,

Part 1:       Yale University
Part 2:       Dept. of Astronomy
<corpname> allows use of  the following attributes:

● @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <corpname> element is analogous to MARC21 fields 110, 111, 610, 611, 693, 710, and 711 and to the MODS elements name[@type='corporate'] and subject/name[@type='corporate'].

● @identifier for linking to the authority record for the corporate name used.

● @role to specify other relationship(s) the corporate name has to the described materials, for example, "compiler," "creator," "collector," or "subject."

● @rules to specify the descriptive rules followed for forming the corporate name.

● @source to indicate the vocabulary from which the corporate name has been taken.

See also the parent element <controlaccess>, related sibling children elements <famname>, <function>, <name>, <genreform>, <geogname>, <occupation>, <persname>, <subject>,  <title>, and the child element <part>.

**Examples:**

```
<controlaccess>
    <corpname encodinganalog="110" role="creator" rules="aacr2" source="naf"
identifier="http://id.loc.gov/authorities/names/n88172963">
        <part localtype="a" localtypesource="">Yale University</part>
        <part localtype="b" localtypesource="">Dept. of Astronomy</part>
    </corpname>
</controlaccess>


<controlaccess>
    <corpname>
        <part>Meriden Gravure Company</part>
    </corpname>
</controlaccess>
```

**<custodhist> Custodial History [Description from beta release]**

**Description:**
Information about the chain of ownership of the materials being described, before they reached the immediate source of acquisition. Both physical possession and intellectual ownership can be described, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

Use Acquisition Information <acqinfo> for text about the immediate source of the described materials and the circumstances under which they were received by the repository.

The <custodhist> element is comparable to ISAD(G) data element 3.2.3 and MARC21 field 561.

**Old Example:**

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

**<dao> Digital Archival Object**

**Summary:**  A <did> subelement used for linking to a digital representation of materials being described.

**May Contain:** daodesc

**May Occur Within:**  did

**Attributes:**

| | |
|---|---|
| actuate | Optional |
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| daotype | Required (values limited to: borndigital, derived, unknown, other) |
| href | Optional |
| id | Optional |
| lang | Optional |
| linkarcrole | Optional |
| linkrole | Optional |
| linktitle | Optional |
| linktype | Optional |
| otherdaotype | Optional |
| script | Optional |
| show | Optional |

**Description and Usage:**

A linking element that uses the HREF attribute to connect to electronic representations of the described materials.  The <dao> element allows the content of an archival collection or record group to be incorporated into the finding aid.  These digital representations include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text.  The objects can be selected examples, or digital surrogates of all the materials in a collection, fonds, or an individual file.

Attribute Notes:

The DAOTYPE attribute must be used to specify if the <dao> is born digital ("borndigital"), was digitized by the repository from physical holdings ("derived"), if the type is unknown, or other.  If selecting other, then use the OTHERDAOTYPE attribute to further specify the type.

See also:  The description for the item linked to using <dao> can be described in the subelement <daodesc> if <unittitle> is insufficient.

**Availability:**  Optional, repeatable

**References:**

**Example:**

<c><did><unittitle>Quilting bee, Union Town, Md.,

<unitdate type="inclusive">1930s</unitdate>

</unittitle>

<physdesc>5 photographs</physdesc></did>

**<dao show="embed" actuate="onload" entityref="fsx00428"></dao>**</c>

**<daoset> Digital Archival Object Set**

**Summary:** A wrapper element for grouping links to digital archival objects.

**May Contain:**
dao, descriptivenote

**May Occur Within:**
did

**Attributes:**

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


**Description and Usage:**

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

In addition to common attributes, <daoset> allows use of the following:

- @coverage to indicate whether the set is part of or the whole of the object.
- @encodinganalog to indicate corresponding data elements in another data
  format, such as MARC.
- @localtype if local use requires recording the type of digital archival object set

See also:
- <dao>, for linking to a single digital archival object.

**Availability:**

Optional, Repeatable

**References:** TBD

**Examples:**

```
<daoset label="Digital Objects" coverage="part">
<dao daotype="derived" href="xxx" title="Chapter 1"/>
<dao daotype="derived" href="xxx" title="Chapter 2"/>
<descriptivenote><p>Scans of two of twelve chapters.</p></descriptivenote>
</daoset>
```

**<date> Date**

**Summary:**
An optional genetic element used to express date in any format.

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

**May Occur Within:**
abstract, archref, bibref, entry, event, item, p, physfacet, unittitle, publicationstmt, ref

**Attributes:**

altrender       Optional
audience        Optional (values limited to: external, internal)
calendar        Optional (xs:NMTOKEN)
certainty       Optional
encodinganalog      Optional
era             Optional (xs:NMTOKEN)
id              Optional (xs:ID)
lang            Optional
localtype       Optional
normal          Optional (xs:token)
script          Optional

**Description and Usage:**
A generic element that contains a month, day, or year in any format.  Use <date> to identify any dates that merit encoding. Examples of dates that might merit encoding are a person's birth date, the date the materials were acquired, or the date of an event in a chronology.  These dates may be entered in the form of text or numbers, and may consist of a single date or range of dates.

A standard numeric form of the date (YYYYMMDD, etc.) can be specified with the NORMAL attribute to facilitate machine comparison of dates for searching, for example, 19480101/19980401 (YYYYMMDD/YYYYMMDD), or 1948/1998 (YYYY/YYYY).  The localtype attribute can be used to supply a more specific designation, for example, "life," "flourish," "depiction," "publication," or "acquisition."  The CERTAINTY attribute may be used to indicate the degree of precision in the dating, for example, "circa," "approximately," or "after."  The CALENDAR attribute, which has a default value of

"gregorian," specifies the calendar from which the date stems.  The value "ce" (common or Christian era) is the default for the ERA attribute.

See also:
- Do not confuse with <unitdate>, which provides the date of creation and other relevant dates of the described materials.

**Availability:**

Optional, Repeatable

**References:**


**Examples:**
[old]
```
1.      <bibref>
<persname role="author">Kinder, Dolores.</persname>
<title render="italic">Once Upon a Lullaby.</title>
<imprint><geogname>New York: </geogname>
<publisher>Wells &amp; Sons, </publisher>
<date type="publication">1931</date>
</imprint>
</bibref>
```

**<daterange> Date Range**

**Summary:** A wrapper for encoding a <fromdate> and/or <todate> that represent a range of dates.

**May Contain:**
fromdate, todate

**May Occur Within:**
chronitem, dateset, localcontrol, relation, unitdatestructured

**Attributes:**

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

**Description and Usage:**

An element that expresses a range of dates in the creation, contextual history, or local control of the described materials, or their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. A <daterange> contains a <fromdate> and/or a <todate>, and therefore may express a range of dates as a starting point with no end point, a start and end point, or an end point with no starting point.

In addition to the common attributes, <daterange> allows use of the following:

- @localtype to supply a more specific characterization of the date range.

See also:
- If the event or relationship has a single date, use <datesingle>.
- Record a complex date (for example, one that includes single dates and date ranges) in a <dateset>.
- For the date and time of a maintenance event in the history of the EAD instance, use <eventdatetime>.

**Availability:**

Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, Not repeatable

Within <dateset>: One of <daterange> or <datesingle> is required, Repeatable

Within <localcontrol> and <relation>: Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>

<chronitem>
<daterange>
<fromdate>1819</fromdate>
<todate>1820</todate>
</daterange>
<event>Studies theology at Yale College</event>
</chronitem>
```

**<dateset> Date Set**

**Summary:** A wrapper for encoding complex dates that cannot be adequately captured in one <datesingle> or <daterange> element.

**May Contain:** daterange, datesingle

**May Occur Within:** chronitem, relation, unitdatestructured

**Attributes:**

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

**Description and Usage:**

Combines single dates and date ranges, multiple single dates, or multiple date ranges. The <dateset> element is used in situations where complex date information needs to be conveyed and requires at least two child elements. These can be a combination of <datesingle> and <daterange> elements.

**Availability:**

Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, Not repeatable

Within <relation>: Optional, Not repeatable

**References:** TBD

**Example:**

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>
```

**<datesingle> Date Single**

**Summary:** An element for encoding an individual date related to the materials begin described.

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

**May Occur Within:**
chronitem, dateset, localcontrol, relation, unitdatestructured

**Attributes:**

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


**Description and Usage:**

An element expressing a single date in the creation, contextual history, or local control of the described materials, or in their relationships to other entities such as persons, families, corporate bodies, resources, functions, events, places, and topics. <datesingle> may contain actual or approximate dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the standarddate attribute should be used to record the date in machine-readable form as well.

In addition to the common attributes, <datesingle> allows use of the following:

- @localtype to supply a more specific characterization of the date range.
- @notafter and @notbefore to capture the earliest and latest possible dates in cases when the date is uncertain.
- @standarddate to provide a machine-readable form of the date, formulated according to the ISO 8601 standard.

See also:
- If the event or relationship has a range of dates, use <daterange>.
- Record a complex date (for example, one that includes single dates and date ranges) in a <dateset>.

- For the date and time of a maintenance event in the history of the EAD instance, use <eventdatetime>.

**Availability:**

Within <chronitem> and <unitdatestructured>: One of <daterange>, <dateset>, or <datesingle> is required, Not repeatable

Within <dateset>: One of <daterange> or <datesingle> is required, Repeatable

Within <localcontrol> and <relation>: Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>


<chronitem>
<datesingle>1793 May 24</datesingle>
<placeentry>Deerfield, Mass</placeentry>
<event>Born</event>
</chronitem>
```

**<defitem> Definition List Item**

**Summary:** an optional wrapper element for creation lists with pairs of labels and items.

**May Contain:**
item, label

**May Occur Within:**
list

**Attributes:**

| | |
|---|---|
| altrender | optional |
| audience | optional (values limited to: external, internal) |
| id | optional (xs:ID) |
| lang | optional |
| script | optional |

**Description and Usage:**
[old] A formatting element in a special type of list that keeps an entry in a list (called a <label>) paired with its definition, description, or explanation (called an <item>). The <defitem> can be thought of as an entry with two cells: <label> followed by <item>. Lists with <defitem>s are often displayed in two columns.

See also: related element <list>.

**Availability:**

One of <defitem>, <head>, <item>, or <listhead> is required, Repeatable

**References:**

**Examples:**

**[old example]**
```
<list type="deflist">
<listhead>
   <head01>Abbreviation</head01>
   <head02>Expansion</head02>
</listhead>
<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
```

```
<defitem>
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>
```

**<descriptivenote> Descriptive Note**

**Summary:** An optional subelement of a number of descriptive elements, used to provide general descriptive information.

**May Contain:**
p

**May Occur Within:**
conventiondeclaration, dao, daoset, langmaterial, languagedeclaration, languageset, localtypedeclaration, maintenanceagency, physdescstructured, relation, source

**Attributes:**

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

**Description and Usage:**

A general note that may be used to record descriptive information related to its parent and sibling elements. <descriptivenote> should be used for data that cannot be captured in other, more specific elements.

See also:
- Do not confuse with <odd>, which is used for other descriptive data that is not easily incorporated into other named elements within <archdesc> and <c>.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<conventiondeclaration>
<abbr>AU-CRS</abbr>
<citation>Australia's Commonwealth Records Series (CRS)
System</citation>
<descriptivenote>
<p>Series controlled and described under the rules of the National
Archives of Australia's Commonwealth Records Series (CRS) System.</p>
```

```
</descriptivenote>
</conventiondeclaration>
<relation relationtype="resourcerelation" role="Se" title="Se"
show="new" arcrole="Se" actuate="none" href="SE/RA/730128/03/02/D/D
1/1">
<dateSingle>1819</dateSingle>
<relationentry>SE/RA/730128/03/02/D/D 1/1</relationentry>
<descriptivenote>
<p>Föreningens första stadgar ingår i den första medlemsmatrikeln från
1819.</p>
</descriptivenote>
</relation>
</relations>
```

**\<did\> Descriptive Identification**

**Summary:**  A wrapper element that incorporates essential identifying information about the material being described.

**May Contain:**  abstract, container, dao, didnote, head, langmaterial, materialspec, origination, parallelphysdescset, physdesc, physdescstructured, physloc, repository, unitdate, unitdatestructured, unitid, unittitle

**May Occur Within:**  archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

**Attributes:**

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

**Description and Usage:**
A required wrapper element that bundles other elements that provide identifying core information about the described materials in either Archival Description \<archdesc\> or a Component \<c\>, \<c01\> - \<c12\>.  The various \<did\> subelements are intended for brief, clearly designated statements of information and therefore do not include Paragraphs \<p\>.

The \<did\> groups elements that constitute a good basic description of an archival unit. This grouping ensures that the same data elements and structure are available at every level of description within the EAD hierarchy.  It facilitates the retrieval or other output of a cohesive body of elements for resource discovery and recognition.

The \<did\> in \<archdesc\> is sometimes called the high level \<did\>, because it describes the collection as a whole. Consider using the following elements for this high level \<did\>:  \<head\>, \<origination\>, \<unittitle\>, \<unitdate\> or \<unitdatestructured\>, \<physdesc\> or \<physdescstructured\>, \<repository\>, and \<abstract\>.  The \<unitid\> and \<physloc\> elements are suggested if applicable to a repository's practice.  A \<did\> within a Component \<c\> or \<c0x\> can be less complete, and might have only a \<container\> or \<unitid\> and a \<unittitle\>.

**Availability:**

Within \<archdesc\>:  Mandatory, Not repeatable

Within \<c\>, \<c01\>-\<c12\>:  Mandatory, Not repeatable

**References:**


**Old Examples:**
**1.** <archdesc type="inventory" level="subgrp">
        <did>
                <head>Overview of the Records</head>
<repository label="Repository:">Minnesota Historical Society</repository>
<origination label="Creator:">Minnesota. Game and Fish Department</origination>
<unittitle label="Title:">Game laws violation records,
  </unittitle>
<unitdate label="Dates:" normal="1908/1928" type="inclusive">1908-1928</unitdate>
****Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws.****
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box location</physloc>
</did> . . .
  </archdesc>
**2.** <archdesc level="fonds">
<did>
<head>Descriptive Summary</head>
<unittitle label="Title">Richard Egan manuscript maps of Orange County</unittitle>
<unitdate type="inclusive" normal="1878/1879">Circa 1878-1879</unitdate>
<unitid countrycode="us" repositorycode="cu-i" label="Collection number">MS-R72</unitid>
<origination label="Creator">
<persname rules="aacr2r">Egan, Richard, 1842-1923</persname>
</origination>
<physdesc label="Extent">
<extent>1 linear foot (1 box)</extent>
</physdesc>
<repository label="Repository">
<corpname rules="aacr2r">University of California, Irvine. Library. Special Collections and Archives.</corpname>
</repository>
****Four manuscript survey maps and one plat map depicting areas of Orange County and attributed to the noted surveyor and judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are undated and unsigned but it is likely that he drew them during these years. These maps primarily depict subdivisions of non-rancho tracts of land occupying what is now Orange County, with the addition of some topographical details.****
</did> . . .
</archdesc>

**<didnote>  Descriptive Identification Note**

**Summary:** A <did> subelement that can express any kind of explanatory information.

**May Contain:**  abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**  did

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| langcode | Optional |
| localtype | Optional |
| localtypesource | Optional |
| script | Optional |

**Description and Usage:**
Can be used to for an explanatory statement in the context of the <did>, perhaps in lieu of <scopecontent>. This information may have aspects of <arrangement>, <bioghist>, <physdesc> or <physdescstructured>, and <scopecontent>, which are not substantive enough to tag individually under those elements.

**Availability:**  Optional, repeatable

**References:**
ISAD(G) 3.6.1
MARC 500
MODS

**Old Example:**
```
<archdesc level="collection">
<did> . . .
<repository label="repository" encodinganalog="852">
<corpname>Library of Congress, <subarea>Prints and Photographs
Division,</subarea></corpname> Washington, D.C. 20540
</repository>
<note>
<p>For information about Prints and Photographs Division collections
and services, see the Prints and Photographs Division's Reading Room
Home Page: <extptr actuate="onrequest"
href="http://lcweb.loc.gov/rr/print.htm" show="new">
</p>
</note>
</did> . . .
```

```
</archdesc>
```

**<dsc> Description of Subordinate Components**

**Summary:**  A wrapper element that bundles information about the hierarchical groupings of the materials being described.

**May Contain:**  blockquote, c, c01, chronlist, head, list, p, table, thead

**May Occur Within:**  archdesc

**Attributes:**

altrender       Optional
audience         Optional (values limited to: external, internal)
dsctype         Optional (values limited to: analyticover, combined, in-depth, otherdsctype)
encodinganalog       Optional
id       Optional
lang          Optional
otherdsctype Optional
script          Optional

**Description and Usage:**

The subordinate components can be presented in several different forms or levels of descriptive detail, which are identified by the element's DSCTYPE attribute. For example, "analyticover" identifies an overview description of series and subseries, which might be followed by a second <dsc> with the DSCTYPE attribute set to "in-depth" that provides a more detailed listing of the content of the materials, including information about the container numbers associated with those materials. The DSCTYPE attribute value "combined" is used when the description of a series is followed immediately by a listing of the contents of that series. The DSCTYPE attribute "othertype" is for models that do not follow any of the above-mentioned formats, in which case the OTHERTYPE attribute can then be used to specify a particular presentation model.

See also related elements <c> and <c01> through <c12>.

**Availability:**    Optional, Repeatable

**Old  Examples:**

1.      **<dsc dsctype="combined">**
<c01 level="series">

```
<did>
<unittitle>Activities, </unittitle>
<unitdate type="inclusive">1965-1971</unitdate>
<physdesc><extent>0.3 linear ft.</extent></physdesc>
</did>
<scopecontent>
<p>The Activities series gives examples of the types of activities offered at the camp.
The folders contain <genreform>reports,</genreform>
<genreform>schedules,</genreform> and <genreform>inventories</genreform> from
each activity area of the camp.  These records are predominantly from the late 1960s
and early 1970s and replicate some of the information found in the staff manuals.</p>
</scopecontent>
<c02 level="file">
<did>
<container label="Box" type="box">1</container>
<unittitle>General, </unittitle>
<unitdate type="inclusive">1970-1971</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">1</container>
<unittitle>Camp Crafts, </unittitle>
<unitdate>1967</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">1</container>
<unittitle>Education Program, </unittitle>
<unitdate>1967</unitdate>
</did>
</c02>
<c02 level="file">
<did>
<container type="box">1</container>
<unittitle>Expressive Arts, </unittitle>
<unitdate>1970</unitdate>
</did>
</c02> . . .
```

&lt;/c01&gt; . . .
**&lt;/dsc&gt;**

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

3.      **&lt;dsc dsctype="in-depth"&gt;**
&lt;c01 level="series"&gt;
&lt;did&gt;
&lt;unittitle&gt;Series 1: Administrative Records, &lt;/unittitle&gt;

```
<unitdate type="inclusive">1912-1956.</unitdate>
</did>
<c02>
<did>
<container id="mss92-894c-bx1" type="box">Box 1</container>
<container parent="mss92-894c-bx1" label="Folder" type="folder">7-8 </container>
<unittitle>Annual reports, </unittitle>
<unitdate type="inclusive">1912-16, 1922</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">9 </container>
<unittitle>Board of Directors&mdash;Minutes and correspondence, </unittitle>
<unitdate type="inclusive">1947-1949</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">10 </container>
<unittitle>Contracts and specifications for construction of nurses' quarters, </unittitle>
<unitdate>ca. 1947</unitdate>
</did>
</c02>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">11 </container>
<unittitle>Marin County Reports, </unittitle>
<unitdate type="inclusive">1955-1956</unitdate>
</did>
</c02>
</c01>
<c01 level="series">
<did>
<unittitle>Series 3: Philip King Brown, </unittitle>
<unitdate type="inclusive">1910-1931, n.d.</unitdate>
</did>
<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">21 </container>
```

```
<unittitle>Correspondence, </unittitle>
<unitdate type="inclusive">1910-1931</unitdate>
</did>
</c02>

<c02>
<did>
<container parent="mss92-894c-bx1" label="Folder" type="folder">22 </container>
<unittitle>Writings, </unittitle>
<unitdate>n.d.</unitdate>
</did>
</c02> . . .
</c01>
</dsc>
```

**&lt;ead&gt; Encoded Archival Description [Description from beta release]**

**Description:**
The outermost wrapper element for an information access tool known generically as a finding aid. Also referred to more specifically as an inventory or register, a finding aid establishes physical and intellectual control over many types of archival materials and helps researchers understand and access the materials being described. The &lt;ead&gt; element defines a particular instance of a document encoded with the EAD schema ~~Document Type Definition~~. It contains a required &lt;control&gt; and a required &lt;archdesc&gt; element, in that order.

The AUDIENCE attribute value may be set to "external" to display data in all subelements, unless the value is changed for a specific element.

**Example:**

**&lt;edition&gt; Edition**

**Summary:** An optional subelement of &lt;editionstmt&gt; for recording the version of the EAD instance.

**May Contain:**
abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**
editionstmt

**Attributes:**

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

**Description and Usage:**

The edition, i.e., version of the EAD instance. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

In addition to the common attributes, &lt;edition&gt; allows use of the following:

- @ encodinganalog to indicate corresponding data elements in another data format, such as MARC.

**Availability:**

One of &lt;edition&gt; or &lt;p&gt; is required, Repeatable

**References:**

TBD

**Examples:**

```
<editionstmt>
<edition>2nd ed.</edition>
<p>This edition reflects substantial additions to the collection in
1994.</p>
</editionstmt>
```

**<editionstmt> Edition Statement**

**Summary:** An optional subelement of <filedesc>, used to provide information about the edition of an EAD instance.

**May Contain:**
edition, p

**May Occur Within:**
filedesc

**Attributes:**

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

**Description and Usage:**

A statement of the edition, i.e., version, of the EAD instance, as well as any related narrative information. Generally, a new edition of a finding aid represents substantial additions or changes and should supersede previous online versions.

In addition to the common attributes, <editionstmt> allows use of the following:

- @ encodinganalog to indicate corresponding data elements in another data format, such as MARC.

**Availability:**

Optional, Not Repeatable

**References:**

TBD

**Examples:**

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

```
</editionstmt>
</filedesc>
```

**<emph> Emphasis**

**Summary:**
An optional element for marking words or phrases that are stressed or emphasized for linguistic effect.

**May Contain:**
[text]

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

**Attributes:**

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

**Description and Usage:**
A formatting element for marking words or phrases that are stressed or emphasized for linguistic effect. Use the RENDER attribute to specify the kind of emphasis, e.g., bold or italics.

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

See also:

**Availability:**

Optional, Repeatable

**References:**

## Examples:

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

**<entry> Table Entry [Description from beta release]**

**Description:**
A formatting element that designates the contents of a cell in a table. A cell is the intersection of a row and a column. The <entry> attributes control cell spanning, alignment of the contents, and the rules on the cell edges. The attributes can be specified for <entry> or inherited from the nearest of the following table elements: <table>, <colspec>, or <row>.

The extent of a horizontal span is determined by naming the first column (NAMEST) and the last column (NAMEEND) in the span.

By convention, the specified rule is printed or displayed to the right of the column. External rules are specified using the FRAME attribute of the <table> element, horizontal rules are specified using ROWSEP.

**Example:**

```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
```

**<event> Event [Description from beta release]**

**Description:**
The part of a Chronology List Item <chronitem> that describes or names something that happened. The <event> is paired with a <date> (a single date or date range) and can be grouped with other events in <eventgrp>, if multiple events need to be associated with the same <date>.

See related element Chronology List <chronlist>.

**Old Example:**

```
<bioghist>
<head>Biographical Note</head>
<chronlist>
<chronitem>
<date>1892, May 7</date>
<event>Born, <geogname>Glencoe, Ill.</geogname></event>
</chronitem>
<chronitem>
<date>1915</date>
<event>A.B., <corpname>Yale University, </corpname>New Haven, Conn.</event>
</chronitem>
<chronitem>
<date>1916</date>
<event>Married <persname>Ada Hitchcock</persname>
</event>
</chronitem>
<chronitem>
<date>1917-1919</date>
<event>Served in <corpname>United States Army</corpname></event>
</chronitem>
</chronlist>
</bioghist>
```

**<eventdatetime> Event Date Time**

**Summary:** A required subelement of <maintenanceevent> that records the date and time of a specific maintenance event for the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
maintenanceevent

**Attributes:**

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

**Description and Usage:**

The date and time that a maintenance event occurred. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance. If desired, the date and time may be captured in natural language, with a machine-readable form of the date and time captured in the standarddate attribute.

In addition to the common elements, <eventdatetime> allows use of the following:

*   @standarddate to provide a machine-readable expression of the date, formulated according to the ISO 8601 standard.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00"/>
<agenttype value="machine"/>
</maintenanceevent>
```

```xml
<maintenanceevent>
<eventtype value="updated">updated</eventtype>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated: Thu,
16 February 2012 11:09:22 AM EST</eventdatetime>
<agenttype value="machine"/>
<agent>v1v2002_4.xsl</agent>
<eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised">revised</eventtype>
<eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
<agenttype value="human"/>
<agent>Jon Smith</agent>
<eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>
```

**<eventdescription> Event Description**

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

**May Contain:**
[text]

**May Occur Within:**
maintenanceevent

**Attributes:**

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

**Description and Usage:**

A full description of a maintenance event. Examples of maintenance events include the creation, update, revision, or other modification to an EAD instance.

See also:
  • Use the required <eventtype> element to provide a basic definition of the maintenance event.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<maintenanceevent>
<eventtype value="updated">updated</eventtype>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated: Thu,
16 February 2012 11:09:22 AM EST</eventdatetime>
<agenttype value="machine"/>
<agent>v1v2002_4.xsl</agent>
<eventdescription>Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
```

```xml
<maintenanceevent>
<eventtype value="revised">revised</eventtype>
<eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
<agenttype value="human"/>
<agent>Jon Smith</agent>
<eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
```

**<eventtype> Event Type**

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

**May Contain:**
[text]

**May Occur Within:**
maintenanceevent

**Attributes:**

altrender       Optional
audience        Optional (values limited to: external, internal)
id      Optional
lang            Optional
script          Optional
value           Optional (values limited to: created, revised, deleted, cancelled, derived, updated, unknown)

**Description and Usage:**

The type of maintenance event that has taken place on an EAD instance during the course of its history. In addition to commonly occurring events such as the creation, update, or revision of an instance, you may also record activities such as the cancellation or deletion of an instance, as this information may be useful in shared systems.

In addition to the common attributes, <eventtype> allows use of the following:

- @value to provide a standardized characterization of the maintenance event.

Possible values for this attribute are:

- created: the initial creation of the EAD instance
- revised: any type of modification to the EAD instance
- deleted: indication that the instance has been deleted from the system
- cancelled: marks an instance as not current (obsolete or rejected), but retained for reference
- derived: indicates that the instance was derived from another descriptive system
- updated: a specific type of revision used when an instance has been brought up to date with changes to the materials being described or to the version of EAD used in encoding
- unknown: when the type of event is not known

See also:
- Use <eventdescription> to provide a fuller description of the maintenance event.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<maintenancehistory>
 <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-
05:00">Generated: Thu, 16 February 2012 11:09:22 AM
EST</eventdatetime>
    <agenttype value="machine"/>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl
</eventdescription>
 </maintenanceevent>
 <maintenanceevent>
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010
April</eventdatetime>
    <agenttype value="human"/>
        <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
 </maintenanceevent>
</maintenancehistory>
```

**\<expan\>  Expansion**

**Summary:** an optional generic element to designate the full form of a word.

**May Contain:**
[text]

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

**Attributes:**

| | |
|---|---|
| abbr | Optional |
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| id | Optional (xs:ID) |
| lang | Optional |
| script | Optional |

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

See also:
Abbreviation \<abbr\>.

**Availability:**

Optional, Repeatable

**References:** TBD

**Examples:**
```
<didnote>
   <p>File also contains materials from the
      <expan abbr="ACLU">American Civil Liberties Union</expan>
   .</p>
</didnote>
```

**<famname>  Family Name [Description from beta release]**

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

The <famname> element contains a <part> element for encoding one or more parts of a family name, e.g.,

Part 1:   Butts family
Part 2:   1810
Part 3:   Long Beach, CA

<famname> allows use of  the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC21. The <famname> element is analogous to MARC21 fields 100, 600, and 700.

- @identifier for linking to the authority record for the name used.

- @role to specify other relationship(s) the family name has to the described materials, for example, "compiler", "creator", "collector", or "subject".

- @rules to specify the descriptive rules followed for forming the family name.

- @source to indicate the vocabulary from which the family name has been taken.

Use the <famname> element for encoding family names as defined by controlled vocabularies or according to appropriate rules.  Use the <famname> element for tagging family names as they appear in inline text.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <function>, <name>, <genreform>, <geogname>, <occupation>, <persname>, <subject>,  <title>, and the child element <part>.

**Examples:**

```
<controlaccess>
    <famname encodinganalog="100" role="creator" rules="dacs">
            <part localtype="famname" localtypesource="">Butts family</part>
      <part localtype="dates" localtypesource="">1810</part>
      <part localtype="place" localtypesource="">Long Beach, CA</part>
    </famname>
</controlaccess>


<controlaccess>
    <famname>
      <part>Addams family</part>
    </famname>
</controlaccess>
```

**<filedesc> File Description**

**Summary:** A required subelement of <control> that provides a wrapper for bibliographic information about the EAD instance.

**May Contain:**
editionstmt, notestmt, publicationstmt, seriesstmt, titlestmt

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

Bibliographic description for the finding aid itself, including its author, title, subtitle, sponsor, edition, publisher, publishing series, and related notes. The subelements of <filedesc> must occur in this order: a required <titlestmt>, an optional <editionstmt>, an optional <publicationstmt>, an optional <seriesstmt>, and an optional <notestmt>.

In addition to the common attributes, <filedesc> allows use of the following:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

See also:
- Do not confuse with the <archdesc> element, which refers to the materials being described rather than the finding aid itself.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<control>
```

```
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival Description,
second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**\<fileplan\> File Plan [Description from beta release]**

**Description:**
Information about any classification scheme used for arranging, storing, and retrieving the described materials by the parties originally responsible for creating or compiling them. A filing plan is usually identified by the type of system used, e.g., alphabetical, numerical, alpha-numerical, decimal, color-coded, etc. It is often hierarchical and may include the filing guidelines of the originating organization. Additional types include a drawing of a room layout or a scientific scheme.

Do not confuse with Other Finding Aid \<otherfindaid\> which contains references to additional descriptions of the material rather than descriptions of classification schemes by which the materials might still be arranged.

**Old Example:**

```
<fileplan>
<head>File List</head>
<note><p>The list below outlines the classification system used for the
central files of Vice President Mondale's office. This structure assigned
alpha-numeric codes to primary subjects and to secondary and tertiary
subdivisions thereunder.</p>
</note>
<fileplan>
<head>AGRICULTURE (AG)</head>
<list type="ordered">
<defitem>
<label>1</label>
<item>Home Economics</item>
</defitem>
<defitem>
<label>2</label>
<item>Horticulture</item>
</defitem>
<defitem>
<label>3</label>
<item>Marketing</item>
</defitem>
<defitem>
<label>4</label>
<item>Price Support</item>
</defitem>
</list>
</fileplan>
<fileplan>
<head>ARTS (AR)</head>
```

```
<list type="ordered">
<defitem>
<label>1</label>
<item>Languages</item>
</defitem>
<defitem>
<label>2</label>
<item>Museums</item>
</defitem>
<defitem>
<label>3</label>
<item>Music</item>
</defitem>
<defitem>
<label>4</label>
<item>Painting/Drawing</item>
</defitem>
</list>
</fileplan>
</fileplan>
```

**<footnote> Footnote**

**Summary:**
An optional element used for citations.

**May Contain:**
[text], blockquote, chronlist, list, p, table

**May Occur Within:**
abstract, archref, bibref, entry, event, item, p, physfacet, ref, unittitle

**Attributes:**

actuate       Optional (values limited to: onLoad, onRequest, other, none)
altrender     Optional
audience      Optional (values limited to: external, internal)
id            Optional (xs:ID)
lang          Optional
localtype     Optional
script        Optional
show          Optional (values limited to: new, replace, embed, other, none)

**Description and Usage:**
For annotating a note text to indicate the basis for an assertion or citing the source of a quotation or other information.

<footnote> allows the following attributes:
- ACTUATE for specifying how the footnote is to be displayed to a user, e.g., on loading of a window, on request of the footnote, or other.
- SHOW for specifying how the footnote is to appear after a user requests (clicks on) the footnote, e.g., embedded in the current window, replacing the current window, in a new window, or otherwise.

**Availability:**

Optional, Repeatable

**References:**

**Examples:**

**&lt;foreign&gt; Foreign**

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

**May Contain:**
[text]

**May Occur Within:**
addressline, author, citation, container, date, datesingle, didnote, dimensions, edition, emph, fromdate, head, head01, head02, head03, label, materialspec, num, part, physdesc, physloc, publisher, quote, sponsor, subtitle, titleproper, todate, unitdate, unitid

**Attributes:**

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

**Description and Usage:**

A language and/or script that differs from that of the text surrounding it. Use &lt;foreign&gt; if you wish to render or otherwise process such text. For example, encoding a phrase &lt;foreign&gt; and including the script attributes allows a machine to process the script differently than that of the script around it.

In addition to common attributes, &lt;foreign&gt; allows use of the following:

- @lang to indicate the language of the encoded text.
- @render to specify formatting of the encoded text for display and print purposes.
- @script to identify the script of the encoded text.

**Availability:**

Optional, Repeatable

**References:** TBD

**Examples:**

**<fromdate> From Date**

**Summary:** An optional subelement of <daterange> that records the starting point of a range of dates.

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

**May Occur Within:**
daterange

**Attributes:**

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

**Description and Usage:**

The beginning date in a range of dates. <fromdate> may contain actual or approximate dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the standarddate attribute should be used to record the date in machine-readable form as well.

In addition to the common attributes, <fromdate> allows use of the following:

- @localtype to supply a more specific characterization of the date range.
- @notafter and @notbefore to capture the earliest and latest possible dates in cases when the date is uncertain.
- @standarddate to provide a machine-readable form of the date, formulated according to the ISO 8601 standard.

See also:
- Use <todate> to record the ending point of a date range.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>

<chronitem>
<daterange>
<fromdate>1819</fromdate>
<todate>1820</todate>
</daterange>
<event>Studies theology at Yale College</event>
</chronitem>
```

**<function> Function [Description from beta release]**

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

The <function> element contains a <part> element for encoding one or more parts of a function term, e.g.,

Part 1:  Coaching
Part 2:  Oregon

<function> allows use of  the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC21. The <function> element is analogous to MARC21 field 657.

- @identifier for linking to the authority record for the function term used.

- @rules to specify the descriptive rules followed for forming the family name.

- @source to indicate the vocabulary from which the function term has been taken.

Do not use <function> to describe occupations; use the <occupation> element instead.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <name>, <genreform>, <geogname>, <occupation>, <persname>, <subject>,  <title>, and the child element <part>.

**Examples:**
```
<controlaccess>
    <function encodinganalog="657" vocabulary="aat" identifier="300138095">
      <part localtype="a" localtypesource="">Law enfocing.</part>
    </function>
</controlaccess>

<controlaccess>
    <function>
```

```
        <part>Convicting.</part>
    </function>
</controlaccess>
```

**<genreform> Genre/Physical Characteristic [Description from beta release]**

**Description:**
For identifying the types of material being described in controlled access headings or a structured statement of physical description, by naming the style or technique of their intellectual content (genre); order of information or object function (form); and physical characteristics. Examples include: account books, architectural drawings, portraits, short stories, sound recordings, and videotapes.

The <genreform> element contains a <part> element for encoding one or more parts of a genre/form term, e.g.,

Part 1:    Photographs
Part 2:    1910-1919

<genreform> allows use of  the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <genreform> element is analogous to MARC field 655.

- @identifier for linking to the authority record for the genre/form term used.

- @rules to specify the descriptive rules followed for forming the family name.

- @source to indicate the vocabulary from which the genre/form term has been taken.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <name>, <geogname>, <occupation>, <persname>, <subject>,  <title>, and the child element <part>.

**Examples:**
```
<controlaccess>
    <genreform encodinganalog="655" vocabulary="aat" identifier="300046300">
      <part localtype="genre" localtypesource="">Photographs, </part>
      <part localtype="date" localtypesource="">1910-1919</part>
    </genreform>
</controlaccess>
```

```
<controlaccess>
    <genreform>
        <part>Stereographs</part>
    </genreform>
</controlaccess>
```

**<geogname> [Description from beta release]**

For indicating a place, natural feature, or political jurisdiction. Examples include: Appalachian Mountains; Baltimore, MD; Chinatown, San Francisco; and Kew Gardens, England.

The <geogname> element contains a <part> element for encoding one or more parts of a geographic name, e.g.,

Part 1:    Mexico
Part 2:    Baja California (Peninsula)

<geogname> allows use of  the following attributes:


● @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <geogname> element is analogous to MARC fields 651 and 691.


● @identifier for linking to the authority record for the geographic name used.


● @role to specify other relationship(s) the geographic name has to the described materials, typically, "subject".


● @rules to indicate rules used to create the geographic term.


● @source to indicate the vocabulary from which the geographic name has been taken.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <genreform>, <name>, <occupation>, <persname>, <subject>,  <title>, and the child element <part>.


**Examples:**

```
<controlaccess>
    <geogname encodinganalog="651" vocabulary="lcsh"
identifier="http://id.loc.gov/authorities/subjects/sh85011149">
      <part localtype="place" localtypesource="">Balboa Park (San Diego,
Calif.) </part>
```

```
            </geogname>
</controlaccess>


<controlaccess>
      <geogname source="tgn" identifier="7014462">
            <part>San Mateo</part>
        </geogname>
</controlaccess>
```

**&lt;geographiccoordinates&gt; Geographic Coordinates**

**Summary:** An optional sublement of &lt;geognames&gt; that identifies a set of geographic coordinates.

**May Contain:**
[text]

**May Occur Within:**
geogname

**Attributes:**

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

**Description and Usage:**

An expression of a set of geographic coordinates that represent a point, line, or area on the surface of the earth.

In addition to common attributes, &lt;geographiccoordinates&gt; allows use of the following:

- @coordinatesystem to provide a commonly used code for the system used to express the coordinates. Examples include WGS84, OSGB36, ED50.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
```

```
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84">41.30815, -
72.92816</geographiccoordinates></geogname>
<descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
</relation>
</relations>



<geogname>
<part localtype="place">Hardeeville</part>
<part localtype="state">South Carolina</part>
<geographiccoordinates coordinatesystem="WGS84" localtype="decimal bounding
box">-81.1, 32.2, -81.0, 32.3</geographiccoordinates>
</geogname>
```

**<head> Heading**

**Summary:**   A generic element that designates the title or caption for a section of text within an element, including a list or table.

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

**May Occur Within:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12, chronlist, controlaccess, custodhist, did, dsc, fileplan, index, legalstatus, list, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, table, userestrict

**Attributes:**

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

**Description and Usage:**

When a <head> is used, it should be the first subelement, followed by one or more other elements, e.g., <p>.

Do not confuse with the <listhead> subelements <head01> and <head02> which designate headings for columns in a list, or with <thentry> which is used for column headers in a table.

**Availability:**  Optional, Not repeatable

**Examples:**

1.       <chronlist>
**<head>**Publications List**</head>**
<listhead>
<head01>Publication Year</head01>
<head02>Book Title</head02>

```
</listhead>
<chronitem>[...]</chronitem>
</chronlist>
```

2.      `<bioghist id="PRO123">`
**`<head>`**Administrative History**`</head>`**
`<p>`In October 1964, the incoming Labour government created new office of Secretary of State for Economic Affairs (combined with First Secretary of State) and set up the Department of Economic Affairs under the Ministers of the Crown Act 1964 to carry primary responsibility for long term economic planning.`</p>`
`</bioghist>`

**<head01> First Heading [Description from beta release]**

**Description:**
A formatting element within <listhead> that designates the heading over the first column in a multicolumn list.

Do not confuse with the generic <head> element, which designates a heading for an entire list or other section of text. Do not confuse with the <thentry> element, which is used for column heads in a table.

**Example:**
```
<chronlist>
<head>Publications List</head>
<listhead>
<head01>Publication Year</head01>
<head02>Book Title</head02>
</listhead>
<chronitem>
<date type="publication">1928</date>
<event><title render="italic">The Happy Little Lamb</title></event>
</chronitem> . . .
</chronlist>
```

**<head02> Second Heading [Description from beta release]**

**Description:**
A formatting element within <listhead> that designates the heading over the second column in a multicolumn list.

Do not confuse with the generic <head> element, which designates a heading for an entire list or other section of text. Do not confuse with the <thentry> element, which is used for column heads in a table.

**Example:**
```
<chronlist>
<head>Publications List</head>
<listhead>
<head01>Publication Year</head01>
<head02>Book Title</head02>
</listhead>
<chronitem>
<date type="publication">1928</date>
<event><title render="italic">The Happy Little Lamb</title></event>
</chronitem> . . .
</chronlist>
```

**<head03>  Third Heading [Description from beta release]**

**Description:**
A formatting element within <listhead> for designating the heading over the third column in a multicolumn list.

Do not confuse with the generic <head> element, which designates a heading for an entire list or other section of text.

Do not confuse with the <thentry> element, which is used for column heads in a table.

**Example:**
```
<chronlist>
   <head>Publications List</head>
   <listhead>
       <head01>Publication Year</head01>
       <head02>Book Title</head02>
       <head03>Place</head03>
   </listhead>
   <chronitem>
       <date type="publication">1928</date>
       <event><title render="italic">The Happy Little Lamb</title></event>
       <placeentry>Sussex, Eng.</placeentry>
   </chronitem> . . .
</chronlist>
```

**<index> Index [Description from beta release]**

**Description:**
A list of key terms and reference pointers that have been assembled to enhance access to the materials being described. The <index> can also serve as a helpful alphabetical overview of subjects, correspondents, photographers, or other entities represented in the collection. This back-of-the volume <index> may provide hypertext links, or it may note the container numbers useful for locating the position in the finding aid where the indexed material appears.

The <index> is assumed to be text that has to be tagged, not text generated automatically from the encoded finding aid. In some cases, the <index> repeats terms and names found elsewhere in the finding aid. In other cases, such as in some literary manuscript collections, the <index> may be the only place where a name is listed, and the references point to one or more files, which include letters from that person or corporate body, but which are described only in general terms, e.g., "Correspondents T-Z."

The <index> should contain <indexentry> elements, which consist of an access element, such as <name> or <subject>, or Reference <ref> element. Plain text cannot be used in an <indexentry>. If the <indexentry> elements are expected to provide access points other than basic keyword retrieval, use authority file terms to facilitate access to the information within and across finding aid systems.

**Example:**
**<index>**
<head>Photographer Index</head>
<p>Names of photographers and studios--and the cities and states in which they operated--are usually noted as they appear on the photographs (usually stamped or written on the versos). Corporate names appear in direct order; personal names in inverted order (i.e., filed by surname).  Rectos and versos of photographs were microfilmed to capture information exactly as it appears on the photographs.  To locate a specific photographer/studio, a user should consider all possible forms of entry (corporate and personal), browse the index under these forms, identify which LOT(s) contain photographs by that photographer/studio, then browse the relevant LOT on the microfilm to locate specific photographs that bear the markings of the specific photographer/studio.</p>
<indexentry>
<name>12th Air Force Photo:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>15th Air Force Command:</name>

```
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>324th Service Corp.:</name>
<ref target="LOT13105" actuate="onrequest" show="replace">LOT 13105</ref>
</indexentry>
<indexentry>
<name>A.L. Adams Photo Studio--Atlanta, Ga.:</name>
<ref target="LOT13076" actuate="onrequest" show="replace">LOT 13076</ref>
</indexentry>
<indexentry>
<name>AAA Agricultural Adjustment Agency by Cooper:</name>
<ref target="LOT13121" actuate="onrequest" show="replace">LOT 13121</ref>
</indexentry>
</index>
```

**<indexentry> Index Entry [Description from beta release]**

**Description:**
A formatting element that pairs an index term with one or more linking elements. Each <indexentry> contains an access element, such as <namegrp> or <subject>; followed by optional Pointer <ptr>, Pointer Group <ptrgrp>, or Reference <ref> elements. Plain text cannot be used in an <indexentry>. If the <indexentry> subelements are expected to provide access points other than basic keyword retrieval, use controlled vocabulary terms to facilitate access to information within and across finding aid systems, with the SOURCE attribute to indicate which vocabulary provided the term.

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

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

**\<item\> Item**

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

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

**May Occur Within:**
defitem, list

**Attributes:**

| | |
|---|---|
| altrender | optional |
| audience | optional (values limited to: external, internal) |
| id | optional (xs:ID) |
| lang | optional |
| script | optional |

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

See also:
- Do not confuse with \<chronitem\>, which designates entries in a Chronology List \<chronlist\>.
- Related elements \<list\> and \<defitem\>.

**Availability:**

One of \<defitem\>, \<head\>, \<item\>, or \<listhead\> is required, Repeatable

**References:** TBD

**Examples:**
```
<list type="deflist">
<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
<defitem>
```

```
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>
```

**<label>  Label [Description from beta release]**

**Description:**
A formatting element that identifies the term or concept being described, defined, or explained in a Definition List Item <defitem>. The <defitem> can be thought of as an entry in a <list> that is usually displayed in two columns: <label> followed by <item>. Each list item <defitem> contains a term or concept (called a <label>) and a definition, description, or explanation of that <label> (called an <item>).

Do not confuse with the attribute called LABEL, which identifies the kind of information in an element for public display in the <did> subelements.

See also related elements <list> and <defitem>.

**Old Example:**
```
<list type="deflist">
<defitem>
<label>ALS</label>
<item>Autograph Letter Signed</item>
</defitem>
<defitem>
<label>TLS</label>
<item>Typewritten Letter Signed</item>
</defitem>
</list>
```

**<langmaterial> Language of the Material**

**Summary:**  A <did> subelement that specifies languages represented in the collection materials.

**May Contain:**   descriptivenote, language, languageset

**May Occur Within:**  did

**Attributes:**

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

**Description and Usage:**
A wrapper element for information about languages and scripts represented in the materials being described.  Must contain one or more of <language> and/or <languageset>.  Any comments or notes about languages represented in the materials may be contained in an optional <descriptivenote>.

Attribute notes:
LANG and SCRIPT attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.  These attributes use the ISO639-2b three letter language and script codes.

Language of the material may be recorded in coded form in the LANGCODE attribute in the <language> subelement using the ISO639-2b three-letter language codes.

See also:
Do not confuse with <languagedeclaration> element in <control> which specifies the language(s) in which the finding aid is written.  See also the description for the <language>  and <languageset> elements.

**Availability:**  Optional, repeatable


**References:**
    ISAD(G)  3.4.3
    MARC 546

**Examples:**

1. **\<langmaterial\>**
   ```
       <language lancode="eng">English</language>
       <language lancode="fre">French</language>
       <descriptivenote>Materials are in French and English.</descriptivenote>
   ```
   **\</langmaterial\>**

2. **\<langmaterial\>**
   ```
       <languageset>
           <language langcode="jpn">Japanese</language>
           <script scriptcode="Hira">hiragana</script>
           <script scriptcode="Kana">katakana</script>
       </languageset>
       <descriptivenote>This file contains documents in Japanese, in both the
           hiragana and katakana scripts.</descriptivenote>
   ```
   **\</langmaterial\>**

3. **\<langmaterial\>**
   ```
       <language lancode="eng">English</language>
       <language lancode="fre">French</language>
       <languageset>
           <language langcode="jpn">Japanese</language>
           <script scriptcode="Hira">hiragana</script>
           <script scriptcode="Kana">katakana</script>
       </languageset>
   ```
   **\</langmaterial\>**

**<language> Language**

**Summary:**  An element in which the name of a language is provided.

**May Contain:**  text

**May Occur Within:**  langmaterial, languagedeclaration, languageset

**Attributes:**
| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| langcode | Optional |
| script | Optional |

**Description and Usage:**
Within the <did>, a subelement of <langmaterial> that specifies the language or communication system of the materials being described.  Within <control>, a subelement of <languagedeclaration> that specifies language of the description itself.  Within <languageset>, multiple languages and scripts can be provided.

Attribute notes:
The LANGCODE attribute may be used to provide the three-letter ISO639-2b code which is the equivalent of the MARC21 041 field.

LANG and SCRIPT attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.

See also:
Use <script> to specify the written script corresponding to the language.

**Availability:**

Within <langmaterial>:  Mandatory unless <languageset> is used, Repeatable

Within <languagedeclaration>:  Mandatory, Not repeatable

Within <languageset>:  Mandatory, Repeatable

**References:**
   ISAD(G)
   MARC 545
   MODS

**Examples:**

```
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<languagedeclaration>
<language langcode="fre">French</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>

<langmaterial>
<language langcode="eng">English</language>
<language langcode="fre">French</language>
</langmaterial>

<langmaterial>
<languageset>
<language langcode="jpn">Japanese</language>
<script scriptcode="Hira">hiragana</script>
<script scriptcode="Kana">katakana</script>
</languageset>
</langmaterial>

<langmaterial>
<languageset>
<language langcode="eng">English</language>
<language langcode="fre">French</language>
<script scriptcode="Latn">Latin</script>
</languageset>
</langmaterial>

<langmaterial>
<language langcode="eng">English</language>
<language langcode="fre">French</language>
<languageset>
<language langcode="jpn">Japanese</language>
<script scriptcode="Hira">hiragana</script>
<script scriptcode="Kana">katakana</script>
</languageset>
</langmaterial>
```

**<languagedeclaration> Language Declaration**

**Summary:** An optional, repeatable subelement of control that specifies the language and script in which an EAD instance is written.

**May Contain:**
descriptivenote, language, script

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

Identifies, within required <language> and <script> elements, the language and script of the EAD instance itself. Where the archival description is in a single language or it is the maintenance agency's policy to declare a primary language then a single instance of <languagedeclaration> may be used. For declaring multiple langauges <languagedeclaration> may repeat. Any comments about the languages and scripts in which the EAD instance is written may be included in the optional <descriptivenote> element.

See also:
- Do not confuse with <langmaterial>, which is used to identify languages and scripts found in the materials being described.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
```

```xml
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**<languageset>**

**Summary:** Within <did>, a <langmaterial> subelement that pairs a language with the script in which it is written.

**May Contain:** language, script

**May Occur Within:** langmaterial

**Attributes:**

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

**Description and Usage:**
A subelement of <langmaterial> that is used to wrap together one or more related <language> and <script> elements.  Optionally, any comments about the language(s) and scripts(s) being recorded may be captured in a <descriptivenote>.

Attribute notes:
LANG and SCRIPT attributes are available to indicate the language and written scripts of the descriptive information, not the language of materials.

See also:
Required subelements <language> and <script>.

**Availability:**  Optional, repeatable

**References:**
   ISAD(G)
   MARC  545
   MODS

**Examples:**
```
1. <langmaterial>
      <languageset>
         <language langcode="jpn">Japanese</language>
         <script scriptcode="Hira">hiragana</script>
         <script scriptcode="Kana">katakana</script>
      </languageset>
      <descriptivenote>This file contains documents in Japanese, in both the
         hiragana and katakana scripts.</descriptivenote>
   </langmaterial>
```

**&lt;lb&gt; Line Break**

**Summary:**
An optional formatting element that forces text to start on a new line; similar to HTML
&lt;br&gt;.

**May Contain:**
Empty

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

**Attributes:**
altrender               Optional
audience        Optional (values limited to: external, internal)
id        Optional (xs:ID)

**Description and Usage:**
An empty formatting element that forces text to start on a new line at a point chosen by
the author rather than a linewrap algorithm or style sheet.  Use only when a line break is
needed within an element. Use a style sheet to specify line breaks between elements.

**Availability:**

Optional, Repeatable

**References:**


**Examples:**
[old]
```
<publisher>
San Joaquin County Historical Society and Museum
<lb/>
<extptr actuate="onload" show="embed" entityref="sjmlogo">
<lb/>
Lodi, California
</publisher>
```

**&lt;legalstatus&gt; Legal Status [Description from beta release]**

**Description:**
The statutorily-defined status of the materials being described in the encoded finding aid, as, for example, defined by the Public Records Act of 1958 in the United Kingdom.

This element is comparable to the ISAD(G) data element 3.4.1 and MARC21 506.

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

**\<list\> List**

**Summary:**  A formatting and wrapper element containing a series of \<item\>s or \<defitem\>s that are often presented in a vertical sequence.

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

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

**Attributes:**

altrender        Optional
audience         Optional (values limited to: external, internal)
id        Optional
lang          Optional
listtype         Optional (values limited to: deflist, ordered, unordered)
mark            Optional (values limited to: armenian, circle, decimal, decimal-leading-zero, disc, georgian, inherit, lower-alpha, lower-greek, lower-latin, lower-roman, none, square, upper-alpha, upper-latin, upper-roman)
numeration   Optional (values limited to: arabic, loweralpha, lowerroman, upperalpha, upperroman)
script           Optional

**Description and Usage:**

The listtype attribute is used to identify and format the list. The choices are: "deflist," "unordered," and "ordered." In a "simple" list, \<item\>s are not numbered or bulleted. In a "deflist" or definition list, each \<defitem\> pairs a \<label\> with a corresponding \<item\> containing the text that defines, describes, or explains the term or other text tagged as the \<label\>. In a "marked" list, the sequence of the list items is not critical, and a bullet, box, dash, or other character is displayed at the beginning of each \<item\>.  In an "ordered" list, the sequence of the list \<item\>s is important, and each list \<item\> is lettered or numbered.

See also the related elements \<defitem\> and \<item\>.

**Availability:**  Optional, Repeatable

**Old Example:**

```
<bibliography>
<head>Major Works of Archibald MacLeish</head>
<list type="ordered" numeration="arabic">
<item>
<bibref><imprint><date>1924</date></imprint><title render="italic">The Happy
Marriage, and Other Poems</title> (Boston and New York: Houghton Mifflin. 79 pp.)
</bibref>
</item>
<item>
<bibref><imprint><date>1925</date></imprint>
<title render="italic">The Pot of Earth</title> (Boston and New York: Houghton Mifflin.
44 pp.)</bibref>
</item> . . .
</list>
</bibliography>
```

**\<listhead\> List Heading**

**Summary:**  A formatting element that groups headings for columns in a definition, unordered, or ordered list, Chronology List \<chronlist\>, or \<index\>.

**May Contain:**  head01, head02, head03

**May Occur Within:**  chronlist, index, list

**Attributes:**

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

**Description and Usage:**

The headings are called \<head01\> and \<head02\>.

**Availability:**  Optional, Repeatable

**Old Example:**
\<chronlist\>
\<head\>Publications List\</head\>
**\<listhead\>**
\<head01\>Publication Year\</head01\>
\<head02\>Book Title\</head02\>
**\</listhead\>**
\<chronitem\>[...]\</chronitem\>
\</chronlist\>

**<localcontrol> Local Control**

**Summary:** An optional and repeatable subelement of <control>, used to specify any control information necessary to accommodate local practice.

**May Contain:**
daterange, datesingle, term

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

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

In addition to allowing use of the common attributes, <localcontrol> requires the following:

- @localtype if local use requires recording the type of entry.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
```

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

**<localtypedeclaration> Local Type Declaration**

**Summary:** An optional, repeatable subelement of <control>, used to provide information about local contentions and controlled vocabularies.

**May Contain:**
abbr, citation, descriptivenote

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

Local conventions and controlled vocabularies used in localtype attributes in the EAD instance. The <citation> element must be used to cite the resource that lists the local rules or controlled terms. Any notes relating to how these rules or conventions have been used may be given in a <descriptivenote> element. The <abbr> element may be used to identify any abbreviation or code representing the local standard or controlled vocabulary.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
```

```xml
<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**<maintenanceagency> Maintenance Agency**

**Summary:** A required subelement of <control> that identifies the information or service responsible for the EAD instance.

**May Contain:**
agencycode, agencyname, descriptivenote, otheragencycode

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

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

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

See also:
  * Use the <repository> element to identify the institution or agency responsible for providing intellectual access to the materials being described.

**Availability:**

Required, Not Repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
```

```
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**\<maintenanceevent\> Maintenance Event**

**Summary:** A required, repeatable subelement of \<maintenancehistory\> to record information about maintenance activities in the history of the EAD instance.

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

**May Occur Within:**
maintenancehistory

**Attributes:**

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

**Description and Usage:**

Any event in the creation and ongoing maintenance of the EAD instance, including revisions, updates, deletions, etc. There will always be at least one maintenance event for each instance, usually its creation.

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

**Availability:**

Required, Repeatable

**References:**

TBD

**Examples:**

```
<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00"/>
<agenttype value="machine"/>
</maintenanceevent>
<maintenanceevent>
```

```
<eventtype value="updated">updated</eventtype>
<eventdatetime standarddatetime="2012-02-16T11:09:22-05:00">Generated: Thu,
16 February 2012 11:09:22 AM EST</eventdatetime>
<agenttype value="machine"/>
<agent>v1v2002_4.xsl</agent>
<eventdescription> Transformed with dtd2schema.06.xsl </eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised">revised</eventtype>
<eventdatetime standarddatetime="2010-04">2010 April</eventdatetime>
<agenttype value="human"/>
<agent>Jon Smith</agent>
<eventdescription>Title, controlaccess updated</eventdescription>
</maintenanceevent>
</maintenancehistory>


<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="human"/>
<agent>Michael Rush</agent>
<eventdescription>Finding aid created.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="machine"/>
<agent>Beinecke Library Edix/Wordix macros</agent>
<eventdescription>Encoded in EAD 1.0.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-08-13"/>
<agenttype value="machine"/>
<agent>brbl-migrate-01.xsl</agent>
<eventdescription>converted for compliance with Yale EAD Best Practice
Guidelines
</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-07-26"/>
<agenttype value="machine"/>
<agent>v1to02.xsl</agent>
<eventdescription>PUBLIC "-//Yale University::Beinecke Rare Book and
Manuscript
Library//TEXT (US::CtYBR::::[ABRAHAM HAYWARD COLLECTION ])//EN" "hayward.xml"
converted from EAD 1.0 to 2002 by v1to02.xsl (sy2003-10-
15).</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2010-02-10"/>
<agenttype value="machine"/>
<agent>yale.addEadidUrl.xsl</agent>
```

```
<eventdescription>Transformed with yale.addEadidUrl.xsl. Adds @url with
handle for
finding aid. Overwrites @url if already present.</eventdescription>
</maintenanceevent>
</maintenancehistory>
```

**\<maintenancehistory\> Maintenance History**

**Summary:** A required subelement of \<control\> that captures the history of the EAD instance.

**May Contain:**
maintenanceevent

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

History of the creation, revisions, updates, and other modifications to the EAD instance. There must be at least one \<maintenanceevent\> element, usually recording the creation of the instance, but there may be many other \<maintenanceevent\> elements documenting the milestone events or activities in the maintenance of the instance.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<maintenancehistory>
 <maintenanceevent>
    <eventtype>revised</eventtype>
    <eventdatetime standarddatetime="2012-02-16T11:09:22-
05:00">Generated: Thu, 16 February 2012 11:09:22 AM
EST</eventdatetime>
    <agenttype value="machine"/>
    <agent>v1v2002_4.xsl</agent>
    <eventdescription> Transformed with dtd2schema.06.xsl
</eventdescription>
 </maintenanceevent>
 <maintenanceevent>
```

```
    <eventtype>updated</eventtype>
    <eventdatetime standarddatetime="2010-04">2010
April</eventdatetime>
    <agenttype value="human"/>
        <agent>Jon Smith</agent>
    <eventdescription>Title, controlaccess updated</eventdescription>
 </maintenanceevent>
</maintenancehistory>


<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="human"/>
<agent>Michael Rush</agent>
<eventdescription>Finding aid created.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="machine"/>
<agent>Beinecke Library Edix/Wordix macros</agent>
<eventdescription>Encoded in EAD 1.0.</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-08-13"/>
<agenttype value="machine"/>
<agent>brbl-migrate-01.xsl</agent>
<eventdescription>converted for compliance with Yale EAD Best Practice
Guidelines
</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2007-07-26"/>
<agenttype value="machine"/>
<agent>v1to02.xsl</agent>
<eventdescription>PUBLIC "-//Yale University::Beinecke Rare Book and
Manuscript Library//TEXT (US::CtYBR::::[ABRAHAM HAYWARD COLLECTION
])//EN" "hayward.xml" converted from EAD 1.0 to 2002 by v1to02.xsl
(sy2003-10-15).</eventdescription>
</maintenanceevent>
<maintenanceevent>
<eventtype value="revised"/>
<eventdatetime standarddatetime="2010-02-10"/>
<agenttype value="machine"/>
<agent>yale.addEadidUrl.xsl</agent>
<eventdescription>Transformed with yale.addEadidUrl.xsl. Adds @url
with handle for finding aid. Overwrites @url if already
present.</eventdescription>
```

```
    </maintenanceevent>
  </maintenancehistory>
```

**<maintenancestatus> Maintenance Status**

**Summary:** A required subelement of <control> that records the current drafting status of the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
control

**Attributes:**

altrender        Optional
audience         Optional (values limited to: external, internal)
id      Optional
lang             Optional
script           Optional
value            Required (values limited to: revised, deleted, new, deletedsplit, deletedmerged, deletedreplaced, cancelled, derived)

**Description and Usage:**

The current drafting status of an EAD instance, which should be updated to reflect the current drafting status whenever an EAD instance is modified (as recorded in the <maintenancehistory>).

Upon creation, record the status as "new." On revision, change the status to "revised." Because it is important to be clear about what has happened to instances particularly when sharing and making links between them, a number of status values are available for records that are no longer current. A record that is simply deleted from a system can be given the status "deleted", but in cases where a record is marked as not current (obsolete or rejected) but kept for reference then it should be given the status "cancelled". If an instance is deleted because it has become superseded by two or more instances then its status should be given as "deletedsplit", while if it has simply been replaced by a new instance then "deletedreplaced" is the appropriate status value. A "derived" status value is available to indicate that the record was derived from another descriptive system.

In addition to allowing common attributes, <maintenancestatus> requires use of the following:

- @value, which offers a controlled list of terms to provide information about the current drafting status of the EAD instance.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival
Description, second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
```

```xml
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**<materialspec> Material Specific Details**

**Summary:**  A <did> subelement that provides information specific to a small group of materials or an item.

**May Contain:**  abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**  did

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

**Description and Usage:**
Data that are unique to a particular class or form of material and which are not assigned to any other element of description.  Examples of material specific details include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and physical presentation data for music records.

Most likely <materialspec> will be useful at the item or small group level of description, such as a file of maps, a group of sound recordings, etc.  Use the LOCALTYPE attribute to specify the type of data being conveyed in the element, e.g., <materialspec localtype="scale">1:200</materialspec>.

**Availability:**  Optional, repeatable

**References:**
    ISAD(G)
    MARC 254, 255, 256
    MODS


**Old Example:**
<c03 level="file">
  <did> . . .
        **<materialspec label="Mathematical Data">**
        **<materialspec label="Scale:">**1:10000**</materialspec>**
        **<materialspec label="Projection:">**Universal transverse Mercator projection**</materialspec>**
        **</materialspec>**

```
  </did> . . .
</c03>
```

**\<name\> [Description from beta release]**

**Description:**
The proper noun or noun phrase designation for an entity that is difficult to tag more specifically as a \<corpname\>, \<famname\>, \<geogname\>, \<persname\>, or \<title\>. The \<name\> element may be used in place of the more specific access elements when it is not known what kind of name is being described or when a high degree of precision is unnecessary. For example, the \<name\> element might be used in an \<indexentry\> when it is not clear if the name "Bachrach" refers to a person or a photographic corporation.

The ROLE attribute can be used to specify the relationship(s) of the name to the materials being described, for example, "subject" or "photographer." The SOURCE attribute can be used to specify the vocabulary from which the name has been taken. The RULES attribute can be used to specify the descriptive rules followed when forming the name, such as RDA .

See also the related access elements under \<controlaccess\>.

The \<name\> element is comparable to MARC21 field 720, when it is not from a controlled vocabulary.

**Old Example:**
```
<c02 level="file">
<did>
<unittitle><name>Bartleby</name> barn purchase files, </unittitle>
<unitdate>1799.</unitdate>
<physdesc><extent>3 items, </extent>heavily
<physfacet>foxed.</physfacet></physdesc>
<note><p>Items relate to the purchase by Mr. Wigglethorpe from <persname
normal="Brookes, Josiah">Jos. Brookes </persname>of a building colloquially
known as the Bartleby barn.</p>
</note>
</did>
</c02>
```

**<namegrp> [Description from beta release]**

**Description:**
A formatting element used in an <indexentry> to group access element entries that share the same <ref> or <ptr>, or <ptrgrp> element.

**Old Example:**
```
<index>
<head>Index to Correspondents and Recipients</head>
<indexentry>
<corpname>Bach &amp; Bros.</corpname>
<ref linktype="simple" target="NonC:21-2" show="replace"
actuate="onrequest">(In non correspondence)</ref>
</indexentry>
<indexentry>
<namegrp>
<corpname>Bacon and Lewis, Ltd.</corpname>
<persname>Levering, Alexander M.</persname>
<persname>Windom, Lucious</persname>
</namegrp>
<ref linktype="simple" target="Cres:18610408" show="replace"
actuate="onrequest">(1861 Apr. 8, ALS, to W.W., re: inquiry into what to do
with unsold flour)</ref>
</indexentry> . . .
</index>
```

**<notestmt> Note Statement**

**Summary:** An optional subelement of <filedesc> that wraps one or more <controlnote> elements.

**May Contain:**
controlnote

**May Occur Within:**
filedesc

**Attributes:**

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

**Description and Usage:**

One or more general descriptive notes about the EAD instance, each provided in a single <controlnote>. These <controlnote>s are similar to the "general notes" in traditional bibliographic descriptions.

In addition to common attributes, <notestmt> allows use of the following:

- @encodinganalog to indicate corresponding data elements in another data format, such as MARC.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<notestmt>
<controlnote localtype="bpg">
<p>This encoded finding aid is compliant with the Yale EAD Best
Practice Guidelines, Version 1.0.</p>
</controlnote>
</notestmt>
```

```
<notestmt>
<controlnote>
<p>Contact information: <ref linktype="simple" show="new"
actuate="onRequest"
href="http://hdl.loc.gov/loc.mss/mss.contact">http://hdl.loc.gov/loc.m
ss/mss.contact</ref>
</p>
</controlnote>
<controlnote>
<p>Catalog Record: <ref href="http://lccn.loc.gov/mm82036905"
actuate="onRequest" linktitle="MARC record for collection"
linktype="simple">http://lccn.loc.gov/mm82036905</ref>
</p>
</controlnote>
</notestmt>
```

**<num> Number**

**Summary:**
An optional generic element for numeric information in any form.

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

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

**Attributes:**

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

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

Do not confuse with <container>, <unitid>, or <eadid>, which may also consist of numeric information.

See also:

**Availability:**

Optional, Repeatable

**References:** TBD

**Examples:**
**[old]**
**1.**     <filedesc>

```
<titlestmt>[...]</titlestmt>
<seriesstmt>
<titleproper encodinganalog="440$a">Archival Inventories and Guides of the
World; </titleproper>
<num encodinganalog="440$v">no. 148</num>
</seriesstmt>
</filedesc>


2.    <acqinfo>
<p>The collection (Donor No. <num type="donor">8338</num>) was donated by
<persname role="donor">Vonda Thomas </persname>and <persname role="donor">
Francine Farrow </persname>in March 1995.</p>
</acqinfo>
```

**\<objectxmlwrap\> Object XML Wrap**

**Summary:** An optional sublement of \<relation\> and \<source\> that allows for the inclusion of XML elements from any XML namespace other than EAD.

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

**May Occur Within:**
relation, source

**Attributes:**

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

**Description and Usage:**

A wrapper element that provides a place for incorporating XML elements from any XML encoding language other than EAD. While the element is not restricted, to facilitate interoperability, the XML included in \<objectxmlwrap\> should conform to an open, standard XML schema and a namespace attribute should be present on the \<ead\> root element referencing the namespace of the standard.

\<objectxmlwrap\> allows use of the common attributes.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

**<occupation> Occupation [Description from beta release]**

**Summary:** optional wrapper for specifying a type of work.

**May Contain:**
part

**May Occur Within:**
controlaccess

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| identifier | Optional |
| lang | Optional |
| normal | Optional |
| role | Optional |
| rules | Optional |
| script | Optional |
| source | Optional |

**Description and Usage:**
For specifying a type of work, profession, trade, business, or avocation significantly reflected in the materials being described.

The <occupation> element contains a <part> element for encoding one or more parts of an occupation term, e.g.,

Part 1:    Public officers
Part 2:    Maryland

<occupation> allows use of  the following attributes:

- ENCODINGANALOG to indicate corresponding data elements categories in another data format, such as MARC. The <corpname> element is analogous to MARC field 656.

- IDENTIFIER for linking to the authority record for the occupation term used.

- RULES to specify the descriptive rules followed for forming the family name.

- SOURCE to indicate the vocabulary from which the occupation term has been taken.

Do not use <occupation> to describe functions; use the <function> element instead.

Also, do not confuse <occupation> with the attribute ROLE, which is used to indicate a certain relationship between a name and the materials being described.

See also:
- parent element <controlaccess>,
- related sibling children elements <corpname>, <famname>, <function>, <genreform>, <name>, <geogname>, <persname>, <subject>,  <title>,
- and the child element <part>.

**Availability:**

Optional, Repeatable

**References:**

**Examples:**
```
<controlaccess>
    <occupation encodinganalog="" source="lcsh"
identifier="http://id.loc.gov/authorities/subjects/sh85085065">
      <part localtype="occupation" localtypesource="">Migrant agricultural
laborers</part>
      <part localtype="place" localtypesource="California"</part>
      <part localtype="form" localtypesource="">Testimonials</part>
    </occupation>
</controlaccess>

<controlaccess>
    <occupation>
      <part>Poets</part>
    </occupation>
</controlaccess>
```

**\<odd\> Other Descriptive Data [Description from beta release]**

**Description:**
An element for information about the described materials that is not easily incorporated into one of the other named elements within \<archdesc\> and \<c\>. When converting finding aids to an ideal EAD markup, some shifting of text or addition of data may be necessary to conform to the schema's sequencing of elements and the consignment of certain elements to specific settings. The \<odd\> element helps to minimize conversion difficulties by designating, as "other," information that does not fit easily into one of EAD's more distinct categories.

Some situations in which \<odd\> may be used are when the information does not correspond to another element's definition; when the information is of such mixed content as to make a single classification difficult; and when shifting the information to permit more specific content designation would be too costly or burdensome for the finding aid encoder. The first situation may occur especially when additional narrative description is required beyond what is included in the \<bioghist\> and \<scopecontent\> elements, such as when the finding aid is describing a computer file. Applying the TYPE and ENCODINGANALOG attributes may help provide additional content specification in situations where the unspecified \<odd\> is used.

Despite its wide availability under \<archdesc\> and \<c\>, the \<odd\> element should be used with restraint and only after carefully considering the consequences that unspecified content designation poses for searching, retrieving, and displaying information in a networked environment.

The \<odd\> element is comparable to ISAD(G) data element 3.6.1 and MARC21 field 500.

**Old Example:**
Note: The Public Record Office of the United Kingdom uses a 7 level system of intellectual units devised specifically for that repository. In that system "division" is the equivalent of "subfonds" and "class" is the equivalent of "series."

```
<c01 level="otherlevel" otherlevel="division">
<did>
<unittitle>Records of the Industrial Division</unittitle>
<origination>
<corpname>Department of Economic Affairs, Industrial Group; </corpname>
<corpname>Department of Economic Affairs, Industrial Division; </corpname>
<corpname>Department of Economic Affairs, Industrial Policy; Division
</corpname>
```

```
<corpname>Department of Economic Affairs, Industrial Prices and Incomes
Department; </corpname>
</origination>
<unitdate>1949-1969</unitdate>
<physdesc><extent>2 </extent><genreform>classes</genreform>
</physdesc>
</did>
<scopecontent>[...]</scopecontent>
<bioghist>[...]</bioghist>
<controlaccess>[...]</controlaccess>
<odd>
<list type="simple">
<item>Department of Economic Affairs: Industrial Policy Group: Registered
Files (1-IG and 2-IG Series)<ref actuate="onrequest" target="ew26"
show="new">EW 26</ref>
</item>
<item>Department of Economic Affairs: Industrial Division and Industrial
Policy Division: Registered Files (IA Series)<ref actuate="onrequest"
target="ew27" show="new">EW 27</ref>
</item>
</list>
</odd>
</c01>
```

**\<originalsloc\> Location of Originals [Description from beta release]**

**Description:**
Information about the existence, location, availability, and/or the destruction of originals where the unit described consists of copies.

Do not confuse \<originalsloc\> with Alternative Form Available \<altformavail\>, which is used to encode information about copies of the material being described.

This \<originalsloc\> element is comparable to ISAD(G) data element 3.5.1 and MARC21 field 535.

**Old Examples:**

```
1.      <c01 level="file">
<did>
<unittitle>Dream diary, </unittitle>
<unitdate normal="1947/1948>1947-48</unitdate>
</did>
<originalsloc>
<p>File contains photocopies of original still held by the donor.</p>
</originalsloc>
</c01>


2.      <c01 level="series">
<did>[...]</did>
<originalsloc>
<p>Originals destroyed after microfilming, 1981.</p>
</originalsloc>
</c01>



3.      <c03 level="file">
<did>[...]</did>
<originalsloc>
<p>Original glass plate negatives are held by the Bailly family, Lunenburg,
Nova Scotia.</p>
</originalsloc>
</c03>
```

**<origination> Origination**

**Summary:**  A <did> subelement that names the creator or collector of the materials.

**May Contain:**  corpname, descriptivenote, famname, name, persname

**May Occur Within:**  did

**Attributes:**
| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| script | Optional |

**Description and Usage:**
The name of the individual or organization responsible for the creation, accumulation, or assembly of the described materials before their incorporation into an archival repository.  The <origination> element may be used to indicate such agents as correspondents, records creators, collectors, and dealers.

Attribute note: Using the LABEL attribute may help identify for a finding aid reader the role of the originator, e.g., "creator," "collector," or "photographer**."**

See also:
- It is also possible to set the ROLE attribute on the name elements that are available within <origination>, i.e., <corpname>, <famname>, <name>, and <persname>.

**Availability:**  Optional, repeatable

**References:**
ISAD(G) 3.2.1
MARC 100, 110, 700, 710
MODS


**Old Examples:**
**1.**      <archdesc type="inventory" level="subgrp">
<did>
<head>Overview of the Records</head>
<repository label="Repository:"><corpname>Minnesota Historical Society</corpname></repository>

**&lt;origination label="Creator:"&gt;**&lt;corpname&gt;Minnesota. Game and Fish Department&lt;/corpname&gt;**&lt;/origination&gt;**
&lt;unittitle label="Title:"&gt;Game laws violation records,
&lt;/unittitle&gt;
&lt;unitdate label="Dates:"&gt;1908-1928&lt;/unitdate&gt;
Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws.
&lt;physdesc label="Quantity:"&gt;2.25 cu. ft. (7 v. and 1 folder in 3 boxes)&lt;/physdesc&gt;
&lt;physloc label="Location:"&gt;See Detailed Description section for box location&lt;/physloc&gt;
&lt;/did&gt;
&lt;/archdesc&gt;

**2.**      &lt;archdesc level="collection"&gt;
&lt;did&gt;
**&lt;origination label="Creator:"&gt;**&lt;persname encodinganalog="100" normal="Frisell, Toni" role="photographer"&gt;Toni Frisell&lt;/persname&gt;
**&lt;/origination&gt;**
&lt;/did&gt;
&lt;/archdesc&gt;

**<otheragencycode> Other Agency Code**

**Summary:** An optional, repeatable subelement of <maintenanceagency> that provides any alternative code for the institution or service responsible for the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
maintenanceagency

**Attributes:**

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

**Description and Usage:**

An alternative and/or local institution code representing the institution or service responsible for the creation, maintenance, and/or dissemination of the EAD instance. Any code other than that given in the <agencycode> element may be provided in <otheragencycode>. The addition of an ISO 3166-1 alpha-2 country code as the prefix to a local code is recommended to ensure international uniqueness.

In addition to allowing use of the common attributes, <otheragencycode> requires the following:

- @localtype to specify the type of code being provided.

See also:
- To provide an institution code in the format of the International Standard identifier for Libraries and Related Organizations (ISIL: ISO 15511), use <agencycode>.
- Provide the name of the agency in <agencyname>.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
```

**<otherfindaid> Other Finding Aid [Description from beta release]**

**Description:**
Information about additional or alternative guides to the described material, such as card files, dealers' inventories, or lists generated by the creator or compiler of the materials. It is used to indicate the existence of additional finding aids; it is not designed to encode the content of those guides.

The <archref> element may be used to give a formal citation to the other finding aid or to link to an online version of it.

The <otherfindaid> element is comparable to ISAD(G) data element 3.4.5.

**Old Example:**

```
<otherfindaid>
<bibref>The Society has published an expanded guide to this collection:
<title>Guide to the Records of the American Crystal Sugar Company.
</title>Compiled by <persname role="author">David Carmichael;
</persname>assisted by <persname role="author">Lydia A. Lucas </persname>and
<persname role="author">Marion E. Matters. </persname>St. Paul. Division of
Archives and Manuscripts. Minnesota Historical Society. 1985.
</bibref>
</otherfindaid>
```

**<otherrecordid> Other Record Identifer**

**Summary:** An optional, repeatable subelement of <control>, used to provide any local identifier for the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
control

**Attributes:**

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

**Description and Usage:**

Any identifier that is an alternative to the mandatory identifier provided in <recordid>. These might include identifiers from systems used to generate the EAD instance or that are no longer current but had some part in the history and maintenance of the EAD instance.

In addition to the common attributes, <otherrecordid> allows use of the following:

- @localtype to identify the institution or service responsible for providing the associated record identifier, if not the same as that given in <maintenanceagency>.

See also:
- Use <representation> to capture URLs for deliverable representations of the EAD (HTML, PDF, etc.)

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```xml
<control>
<recordid>beinecke.hayward</recordid>
<otherrecordid localtype="url"
>http://hdl.handle.net/10079/fa/beinecke.hayward</otherrecordid>
<otherrecordid localtype="publicid">-//Yale University::Beinecke Rare
Book and Manuscript Library//TEXT (US::CtY-BR::::[ABRAHAM HAYWARD
COLLECTION])//EN</otherrecordid>
<filedesc>
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
</filedesc>
<maintenancestatus value="revised"/>
<maintenanceagency>
<agencycode localtype="loc">US-CtY-BR</agencycode>
<agencyname>Beinecke Rare Book and Manuscript Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>DACS</abbr>
<citation>Describing Archives: A Content Standard</citation>
</conventiondeclaration>
<maintenancehistory>
<maintenanceevent>
<eventtype value="created"/>
<eventdatetime standarddatetime="2006-10">October 2006</eventdatetime>
<agenttype value="human"/>
<agent>Michael Rush</agent>
<eventdescription>Finding aid created.</eventdescription>
</maintenanceevent>
</maintenancehistory>
</control>
```

**<p> Paragraph**

**Summary:**  For indicating one or more sentences that form a prose passage.

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

**May Occur Within:**  accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist, descriptivenote, dsc, editionstmt, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, publicationstmt, relatedmaterial, scopecontent, separatedmaterial, seriesstmt, userestrict

**Attributes:**

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

**Description and Usage:**

A paragraph may be a subdivision of a larger composition, or it may stand alone. It is usually typographically distinguished, with a line space before it.  Other conventions such as indention or an enlarged first word might be used to indicate the start of a new paragraph.

**Availability:**

Within <descriptivenote>: Required, Repeatable.

Within all other parents: Optional, Repeatable.

**Old Example:**
<bioghist>
<head>Biographical Sketch</head>
**<p>**John Ferguson Godfrey was born in Toronto on December 19, 1942. He received a B.A. (Hons.) from Trinity College, University of Toronto, in 1965, a M.Phil. degree from Balliol College, Oxford University, England, in 1967, and a D.Phil. degree from St.

Anthony's College, Oxford University, in 1975. He holds the title of Doctor of Sacred letters (honoris causa), Trinity College (1987).**</p>**

**<p>**Mr. Godfrey taught in the Department of History of Dalhousie University, Halifax, first as Assistant Professor (1970-1975), and then as Associate Professor (1980-1987). At King's College University, Halifax he held the position of Assistant Professor (1975-1976), before becoming President and Vice-Chancellor (1977-1987).**</p>**

**<parallelphysdescset>  Parallel Physical Description Set**

**Summary:**  A <did> subelement used to group together parallel expressions of the physical description of the materials.

**May Contain:**  physdescstructured

**May Occur Within:**  did

**Attributes:**

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

**Description and Usage:**
A wrapper element for binding together two or more parallel <physdescstructured> elements that have the same COVERAGE attribute value ("whole" or "part") and that describe the same set of materials.  For example, a <physdescstructured> element with @physdescstructuredtype="carrier," a <physdescstructured> element with @physdescstructuredtype="materialtype," and a <physdescstructured> element with @physdescstructuredtype="spaceoccupied" may all describe the same aggregate of material, e.g., one hard drive containing 7,500 electronic files comprising 650 gigabytes.

Each <parallelphysdescset> must contain two or more <physdescstructured> elements.

**Availability:**  Optional, repeatable

**References:**

    ISAD(G)
    MARC
    MODS

**Example:**
```
<parallelphysdescset>
   <physdescstructured coverage="part"
      physdescstructuredtype="spaceoccupied">
      <quantity>650</quantity>
      <unittype>gigabytes</unittype>
   </physdescstructured>
   <physdescstructured coverage="part" physdescstructuredtype="carrier">
      <quantity>1</quantity>
      <unittype>hard disk</unittype>
```

```
    </physdescstructured>
    <physdescstructured coverage="part"
       physdescstructuredtype="materialtype">
       <quantity>7500</quantity>
       <unittype>electronic files</unittype>
    </physdescstructured>
</parallelphysdescset>
```

**&lt;part&gt; Part  [Description from beta release]**

**Description:**
For indicating a whole or part of a controlled access value.

One &lt;part&gt; element is required for every control access entry element.  Additional &lt;part&gt; elements may be used as needed.

The &lt;part&gt; element allows use of the following attributes:

- @localtype, which can be used to provide semantic specificity for a particular &lt;part&gt; element. No vocabularies are specified for @localtype.  Repositories are encouraged devise a set of terms and use them consistently.

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC subfields.

**Example:**
```
<persname encodinganalog="100">
    <part localtype="name">Jung, C. G. </part>
    <part localtype="fullerform">(Carl Gustav), </part>
    <part localtype="dates">1875-1961.</part>
</persname>
```

**<persname> Personal Name  [Description from beta release]**

**Description:**
For identifying a person, including any or all of that person's forenames, surnames, honorific titles, and added names, who is related to the materials being described as either a source, creator, or subject..

The <persname> element contains a <part> element for encoding one or more parts of a personal name, e.g.,

Part 1:    Skinner
Part 2:        B. F.
Part 3:    Burrhus  Frederic
Part 4:    1904-1990

<persname> allows use of  the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC21. The <persname> element is analogous to MARC21 fields 100, 600, 692, and 700 and to the MODS elements name[@type='personal'] and subject/name[@type='personal'].

- @identifier for linking to the authority record for the personal name used.

- @role to specify other relationship(s) the personal name has to the described materials, for example, "compiler", "creator", "collector", or "subject".

- @rules to specify the descriptive rules followed for forming the personal name.

- @source to indicate the vocabulary from which the personal name has been taken.

See also the parent element <controlaccess>, related sibling ~~children~~ elements <corpname>, <famname>, <function>, <name>, <genreform>, <geogname>, <occupation>, <persname>, <subject>,  <title>, and the child element <part>.

**Examples:**
```
<controlaccess>
    <persname encodinganalog="100" role="creator" rules="aacr2" source="naf"
identifier="http://lccn.loc.gov/n82013421">
```

```
            <part localtype="a" localtypesource="">Reimann, Lewis
 Charles</part>
    </persname>
</controlaccess>

<controlaccess>
    <persname encodinganalog="600" rules="aacr2">
      <part localtype="name" localtypesource="">Bourbel, Henry de, </part>
      <part localtype="title" localtypesource="">comte de Montpinçon, </part>
      <part localtype="date" localtypesource="">1770-1826</part>
    </persname>
</controlaccess>

<controlaccess>
    <persname>
      <part>Bowie, David</part>
    </persname>
</controlaccess>
```

**<physdesc>  Physical Description**

**Summary:**  A <did> subelement that provides a simple, unstructured statement of the amount of material.

**May Contain:**  abbr, emph, expan, lb, ptr, ref

**May Occur Within:**  did

**Attributes:**

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

**Description and Usage:**
An element for describing, in an unstructured way, the physical or logical extent, medium, appearance, or construction of the described materials, such as their dimensions, a count of their quantity or statement about the space they occupy, and terms describing their genre, form, or function, as well as any other aspects of their appearance, such as color, substance, style, and technique or method of creation.

Those who wish to more formally structure elements of physical description in order to enable consistent machine processing and data exchange will want to use <physdescstructured> or <parallelphysdescset>, rather than <physdesc>.

**Availability:**  Optional, repeatable

**References:**
ISAD(G) 3.1.5
MARC 300
MODS

**Examples:**
**1.**      <c01 level="series">
<did>
<unittitle>Seizure Records, </unittitle>
<unitdate>December 1908-January 1928.</unitdate>
**<physdesc>**4 volumes and 1 folder.**</physdesc>**
</did>
</c01>

**2.** &lt;c level="subseries"&gt;
&lt;did&gt;
&lt;unittitle&gt;Documentary Movies, &lt;/unittitle&gt;
&lt;unitdate type="inclusive"&gt;1952-1964&lt;/unitdate&gt;
**&lt;physdesc&gt;**2.5 linear ft.**&lt;/physdesc&gt;**
&lt;/did&gt;
&lt;/c&gt;

**<physdescstructured> Structured Physical Description**

**Summary:** A <did> subelement that provides a structured method for expressing the amount of material.

**May Contain:** descriptivenote, dimensions, physfacet, quantity, unittype

**May Occur Within:** did, parallelphysdescset

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| coverage | Required (values limited to: part, whole) |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| physdescstructuredtype | Required (values limited to: carrier, materialtype, spaceoccupied) |
| rules | Optional |
| script | Optional |

**Description and Usage:**
A structured statement describing the physical or logical extent or the medium of the materials being described. The use of <physdescstructured> allows for quantifying the extent of the whole or a part of the materials described in a form that will be machine actionable and that will facilitate reporting, statistics, sorting, and importing and exporting data in a collection management system.

<physdescstructured> has the following attributes:
- The PHYSDESCSTRUCTUREDTYPE attribute is required and has the values "carrier," "materialtype," and "spaceoccupied." Use it to specify the nature of the statement about the materials being described. A value of "carrier" denotes a statement regarding the number of containers or other physical conveyances. A value of "materialtype" denotes a statement regarding the type and/or number of the material types of the materials being described themselves. A value of "spaceoccupied" denotes a statement regarding the two- or three-dimensional space occupied by the materials being described.

- The COVERAGE attribute is required and has the values "whole" and "part." A value of "whole" denotes a statement whose scope encompasses the entirety of the materials being described. A value of "part" denotes a statement whose scope encompasses only a portion of the materials being described.

Use the <physdescstructured> element to express physical description in a machine-processable form and to accommodate data exchange with collection management tools such as ArchivesSpace and AtoM.  Use <physdesc> to express physical description in a non-machine-processable form and in instances where data exchange is not a concern.

**Availability:**  Optional, repeatable

**References:**
   ISAD(G) 3.1.5
   MARC 300
   MODS

**Examples:**
1. <parallelphysdescset>
**<physdescstructured coverage="whole"**
**physdescstructuredtype="spaceoccupied">**
   <quantity>12</quantity>
        <unittype>linear feet</unittype>
**</physdescstructured>**
**<physdescstructured coverage="whole" physdescstructuredtype="carrier">**
   <quantity>24</quantity>
   <unittype>boxes</unittype>
**</physdescstructured>**
</parallelphysdescset>
2. <parallelphysdescset>
**<physdescstructured coverage="part"**
**physdescstructuredtype="spaceoccupied">**
   <quantity>6</quantity>
   <unittype>terabytes</unittype>
**</physdescstructured>**
**<physdescstructured coverage="part" physdescstructuredtype="carrier">**
   <quantity>24</quantity>
        <unittype>3 ½" floppy disks</unittype>
**</physdescstructured>**
**<physdescstructured coverage="part" physdescstructuredtype="materialtype">**
   <quantity>1800</quantity>
        <unittype>electronic files</unittype>
**</physdescstructured>**
</parallelphysdescset>

**<physfacet>  Physical Facet**

**Summary:**  A sublement of <physdescstructured> that provides more detailed information about the physical nature of the material, terms that are often taken from a controlled vocabulary list.

**May Contain:**  abbr, emph, expan, lb, ptr, ref

**May Occur Within:**  physdescstructured

**Attributes:**
| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| localtype | Optional |
| script | Optional |
| unit | Optional |

**Description and Usage:**
A <physdescstructured> subelement for information about an aspect of the appearance of the described materials, such as color, style, marks, substances, materials, or techniques and methods of creation.  It generally should not be used for aspects of physical description that are covered more directly by the <dimensions> and <genreform> elements.

Physical facet terminology can be found in the *Art and Architecture Thesaurus* and other data value sources.

**Availability:**  Optional, repeatable

**References:**
ISAD(G)  3.1.5
MARC  300
MODS

**Example:**
<physdescstructured physdescstructuredtype="materialtype" coverage="whole">
<quantity>15</quantity>
<unittype>daguerreotypes</unittype>
<dimensions>3.25" x 4.25"</dimensions>
**<physfacet>**hand colored**</physfacet>**
</physdescstructured>

**<physloc> Physical Location**

**Summary:**  A <did> subelement that specifies the physical location of the materials.

**May Contain:**  abbr, emph, expan, lb, ptr, ref

**May Occur Within:**  did

**Attributes:**
| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| encodinganalog | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| localtype | Optional |
| parent | Optional |
| script | Optional |

**Description and Usage:**
Information identifying the place where the described materials are stored, such as the name or number of the building, room, stack, shelf, or other tangible area.  Can also be used to identify materials that are stored offsite, so researchers will know that they need to request materials ahead of time.

Attribute usage:
- Like all <did> subelements, the <physloc> element has a LABEL attribute that may be used to provide a readily understandable heading for the element's content.
- The LOCALTYPE attribute may also be used to identify the nature of the storage location.
- For security reasons, the AUDIENCE attribute value may be set to "internal" to shield public access to storage location information.  However, this strategy should be evaluated in the local context and used with caution.

See also:
- Do not confuse with <container>, which is used to identify the cartons, boxes, reels, folders, and other storage devices used to hold the described materials.
- Also do not confuse with <repository>, which is used to identify the institution or agency responsible for providing intellectual access to the described materials.

**Availability:**  Optional, repeatable

**References:**
ISAD(G)
MARC 852
MODS

**Old Examples:**

**1.**     <archdesc type="inventory" level="subgrp">
<did>
<head>Overview of the Records</head>
<repository label="Repository:"><corpname>Minnesota Historical Society</corpname></repository>
<origination label="Creator:">Minnesota. Game and Fish Department</origination>
<unittitle label="Title:">Game laws violation records,
</unittitle>
<unitdate label="Dates:">1908-1928</unitdate>
Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws.
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>
**<physloc label="Location:">**See Detailed Description section for box location**</physloc>**
</did>
</archdesc>

**2.**     <c02 level="file">
<did>
**<physloc>**112.I.8.1B-2**</physloc>**
<container type="box">2</container>
<unittitle><unitdate type="inclusive">December 1908-July 1917</unitdate></unittitle>
</did>
</c02>

**<phystech> Physical Characteristics and Technical Specifications [Description from beta release]**

**Description:**
A description of important physical conditions or characteristics that affect the storage, preservation, or use of the materials described.  This includes details of their physical composition or the need for particular hardware or software to preserve or access the materials.

The <phystech> element is comparable to ISAD(G) data element 3.4.4 and MARC21 fields 340 and 538.

**Old Examples:**

**1.**     <c04 level="item">
<did>[...]</did>
**<phystech>**
<p>Some oxydization of the aluminum layer.</p>
**</phystech>**
</c04>


**2.**     <c02 level="subseries">
<did>[...]</did>
**<phystech>**
<head>System Requirements</head>
<p>48K RAM; Apple Disk II with controller; colour monitor</p>
**</phystech>**
</c02>

**<prefercite> Preferred Citation [Description from beta release]**

**Description:**
Information about how users should identify the described materials when referring to them in published credits. Generally the repository or agent responsible for providing intellectual access to the materials will supply users with a recommended wording or prescribed format for structuring references to the described materials in bibliographies, footnotes, screen credits, etc.

Do not confuse with <archref> or <bibref> which are used to cite and/or link to materials other than those described in the finding aid.

The <prefercite> element is comparable to MARC21 field 524.

**Old Examples:**

```
1.      <prefercite>
<head>Preferred Citation</head>
<p>[Identification of item], Arequipa Sanatorium Records, BANC MSS 92/894c,
The Bancroft Library, University of California, Berkeley.</p>
</prefercite>


2.      <prefercite>
<p>item, folder title, box number, Charles Thomas, Jr. Papers, Bentley
Historical Library, University of Michigan.</p>
</prefercite>
```

**<processinfo> Processing Information [Description from beta release]**

**Description:**
Information about accessioning, arranging, describing, preserving, storing, or otherwise preparing the described materials for research use. Specific aspects of each of these activities may be encoded separately within other elements, such as <acqinfo>, <arrangement>, <physloc>, etc.

The <processinfo> element is comparable to ISAD(G) data element 3.7.1 and MARC21 field 583.  A <date> within a <processinfo><p> element is comparable to ISAD(G) data element 3.7.3.

**Old Example:**
```
<processinfo>
<head>Processing Information:</head>
<p>These records were organized and cataloged in 1977 by Lydia Lucas.</p>
</processinfo>
```

**<ptr> Pointer**

**Summary:**
An optional empty element for providing links or references to files.

**May Contain:**
empty

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

**Attributes:**

| | |
|---|---|
| actuate | Optional (values limited to: onLoad, onRequest, other, none) |
| altrender | Optional |
| arcrole | Optional (data type is any URI) |
| audience | Optional (values limited to: external, internal) |
| href | Optional (data type is any URI) |
| id | Optional (xs:ID) |
| linkrole | Optional (data type is any URI) |
| linktitle | Optional |
| linktype | Required (value limited to: simple) |
| show | Optional (values limited to: new, replace, embed, other, none) |
| target | Optional (xs:IDREF) |
| xpointer | Optional |

**Description and Usage:**
An empty linking element that uses attributes to provide a link or to reference a file, such as an image, to be displayed. Unlike the <ref> element, the <ptr> element cannot contain text and subelements to describe the referenced object.

See also:
- The <ref> element, if you wish to encode text and subelements with the link.

**Availability:**

Optional, Repeatable

**References:**

**Examples:**

```
[old]
<appraisal>
<p>This collection was re-appraised by repository staff in 1992 in order to
facilitate use by weeding the collection of materials no longed deemed as
having evidential or informational value. A list of materials removed from
the collection after the re-appraisal is provided at the end of this
guide.<ptr linktype="simple" actuate="onrequest" show="replace"
target="mss1982-062_add2"/>
```

**<ptrgrp> Pointer Group [Description from beta release]**

**Description:**

A wrapper element for two or more Pointer <ptr> or Reference <ref> elements used in an <indexentry>. Pointers and references are internal links that provide for movement from one place in the finding aid to another place in the same finding aid. When encoding an index in EAD, a name or entry is generally listed only once, followed by a <ptrgrp> containing the series of pointers and references that link the name or entry to the places in the finding aid where it appears. The <ptrgrp> prevents the name or entry from having to appear multiple times in the index.

**Old Examples:**

```
<index>
    <head>Correspondent Index</head>
    <indexentry>
        <persname>Adeltraud, Jerome</persname>
        <ptrgrp>
            <ref linktype="simple" target="corresp19730824"
                actuate="onrequest" show="replace"><date
                normal="19730824">1973 August 24</date></ref>
            <ref linktype="simple" target="corresp19740228"
                actuate="onrequest" show="replace"><date
                normal="19740228">1974 February 28</date></ref>
            <ref linktype="simple" target="corresp19750315"
                actuate="onrequest" show="replace"><date
                normal="19750315">1975 March 15</date></ref>
        </ptrgrp>
    </indexentry> . . .
</index>
```

**<publicationstatus> Publication Status**

**Summary:** An optional subelement of <control> that records the current publishing status of the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
control

**Attributes:**

altrender      Optional
audience      Optional (values limited to: external, internal)
id    Optional
lang      Optional
script      Optional
value  Required (values limited to: inProcess, approved)

**Description and Usage:**

The current publication status of the EAD instance, whether in process or approved. An optional element, <publicationstatus> is only necessary if it supports local maintenance practice.

In addition to allowing common attributes, <publicationstatus> requires use of the following:

- @value, which offers a controlled list of terms to provide information about the current publication status of the EAD instance.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
```

```xml
<titleproper>Catalogue of the Papers of James Graham
Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<conventiondeclaration>
<abbr>ISAD(G)</abbr>
<citation>ISAD(G): General International Standard Archival
Description, second edition,
Ottawa 2000</citation>
</conventiondeclaration>
<conventiondeclaration>
<abbr>NCARules</abbr>
<citation>National Council on Archives, Rules for the Construction of
Personal, Place
and Corporate Names, 1997</citation>
</conventiondeclaration>
<localtypedeclaration>
<citation>IAMS Catloguing Guidelines Part 1: Describing Archives and
Manuscripts</citation>
</localtypedeclaration>
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
<maintenancehistory>
<maintenanceevent>
<eventtype value="derived"/>
<eventdatetime standarddatetime="2013-04-20T16:19:24"/>
<agenttype value="machine">machine</agenttype>
<agent>IAMS</agent>
</maintenanceevent>
</maintenancehistory>
</control>
```

**<publicationstmt> Publication Statement**

**Summary:** An optional subelement of <filedesc> that provides information concerning the publication or distribution of the EAD instance.

**May Contain:**
address, date, num, p, publisher

**May Occur Within:**
filedesc

**Attributes:**

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

**Description and Usage:**

A wrapper for information about publication or distribution of the finding aid, including the publisher's name and contact information, publication date, and other relevant details. The <publicationstmt> may contain free text within one or more <p> elements, or it may include the <publisher>, <address>, <date>, and <num> elements, which allow for more specific tagging of a publisher's name and address, the date of publication, and the number, if any, assigned to the published finding aid.

In addition to common attributes, <publicationstmt> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid>beinecke.hayward</recordid>
<otherrecordid localtype="url"
```

```
>http://hdl.handle.net/10079/fa/beinecke.hayward</otherrecordid>
<otherrecordid localtype="publicid">-//Yale University::Beinecke Rare
Book and Manuscript
Library//TEXT (US::CtY-BR::::[ABRAHAM HAYWARD
COLLECTION])//EN</otherrecordid>
<filedesc>
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
<publicationstmt>
<publisher>Yale University Library</publisher>
<publisher>Beinecke Rare Book and Manuscript Library</publisher>
<publisher>General Collection of Modern Books and
Manuscripts</publisher>
<address>
<addressline>New Haven, Connecticut</addressline>
</address>
<date localtype="original" normal="2006-10">October 2006</date>
<p>
<ref actuate="onRequest" show="new"
href="http://hdl.handle.net/10079/9p8czk9"
>Copyright © <date localtype="copyright" normal="1996/2007">1996-
2007</date>
by the Yale University Library.</ref>
</p>
</publicationstmt>
</filedesc>
. . .
</control>
```

**<publisher> Publisher**

**Summary:** A required subelement of <publicationstmt> that identifies the institution or agency responsible for distribution of the EAD instance.

**May Contain:**
abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**
publicationstmt

**Attributes:**

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

**Description and Usage:**

The name of the party responsible for issuing or distributing the EAD instance. Often this is the same corporate body identified in the <repository> element of the descriptive identification (<did>) section of the finding aid.

In addition to common attributes, <publisher> allows use of the following:

  • @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<publicationstmt>
<publisher>Yale University Library</publisher>
<publisher>Beinecke Rare Book and Manuscript Library</publisher>
<publisher>General Collection of Modern Books and
Manuscripts</publisher>
<address>
```

```
<addressline>New Haven, Connecticut</addressline>
</address>
<date localtype="original" normal="2006-10">October 2006</date>
<p>
<ref actuate="onRequest" show="new"
href="http://hdl.handle.net/10079/9p8czk9"
>Copyright © <date localtype="copyright" normal="1996/2007">1996–
2007</date>
by the Yale University Library.</ref>
</p>
</publicationstmt>


<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
```

**<quantity>  Quantity**

**Summary:**  A <physdescstructured> subelement that indicates the number of boxes, folders, or other units of housing.

**May Contain:**  text

**May Occur Within:**  physdescstructured

**Attributes:**

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

**Description and Usage:**
A required element in <physdescstructured> to indicate the number of <unittype>s being described.  Supports quantifying a statement of extent in a machine-processable way.  The content of <quantity> must be a number.

**Availability:**  Required, not repeatable

**References:**
   ISAD(G)
   MARC
   MODS

**Example:**
<physdescstructured physdescstructuredtype="materialtype" coverage="whole">
**<quantity>**15**</quantity>**
<unittype>daguerreotypes</unittype>
<dimensions>3.25" x 4.25"</dimensions>
<physfacet>hand colored</physfacet>
</physdescstructured>

**\<quote\>  Quote**

**Summary:**
An optional element for identifying or formatting a short quote.

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

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

**Attributes:**
| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| id | Optional (xs:ID) |
| lang | Optional |
| localtype | Optional |
| script | Optional |

**Description and Usage:**
Use the \<quote\> element to identify inline quotes within a block of text. Equivalent to the element \<q\> in HTML.


See also:
Use \<blockquote\> to designate an extended quotation.

**Availability:**

Optional, Repeatable

**References:** TBD

**Examples:**

**&lt;recordid&gt; Record Identifier**

**Summary:** A required subelement of &lt;control&gt; that designates a unique identifier for the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
control

**Attributes:**

altrender        Optional
audience         Optional (values limited to: external, internal)
id      Optional
instanceurl    Optional (data type is any URI)
lang           Optional
script          Optional

**Description and Usage:**

A unique identifier for the EAD instance. The assigning institution ensures uniqueness of the &lt;recordid&gt; value within the archival description under its control. To provide a globally unique identifier, the &lt;recordid&gt; must be used in combination with &lt;agencycode&gt;, a required subelement of &lt;maintenanceagency.

In addition to common attributes, &lt;recordid&gt; allows use of the following:

* @instanceurl to record the URL of the XML version of the EAD.

See also:
* If recording alternative identifiers is desired, use &lt;otherrecordid&gt;.
* Use &lt;representation&gt; to capture URLs for deliverable representations of the EAD (HTML, PDF, etc.)

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<control>
```

<recordid>AddMS88938</recordid>
<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>
<maintenancestatus value="derived">derived</maintenancestatus>
<publicationstatus value="approved">approved</publicationstatus>
<maintenanceagency>
<otheragencycode localtype="archon">GB-58</otheragencycode>
<agencyname>British Library</agencyname>
</maintenanceagency>
. . .
</control>

**<ref> Reference**

**Summary:** an optional element that provides internal and external links.

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

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

**Attributes:**
actuate          Optional (values limited to: onLoad, onRequest, other, none)
altrender        Optional
arcrole Optional (data type is any URI)
audience         Optional (values limited to: external, internal)
href     Optional (data type is any URI)
id Optional (xs:ID)
lang             Optional
linkrole         Optional (data type is any URI)
linktitle        Optional
linktype         Required (value limited to: simple)
script           Optional
show             Optional (values limited to: new, replace, embed, other, none)
target           Optional (xs:IDREF)
xpointer                 Optional

**Description and Usage:**
A linking element that provides links both internal to a finding aid, or from the finding aid to external content. The <ref> element may be used in a variety of ways in an encoded finding aid. For example, a <ref> may provide a dynamic link from one Component <c> to another related Component <c> in the same way that *See* and *See also* references direct readers of paper-based finding aids.  Or, a <ref> might be used to direct the reader from text in a scope and content note to a description of a Component <c> in a contents list. A <ref> might also point to an external file, for example, a finding aid for a related collection at another repository.

See also:
- Use <ptr> to provide a reference to a file, for example, an image to be displayed.

**Availability:**

Optional, Repeatable

**References:** TBD

**Examples:**

**Old Example:**
```
<dsc type="analyticover">
<head>Series Descriptions</head>
<c01 id="S1006" level="series">
<did>[...]</did>
<scopecontent>[...]</scopecontent>
<c02 id="S1006.1" level="subseries">
<did>[...]</did>
<scopecontent>[...]</scopecontent>
<note><list type="simple">
<head>Notes</head>
<item>Title based on the content of the material.</item>
<item><ref actuate="onrequest" show="replace" target="S1006.1list">File list
available.</ref></item>
</list></note>
</c02>
</c01>
</dsc>
```

**<relatedmaterial> Related Material [Description from beta release]**

**Description:**
Information about materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Materials designated by this element are not related to the described material by provenance, accumulation, or use.

Do not confuse <relatedmaterial> with the element <separatedmaterial>, which provides information about materials that have been separated or physically removed from the described materials but that are related to them by provenance. Also do not confuse with <altformavail>, which encodes information about copies of the described materials, such as microforms, photocopies, and reproductions in digital formats. Do not confuse with <originalsloc>, which encodes information regarding the existence and location of the originals when the unit being described consists of copies.

The <relatedmaterial> element is comparable to ISAD(G) data element 3.5.3 and MARC21 field 544 with indicator 1.

**Old Examples:**
```
1.      <relatedmaterial>
<head>Related Correspondence</head>
<p>Researchers should note that a significant amount of the correspondence
between Franklin Wigglethorpe and Nellie Forbush is extant. In addition to
the incoming letters in this collection from Mr. Wigglethorpe to Miss
Forbush, the letters written to Mr. Wigglethorpe by Miss Forbush are
available to researchers at the Mainline University Special Collections
Library.</p>
<archref><origination><persname>Wigglethorpe,
Franklin.</persname></origination>
<unittitle>Franklin Wigglethorpe Papers, <unitdate type="inclusive">1782-
1809.</unitdate></unittitle>
<unitid>MSS 00143</unitid>
</archref>
<p>An online guide to the Wigglethorpe Papers is available.
<extptr actuate="onrequest" entityref="mu-scl-00143" show="new"></p>
</relatedmaterial>


2.    <separatedmaterial>
<p>Photographs and sound recordings have been transferred to the appropriate
custodial divisions of the Library where they are identified as part of these
papers. Among the sound recordings are the following broadcasts:</p>
<list>[...]</list>
</separatedmaterial>
<separatedmaterial>
```

<p>Other papers of Earl Warren, which relate chiefly to his early years and public service in California, are held by the California State Archives in Sacramento.</p>
</separatedmaterial>
**<relatedmaterial>**
<p>Records relating to the Warren Commission are held in the National Archives and Records Administration.</p>

**<repository>  Repository**

**Summary:**  A <did> subelement that names the institution, person, or family responsible for intellectual access to the materials being described.

**May Contain:**  address, corpname, descriptivenote, famname, name

**May Occur Within:**  did

**Attributes:**

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

**Description and Usage:**
The institution or agency, family, or individual responsible for providing intellectual access to the materials being described.  The <corpname> element must be used within <repository> to encode the institution's proper name.

Although the repository providing intellectual access usually also has physical custody over the materials, this is not always the case. For example, an archives may assume responsibility for long-term intellectual access to electronic records, but the actual electronic data files or systems may continue to reside in the office where they were created and maintained, or they may be held for long-term storage by a unit such as a data library that is able to provide the appropriate technical facilities for storage and remounting.

When it is clear that the physical custodian does not provide intellectual access, use <physloc> to identify the custodian and <repository> to designate the intellectual caretaker.  When a distinction cannot be made, assume that the custodian of the physical objects also provides intellectual access to them and should be recognized as the <repository>.

**Availability:**  Optional, repeatable

**References:**
   ISAD(G)
   MARC 852
   MODS

**Old Examples:**

**1.**    <archdesc type="inventory" level="subgrp">
<did>
<head>Overview of the Records</head>
**<repository label="Repository:">**<corpname>Minnesota Historical Society</corpname>**</repository>**
<origination label="Creator:">Minnesota. Game and Fish Department</origination>
<unittitle label="Title:">Game laws violation records,
</unittitle>
<unitdate label="Dates:">1908-1928</unitdate>
Records of prosecutions for and seizures of property resulting from violation of the state's hunting and fishing laws.
<physdesc label="Quantity:">2.25 cu. ft. (7 v. and 1 folder in 3 boxes)</physdesc>
<physloc label="Location:">See Detailed Description section for box location</physloc>
</did>
</archdesc>
**2.**    Note: The Public Record Office of the United Kingdom uses a 7 level system of intellectual units devised specifically for that repository. In that system "lettercode" is the equivalent of "fonds" and "class" is the equivalent of "series."
<archdesc level="otherlevel" otherlevel="Lettercode">
<did>
<unitid>EW</unitid>
<unittitle>Records of the Department of Economic Affairs</unittitle>
<origination><corpname>Department of Economic Affairs</corpname> </origination>
<unitdate>1945-1979</unitdate>
<physdesc><extent>28 </extent>
<genreform>classes</genreform>
</physdesc>
**<repository>**<corpname>Public Record Office, Kew</corpname>**</repository>**
</did></archdesc>

**<representation> Representation**

**Summary:** A repeatable subelement of <control> for recording a link to a deliverable version of the EAD instance.

**May Contain:**
[text]

**May Occur Within:**
control

**Attributes:**

actuate          Optional (values limited to: onLoad, onRequest, other, none)
altrender          Optional
audience          Optional (values limited to: external, internal)
href    Optional (data type is any URI)
id        Optional
lang          Optional
linkarcrole    Optional (data type is any URI)
linkrole    Optional (data type is any URI)
linktitle    Optional
linktype          Optional (value limited to: simple)
localtype          Optional
script          Optional
show          Optional (value limited to: embed, new, none, other, replace)

**Description and Usage:**

Records a link to a deliverable version of an EAD instance, for example an HTML or PDF version. If desired, the localtype attribute can be used to differentiate multiple <representation> elements.

<representation> allows use of common and linking attributes.

See also:
- Do not confuse with the instanceurl attribute on <recordid>, used to record the URL of the XML version of the EAD.
- Use <otherrecordid> to provide any local identifier for the EAD instance.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<control>
<recordid
instanceurl="http://drs.library.yale.edu:8083/fedora/get/beinecke:hayw
ard/EAD">beinecke.hayward</recordid>
<representation href="http://hdl.handle.net/10079/fa/beinecke.hayward"
localtype="html">HTML version of finding aid</representation>
<representation
href="http://drs.library.yale.edu:8083/fedora/get/beinecke:hayward/PDF
" localtype="pdf">PDF version of finding aid</representation>

. . .
</control>
```

**<row> Table Row [Description from beta release]**

**Description:**
A formatting element that contains one or more <thentry> or <entry> elements (horizontal cells) in a table. By convention, a rule specified by the ROWSEP attribute prints or displays below the row. Vertical rules are specified by the COLSEP attribute in <table> or one of its column-related subelements; external rules are specified by the FRAME attribute available on the <table> element.

See also related element <table>.

**Example:**
```
<table>
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
</table>
```

**\<scopecontent> Scope and Content [Description from beta release]**

**Description:**
A prose statement summarizing the range and topical coverage of the described materials, often mentioning the form and arrangement of the materials and naming significant organizations, individuals, events, places, and subjects represented. The purpose of the \<scopecontent> element is to assist readers in evaluating the potential relevance of the materials to their research. It may highlight particular strengths of, or gaps in, the described materials and may summarize in narrative form some of the descriptive information entered in other parts of the finding aid.

Additional \<scopecontent> elements may be nested inside one another when a complex collection of materials is being described and separate headings are desired. For example, when a collection is received and processed in installments, individual scope and content notes may be created for each installment. Nested \<scopeontent> elements might also occur when an institution decides not to use the \ element to generate a MARC summary note (field 520$a), and instead encodes the first paragraph of a long scope and content note as a separate summary \<scopecontent> with an ENCODINGANALOG attribute set to MARC21 field 520$a.

The \<scopecontent> element is comparable to ISAD(G) data element 3.3.1 and MARC21 field 520.

**Old Examples:**
**1.**          \<archdesc level="collection">
\<did>[...]\</did>
**\<scopecontent>**
\<head>Scope and Content Note\</head>
**\<scopecontent encodinganalog="520$a">**
\<p>The papers of university professor and economist Mark Perlman span the dates 1952-1994, with most of the papers being dated between 1967 and 1989. The papers consist chiefly of professional correspondence to and from Perlman, indexes to these letters, and a small number of subject files, but include none of his personal papers.  The collection documents Perlman's career as an economist and author at \<corpname normal="Cornell University">Cornell, \</corpname>\<corpname normal="Johns Hopkins University">Johns Hopkins, \</corpname>and the \<corpname>University of Pittsburgh \</corpname>and reflects his interest in work arbitration, trade unions, and the economics of public health.  Among correspondents are many noted economists, including \<persname>Moses Abramovitz,\</persname> \<persname>Martin Shubik, \</persname>and \<persname>Martin Bronfenbrenner. \</persname>  While many of the letters are personal in nature, others contain considerable information about Perlman's work, particularly in the years around the publication of his works \<title render="italic">Judges in Industry: A Study of Labor Arbitration in Australia\</title> \<date

type="publication">(1954) </date>and <title render="italic">Spatial,
Regional, and Population Economics: Essays in Honor of Edgar M.
Hoover</title> <date type="publication">(1972). </date> Additional
correspondence relates to the publication of the <title
render="italic">Journal of Economic Literature.</title></p>
**</scopecontent>**
<p>[...]</p>
[other possible elements and text... ]
**</scopecontent>**
[other possible elements and text... ]
</archdesc>


**2.**           <dsc type="combined">
<head>Detailed Description of the Collection</head>
<c01 level="series">
<did>
<unittitle>Record of Prosecutions, </unittitle>
<unitdate>1916-1927. </unitdate>
<physdesc>3 volumes.</physdesc>
</did>
**<scopecontent>**
<p>Information provided in each entry: date of report, name and address of
person arrested, location where offense was committed, date of arrest, nature
of offense, name of judge or justice, result of trial, amounts of fine and
court costs, number of days served if jailed, name of warden, and occasional
added remarks.  Types of offenses included hunting or fishing out of season
or in unauthorized places, exceeding catch or bag limits, taking undersized
fish, illegal fishing practices such as gill-netting or dynamiting, illegal
hunting practices such as night-lighting, killing non-game birds, fishing or
hunting without a license, and hunting-related offenses against persons such
as fraud and assault.</p>
**</scopecontent>**
</c01>
</dsc>

**<script> Script**

**Summary:** A mandatory subelement of <languagedeclaration> and <languageset> that identifies the writing script for a language of the EAD materials or the materials being described.

**May Contain:**
[text]

**May Occur Within:**
languagedeclaration, languageset

**Attributes:**

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

**Description and Usage:**

The script used to write a particular language, whether that of the materials being described or the language of the description itself. Note that the common attributes @lang and @script are used on all elements to indicate the language and script of the descriptive information, not the language of the materials.

In addition to the common attributes, <script> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @label to provide a display label for the script
- @scriptcode to provide the three-letter ISO15924 code for the script

See also:
- Use <language> to specify, in human-readable form, the corresponding language.

**Availability:**

Within <languagedeclaration>: Required, Not repeatable

Within <languageset>: Required, Repeatable

**References:**

TBD

**Examples:**

```
<languagedeclaration>
<language langcode="eng">English</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>
<languagedeclaration>
<language langcode="fre">French</language>
<script scriptcode="Latn">Latin</script>
</languagedeclaration>

<langmaterial>
<language langcode="eng">English</language>
<language langcode="fre">French</language>
</langmaterial>

<langmaterial>
<languageset>
<language langcode="jpn">Japanese</language>
<script scriptcode="Hira">hiragana</script>
<script scriptcode="Kana">katakana</script>
</languageset>
</langmaterial>

<langmaterial>
<languageset>
<language langcode="eng">English</language>
<language langcode="fre">French</language>
<script scriptcode="Latn">Latin</script>
</languageset>
</langmaterial>

<langmaterial>
<language langcode="eng">English</language>
<language langcode="fre">French</language>
<languageset>
<language langcode="jpn">Japanese</language>
<script scriptcode="Hira">hiragana</script>
<script scriptcode="Kana">katakana</script>
</languageset>
</langmaterial>
```

**<separatedmaterial> Separated Material [Description from beta release]**

**Description:**
Information about materials that are associated by provenance to the described materials but that have been physically separated or removed. Items may be separated for various reasons, including the dispersal of special formats to more appropriate custodial units; the outright destruction of duplicate or nonessential material; and the deliberate or unintentional scattering of fonds among different repositories. Do not confuse with <relatedmaterial>, which is used to encode descriptions of or references to materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Items encoded as <relatedmaterial> are not related to the described material by provenance, accumulation, or use.

The <separatedmaterial> element is comparable to ISAD(G) data element 3.5.3 and MARC21 field 544 with indicator 0.

**Old Examples:**
```
 1.    <separatedmaterial>
<head>Materials Cataloged Separately</head>
<p>Photographs have been transferred to Pictorial Collections of The Bancroft
Library.</p>
</separatedmaterial>


 2.    <separatedmaterial>
<p>Photographs and sound recordings have been transferred to the appropriate
custodial divisions of the Library where they are identified as part of these
papers. Among the sound recordings are the following broadcasts:</p>
<list>[...]</list>
</separatedmaterial>
<separatedmaterial>
<p>Other papers of Earl Warren, which relate chiefly to his early years and
public service in California, are held by the California State Archives in
Sacramento.</p>
</separatedmaterial>
<relatedmaterial>
<p>Records relating to the Warren Commission are held in the National
Archives and Records Administration.</p>
</relatedmaterial>
```

**<seriesstmt> Series Statement**

**Summary:** An optional subelement of <filedesc> that groups information about the published monographic series to which an EAD instance belongs.

**May Contain:**
num, p, titleproper

**May Occur Within:**
filedesc

**Attributes:**

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

**Description and Usage:**

A wrapper element for information about the published monographic series to which the encoded finding aid belongs. The <seriesstmt> may contain just text, laid out in paragraphs (<p>), or it may include the <titleproper> and <num> elements, which allow for more specific tagging of names or numbers associated with the series.

In addition to common attributes, <seriesstatement> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<filedesc>
<titlestmt>[...]</titlestmt>
<seriesstmt>
<titleproper encodinganalog="440$a">Archival Inventories and Guides of
the World;</titleproper>
```

```
<num>no. 148</num>
</seriesstmt>
</filedesc>
```

**<source> Source**

**Summary:** A mandatory, repeatable subelement of <sources> used to identify a particular source of evidence used in describing the archival material.

**May Contain:**
descriptivenote, objectxmlwrap, sourceentry

**May Occur Within:**
sources

**Attributes:**

actuate      Optional (values limited to: onLoad, onRequest, other, none)
altrender      Optional
audience      Optional (values limited to: external, internal)
href    Optional (data type is any URI)
id     Optional
lang      Optional
lastdatetimeverified      Optional
linkarcrole   Optional (data type is any URI)
linkrole   Optional (data type is any URI)
linktitle   Optional
linktype      Required (value limited to: simple)
script      Optional
show      Optional (value limited to: embed, new, none, other, replace)

**Description and Usage:**

A resource used in describing the archival material. A reference for the source must be included as a textual description in the <sourceentry> element. Use the optional <descriptivenote> for any additional notes about the source.

<source> allows use of common and linking attributes.

See also:
- Do not confuse with the <citation> element, used in <conventiondeclaration> and <localtypedeclaration> to identify any rules and conventions applied in the description.

**Availability:**

Required, Repeatable

**References:**

TBD

**Examples:**

```
<sources>
<source>
<sourceentry>HMC, Principal Family and Estate Collections: Family
Names L-W, 1999</sourceentry>
</source>
<source>
<sourceentry>HMC, Complete Peerage, 1936</sourceentry>
</source>
</sources>
```

**\<sourceentry\> Source Entry [Description from beta release]**

**Description:**
The \<sourceentry\> element provides a textual description of a source used in the
construction of the EAD instance. The \<sourceentry\> element may be used within the
\<source\> element.


**Example:**
```
<sources>
      <source>
            <sourceEntry>HMC, Principal Family and Estate Collections: Family
      Names L-W, 1999</sourceEntry>
      </source>
      <source>
            <sourceEntry>HMC, Complete Peerage, 1936</sourceEntry>
      </source>
</sources>
```

**<sources> Sources**

**Summary:** An optional subelement of <control> that groups one or more sources of evidence used in describing the archival material.

**May Contain:**
source

**May Occur Within:**
control

**Attributes:**

altrender      Optional
audience      Optional (values limited to: external, internal)
base   Optional (data type is any URI)
id     Optional
lang      Optional
script      Optional

**Description and Usage:**

Any resource(s) consulted in creating the content of the EAD instance.

In addition to common attributes, <sources > allows use of the following:

- @base to specify a base URI for resolving any relative URIs used within the <sources> element and/or its children, if that base URI differs from the base URI of the EAD instance.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<control>
. . .
<sources>
<source>
<sourceentry>HMC, Principal Family and Estate Collections: Family
Names L-W, 1999</sourceentry>
</source>
```

```
<source>
<sourceentry>HMC, Complete Peerage, 1936</sourceentry>
</source>
</sources>
</control>
```

**\<sponsor\> Sponsor**

**Summary:** An optional subelement of \<titlestmt\> for providing the name of an institution or individual who provided support significant to the materials being described.

**May Contain:**
abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**
titlestmt

**Attributes:**

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

**Description and Usage:**

Name(s) of institution(s) or individual(s) who endorsed, financed, or arranged the acquisition, appraisal, and processing of the described materials or the preparation and distribution of the finding aid.

In addition to the common attributes, \<sponsor\> allows use of the following:

* @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

See also:
* Do not confuse with \<author\>, which denotes the persons or institutions responsible for the intellectual content of the finding aid, or with \<repository\>, which is used to identify the institution or corporate body providing intellectual access to the described materials.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, 1978-
1993</titleproper>
<subtitle encodinganalog="245$b">A Guide to the Holden Papers at the
University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National
Historical Publications and Records Commission, grant number 94-
0123</sponsor>
</titlestmt>
```

**<subject>  Subject [Description from beta release]**

**Description:**
For indicating a topic reflected in the described materials.

The <subject> element contains a <part> element for encoding one or more parts of a subject term, e.g.,

Part 1:   Boats
Part 2:   California
Part3:       20th Century

<subject> allows use of  the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <subject> element is analogous to MARC fields 650 and 690.

- @identifier for linking to the authority record for the subject term used.

- @rules to specify the descriptive rules followed for forming the subject term.

- @source to indicate the vocabulary from which the subject term has been taken.

Personal, corporate, family and geographic names used as subjects are tagged as <persname>, <corpname>, and <geogname>, respectively. The ROLE attribute should be subject when indicating a personal name, corporate name, family, or geographic name is a subject of the materials being described.

See also the parent element <controlaccess>, related sibling children elements <corpname>, <famname>, <function>, <genreform>, <name>, <geogname>, <occupation>, <persname>, <title>, and the child element <part>.

**Examples:**
```
<controlaccess>
     <subject encodinganalog="650" source="lcsh"
identifier="http://lccn.loc.gov/sh98001430">
     <part localtype="a" localtypesource="">African American political
activists.</part>
    </subject>
    <subject encodinganalog="650" source="lcsh"
identifier="http://lccn.loc.gov/sh85014587">
```

```
        <part localtype="a" localtypesource="">Black militant
organizations</part>
        <part localtype="z" localtypesource="">Connecticut</part>
        <part localtype="z" localtypesource="">New Haven.</part>
    </subject>
</controlaccess>

<controlaccess>
    <subject>
        <part>Gardening.</part>
    </subject>
</controlaccess>
```

**<subtitle> Subtitle**

**Summary:** An optional subelement of <titlestmt> that captures a secondary or subsidiary portion of the title of the EAD instance.

**May Contain:**
abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**
titlestmt

**Attributes:**

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

**Description and Usage:**

A portion of the name of an encoded finding aid that is subordinate to the main name encoded in <titleproper>. The <subtitle> element is available only within <titlessmt> to capture bibliographic aspects of the finding aid. Subtitles of monographs, serials, paintings, and other such works mentioned in the finding aid are not separately encoded, but they may be listed as part of the <title> element.

In addition to common elements, <subtitle> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, 1978-
1993</titleproper>
<subtitle encodinganalog="245$b">A Guide to the Holden Papers at the
```

University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National
Historical Publications and Records Commission, grant number 94-
0123</sponsor>
</titlestmt>

**<table> Table**

**Summary:**  A wrapper element for formatting information in a row and column display.

**May Contain:**
head, tgroup

**May Occur Within:**
accessrestrict, accruals, acqinfo, altformavail, appraisal, arrangement, bibliography, bioghist, blockquote, controlaccess, controlnote, custodhist,  dsc, fileplan, footnote, index, legalstatus, odd, originalsloc, otherfindaid, phystech, prefercite, processinfo, relatedmaterial, scopecontent, separatedmaterial, userestrict

**Attributes:**

| | |
|---|---|
| ALTRENDER | Optional |
| AUDIENCE | Optional |
| COLSEP | Optional |
| FRAME | Optional |
| ID | Optional |
| LANG | Optional |
| PGWIDE | Optional |
| ROWSEP | Optional |
| SCRIPT | optional |

**Description and Usage:**

The application of the <table> element is based on the XML Exchange Table Model, an XML expression of the Exchange subset of the full CALS table model DTD.  This model is promulgated by the Organization for the Advancement of Structured Information Standards (OASIS) to promote interoperability among vendor products.

**Availability:**  Optional, Repeatable

**Example:**

**<table>**
<head>Major Family Members</head>
<colspec colnum="1" colname="1" align="left" colwidth="50pt"/>
<colspec colnum="2" colname="2" align="left" colwidth="50pt"/>

```
<row>
<thentry>Spouses</thentry>
<thentry>Children</thentry>
</row>
<row>
<entry>Mary Frances Delaney (1769-1835)</entry>
<entry>John Delaney Albemarle (1787-1848)</entry>
</row> . . .
</table>
```

**<tbody> Table Body [Description from beta release]**

**Description:**

A formatting element that contains one or more <row> elements, which in turn contain <entry> elements in a <table>. The <tbody> element identifies the body of the information in a <table>, as distinct from the column headings (Table Head <thead>).

See also related elements <entry>, <row>, <table>, <tgroup>, and <thead>.

**Old Examples:**

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

**<term> Term**

**Summary:** An optional subelement of <localcontrol> used to specify a descriptive term in accordance with local rules.

**May Contain:**
[text]

**May Occur Within:**
localcontrol

**Attributes:**

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

**Description and Usage:**

The value of the entry defined by the localtype attribute in a <localcontrol> element. For example, if the content of @localtype is "detailLevel" the <term> might be "minimum."

In addition to common attributes, <term> allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @identifier for linking to an authority record for the term
- @lastdatetimeverified to specify when the term captured was last verified for accuracy
- @source to indicate the vocabulary from which the term has been taken
- @transliteration for indicating the conventions or rules that prescribe a method for converting one script to another

**Availability:**

Optional, Not repeatable

**References:**

TBD

## Examples:

```
<localcontrol localtype="levelofdetail">
<term>Minimum</term>
</localcontrol>
```

**<tgroup> Table Group [Description from beta release]**

**Description:**

A formatting element that bundles <table> subelements: <colspec>, <thead>, and <tbody>.  Tables are comprised of one or more <tgroup>s, depending on the number of times the column specifications change. The <tgroup> element provides a subgrouping of rows within a table that all use the same column specifications.  The required cols attribute specifies the number of columns in the table.

By convention, any rule specified in colsep is printed or displayed to the right of the column. External rules are specified with the frame attribute of <table>; horizontal rules are specified with the <table> or <tgroup> rowsep attribute.

By convention, any rule specified in rowsep prints or displays below the row.  Vertical rules are specified by a colsep attribute; external rules are specified by the frame attribute of the <table> element.

See also related elements <colspec>, <table>, <tbody>, <thead>.

**Old Examples:**

```
<odd>
<head>Appendix: Chronological List of the Names of Major Family Members,
Their Spouses, and Children</head>
<p>Papers of the individuals listed here make up the greater part of the
Albemarle Family Papers.  Names of children who are known not to have
survived to adulthood are omitted.</p>
<table frame="none">
<tgroup cols="3">
<colspec colnum="1" colname="1" align="left" colwidth="50pt">
<colspec colnum="2" colname="2" align="left" colwidth="50pt">
<colspec colnum="3" colname="3" align="left" colwidth="50pt">
<thead>
<row>
<entry colname="1">Major Family Members</entry>
<entry colname="2">Spouses</entry>
<entry colname="3">Children</entry>
</row>
</thead>
<tbody>
<row>
<entry colname="1">John Albemarle (1760-1806)</entry>
<entry colname="2">Mary Frances Delaney (1769-1835)</entry>
<entry colname="3">John Delaney Albemarle (1787-1848)</entry>
</row>
<row>
<entry colname="3">Lucretia Albemarle Goodrich (1788-1823)</entry>
</row>
<row>
<entry colname="3">Porter Breckinridge Albermarle (1790-1831)</entry>
</row>
```

```
<row>
<entry colname="3">Joseph Fairfax Albemarle (1792-1856)</entry>
</row>
<row>
<entry colname="1">John Delaney Albemarle (1787-1848)</entry>
<entry colname="2">Martha Mary Adams (1795-1862)</entry>
<entry colname="3">John Adams Albemarle (1814-1867)</entry></row>
<row>
<entry colname="3">Mary Delaney Albemarle (1818-1880)</entry>
</row> . . .
</tbody>
</tgroup>
</table>
</odd>
```

**<thead> Table Head [Description from beta release]**

**Description:**

A formatting element that contains the heading information in a <table>, usually column heads, that appears at the top of the table and may appear again at the top of any physical break in rows in the body. The <thead> element is used inside an ordinary structural <table> and to provide column headings for Components <c> or the Description of Subordinate Components <dsc>.

See related elements <table> and <tgroup> for general table information.

**Old Examples:**

```
<table frame="none">
   <tgroup cols="3">
      <colspec colnum="1" colname="1" align="left" colwidth="50pt">
      <colspec colnum="2" colname="2" align="left" colwidth="50pt">
      <colspec colnum="3" colname="3" align="left" colwidth="50pt">
      <thead>
         <row>
            <entry colname="1">Major Family Members</entry>
            <entry colname="2">Spouses</entry>
            <entry colname="3">Children</entry>
         </row>
      </thead>
      <tbody>[. . .]</tbody>
   </tgroup>
</table>
```

**\<title> Title [Description from beta release]**

**Description:**
The formal name of an intellectual work, such as a monograph, serial, or painting, listed in a finding aid. Subtitles of such works are not separately encoded but may instead be listed as part of the <title> element.

The <title> element contains a <part> element for encoding one or more parts of a title statement, e.g.,

Part 1:    Private eyeballs
Part 2:        A golden history of bad taste

<title> allows use of  the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC. The <title> element is analogous to MARC fields 130, 240, 245, 630, 730, and 740.

- @identifier for linking to the authority record for the title statement used.

- @rules to specify the descriptive rules followed for forming the title statement.

- @source to indicate the vocabulary from which the title statement has been taken.

See also the parent element <controlaccess>, related sibling elements <corpname>, <famname>, <function>, <genreform>, <name>, <geogname>, <occupation>, <persname>, <subject>, and the child element <part>.

Do not confuse with <titleproper>, which is used for the title of the encoded finding aid. Also do not confuse with <unittitle>, which is used to encode the name of the described materials, such as the title of a collection, record group, fonds, series, file, or item. Do not confuse with the title attribute which is found in several linking elements. The <title> element may be used inside of <unittitle>, and it is possible that a <unittitle> may contain no text other than that which is further specified by the <title> element.  (See examples below.)

The <title> element is comparable to MARC21 fields 130, 240, 245, 630, 730, and 740.

**Old Examples:**

**1.**     &lt;c01&gt;
&lt;did&gt;
&lt;unittitle&gt;Short stories, &lt;/unittitle&gt;
&lt;unitdate&gt;1946-1954&lt;/unitdate&gt;
&lt;/did&gt;
&lt;c02&gt;
&lt;did&gt;
&lt;unittitle&gt;**&lt;title render="italic"&gt;**The Lottery**&lt;/title&gt;**
&lt;/unittitle&gt;
&lt;/did&gt;
&lt;/c02&gt;
&lt;/c01&gt;


**2.**         &lt;bibref&gt;
**&lt;title render="italic"&gt;**Library of Congress Acquisitions: Manuscript Division,
&lt;date&gt;1982,&lt;/date&gt;**&lt;/title&gt;** p. 29.
&lt;/bibref&gt;

3. &lt;controlaccess&gt;
   **&lt;title encodinganalog="630" vocabulary="naf"**
**identifier="**[http://lccn.loc.gov/no2006019517](http://lccn.loc.gov/no2006019517)**"&gt;**
     &lt;part localtype="a" localtypesource=""&gt;Moby Dick (Motion picture :
1956)&lt;/part&gt;
   **&lt;/title&gt;**
&lt;/controlaccess&gt;

4. &lt;controlaccess&gt;
   **&lt;title&gt;**
     &lt;part&gt;Silent Spring&lt;/part&gt;
   **&lt;/title&gt;**
&lt;/controlaccess&gt;

**&lt;titleproper&gt; Title Proper**

**Summary:** A mandatory subelement of &lt;titlestmt&gt; and &lt;seriesstmt&gt; that identifies the name of a finding aid or finding aid series.

**May Contain:**
abbr, emph, expan, foreign, lb, ptr, ref

**May Occur Within:**
seriesstmt, titlestmt

**Attributes:**

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

**Description and Usage:**

The name of the finding aid or finding aid series.

In addition to the common attributes, &lt;titleproper&gt; allows use of the following:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.
- @localtype if local use requires recording the type of title.
- @render to specify formatting of the &lt;titleproper&gt; for display and print purposes

See also:
- Do not confuse with &lt;title&gt;, used to encode the formal names of works such as monographs, serials, paintings, etc., mentioned in the finding aid.
- Do not confuse with &lt;unittitle&gt;, which identifies the name of the described materials.

**Availability:**

Within &lt;seriesstmt&gt;: Required, Not repeatable

Within &lt;titlestmt&gt;: Required, Repeatable

**References:**

TBD

**Examples:**

```
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, 1978-
1993</titleproper>
<subtitle encodinganalog="245$b">A Guide to the Holden Papers at the
University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National Historical
Publications and Records Commission, grant number 94-0123</sponsor>
</titlestmt>

<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>

<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
```

**&lt;titlestmt&gt; Title Statement**

**Summary:** A mandatory subelement of &lt;filedesc&gt; that groups information about the name of an encoded finding aid and those responsible for its content.

**May Contain:**
author, sponsor, subtitle, titleproper

**May Occur Within:**
filedesc

**Attributes:**

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

**Description and Usage:**

A wrapper for information about the name of an encoded finding aid and those responsible for its intellectual content. Subelements of &lt;titlestmt&gt; must adhere to the following prescribed sequence: a required &lt;titleproper&gt;, followed by an optional &lt;subtitle&gt;, optional &lt;author&gt;, and optional &lt;sponsor&gt;.

In addition to common elements, &lt;titlestmt&gt; allows use of the following attributes:

- @encodinganalog to indicate corresponding data elements categories in another data format, such as MARC.

See also:
- Do not confuse with &lt;title&gt;, used to encode the formal names of works such as monographs, serials, paintings, etc., mentioned in the finding aid.
- Do not confuse with &lt;unittitle&gt;, which identifies the name of the described materials.

**Availability:**

Required, Not repeatable

**References:**

TBD

**Examples:**

```
<filedesc>
<titlestmt>
<titleproper encodinganalog="245$a">The Edgar Holden Papers, 1978-
1993</titleproper>
<subtitle encodinganalog="245$b">A Guide to the Holden Papers at the
University of Ishtaba</subtitle>
<author>Finding aid prepared by Avery Thimble</author>
<sponsor>Processing sponsored by grant funding from the National Historical
Publications and Records Commission, grant number 94-0123</sponsor>
</titlestmt>
</filedesc>

<filedesc>
<titlestmt>
<titleproper>Catalogue of the Papers of James Graham Ballard</titleproper>
</titlestmt>
<publicationstmt>
<publisher>British Library</publisher>
</publicationstmt>
</filedesc>

<filedesc>
<titlestmt>
<titleproper localtype="formal">Guide to the Abraham Hayward
Collection </titleproper>
<titleproper localtype="filing" render="altrender"
altrender="nodisplay"
audience="internal"> Hayward (Abraham) Collection </titleproper>
<author>by Michael Rush</author>
</titlestmt>
</filedesc>
```

**<todate> To Date**

**Summary:** An optional subelement of <daterange> that records the end point of a range of dates.

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

**May Occur Within:**
daterange

**Attributes:**

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

**Description and Usage:**

The ending date in a range of dates, whether they be known or approximate. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine process of dates is desired, the standarddate attribute should be used to record the date in machine-readable form as well.

In addition to the common attributes, <todate> allows use of the following:

- @localtype to supply a more specific characterization of the date range.
- @notafter and @notbefore to capture the earliest and latest possible dates in cases when the date is uncertain.
- @standarddate to provide a machine-readable form of the date, formulated according to the ISO 8601 standard.

See also:
- Use <fromdate> to record the starting point of a date range.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<unitdatestructured calendar="gregorian" era="ce">
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
</unitdatestructured>

<chronitem>
<daterange>
<fromdate>1819</fromdate>
<todate>1820</todate>
</daterange>
<event>Studies theology at Yale College</event>
</chronitem>
```

**<unitdate> Date of the Unit**

**Summary:**  A <did> subelement that provides a simple statement of the date(s) covered by the materials.

**May Contain:**  abbr, emph, expan, lb, ptr, ref

**May Occur Within:**  did

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| calendar | Optional |
| certainty | Optional |
| datechar | Optional |
| encodinganalog | Optional |
| era | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| normal | Optional |
| script | Optional |
| unitdatetype | Optional (values limited to: bulk, inclusive) |

**Description and Usage:**
For indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc.  The <unitdate> may be in the form of text or numbers, and may consist of a single date, a date range, or a combination of single dates and date ranges.

<unitdate> allows use of the following attributes:
- UNITDATETYPE for indicating if the <unitdate> represents inclusive dates or bulk (predominant) dates.
- CERTAINTY for indicating if the date has been supplied or estimated by the archivist.
- DATECHAR for characterizing the nature of the dates, such as creation or accumulation.
- CALENDAR, which has a default value of "gregorian," for specifying the calendar from which the date stems.
- ERA, which has a default value of "ce", for indicating the era that contextualizes the date.
- NORMAL, which allows for standardized expression of dates for indexing purposes, following the ISO 8601 Representation of Dates and Times

Use <unitdate> to express relevant dates in a non-machine-processable form, and use the <unitdatestructured> element to express relevant dates in a machine-processable form.

Do not confuse <unitdate> and <unitdatestructured> with the <date> element, which is used to encode dates not related to creation, etc., of the records being described.

**Availability:**  Optional, repeatable

**References:**
   ISAD(G) 3.1.3
   MARC 245 subfield f for inclusive dates, 245 subfield g for bulk dates, or 260 subfield c
   MODS

**Old Examples:**
**1.**      <archdesc level="collection">
<did>
<head>Collection Summary</head>
<origination label="Creator"><corpname encodinganalog="110">National Association for the Advancement of Colored People</corpname>
</origination>
<unittitle label="Title" encodinganalog="245">Visual Materials from the National Association for the Advancement of Colored People Records (Library of Congress)</unittitle>
**<unitdate label="Dates" type="inclusive" encodinganalog="260">**ca. 1838-1969, **</unitdate>**
**<unitdate type="bulk">**bulk 1944-1955**</unitdate>**
</did>
</archdesc>

**2.**   <dsc type="analyticover">
<c level="subseries">
<did>
<unittitle>Documentary Movies, </unittitle>
**<unitdate type="inclusive" normal="1952/1964">**1952-1964**</unitdate>**
<physdesc><extent>2.5 linear ft.</extent></physdesc>
Includes scores, arranged alphabetically by movie title, and some correspondence, arranged chronologically.
</did>
</c> . . .
</dsc>

**\<unitdatestructured\> Structured Date of the Unit**

**Summary:** A \<did\> subelement that supports a structured, machine-processable method for expressing the dates of the materials.

**May Contain:** daterange, dateset, datesingle

**May Occur Within:** did

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| calendar | Optional |
| certainty | Optional |
| datechar | Optional |
| encodinganalog | Optional |
| era | Optional |
| id | Optional |
| label | Optional |
| lang | Optional |
| script | Optional |
| unitdatetype | Optional (values limited to: bulk, inclusive) |

**Description and Usage:**
For indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc. The \<unitdatestructured\> element must contain one or more of the following child elements: \<datesingle\>, \<daterange\>, and \<dateset\>.

\<unitdatestructured\> allows the following attributes:
- @UNITDATETYPE for indicating if the \<unitdate\> represents inclusive dates or bulk (predominant) dates.
- @CERTAINTY for indicating if the date has been supplied or estimated by the archivist.
- @DATECHAR for characterizing the nature of the dates, such as creation or accumulation.
- @CALENDAR, which has a default value of "gregorian," for specifying the calendar from which the date stems.
- @ERA, which has a default value of "ce", for indicating the era that contextualizes the date.

Use the \<unitdatestructured\> element to express relevant dates in a machine-processable form, and use \<unitdate\> to express relevant dates in a non-machine-processable form.

Do not confuse <unitdatestructured> and <unitdate> with the <date> element, which is used to encode dates not related to creation, etc., of the records being described.

**Availability:**  Optional, repeatable

**References:**
   ISAD(G) 3.1.3
   MARC 245 subfield f  for inclusive dates, 245 subfield g for bulk dates, or 260
   subfield c
   MODS

**Example:**
**<unitdatestructured calendar="gregorian" era="ce">**
<dateset>
<datesingle standarddate="1963-01-22">22 January 1963</datesingle>
<daterange>
<fromdate standarddate="1971-06-01">1 June 1971</fromdate>
<todate standarddate="1974-04-30">30 April 1974</todate>
</daterange>
</dateset>
**</unitdatestructured>**

**<unitid>  ID of the Unit**

**Summary:**  A <did> subelement that provides some kind of identifier for the materials, such as an accession number.

**May Contain:**  abbr, emph, expan, lb, ptr, ref

**May Occur Within:**  did

**Attributes:**
| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| countrycode | Optional |
| encodinganalog | Optional |
| id | Optional |
| identifier | Optional |
| label | Optional |
| lang | Optional |
| localtype | Optional |
| repositorycode | Optional |
| script | Optional |

**Description and Usage:**
Any alpha-numeric text string that serves as a unique reference point or control number for the described material, such as a lot number, an accession number, a classification number, or an entry number in a bibliography or catalog.  The <unitid> is primarily a logical designation, which sometimes secondarily provides location information, as in the case of a classification number.

See also:
Use other <did> subelements, such as <physloc> and <container>, to designate specifically the physical location of the described materials.

Attribute usage:
- Although not required, the COUNTRYCODE and REPOSITORYCODE attributes should be used in <unitid> at the <archdesc><did> level to comply with ISAD(G) element 3.1.1.
- REPOSITORYCODE specifies the ISO 15511 code for the institution that has custody of the materials described, while COUNTRYCODE provides the ISO 3166-1 code for the country in which that institution is located.
- IDENTIFIER should contain a machine-readable unique identifier, containing a value similar to the text in the <unitid> element.
- LOCALTYPE may be used to indicate the system from which the <unitid> was derived, e.g., accessioning system, record group classification scheme, records retention scheduling system, etc.

**Availability:**  Optional, repeatable

**References:**
    ISAD(G) 3.1.1
    MARC
    MODS

**Old Example:**
<archdesc level="collection">
<did>
<head>Descriptive Summary</head>
<unittitle label="Title">Donald C. Stone, Jr. Papers, </unittitle>
<unitdate type="inclusive">1971-1983</unitdate>
**<unitid countrycode="us" repositorycode="cbgtu" label="Accession number">**GTU 2001-8-03**</unitid>**
<origination label="Creator"><persname source="lcnaf">
Stone, Donald C., Jr.</persname></origination>
<physdesc label="Extent"><extent>4 boxes, </extent><extent>4 linear ft.</extent>
</physdesc>
<repository label="Repository">The <corpname>Graduate Theological
Union</corpname> <address><addressline>Berkeley,
California</addressline></address></repository>
The papers document Donald C. Stone's work with Ornstein
and Swencionis on the <emph render="italic">est</emph> Outcome Project, and the
development of his doctoral research, including his various publications on the human
potential movement, up to the completion of his doctoral dissertation.
<physloc label="Shelf location">5/D/4-5</physloc>
</did> . . .
</archdesc>

**<unittitle> Title of the Unit**

**Summary:** A <did> subelement that specifies a title for the materials.

**May Contain:** abbr, corpname, date, emph, expan, famname, footnote, function, genreform, geogname, lb, name, num, occupation, persname, ptr, quote, ref, subject, title

**May Occur Within:** did

**Attributes:**

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

**Description and Usage:**
The name, either formal or supplied, of the described materials. May consist of a word or phrase. The <unittitle> encodes the name of the described materials at both the highest unit or <archdesc> level (e.g., collection, record group, or fonds) and at all the subordinate Component <c> levels (e.g., subseries, files, items, or other intervening stages within a hierarchical description).

See also:
- Do not confuse <unittitle> with <title>, a more general element used to encode the formal names of works such as monographs, serials, paintings, etc.
- Also do not confuse with <titleproper>, used to designate the name of a finding aid encoded in EAD.

**Availability:** Optional, repeatable

**References:**
ISAD(G) 3.1.2
MARC 245
MODS

**Old Example:**
<c level="subseries">
<did>
**<unittitle>**Documentary Movies, **</unittitle>**
<unitdate type="inclusive">1952-1964</unitdate>

```
<physdesc><extent>2.5 linear ft.</extent></physdesc>
<abstract label="Summary:">Includes scores, arranged alphabetically by movie title,
and some correspondence, arranged chronologically.</abstract>
</did>
</c>
```

**\<unittype\> Unit Type**

**Summary:**  A \<physdescstructured\> subelement that specifies the type of unit being quantified, e.g., boxes, linear feet, etc.

**May Contain:**  text

**May Occur Within:**  physdescstructured

**Attributes:**

| | |
|---|---|
| altrender | Optional |
| audience | Optional (values limited to: external, internal) |
| id | Optional |
| identifier | Optional |
| lang | Optional |
| rules | Optional |
| script | Optional |
| source | Optional |

**Description and Usage:**
Within a structured statement of physical description, indicates the nature of the unit being quantified.

In addition to common attributes, \<unittype\> allows the following:
- @rules to specify the descriptive rules followed for forming the unit type.
- @source for specifying the controlled vocabulary in which the term in unit type is listed.

**Availability:**  Required, repeatable

**References:**
  ISAD(G)
  MARC
  MODS

**Examples:**
1. \<parallelphysdescset\>
\<physdescstructured coverage="whole" physdescstructuredtype="spaceoccupied"\>
  \<quantity\>12\</quantity\>
       **\<unittype\>**linear feet**\</unittype\>**
\</physdescstructured\>
\<physdescstructured coverage="whole" physdescstructuredtype="carrier"\>
  \<quantity\>24\</quantity\>
  **\<unittype\>**boxes**\</unittype\>**
\</physdescstructured\>

```
</parallelphysdescset>

2. <parallelphysdescset>
<physdescstructured coverage="part" physdescstructuredtype="spaceoccupied">
  <quantity>6</quantity>
  <unittype>terabytes</unittype>
</physdescstructured>
<physdescstructured coverage="part" physdescstructuredtype="carrier">
  <quantity>24</quantity>
        <unittype>3 ½" floppy disks</unittype>
</physdescstructured>
<physdescstructured coverage="part" physdescstructuredtype="materialtype">
  <quantity>1800</quantity>
        <unittype>electronic files</unittype>
</physdescstructured>
</parallelphysdescset>
```

**<userestrict> Conditions Governing Use [Description from beta release]**

**Description:**
Information about conditions that affect use of the described materials after access has been granted. May indicate limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency regarding reproduction, publication, or quotation of the described materials. May also indicate the absence of restrictions, such as when copyright or literary rights have been dedicated to the public. Do not confuse with Conditions Governing Access <accessrestrict>, which designates information about conditions affecting the availability of the described materials. Preferred Citation <prefercite> may be used in conjunction with <userestrict> to encode statements specifying how the described materials should be referenced when reproduced, published, or quoted by patrons.

The <userestrict> element is comparable to ISAD(G) data element 3.4.2 and MARC field 540.

**Old Examples:**

```
1.     <userestrict>
<p>Until 2015 permission to photocopy some materials from this collection has
been limited at the request of the donor. Please ask repository staff for
details if you are interested in obtaining photocopies from Series 1:
Correspondence.</p>
</userestrict>


2.     <userestrict>
<p>Copyright to the collection has been transferred to the Regents of the
University of Michigan.</p>
</userestrict>
```

# Appendix A: Elements Specific to Relations

**<relation> Relation**

**Summary:** A required, repeatable subelement of <relations> for capturing the description of a relationship between the materials described in the EAD instance and a related entity.

**May Contain:**
daterange, dateset, datesingle, descriptivenote, objectxmlwrap, geogname, relationentry

**May Occur Within:**
relations

**Attributes:**

actuate          Optional (values limited to: onLoad, onRequest, other, none)
altrender         Optional
audience         Optional (values limited to: external, internal)
href    Optional
id      Optional
lang           Optional
lastdatetimeverified          Optional
linkarcrole    Optional (data type is any URI)
linkrole    Optional (data type is any URI)
linktitle    Optional
linktype          Optional (value limited to: simple)
otherrelationtype     Optional
relationtype   Optional (values limited to: cpfrelation, resourcerelation, functionrelation, otherrelation)
script          Optional
show           Optional (value limited to: embed, new, none, other, replace)

**Description and Usage:**

Descriptive information about a relationship between the materials being described and a related entity, such as: an archival, bibliographic, or other resource; a corporate body, person, or family; function; or other entity.

Use a <relationentry> element to provide a textual description of the related entity. Use the <date>, <daterange>, or <dateset> elements for specifying the time period of the relationship and the <geogname> element for relevant location information. A <descriptivenote> element may be included for more detailed specifications or explanations of the relationship.

The @arcrole attribute may be used to supply a URI that describes the nature of the relationship between the materials being described and the related entity. The @role attribute may be used to supply a URI that describes the nature of the remote resource.

In addition to the common and linking attributes, <relation> allows use of the following:

- @otherrelationtype for specifying the alternate type of relationship, when @relationtype is set to "otherrelation."
- @relationtype for specifying the kind of relationship being encoded.

See also:
- The children of <controlaccess>, which can also be used to specify, using a controlled vocabulary, information about individuals, organizations, families, topics, and functions related to the materials being described.

**Availability:**

Required, Repeatable

**References:**

TBD

**Examples:**

```
<relations>
<relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest"
show="new">
<relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
</relation>
<relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onrequest"
show="new">
<relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
</relation>
</relations>

<relations>
<relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W
/FRAD056_NAW_0006.pdf" actuate="none" arcrole="hasprovenance"
show="none">
<relationentry>Morbihan. Direction départementale des renseignements
généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
```

```
<relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
<geogname><part>Morbihan, département du (France)</part></geogname>
</relation>
</relations>

<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84">41.30815, -
72.92816</geographiccoordinates></geogname>
<descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
</relation>
</relations>
```

**<relationentry> Relation Entry**

**Summary:** An optional, repeatable subelement of <relation> that identifies an entity related to the materials being described.

**May Contain:**
[text]

**May Occur Within:**
relation

**Attributes:**

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

**Description and Usage:**

Text that identifies an entity that has a relationship to the materials being described. The entry may name a corporate body, person, family, resource, function, or other entity as defined by the @relationtype attribute of the parent <relation>.

<relationentry> should only repeat when necessary to express the same <relationentry> in multiple languages or scripts.

In addition to the common attributes, <relationentry> allows use of the following:

- @localtype if local use requires recording the type of relation entry
- @transliteration for indicating the conventions or rules that prescribe a method for converting one script to another

**Availability:**

Optional, Repeatable

**References:**

TBD

**Examples:**

```
<relations>
<relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest"
show="new">
<relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
</relation>
<relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onrequest"
show="new">
<relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
</relation>
</relations>

<relations>
<relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W
/FRAD056_NAW_0006.pdf" actuate="none" arcrole="hasprovenance"
show="none">
<relationentry>Morbihan. Direction départementale des renseignements
généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
<relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
<geogname><part>Morbihan, département du (France)</part></geogname>
</relation>
</relations>

<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84">41.30815, -
72.92816</geographiccoordinates></geogname>
<descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
</relation>
</relations>
```

**<relations> Relations**

**Summary:** An optional element that groups one or more <relation> elements, which identify entities that have a relationship to the materials being described.

**May Contain:**
relation

**May Occur Within:**
archdesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

**Attributes:**

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

**Description and Usage:**

A wrapper element that groups together one or more <relation> elements, each of which encodes a specific relationship.

The material described in an EAD instance may have relationships with other resources such as archival collections, bibliographic resources, or artifacts, which may be expressed using a <relation> element with the @relationtype attribute set to "resourcerelation"; with corporate bodies, persons or families, which may be expressed using a <relation> element with the @relationtype attribute set to "cpfrelation"; and functions  which may be expressed using a <relation> element with the @relationtype attribute set to "functionrelation". Relationships to other entities such as places, events and topics may be expressed by using a <relation> element with the @relationtype attribute set to "otherrelation" and the type of related entity specified in the @otherrelationtype attribute.

<relations> allows use of the common attributes.

See also:
- The children of <controlaccess>, which can also be used to specify, using a controlled vocabulary, information about individuals, organizations, families, topics, and functions related to the materials being described.

**Availability:**

Optional, Not repeatable

**References:**

TBD

**Examples:**

```
<relations>
<relation arcrole="createdby" relationtype="cpfrelation"
href="ark:/81055/vdc_100000000205.0x0001bc" actuate="onrequest"
show="new">
<relationentry>Ballard, James Graham, 1930-2009,
writer</relationentry>
</relation>
<relation arcrole="hasrelatedmaterial" relationtype="resourcerelation"
href="ark:/81055/vdc_100000000035.0x000122" actuate="onrequest"
show="new">
<relationentry>Add MS 88967: Michael Butterworth and J G Ballard:
Correspondence, 1965-2011</relationentry>
</relation>
</relations>

<relations>
<relation relationtype="cpfrelation"
href="http://recherche.archives.morbihan.fr/data/files/FRAD056_SERIE_W
/FRAD056_NAW_0006.pdf" actuate="none" arcrole="hasprovenance"
show="none">
<relationentry>Morbihan. Direction départementale des renseignements
généraux</relationentry>
</relation>
<relation relationtype="resourcerelation">
<relationentry>Archives du cabinet du préfet du
Morbihan</relationentry>
<geogname><part>Morbihan, département du (France)</part></geogname>

</relation>
</relations>

<relations>
<relation relationtype="resourcerelation"
href="http://hdl.handle.net/10079/fa/mssa.ms.1625" actuate="onrequest"
show="embed" linktitle="Vince Price papers">
<relationentry>Vincent Price papers</relationentry>
<geogname latitude="41.3113" longitude="-72.9291"><part>New Haven,
CT</part><geographiccoordinates coordinatesystem="WGS84"> 41.30815, -
72.92816</geographiccoordinates></geogname><descriptivenote>
<p>The papers consist of correspondence, memorabilia, working scripts,
writings, photographs, and published material relating to Vincent
Price's acting career and activities as a supporter of the visual
arts.</p>
</descriptivenote>
```

```
</relation>
</relations>
```