

# Introduction to the OhioLINK EAD Finding Aid Creation Tool and Repository

A joint project of the OhioLINK Database Management and  
Standards Committee, EAD Task Force and Kent State University  
Libraries and Media Services

http://ead.library.kent.edu/login.php?url=%2F

Copy EAD - KSU Server Co... XTF: Search Form OhioLINK EAD Guide... xml sample

# EAD

Encoded Archival Description

## OhioLINK EAD Finding Aid Creation Tool

*Enter your User Id and Password*

User Id

Password

Login

If you are interested in being notified when we go live with the application, please enter your email on the following [form](#).

It is highly recommended that you use the Firefox web browser for this application. Internet Explorer will work, although some of the functionality is not fully supported within Internet Explorer.

Click on the icon below to download Firefox.

[Get Firefox](#)

You must also have JavaScript enabled within your web browser for full functionality of this application.

© 2008 Kent State University - Version 0.9a  
Libraries and Media Services  
Questions? Comments? Please [Contact Us](#)

Finding Aid Creation Tool login page

Username: Cara Gilgenbach    Repository: Kent State University Libraries and Media Services

Home

Create/Edit Finding Aid

Preferences

Admin

**Repositories/Users**

To Do List

Contact Us

Help

Logout

### Repository List

Repository	Code	Contact Name	
<a href="#">Kent State University Libraries and Media Services</a>	OKeU	Cara Gilgenbach	<a href="#">Add/List Users</a>
<a href="#">Ohio State University Jerome Lawrence &amp; Robert E. Lee Research Inst.</a>	OU-TR	Beth Kattelman	<a href="#">Add/List Users</a>
<a href="#">Ohio State University Libraries</a>	OU	Amy McCrory	<a href="#">Add/List Users</a>
<a href="#">Ohio University Libraries</a>	OAU	Janet Carleton	<a href="#">Add/List Users</a>
<a href="#">OhioLINK</a>	OhCoOLI	Anne Gilliland	<a href="#">Add/List Users</a>
<a href="#">University of Akron Libraries</a>	OAKU	Rhonda Rinehart	<a href="#">Add/List Users</a>
<a href="#">Wright State University Libraries</a>	ODaWU	Toni Jeske	<a href="#">Add/List Users</a>

[Create New Repository](#)

Each Repository's Administrator can add new users and edit user access levels at his/her institution.

Username: Cara Gilgenbach    Repository: Kent State University Libraries and Media Services

Home

Create/Edit Finding Aid

Preferences

Admin

To Do List

Contact Us

Help

Logout

### Edit User

**General Information**

**Username (use e-mail address)\***

**First Name\***

**Last Name\***

**Access Level\*** 

- Read Only
- Read/Write (Own)**
- Read/Write (All)
- Admin
- Super Admin

\* Required Fields

© 2007 Kent State University - Version 0.0

[Home](#)

**[Create/Edit Finding Aid](#)**

[Preferences](#)

[Admin](#)

[To Do List](#)

[Contact Us](#)

[Help](#)

[Logout](#)

## Finding Aids

To create a new finding aid, click this link -> [Create New Finding Aid](#) <-

To view or edit an existing finding aid, click on the name of the Finding Aid in the list below.

To delete an existing finding aid, click on the 'Delete' link of the finding aid you wish to delete.

[Click Here To List All Finding Aids In Your Repository](#)

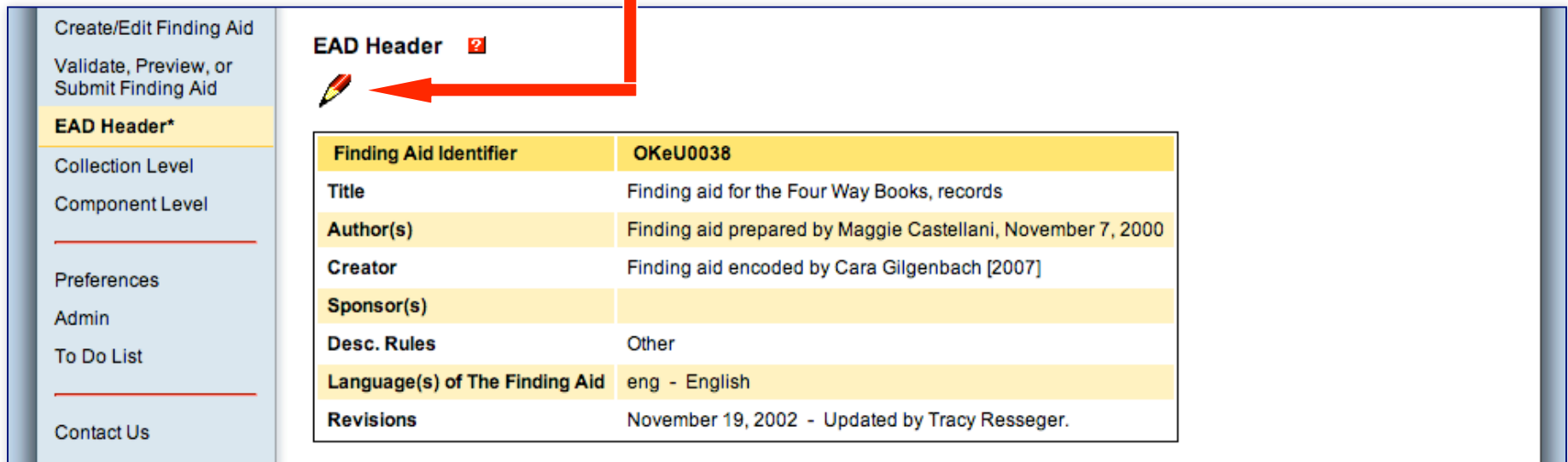
Name	Creator	Status	Last Modified	
<a href="#">Borowitz Crime Site photographs</a>	Cara Gilgenbach	Editing	9/17/2007	X
<a href="#">Four Way Books</a>	Cara Gilgenbach	Validated	9/17/2007	X
<a href="#">Kent State University Citation and Recognition Committee</a>	Cara Gilgenbach	Editing	10/4/2007	X
<a href="#">Northern Ohio Bibliophilic Society</a>	Cara Gilgenbach	Validated	8/14/2007	X

Once you create a new finding aid or select an existing finding aid, menu options will appear where you can enter EAD Header, Collection level, and Component level information in your finding aid.

You may also re-edit a Finding Aid after it has been validated and/or submitted.

Once your repository and users are set up, you may create new finding aids.

The EAD Header summary screen is shown below.  
Throughout the Tool, click on the  
edit icon (pencil) to edit a given section.



The screenshot shows a web interface for managing finding aids. On the left is a navigation menu with options: 'Create/Edit Finding Aid', 'Validate, Preview, or Submit Finding Aid', 'EAD Header\*' (highlighted), 'Collection Level', 'Component Level', 'Preferences', 'Admin', 'To Do List', and 'Contact Us'. The main content area is titled 'EAD Header' with a red pencil icon and a small red square icon. Below the title is a table with the following data:

<b>Finding Aid Identifier</b>	<b>OKeU0038</b>
<b>Title</b>	Finding aid for the Four Way Books, records
<b>Author(s)</b>	Finding aid prepared by Maggie Castellani, November 7, 2000
<b>Creator</b>	Finding aid encoded by Cara Gilgenbach [2007]
<b>Sponsor(s)</b>	
<b>Desc. Rules</b>	Other
<b>Language(s) of The Finding Aid</b>	eng - English
<b>Revisions</b>	November 19, 2002 - Updated by Tracy Resseger.

Creates/Edit Finding Aid  
 Validate, Preview, or Submit Finding Aid  
 EAD Header\*  
 Collection Level  
 Component Level

---

Preferences  
 Admin  
 To Do List

---

Contact Us  
 Help  
 Logout

**EAD Header**

<b>Finding Aid Identifier</b>	OKeU0038
<b>Title Preface*</b>	Finding aid for the <input type="text"/>
<b>Title*</b>	Four Way Books, records
<b>Author(s)*</b>	Finding aid prepared by Maggie Castellani, November 7, 2000
<b>Creator*</b>	Finding aid encoded by Cara Gilgenbach
<b>Sponsor(s)</b>	
<b>Year Encoded*</b>	2007

\* Required Fields

**Languages of The Finding Aid\*** [Add Language...](#) [Show Language Codes](#)

Code	Language
eng	English

**Revisions** [Add Revision...](#)


Date	Description
November 19, 2002	Updated by Tracy Resseger.






**Desc Rules** [Ex: APPM, DACS, or Other](#) [How To Use The Editor](#)

**B I**



\* Required Fields




The EAD Header includes information about the finding aid itself. The above screen shows the EAD Header section in editing view.

Summary of the Collection 




<b>Finding Aid Identifier</b>	OKeU0038		
<b>Collection Level</b>	Collection		
<b>Origination*</b> 	Four Way Books	<b>Name Type</b>	corpname
<b>Inclusive Dates*</b> 	1992-2000		
<b>Bulk Dates</b> 	1980-1989		
<b>Physical Extent*</b> 	5	cubic feet	
<b>Physical Location</b> 	11th floor		

\* Required Fields

<b>Language(s) of The Material*</b> 	<a href="#">Add Language...</a>
English	

<b>Additional Fields</b>	
<b>Abstract*</b> 	<div style="border: 1px solid gray; padding: 5px;"> <p><b>How To Use The Editor</b></p> <p>The collection contains the business and editorial records of Four Way Books, a nonprofit publisher of poetry and short fiction.</p> </div>
<b>MARC Field</b>	<input checked="" type="radio"/> Abstract (520\$a) <input type="radio"/> Scope Content (520\$b)
<b>Digital Archival Objects</b> 	<div style="border: 1px solid gray; padding: 5px;"> <p><b>How To Use The Editor</b></p> </div>
<b>Unit Id*</b> 	OKeU0038

The Summary of the Collection includes basic information about the collection being described.

<b>Collection Level</b>	Collection
<b>Origination*</b> 	
<b>Inclusive Dates*</b> 	
<b>Bulk Dates</b> 	



Pop-up Help screens are available by clicking on the question mark icon throughout the Tool.

**Origination**

**EAD tag:** <origination>

**Occurrence:**  
**Collection level,** Mandatory, if Applicable  
**Component levels,** Optional

**Description:** Identifies the principle individual (persname), family (famname), or organization (corpname) responsible for creating, assembling, or maintaining the collection before its deposit in an archive or special collections library. This element can be also used to describe significant materials in the collection that were created by person(s) or organization(s) beyond the principle creator.

**DACS rule:** 2.6, 9

**MARC field:** 100, 110, 700, 710  
 For help in determining what to enter for MARC field number and the Name type (Persname, Famname, or Corpname) in the Web Based Application, please see the [MARC help page](#).

**Comments:**

**Controlled Vocabulary:** N/A

**Examples**

**Collection Level:**  
**Creator:** Ima R. Kivist

Done

Name Type  MARC



Home

Create/Edit Finding Aid

Validate, Preview, or  
Submit Finding Aid

EAD Header\*

Collection Level

**Component Level**

Preferences

Admin

To Do List

Contact Us


Help

Logout

## Four Way Books

### Component Level

Finding Aid Identifier **OKeU0038**

Header  **Detailed Description of The Collection**

Expand	Re-order	Level	Title	Date		
		Series	General Business Papers	1992-2002		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
	 	Series	Competitions Files	1993-1998		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
	 	Series	Four Way Reader #1 papers	[1992-2002]		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
	 	Series	Four Way Reader #2 papers	[1992-2002]		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
	 	Series	Author Files	[1992-2002]		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		.Sub-Series	Author Files by Name	1994-1999		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		..File	Adams, John	1995		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		- Box 11, Folder 1				
	 	..File	Berrymore, Dana	1995-1996		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		- Box 11, Folder 2				
	 	..File	Cartwright, Benjamin	1997		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		- Box 11, Folder 3				
	 	..File	Davis, Randall	1998		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		- Box 11, Folder 4				
		..File	Echert, Alan	1996		<a href="#">Add Sibling</a> <a href="#">Add Child</a>
		- Box 11, Folder 5				
		.Sub-Series	Author Files by Date	1994-1999		<a href="#">Add Sibling</a> <a href="#">Add Child</a>

Component Level summary screen

Home

---

Create/Edit Finding Aid

Validate, Preview, or Submit Finding Aid

EAD Header\*

Collection Level

Component Level

---

Preferences

Admin

To Do List

---

Contact Us

Help

Logout

## Four Way Books

---

### Author Files - Author Files by Name

<b>Finding Aid Identifier</b>	OKeU0038	
<b>Choose Level</b>	File <input type="text"/>	<b>Other Level<sup>(1)</sup></b> <input type="text"/>

(1) Only use this field if you selected "Other Level" from the "Choose Level" field

<b>Containers</b> <span style="color: red;">?</span>	<a href="#">Add Container</a>	<b>Valid Types are</b> <i>Box,Folder,Map-case,Reel,Tube,Piece</i>
<b>Type</b>	<b>Number/Range</b>	
<input type="text" value="Box"/>	<input type="text" value="11"/>	X
<input type="text" value="Folder"/>	<input type="text" value="2"/>	X

<b>Required Fields</b>	
<b>Title*</b> <span style="color: red;">?</span>	<input type="text" value="Berrymore, Dana"/>
<b>Date*</b> <span style="color: red;">?</span>	<input type="text" value="1995-1996"/>

[Show/Hide Optional Fields](#)

The basic input fields required for component level description are **Title** and **Date**. Many users will also choose to add container information (box, folder) as shown in the above example.

Home

---

Create/Edit Finding Aid

**Validate, Preview, or Submit Finding Aid**

EAD Header\*

Collection Level

Component Level

---

Preferences

Admin

To Do List

---

Contact Us

Help

Logout

## Four Way Books

<b>FA Identifier:</b>	OKeU0047
<b>Creator:</b>	Cara Gilgenbach
<b>Created:</b>	10/15/2007
<b>Status:</b>	Editing
<b>Last Edited:</b>	10/15/2007
<b>Last Submitted:</b>	
<b>Locked By:</b>	

Click on 'EAD Header', 'Collection Level' or 'Component Level' in the side menu to enter information in your finding aid.

[Validate Finding Aid](#)

[Download Finding Aid](#)

[Preview Finding Aid](#)

---

© 2007 Kent State University - Version 0.9

The Validate, Preview, or Submit Finding Aid screen, allows you to perform several actions to the finding aid including uploading to the OhioLINK Repository or downloading the EAD xml file to your local computer.

Create/Edit Finding Aid [Back](#)

**Validate, Preview, or Submit Finding Aid**

EAD Header\*

Collection Level

Component Level

---

Preferences

Admin

**Validation Errors**

Level	Element	Error Description
Collection	Arrangement	The Header field is required.
Collection	Arrangement	The Paragraph field is required.

[Print Error List](#)

Before submitting a finding aid to the OhioLINK Repository, you must validate the content to be sure no required fields are missing. Above is a validation report with missing content noted.

You may not submit the finding aid to the OhioLINK Repository until it is validated.

## Four Way Books

FA Identifier:	TEST0047
Creator:	Cara Gilgenbach
Created:	10/19/2007
Status:	Validated
Last Edited:	3/20/2008
Last Submitted:	11/16/2007
Locked By:	

Click on 'EAD Header', 'Collection Level' or 'Component Level' in the side menu to enter information in your finding aid.

Menu items marked with an asterisk denote required information.

Use the links below to validate and submit your finding aid to the OhioLINK repository upon completion of entering your finding aid.

You may also download your finding aid to your PC for processing locally.

You can also preview your finding aid at any time to review progress.

*Submit Finding Aid To OhioLINK Repository (inactive for testing and training repositories)*

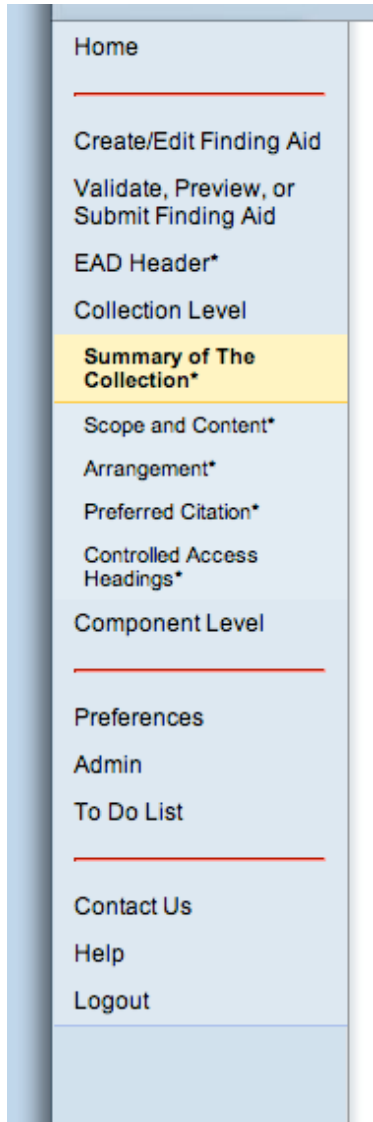
[Download Finding Aid To Your PC](#)

[Preview Finding Aid](#)

[Download Basic MARC Record \(text file\)](#)

The above finding aid has been validated and may now be submitted to the OhioLINK Repository.

# Other features of the EAD Finding Aid Creation Tool:

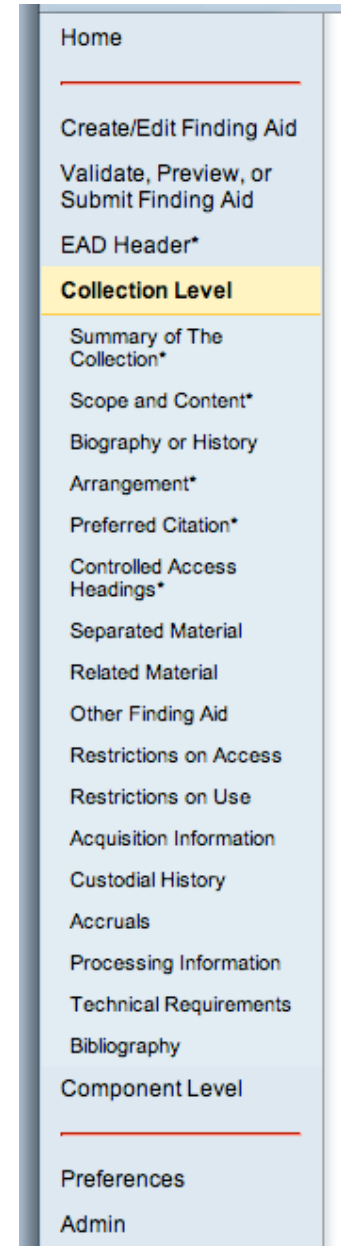


Brief Menu View

You may choose as a user preference to view required fields only or full menu options.

*(Fields marked with \* are required.)*

Full Menu View




Digital Archival  
Objects 

[How To Use The  
Editor](#)



The Tool  
also allows  
for the  
insertion of links  
to Web sites  
and  
“Digital archival  
Objects” such as  
image files  
stored on your  
Web server.

Bulk Dates  | 1980-1989

Physical Description

Physical Description

\* Required

Language

English


Additional Information

Abstract

[How To Use The  
Editor](#)

MARC I

Done

Digital Archival  
Objects 

[How To Use The  
Editor](#)

Link

Link Info

Link Type

URL

Protocol







URL


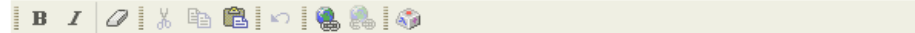
http:// www.library.kent.edu/specialcollections/images/2007978.jpg


OK Cancel











Four Way Books, a nonprofit publisher of poetry

## Show/Hide Optional Fields

Additional Fields	
Bulk Date 	<input type="text"/>
Phys Desc 	<input type="text"/>
Extent 	<input type="text"/>
Dimensions 	<input type="text"/>
Phys Location 	<input type="text"/>
Origination 	<input type="text"/> Subelement <input type="text" value="persname"/>

Digital Archival Objects 	
<a href="#">How To Use The Editor</a>	
	<input type="text"/>

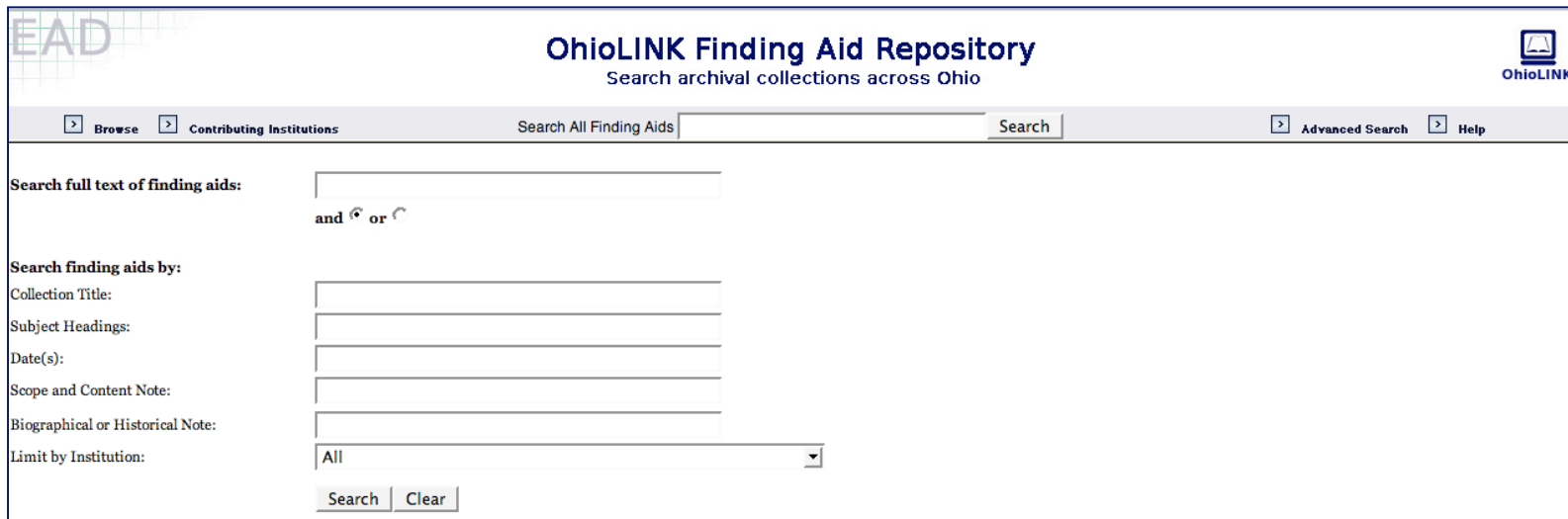
Languages of The Material  <a href="#">Add Language...</a> <a href="#">Show Language Codes</a>	
Code	Language

Additional Descriptive Fields	
<a href="#">Create/Modify Alternate Form Available</a> 	
<a href="#">Create/Modify Arrangement</a> 	
<a href="#">Create/Modify Conditions Governing Access</a> 	
<a href="#">Create/Modify Conditions Governing Usage</a> 	
<a href="#">Create/Modify Location of Originals</a> 	
<a href="#">Create/Modify Physical Characteristics &amp; Technical Requirements</a> 	
<a href="#">Create/Modify Processing Information</a> 	
<a href="#">Create/Modify Related Material</a> 	
<a href="#">Create/Modify Scope And Content</a> 	
<a href="#">Create/Modify Separated Material</a> 	

Shown here are optional fields that can be added to component level entries, when needed.



# OhioLINK Finding Aid Repository



The screenshot shows the OhioLINK Finding Aid Repository search interface. At the top left is the 'EAD' logo. The main title is 'OhioLINK Finding Aid Repository' with the subtitle 'Search archival collections across Ohio'. On the top right is the OhioLINK logo. Below the title is a navigation bar with links for 'Browse', 'Contributing Institutions', 'Search All Finding Aids', and 'Search'. There are also links for 'Advanced Search' and 'Help'. The main search area contains a text input field for 'Search full text of finding aids:'. Below this is a search operator section with 'and', 'or', and 'or' options. The 'Search finding aids by:' section includes input fields for 'Collection Title', 'Subject Headings', 'Date(s)', 'Scope and Content Note', and 'Biographical or Historical Note'. A 'Limit by Institution:' dropdown menu is set to 'All'. At the bottom are 'Search' and 'Clear' buttons.

The OhioLINK Finding Aid Repository allows finding aids to be searched and browsed across institutions. Shown above is the advanced search form. Searches can be refined in a number of ways, such as “Limit by Institution”.

**Four Way Books, records**

[Overview of the Collection](#)  
[Biography of](#)  
[Scope and Content](#)  
[Statement of Arrangement](#)  
[Subjects](#)  
[Related Material](#)  
[Administrative Information](#)  
[Detailed Description of The Collection](#)  
[General Business Files 1992-2002](#)  
[Competitions Files 1993-1998](#)  
[Four Way Reader #1 Papers \[1992-2002\]](#)  
[Four Way Reader #2 Papers \[1992-2002\]](#)  
[Author Files \[1992-2002\]](#)  
[Author Files by Name 1994-1999](#)  
[Author Files by Date 1994-1999](#)  
[Miscellaneous Materials \[1992-2002\]](#)

**Finding aid for the Four Way Books, records****Overview of the Collection**

**Repository:** Beta Testers Repository

**Creator:** Four Way Books

**Title:** Four Way Books, records

**Dates:** 1992-2002

**Extent:** 5 cubic feet (5 record storage boxes)

**Abstract:** This collection contains the records of Four Way Books, a nonprofit literary press that publishes poetry and short fiction by both up-and-coming and established writers.

**Collection Code:** 1890374

**Location:** 11th floor

**Language:** The records are in English

**History of Four Way Books**

Four Way Books is a nonprofit literary press that publishes poetry and short fiction by both up-and-coming and established writers. Four Way publishes works chosen through its annual competitions, as well as publishing competition finalists. The two series that the organization originally established include the Intro Series, which selects first books; and the Award Series, which selects poets who have published at least one book. Four Way has also established other series throughout the 1990's, such as the Stahlecker Series. Four Way was established in 1992 by four writers, Martha Rhodes, Dzvina Orlovsky, Jane Brox, and Helen Fremont.

**Scope and Content**

The materials in this collection date from 1992-2002 and include correspondence, author files, business files, and manuscripts, among other miscellaneous papers.

**Statement of Arrangement**

The collection is organized into five series.

**Related Material**

The publications of Four Way Books are housed in the Special Collections book collection, and cataloged in KentLINK.

Finding Aid display in the OhioLINK Repository is shown here. Links in the left frame allow users to navigate the finding aid more easily.