

Identification of Standards and Use Cases

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Identification and Use of Standards

Use Cases

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1 Executive summary

- The gateway for archives in Europe will gather descriptive information from archives in member countries and present it in a joint union finding aid for overall search and structured navigation. The purpose of this paper is to identify the standards that shall be used for structuring the data to be integrated and presented in the central access point. The formats for these data have to conform to the professional working methods, to the experiences and skills of the contributing archives and to the requirement for an economic and sustainable maintenance of the gateway after the end of the project.
- The gateway will be based on the professional standard EAD (Encoded Archival Description) and the surrounding family of encoded data. These standards reflect the archival methodological skills and are broadly used in archives in Europe for different purposes. They are technically based on XML and therefore allow an easy introduction of a lot of flexible ways to present data, make them searchable and offer interlinked ways to use them extensively for investigations.
- These standards are internationally recognised and allow further interoperability with other projects and access points. They link the archival community to the newest developments in the field of Internet and networking capabilities because they are open and well documented. They allow the development of open source instruments to work with them.
- The use of the standards facilitates the exchange of data, their collection or upload to the central server because automated tools can translate local data into the target profiles without interfering into the local IT systems or working methods. These tools once developed on the basis of a mapping between both formats give the contributing archives full control over their own data and their representation in the gateway.
- With these standards the union finding aid will be a publication platform for archival descriptions giving archival institutions the possibility to enhance their visibility and add surplus value to their own professional work by making their content comparable and linkable to the work of other archives.

2 Introduction

The APEnet project has its origins in the need to contextualise the content of archives holdings and collections in order to make individual archival objects searchable, accessible, and last but not least – usable. The full understanding and use of these records and documents as a base for knowledge can be achieved only when their provenance is taken into account. The theoretical ground for this is the principle of provenance, which can be said to be the foundation of today's archival theory and practice, worldwide. In short, this principle states that an archival fonds is the result of a records creator activity, developed step by step. The individual objects (records, documents) are parts of this process which can be fully reconstructed only with their help. The logical and physical place of each object mirrors its place in the process and defines its relations to other objects in the same process.

To handle the situation the archival community has developed standards for description and metadata covering all necessary information on records, their digital reproductions, about records creators and archival institutions.

3 Requirements concerning standards

The main objectives of the APEnet project are

- to develop a fully working prototype of an Internet gateway that can provide access to archival descriptions of records and private papers in European archives, libraries and museums, based on information on the archives creators – corporate bodies, persons and families – with basic data on their records and collections,
- to develop a set of converting engines and plug-ins to be integrated in national and institutional archives portals to facilitate their contribution to the APEnet prototype and in the end to the Europeana, and
- to support and encourage the participation of cultural heritage institutions keeping archival material but not yet involved in the development of Europeana.

3.1 General requirements

The APEnet project has the task to develop an Internet gateway to documents and archives in Europe, which can also be accessed from Europeana. This gateway shall provide access to:

- information about archival institutions and other cultural heritage institutions – public and private – keeping archives records and documents,
- information about archives fonds (inventories and catalogues) and
- digitised documents kept by these institutions.

There should also be possibilities to link from each fonds to catalogues, inventories, and other sources with more detailed information and to link back to the home presentations.

Based on an analysis of existing standards and applications in use by the participating partners, the APEnet project will develop and test a number of auxiliary computer programs (converters and plug-ins) to facilitate data exchange and provide on demand access from the European Archives Gateway to information mentioned above.

Since the digital documents and records are kept by the content providers and are integrated into the European Archives Gateway itself only as far as needed for central search and navigation, possibilities to access and download the individual documents will be in accordance with rules set up locally for the national or institutional portal that provides them.

3.2 The role of an Internet gateway for archives in Europe

With the rapidly growing number of archives services using the Internet for the dissemination of information on their holdings and their growing competence in using the new technologies, the creation of an Internet gateway, which pools efforts and expertise at the national and European levels, becomes a top priority for concrete actions on archives in Europe. Many EU Member States have already established national portals and there are a number of supra-national programs in existence, which will considerably facilitate the creation of the gateway and provide it with rich sources of content.

The fundamental aim of the gateway is to provide EU citizens with a common portal, which will enable them to find out for themselves about Europe's archives and about

archival material, which is relevant to them, wherever they live in the European Union.

This will mean that archives across the European Union are fully accessible to EU citizens for the first time, and should improve public understanding of the diverse stands of European history and culture. The gateway will connect previously disparate archival networking initiatives in EU Member States and will act as a powerful catalyst in breaking down the remaining barriers to easy access to information in the European Union. It will provide citizens with a convenient and user-friendly one-stop-shop for online information about archives in the enlarged European Union and the important and authentic material which they hold, including a virtual catalogue for archives in the European Union.

To achieve this fundamental aim, the gateway will need, as it was explained in the “Report on Archives in the Enlarged European Union” and in the “Description of Work” for the project, to meet the following conditions:

It will have to fulfil the expectations of citizens throughout the European Union

- by providing a critical mass of important and interesting information when it is launched and in this way capture their imagination and
- by achieving high standards of service, which stand favourable comparison with the functionality of the most successful commercial web services.

The gateway will have to fulfil the expectations of contributing EU Member States

- through the free provision of any necessary tools, which are in the public domain and based on open standards, and
- through the long term sustainability of the site, irrespective of technical and personnel charges, which will be supported through collaboration with the DLM Forum.

3.2.1 Finding aids and the description of archives

When planning the project finding aids are seen as key instruments to open access to archives by citizens. ICT applications enhance their usefulness and the ease to use them. Internet presentations of finding aids allow remote access to descriptions of archival material from any place and at any time and support the preparation for investigating the material on-site. Great improvements have been achieved in archival services in the last decades in this field. Based on those experiences a new

quality of access to archives will be reached when a critical mass of finding aids can be searched online and when combined seamless searches covering deliberately selected findings aids, holdings, archival services, and countries will be available.

In the centre of the gateway a union finding aid should join descriptive information of several archival institutions into one structured finding aid, especially reaching across national borders. This will help EU Member States to enhance coordination, information sharing, and exchanging of good practice amongst their archival services in the old and new EU members. The professional debate will be larger and at the same time more concentrated on outcomes, which enhance the usefulness of archives for European citizens.

3.2.2 Methods of description and the establishment of finding aids

Identifying standards for the union finding aid first demands to know what finding aids are and what they mean for the partner institutions. Finding aids are made for users of archives. They allow access to single descriptive units by providing information about the units including reference codes to identify them and to order them for consultation in reading rooms. They contain the description of archival holdings which may be situated on different levels of aggregation, using the forms of holdings guides and of inventories for single or combined fonds.

Finding aids may be published or unpublished, analogue or electronic, produced by an archives service, by a creator, a records center, or a manuscript repository to establish physical control and/or intellectual control over records and archives. Basic finding aids include local, regional, or national descriptive data bases, guides, inventories, registers, catalogues, special lists, indexes, calendars, transfer lists and, for electronic records, software documentation.

Since the introduction of ICT in archives new technologies have been adopted for new forms of finding aids. Firstly, databases have been used for a long time. They integrated entries for single descriptive units and offered a cross search over holdings. In some cases they are used for the output of structured finding aids into text processing formats, PDF or HTML. Database applications were used especially for the archival processing of large transfers of recent records to archival services where at the same time the listings of the administrative agencies and records creators were introduced and taken over as basis for the finding aids. Older material in the archival services was less integrated in the databases. Databases were mainly

used for the description of new arrivals. During the last years new entries were created with projects for the retro conversion of legacy finding aids. In general, finding aids often have text forms like books with a title page, an introduction explaining the origin of the records described and circumstances of their creation in order to facilitate their understanding, a structured list of the single units with the call numbers, and perhaps annexes like abbreviation lists, indexes, or other supplementing material. The table of contents represents the structure of the finding aid and therefore also of the fonds described in it. This composition of elements can be seen as a professional standard, which is described in training material and is disseminated and followed through archival training. This common understanding was the basis for the formulation of machine readable standards like ISAD(G) (International standard for archival description – General) and EAD.

The main part of legacy archival finding aids in text form is the list of descriptive units, be it single folders, boxes, or files. In general they refer to fonds or record groups and list the units with their call numbers. In some professional traditions the same structure is used for holdings guides, which reflect this structure on the higher level of the whole institution. Holdings guides contain more aggregated descriptions of all single fonds or collections of an institution with information on their creation, their own history and their transfer to the archives and refer to the more detailed finding aids on the lower level. It allows already in the printed form a sort of navigation through the descriptions. In the annex index-lists provide a supplementary text based access to the descriptions. Finding aids reflect in their form national archival traditions of archival work and of structures inside the paperwork generated by different administrative techniques.

A certain variety of forms starts with using the Internet for the presentation of finding aids. Yet still the main form underlying national variations is the traditional structured presentation of descriptions. The structured presentation presents the contexts of the creation of the units and allows to navigate through the descriptions to find out new results, that were unknown before. Search terms may help to narrow the results, however they may be mentioned only in related items or not be mentioned at all, even if the subject meant by them is treated in the records. Therefore the contexts are indispensable for investigation and research in archival records.

3.2.3 The essential ideas of the professional methods of description

The underlying principles are still valid for electronic finding aids because the main characteristics of the material to be described have not changed. The aim is to open the access to the context as necessary explorative background. Deriving from activities in organizations and originally meant for internal communication archival material cannot be understood without knowing the original purpose of its creation. Its value and its significance, as well as the understanding of it, increase when associated with the corresponding documents. Therefore provenance is fundamentally important as a guideline to group all the traces of the communications of an individual or an organisation to a whole during description and arrangement, because it helps users to find their way and to know to have found all relevant sources for their questions.

The second significant concept underlying the methods of archival description is to proceed from the general to the specific, from the collective to the individual, from the collection or fonds to the item. This has three important implications relevant for common professional standards:

- The first rule is that descriptive information must be relevant to the level of description. The common contexts and aspects of a fonds or collection are described only on the respective level, while the series or files are described on their corresponding levels. This method reduces redundancy on different hierarchical levels.
- The second rule is to link each level of description with the next highest level. These provisions will make clear the position of the unit being described inside the hierarchy, and provide the necessary link to contextual information.
- The third rule is that information always should be described at the highest relevant level and the links between levels will help the user to see the wider picture.

Context is an essential part of archival description. Its importance increases with the use of electronic techniques. It is prerequisite for the understanding of the content of a document or a series of documents when they are described in a paper based system. It is crucial for understanding when electronic descriptive systems are used because the relations which were explicit in the paper system become implicit and

less visible. Especially with enhanced research functionalities across borders or domains context becomes even more critical.

3.2.4 Online presentation of finding aids

The Internet has reinforced the functionality of legacy finding aids by enhancing the capability of navigation through the descriptions as well as text based search through the whole document. Internet provides hypertext linking and this allows increased navigation through texts without restrictions of handling physical units like books and pages. When an index term in a paper book indicated the page of a descriptive unit, the online presentation can jump to it directly. However this greater flexibility enhances the danger of losing orientation. Therefore the principles of usability of finding aids and Internet search as listed in the handbook for the quality of cultural websites of the Minerva working group 5¹ are useful for the design of access pages. Orientation is a main need when using archival descriptions. The new functionalities possible by integrating Internet technologies can be systemised by looking at the types of research strategies they offer to the users.

Online finding aids can allow four different search strategies for users and therefore provide a great variety of access ways to the holdings. The four search strategies supported by online-finding aids are:

- An expandable, collapsible and clickable content list shows the whole structure of the fonds as of the finding aid with its different parts like introduction, item list and annexes on the left hand side and allows navigation through the whole description. A click on a classification header brings the presentation of the corresponding files up in the central part of the screen. A page header updated with each click on the content list and other operations enhances the orientation.
- Together with the structured navigation a text based search can be offered linking the results to the structured presentation. If the presentation combines both offers, users can choose which ways they will use to continue, changing between both at will.

¹ Cf. Handbook for quality in public cultural applications: criteria, guidelines and basic recommendations, URL: http://www.minervaeurope.org/publications/qualitycriteria1_0draft/qualitypdf0603.pdf

- The structured lists of items can be browsed like a book, while the navigation tree and the header are updated and show the place inside the finding aids.
- Finally lists of index terms indicating which terms seemed to be important to the describing archivist can directly open the referred items.

4 Standards for archival description and finding aids

The work on international standards was initiated by the wish to exchange descriptive information among archives in a similar way as printed finding aids had been exchanged to provide information over the holdings of other archival services in the single institutions. The digital exchange requires common formats. Both approaches to standards development that were undertaken during the last years started from the structured character of archival finding aids and described the structure in terms that are operational for data exchange. The first one was ISAD(G), worked out by the committee on archival description of the International Council on Archives (ICA), and the other one, EAD, was drafted by a working group of the Society of American Archivists (SAA) and is applied in several European countries. EAD in 1998 was first formulated as a document type definition (DTD), according to the rules of SGML, later of XML and is defined now as a schema.

Authority records as lists of names to use for the identification of persons or localities have not been in the centre of the archival attention since deviations of the writing or a change of a name sometimes delivers the information which was searched. However the explanation associated with authority spelling in librarian authority records is increasingly seen as been structured in a similar way like single entries in holdings guides or in MARC records for finding aids. Therefore several international projects have tried to find ways to use the advantages of authority records for archives too and several standardising efforts have been made. These approaches have relations to tests with thesauri of functions of records creators, which also tried to deliver background information on contexts in a structured and digitised way for easier data exchange and retrieval. The standards developed this way are linked to the two descriptive standards and are ISAAR(CPF) (International Standard for Archival Authority Records – Corporate Bodies, Persons, Families) and EAC (Encoded Archival Context).

4.1 ISAD(G)

ISAD(G) has been adopted by the ICA as a first edition in 1993 and a revised version in 2000. Its purposes are the exchange of descriptive data across different archives systems. It consists of a list of elements, which can be used on different levels of aggregation, including the item, file, series, and fonds levels. It concentrates on the description of the single units and does not include the establishment of other parts of finding aids like the title page or the introduction and the documentation of the processing of the fonds. ISAD(G) has no direct technical implications and can be used with different descriptive methods. However it is mainly applied as a data model for archival database systems.

4.2 ISAAR(CPF)

ISAAR(CPF) has been conceived corresponding to ISAD(G) for the authority control of agencies, persons, and family names. The names are linked with descriptions largely corresponding to the content structure of single entries in holding guides. The standard was adopted by the International Congress on Archives 2004.

4.3 EAD

EAD is the first Internet standard for archives. While ISAD(G) unified the structure of a single descriptive unit and is database oriented, EAD unifies the structure of the text of the finding aid and gives more flexibility for instance concerning the repetition of elements. Like ISAD(G) it is applied to reduce redundancy using the different levels of description. EAD allows a structured presentation of finding aids with aggregated information aside more detailed information on the same level. And it allows more textual additions to the finding aid explaining the processing as well as appraisal decisions and capturing other interesting news for users. EAD originates from the United States and has meanwhile been adopted in several European archival services. Its benefits lay in the possibility to structure the complete text of finding aids.

Coming from the TEI (Text Encoding Initiative) its original purpose was to define a standard structure of the text of finding aids. It was first written in SGML and since 2000 it is converted to XML.

Using EAD Internet presentation of descriptions can be deepened and elaborated while being already presented and allowing potential users to get in a very early stage of the archival processing an impression of the fonds. Further planning of

description work can be announced to the public where this information is useful. Appraisal and other processing information can be added as needed and thus the description work becomes transparent for potential users.

EAD is used for several large national or scientific gateways, like A2A and Archives HUB in Great Britain and RLG (Research Libraries Group) or OAC (Online Archives of California) in the United States. It is used in several European states for the presentation of holdings of national archives. National gateways plan to use it as an internal exchange format. EAD will be a comfortable exchange format for descriptive information in a gateway to archives in Europe.

4.4 EAC

EAC is a new standard for encoding originations of archival material. It is formulated as a schema written in XML and thus can be implemented directly with XML editors or transformers. It was developed in international projects like LEAF (Linking and Exploring Authority Files) and is now maintained by a working group of SAA. A first attempt to use it for a complete gateway website is demonstrated by the project LEADERS of the School of Library, Archives and Information Studies (SLAIS) at the University College London. EAC can replace the use of MARC-records for the bibliographic description of finding aids, where the tradition of holdings guides did not exist. EAC first was drafted to exchange data under authority control as in libraries. However in archives the explanations of the controlled access terms are very interesting since they deliver contexts necessary for the understanding of holdings. The explanation part contains all categories of standard entries in holdings guides including description of provenance and links to online finding aids so that it might be a useful instrument for Internet presentation on this level. EAC files might be linked to an EAD file used to create and maintain the structure of the holdings of an archival institution.

With special style sheets national differences in the presentation of holdings guides might be offered in a gateway while a search over all information from all contributing archives services would be possible.

There are some other standards of interest for archives, yet developed outside the archival profession which are often mentioned and suggested for archival use, like Dublin Core or the OAI (Open Archives Initiative). They were tried out during the last

years for archival purposes. Both have revealed in tests to be too simplistic and general for archival purposes and the support of access to archival holdings².

4.5 Conversion of finding aids into on-line accessible forms

Current legacy finding aids in archives have the form of printed volumes, manuscript print outs, files from word processors, card files, or database entries. Especially card files are endangered through use since they normally exist in only one copy without the possibility to protect them against occasional or intentional disturbances.

With the new approaches using Internet technologies also legacy descriptive information can be integrated into the digital storages. Different forms of finding aids are converted into one unified format, which can be used for different presentations including prints of whole volumes or parts of them as well as data exchange with other archives, common gateways or other software applications. For this purpose the XML format turns out to be especially valuable since it combines great flexibility with easy use.

The conversion of finding aids, which already exist in electronic format, can be done automatically. However it first needs a consistent structure. Data from word processor files therefore are freed from all formatting marks and are transformed into tables to assure the internal consistency. Data from databases are directly exported into XML format with the help of a definition of their structure in the form of a DTD or schema, from where they can be transformed into standardised structures like EAD. Word processor files with variable structures that cannot be brought into a consistent table are tagged directly in XML format with the help of commercial or public domain XML editors.

The digitisation of finding aids in paper format is done via OCR (optical character recognition) or re-typing, often by contracted vendors or specialised digitisation centers. OCR techniques can be combined with automated structure recognition and conversion into the structure of a XML-DTD. Legacy internal finding aids often were in book form, yet not always printed or published. They had often been used for updating the information on the holdings and thus they show added corrections or supplementing information in handwriting. The same is the case for card files, which were either written with typing machines or handwriting sometimes on a sort of

² cf. several reports and publications on it on the Internet, f.i. by Christopher J. Prom

printed forms. In these cases typing is a very economic and fast way of conversion. The originals can be camera-scanned on the spot and the images are used for typing the text into screen templates. This way the original finding aids need not to be taken out of the working space and can continuously be used, while the typing can be performed somewhere else.

Well planned digitisation projects for finding aids represent a cost effective way to provide at rather short terms a critical mass of findings aids, so that soon the first step of using an archives' holdings consists in browsing the website of the institution or of a joint finding aid provided by common gateways. Users of archives can choose the holdings they want to investigate without displacing themselves.

Access also to these legacy finding aids on the Internet considerably facilitates and promotes scientific, cultural, and technical research. Retro conversion is a crucial activity to gather a critical mass of freely available descriptive information into the joint Internet access points.

4.6 The structure of the union finding aid

The main part of a European gateway should be the union finding aid with several layers. In it all data from archival web presentations should be presented for cross border searching in deliberately selected combinations.

The highest layer gives access to the whole content, on the middle layer the overview on the holdings of each repository should be possible which will be linked to the finding aids on the lowest layer.

This architecture of the union finding aid needs a combination of standards. The union finding aid should be complemented on the one hand with information on the contributing institutions, their opening hours and addresses as well as their history and special working condition, thus explaining their holdings; on the other hand there should be an area for help and training tools for visitors of the website, where they might prepare themselves for a visit to a reading room. Here digitised images can be used to show examples of the archival material, present galleries, or offer digital learning on archives, public or private records, and history for users.

The professional standards will have the function to bundle information for specific purposes into one digital object, that can on the one hand be maintained and updated individually and that is on the other hand linked to other digital objects for building the presentation of the union finding aid in the gateway.

4.7 International standardisation

Archive services have made considerable progress in the development of international standards, which have ensured that the structured retrieval of information is now well within the grasp of citizens. In recent years the XML-based standard EAD has proved to be best applicable for these purposes. The United Kingdom has used EAD to create the Access to Archives (A2A) database as part of the UK National Archives Network, with about nine million records and more than 350 contributing repositories. In France the joint French-Canadian application France-Canada is based on EAD, finding aids of the historical centre of the National Archives are converted to EAD to be presented on the archives' website and several regional archives adopted EAD. In Germany the Federal Archives present their online finding aids in EAD format on their website. A tool is used that converts finding aids into EAD and a national gateway is being prepared using EAD as an internal exchange format. In the Netherlands EAD is used for Internet presentation and a web-based editor for EAD is developed. In Sweden EAD is used for data exchange between databases and the integration of data for joint access points. Belgium applies EAD in multilingual presentations. In some cases EAD is used directly for Internet presentations, in other cases it is used for data exchange between database applications. During the last years the experiences with the use of EAD as well as other encoding standards have increased considerably in Europe. Meanwhile most national archives have experiences with the use of EAD.

A central motivation for using EAD consists in its capability to provide structured description without redundancy on different levels. It is applied in archives, libraries, and museums whenever context bound description should to be offered and it thus creates a harmonisation of the three domains in a new way. Europeana has decided to integrate archival data with the help of EAD, even if it is not clear what the actual procedures will be (cf. WP 3).

EAD provides standard encoding analogues that make conversion into other standards like ISAD(G) or MARC easy and is therefore open for data interchange with data bases and other search engines. EAD encoded finding aids can easily be presented with a standardised surface of a gateway, that follows the standards of usability as described f.i. in the Minerva Handbooks.

Applied as a standard format for a joint archival gateway to European archives, EAD is flexible enough on the one hand to make description work comparable and to

allow on the other hand to present individual characteristics of contributing record centres. The data encoded in EAD can be presented in different ways with the help of style sheets and thus a presentation on this basis can offer different search strategies for the same material. Visitors can choose to use hypertext navigation inside the structure of a finding aid, use it like a book, or search for key-terms like in a database. EAD is furthermore developing to an international standard for the exchange of archival description data and it will be helpful to create relations to other national or supranational gateways.

4.8 The standards in the APENet project

As explained in the “Description of Work” the APENet project will not do research for new technologies but instead survey available advanced technologies and transform them into concrete services.

The APENet project will not establish or identify new standards but implement a common framework across Europe that includes existing global archival standards targeted for a European context and encourages their use. The project will also support and encourage the acceptance of transnational standards in order to guarantee interoperability with different archives portals set up on national and institutional level.

The European Archives Gateway will be open to all institutions in Europe keeping archival material that can deliver structured descriptions of their holdings according to international archival standards (either in EAD, EAC, EAG (Encoded Archival Guide), and METS (Metadata Encoding and Transmission Standard) format or can convert their own data formats into EAD, EAC, EAG, and METS with the tools delivered by the project).

- **Encoded Archival Description (EAD)** (data format for descriptive information on item, collection, or institutional level.) Development of the EAD DTD began with a project initiated by the University of California, Berkeley, Library in 1993. The goal of the Berkeley project was to investigate the desirability and feasibility of developing a non-proprietary encoding standard for machine-readable finding aids such as inventories, registers, indexes, and other documents created by archives, libraries, museums, and manuscript repositories to support the use of their holdings. The project directors recognised the growing role of networks in accessing information about

holdings, and they were keen to include information beyond that which was provided by traditional machine-readable cataloguing (MARC) records. The development of the EAD DTD was a cooperative venture from early on, with specialists at Berkeley working in consultation with experts at other institutions. The requirements for the encoding standard include the following criteria:

1. ability to present extensive and interrelated descriptive information found in archival finding aids,
 2. ability to preserve the hierarchical relationships existing between levels of description,
 3. ability to represent descriptive information that is inherited by one hierarchical level from another,
 4. ability to move within a hierarchical informational structure, and
 5. support for element-specific indexing and retrieval.
- This standard is used world wide for Internet presentations of archival descriptive information and is especially applied for gateway projects. The standardising board is the EAD Working Group of the SAA with representatives from Great Britain, the Netherlands, France and Germany. The EAD home page is:
 - o <http://www.loc.gov/ead/>
 - **Encoded Archival Context (EAC)**. EAC is an ongoing initiative within the international archival community to design and implement a prototype standard based on XML for encoding descriptions of records creators. The primary developers of this prototype standard are members of the international archival community. The description of individuals, families, and organisations that create records is an essential component of the preservation of the documentary evidence of human activity. Identifying record creating entities; recording the names or designations used by and for them as well as describing their essential functions, activities, and characteristics, and the dates and places they were active is an essential component of the management of archives records. Creator description facilitates both access to and interpretation of records. The website is:

- <http://www.library.yale.edu/eac/>; <http://www.iath.virginia.edu/eac/>
- **Encoded Archival Guide (EAG)**. EAG provides an electronic format for the storage, publication, and exchange of information related to archive repositories. EAG was created by the Spanish Ministry of Culture and is largely applied in the following implementation:
 - <http://censoarchivos.mcu.es/CensoGuia/proyecto.htm>
 - http://aer.mcu.es/sgae/jsp/censo_guia/Documentos/EAG.DTD.txt
 - http://aer.mcu.es/sgae/jsp/censo_guia/Documentos/Repertorio_de_etiquetas_EAG_Alfa_0.2.doc
- **Metadata Encoding and Transmission Standard (METS)**. METS is a generalised metadata framework, developed to encode the structural metadata for digital objects and related descriptive and administrative metadata. It is especially interesting for archives because it can combine images to objects and describe their internal structure. Launched by the Digital Library Federation, the METS initiative seeks to provide a single, standard mechanism for encoding all forms of metadata for digital objects. METS will simplify both the exchange of objects between repositories and the development of software tools for search and display of those objects. Additionally, METS encoding will provide a coherent means for archiving digital objects and their metadata. The METS initiative has two major components, a technical one aimed at developing a standard encoding format for metadata, and an organisational one aimed at developing mechanisms for maintenance and further development of the format:
 - <http://www.loc.gov/standards/mets/>

5 The advantages of encoding standards for the union finding aid in the gateway

From the beginning the initiatives to build a gateway to archives in Europe identified it with a union finding aid based on EAD. It was at that time already the main format for international cooperation and joint access points. The family of standards meanwhile grown up around EAD is technically bound to the use of XML, which has also increased considerably in IT applications, especially when data from different sources have to be combined. The richness of archival applications in all member

states can best be represented by using the flexibility of XML techniques and their professional archival expression with the encoding standards. As the “State of the Art Report” has shown, the use of EAD is wide spread in Europe. And first steps towards interoperability with Europeana have again confirmed, that it is easier to convert data from databases into a common EAD format than the other way round. Therefore the original approach to use EAD and its related standards can be confirmed.

5.1 General remarks

The encoding standards have two important aspects for the use in the union finding aid.

First they are sort of concentration of professional working methods in a formal way without interfering with the content of specific description tasks and specific material to be described. They constitute in this sense professional standards and they have shown in practice that they meet most requirements for the Internet presentation and use of the results of archival work in the national archives represented in the project, even if there were some hesitations in the beginning. Especially EAD has turned out as a really practical form of data for data sharing and multiple use without intolerable restrictions concerning the content to be expressed with it.

The second aspect is founded in the technical character of the standards. As they are formulated as XML schemas they open a whole area of easy manageable technical possibilities:

- XML schema based files are like text files and can be stored and maintained in file systems without special software systems.
- They are “eye-readable” in the sense that they do not need special decoding software and can be opened and updated with any text editor. In this sense they are “public domain” and “open source” files.
- They are at the same time rigidly structured and offer themselves to any operation based on parts of their form and structure, like a search over specific areas.
- The rigid structure offers the possibility for an automated transformation into other profiles with translations of elements or attribute values.
- They are open for any transformation using the internal formal marks f.i. for special layout rules in HTML presentations or for manuscripts for printing.

- XML files may contain their own documentation inside, saying f.i. when and where they were created or composed and thus no special external documentation needs to be fixed to them.
- In the same way they can document the URL of their home presentation inside the document, so that a central access point can use it for a link and redirect visitors to the archival service.
- Data files based on XML schemas are complete units with the root element as their obvious start and end.
- They constitute a document and therefore indicate clearly what belongs and belongs not f.i. to a certain finding aid without the need for sorting or filtering units.
- Data files based on a XML schema have an internal sequence of their elements (like chapters in a book) which do not need to be sorted according to any external criterion to show the whole finding aid.
- They do not need to contain any empty elements. They can just consist of a subset of elements without violating any rules or specifications. Only those elements identifying the standard the file refers to are necessary.
- In contrast they can repeat most elements as often as wanted or needed, including variations for their meaning identified with different attribute values, without requiring a predefined data record.
- Subsets of the standards or profiles can be predefined and used for special purposes without changing the data model. The files based on subsets are as valid as those created without a predefined subset.
- The separation of form and content allows reusing the content once it is encoded in a variety of ways for different applications among them HTML presentations, prints, or database imports.
- The workflows for capturing the data can be varied and adapted to special working situations. The data can be captured and maintained in decentralised locations and brought together in a central space for access with special presentation rules, the style sheets.
- The formal standard avoids the need for common content standards, as far as the content is documented and its meaning is obvious for the data processing

rules. Therefore they can be applied in very different situations and with a great variety of material.

XML standards can reduce the resources needed for storage and maintenance of centralised data because no central management system is needed and unification requirements are minimised. As the central style sheets can be given to the content providers they can by themselves test and optimise the view of their own data. The conversion of local data to the format of the central target profile can be done automatically with adapted tools once the mapping has been established. The contributing archives need to get the tools for conversion and testing once. From time to time an update may be necessary. It may be supported with editors that facilitate the adaptation of the tools. The archives can apply the tools after the first preparations by themselves. So they have full control on their own data and their display and at the same time the efforts for the central administration are reduced.

For huge quantities of data as they have to be expected for the gateway repositories, that support the management of file systems are available like DSpace or Fedora. They can handle files in very different format, store and maintain them and disseminate them as needed. The use of such systems will be described in the final report on the logical model.

5.2 EAD as the central format for finding aids

EAD is a XML schema with names for all parts of finding aids. It constitutes finding aids as a document type including all possible elements of such a structured text. The elements may be defined more closely by using attributes with a choice of predefined or with free values. The list of attributes available is defined as well in general as relating to each element, defining the list of its attributes with, if fixed, their usable values.

Besides giving a comprehensive list of elements and attributes the schema prescribes the places inside the document where elements can be used. That is done with the definition of the internal structure. The schema does not prescribe a certain sequence of the elements inside a structural group, however it indicates the structure of an internal hierarchy. It defines which element may be nested inside which other element and which elements can be used parallel to each other. These relations are called in English parents, children and siblings.

EAD applies this structuring capacity of XML schemas to a more elaborate extend than many others with the element `<c>`, meaning component (of the document). All `<c>` elements can be nested on up to twelve levels. The levels can be numbered to make the nestings even more obvious. These levels are like the chapters of a book and can be used to represent the logical structure inside an archival fonds like chapters in a printed finding aid. The `<c>` components can be defined more closely with the attribute `@level`. The values of this attribute are predefined in the schema definition according to the naming used in ISAD(G). So the formal mark-up for a new chapter in the document of the finding aid is constituted of four parts: the tag for the element "component": `<c>`, an optional number for the level: `<c03>`, the attribute that defines the level and a value giving a name to the level: `<c03 level="class">`.

This formal mark-up indicates the function of the following chunk of the content of the document. A nested element `<unittitle>` underneath the `<c>` element would indicate that the text marked by this element, means the header of a chapter. On the lowest level, normally named as "file" or "item", it would mean the title of the descriptive unit.

The formal mark-up of the document type "finding aid" makes it machine-readable and treatable. Therefore it must be completely consistent. To assure this it is checked or validated against the schema. If no inconsistencies are found it can be provided for computer-based operations, which read the elements and use them as triggers of certain predefined operations, written down in transformation style sheets. The result can be a HTML presentation, a manuscript for printing, or another data file adapted for the import into a database system.

With this structure EAD is very flexible. Not all elements must be used in each document and certain attribute values can be defined locally for special purposes. So `<unittitle>` might be repeated with `@type="nn"` identifying a repetition in another language providing multilingual access. Local EAD files can be presented with the own or with adapted style sheets from other sources. Once the data are captured and encoded they can be used for multiple purposes among them the exchange with joint access points like the APEnet gateway. If content marked by different values of attributes is not only needed for the local presentations but shall also be presented in a gateway a special transformation style sheet might translate the value into the one used for the central presentation. Once defined in a special mapping this translation of the formal mark-up can be done automatically even integrated into the export function from the local system.

EAD is a structural and no procedural standard. Therefore it does not prescribe how to do archival description. Procedural or content standards followed while capturing the contents of the finding aids can be indicated inside the EAD file so that the meaning of the content can be retraced if necessary. Instead of prescribing a centrally defined way to work, EAD has the capacity to show the differences, to make them visible and understandable.

This capacity of EAD is very important for an archival gateway because the archival material in each country has emerged from different tasks in each agency embedded in different contexts. The archival aim is to make these contexts and circumstances visible and usable to understand the left over trails from collaborative work in a consistent way. Therefore the differences matter. EAD respects the content of the description with all its differences and thus has a well rooted foundation in the archival professional methods.

The technical aspects of EAD facilitate the creation of a gateway with a broad flexibility for the HTML layout on the one hand and with rather low level requirements for maintenance on the central host, the integration of new data, its update, and the dissemination on the other hand.

5.3 EAD as backbone for the gateway architecture

Integrating finding aids on fonds level into a central union finding aid means to manage and present them in a way that they can easily be found and searched. Both, the full text search and the structured browsing through the whole content of the union finding aid will be allowed. This approach can be supported by an architecture of three layers with links between them, and representing the hierarchical structure of the whole union finding aid. It will be used for the testbed installation with EAD files from different countries planned by WP1 during the meeting in Berlin (12th/13th May 2009). This whole architecture will be described in the logical model more closely. It is shown in the mindmap in the annex.

The backbone of each layer is an EAD document with its nested components as representations of the internal structure of this layer. Other information packages in other standards files are linked to it and called up in the presentation. On the highest level an EAD document represents the archival landscape containing all participating institutions organised according to regions or to administrative structures. This EAD document contains all necessary levels of the structure and on the lowest level it lists

the names of the institutions. Each name of an archival institution in this archival landscape is linked to the corresponding holdings guide on the intermediate layer. A button links to further information on the institution in a separate XML document based on the standard EAG.

The structuring document of the middle layer is the holdings guide for each archival service contributing to the gateway. This EAD document may just contain the structure of the archival repository, the tectonics, listing all record groups or fonds in a structured way. According to different national traditions it might contain more aggregated information on the single records creators and on their papers. This EAD document might be enriched by more detailed information on the records creators using EAC documents for each of them. They can be linked to the short description in the holdings guide and be called up on demand. Each fonds or record group described in the holdings guide can be linked to the corresponding online finding aid. As there are some interesting projects on the use of EAC recently planned or started, f.i. on using EAC as an entrance point for archival description in general, these projects should be followed to see whether a closer connection between holdings guides and EAC files will be reasonable and if the holdings guide too might be reduced further to a backbone structure integrating EAC files with all information for each records creator and their fonds.

The bottom layer is formed and structured by the single finding aids for record groups. They contain besides their title page and an introduction together with indexes or abbreviation lists, if entered by the describing archivists, the structured lists of descriptions of the single units, files, dossiers, boxes, that can be ordered and inspected on-site, if they are not digitised and available online. These descriptions contain at least the reference number, the title and the dates of the units. However EAD allows giving much more information and it depends on the layout of the HTML presentation how far it is offered. The finding aids on the bottom layer can be linked to METS files delivering a structured view of digital archival objects as far as available. Digital reproductions can be integrated into the overall structure and so they can be accessed via the contexts that at the same time explain their meaning.

5.4 EAC and EAG in the gateway

EAC and EAG are still not yet very much used in archival web presentation, even if there are some interesting applications in Spain and in Sweden. There are some

further developments to be expected that make them interesting enough for the APEnet project and show, that the approach followed by them is useful.

EAC is meant to describe the context of archival material, especially its origin and the circumstances of its creation. In Sweden it was used for the gateway to parish registers and in the United States new projects are planned to show the potential of this standard for a description not only structured by but based on the contexts.

EAG has been developed for the needs of the Spanish gateway to census registers in Spanish speaking countries around the world. It can be seen as a container for all information on the institutions providing access to the material, which is not just description of the archives. Contained in a separate XML document this information can be flexibly maintained and updated by the archival institutions themselves and can be linked to the archival landscape for display.

Both standards are under discussion by the responsible body of ICA for best practices and standards (CBPS), who has drafted ISAD(G) and ISAAR(CPF). They are working on new ICA standards integrating functions of EAC and EAG. The ICA standards however are descriptions of data models and thus differ in their functionality for a joint access point from the more flexible and more comprehensive XML standards. The union finding aid will be open to import data from applications using the formats of ISAD(G) and ISAAR(CPF). However as the EAD profile needed for the gateway is broader the other way round will not be possible.

5.5 METS for the presentation of digital reproductions

METS is also a XML schema and can be linked to EAD. METS files link to single files, which are composed as digital objects by them. These files can be images, audio, video, or others. Because of its openness METS is also used to organise files as packages for the transport between the different areas of the OAIS reference model. METS files can be maintained in the same way as EAD files, f.i. in a file system or a repository. In the union finding aid METS files gather all files relating to one descriptive unit into one digital archival object and control the display of digitised images or corresponding texts, which are stored separately, may be on decentralised servers of the content providing archival services, where they can be reached by pointers from the central presentation.

METS integrates the addresses of the images or corresponding text files and allows structuring the relations between them. Like chapters in a digitised book parts of a

descriptive unit composed of many pages, can be addressed for a special form of display. So during description bookmarks can be used to identify structurally relevant pages, f.i. the first page of the minutes of a meeting with the agenda or a new incoming letter initiating a new conversation on a not yet treated problem. In the presentation model for the testbed these marked pages can be brought together on a special page, the orientation surface, where they are shown with the upper third of the pages in a scrollable window and an explanation underneath.

The METS files are linked to each descriptive unit representing it in the form of a digital archival object.

6 The profiles of the standards

The METS editorial board first suggested the use of profiles of the standard for the application on specific situations. Profiles are submitted and after official acceptance they are provided for download on the official website of METS. The profiles are a sort of subset including the elements needed and excluding the rest. They describe furthermore how the elements are used and what their special meaning is.

This method of defining a subset of a certain standard for a special purpose is useful for the design of a central gateway also in case of the other standards. Its advantages are:

- It documents which elements are needed to share the data in the union finding aid. Therefore it depends on the HTML presentation and contains all elements needed for it. Furthermore it contains those elements that allow internal and external references and IDs.
- It allows extracting data from original files, which might be and stay more comprehensive than the one used for the gateway.
- It is a basis for a mapping indicating translation needs to prepare the local data for integration into the central presentation.
- It shows which elements, that are not so relevant for the local files, need to be added automatically for the central presentation.
- If a file contains more elements than described in the profile, which however validates against the schema, they are simply ignored for further operations without disturbing any step.

Based on these considerations a profile of each standard for each application has been defined and is added in the annex of this paper. These profiles can be used as drafts for target profiles for the mapping of local data. All profiles contain the needed elements for the file header relating it to the standard and explaining the international content standards used for standard denominations in the content of the file. The tools to be provided to the archival services will be used to edit the files and validate them against the schemas as well as the profiles.

6.1 The EAD profile for the archival landscape

The profile for the archival landscape is one of three EAD profiles, structuring each layer of the union finding aid. Its purpose is to present the overall structure of the union finding aid. It offers the following possibilities of use:

- Select specific groups of archives for a following full text search in their finding aids. That might be the regional groups, certain municipal or state archival repositories across borders, or all or individual archives from one or more countries.
- Use as entrance door to have a look at the holdings guides and finding aids of certain archives.
- Look up information on a certain institution like opening hours or telephone number.

The units on the lowest level are the institutions. Links are provided from there to EAG files and EAD holdings guides.

6.2 The EAD profile for the holdings guide

As holdings guides in general have the same form of structure on a more aggregated level like finding aids on the detailed level the holdings guide also uses EAD with a more restricted amount of elements. It contains many elements, that are used for the presentation, if they are filled with content. However most of them are not required. The column “Meaning” in the table documenting this profile in the annex presents an adapted labelling for editing this EAD file. The tags are the same on each layer. The tooltips explain their different use compared to finding aids. It offers the following possibilities of use:

- Get an overview on all holdings of an archival institution even if online finding aids on the detailed level are not yet available for certain record groups.

- Look up aggregated information on record groups before entering a more detailed research.
- Select classification groups or single record groups of special interest for a following text based search.
- Open the finding aid corresponding to the record group inspected with a click on the name of the record group, if it is shown in blue.

Units on the lowest level are the record groups. Links are provided from there to the corresponding finding aid (using <otherfindaid>), to an EAC file with more information on the records creator (using <origination>), if available, and to digital images with <dao>.

6.3 The EAD profile for finding aids

This is by far the largest profile and it structures the lower layer. It contains a lot of optional elements which can be shown, if filled, but which are not required. In the beginning it offers space for bibliographic information on the finding aid, that might be extracted and integrated into a library catalogue. The part of the archival description contains all elements provided by the standard for a more narrow description of the finding aid and of the fonds as a whole. The testbed installation will use them either for the front page of the finding aid or for the introduction. The entries in the column “Meaning” indicate where their content, if provided, is displayed with a “F” for front page and an “I” for introduction.

The profile for the finding aid contains encoding analogues for MARC21 on the level of the whole finding aid and for ISAD(G) on the level of the descriptive units. They may be used for extracts to corresponding database systems.

The data according to the profile for the finding aid offer the following possibilities of use:

- Get an overview on the record group with its title, name and general information in the introduction.
- Use the navigation tree as table of content to see what can be found in the records group.
- See a single descriptive unit as search result inside its structural as well as its description context and compare it to other titles and “non-results” surrounding it.

- Print or store a note with all information including the context relating to one descriptive unit and use it f.i. for ordering the corresponding file at the respective institution.
- Link back to the home presentation of the finding aid inside the system of the providing archival institution.
- Open the descriptive unit directly, if it is provided in digitised form, browse through it, and search inside it for special terms.

Units on the lowest level are the files (descriptive units) including at least the title, the call number, and the dates. Supplementary information are shown underneath the title and the link to the digitised records is shown under both as a text, entered into the <dao> element of the EAD file on the file level and chosen by the archives.

For more information on the use of the EAD profile for finding aids please refer to the Tag Library with explanations of the elements and examples of their use in the annex.

6.4 The EAC profile

The EAC profile can capture information on records creators. These data are available from the holdings guide with links near the descriptions of the single record groups or fonds. The profile contains almost all elements from EAC relevant to the description of corporate bodies. However it can also be used for individual persons as records creators, who have transferred their collections of personal papers to an archival institution.

The presentation in the testbed installation will be done with the style sheet provided by Daniel Pitti on the standard's website. It is linked to the record groups in the holdings guide.

6.5 The EAG profile

The EAG profile is used to gather all relevant information on the institutions, providing their material via the gateway. All information necessary to contact the archives and to order the material has its place here. A logo of the archives can be integrated. It contains all data defined in the DTD, which was converted to an unofficial schema.

In the actual display used for the testbed the first part contains the contact information with address and telephone numbers, the second part shows the opening

hours, and a third part gives information on services available and a short history of the institution.

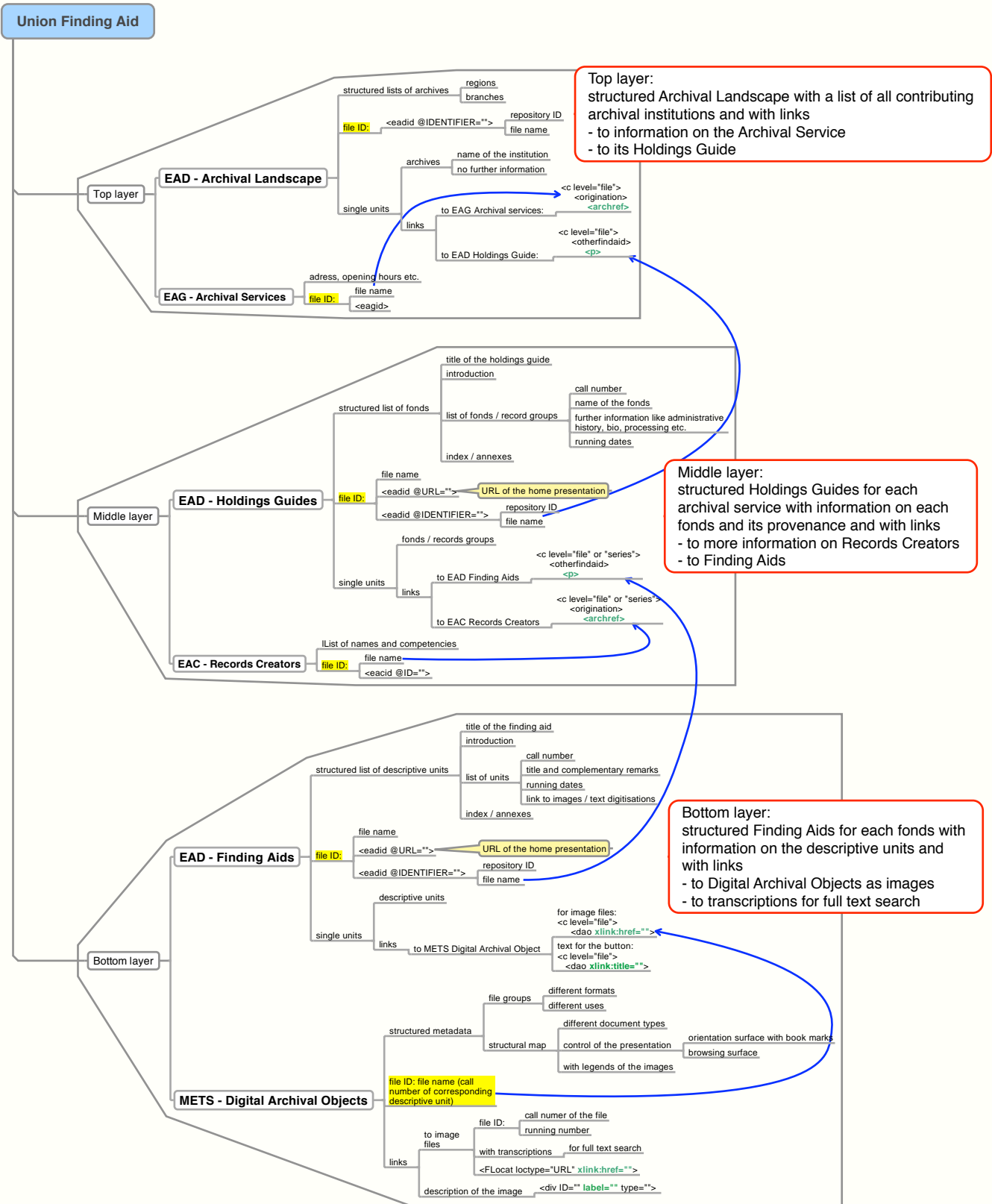
For further information on the use of EAG for the testbed installation please refer to the Tag Library for EAG in the annex.

6.6 The METS profile

The METS profile contains a strongly reduced amount of elements compared to the schema. It does not use the optional sections for administrative data or rights management and preservation. The only parts needed are the format groups and the structural map. In the first part the addresses of the images are stored in the sequence of the pages in the file. In a parallel file group the addresses of the corresponding text files can be stored. The structural map is used to allocate each file a place in the structured presentation. The <div> elements allow structuring the whole in a similar way like the <c> components of EAD documents. With their help different presentation models for different sorts of whole files may be defined with different presentation models for single documents or pages inside the files.

The presentation is built with the corresponding style sheets getting their triggers from the elements in the METS files.

Relations inside the Union Finding Aid



Profiles

for the use of encoding standards for the gateway

EAD – Archival Landscape

Used to display all contributing archives in structured forms, relating to regions or to branches like state archives, municipal archives, private archives etc.,

It is linked to:

- EAD – Holdings Guides
- EAG – Archival Services

EAD – Holdings Guides

Used to show an overview on the holdings of each contributing archival service with short descriptions of each fonds.

It is linked to:

- EAD – Finding Aids
- EAC – Records Creators

EAD – Finding Aids

Used to display the inventories for each fonds in a structured way with call numbers for ordering functions.

It is linked to:

- METS – Digital Archival Objects

METS – Digital Archival Objects

Used to display and control structured digital objects containing digital reproductions from the descriptive units in the finding aids. It builds a framework with two layers for the inspection of records with two linked surfaces for orientation and browsing and a full text search function in case text transcriptions are provided.

It is linked to:

- images files
- text files

EAC - Records Creators

Used to describe the history and development of a records creator in more detail than in the holdings guide. It may list official and non official names and competencies including their explanation and information on the time of existence.

- It is called up from the archival landscape

EAG – Archival Services

Used to give information on the archival services providing access to the material found in the gateway. The information is opened in a separate window in list form. Using EAG for this purpose allows an easy maintenance of these information by the institutions concerned, who can upload them in the same way as finding aids when changes occurred.

- It is called up from the archival landscape

EAD – Archival Landscape

EAD profile for the archival landscape for the testbed installation

The highest level of the union finding aid is the archival landscape which lists all contributing partners in a structured way according [i. i. to branches of archival institutions like "state archives", "municipal archives", "private archives" etc. or according to regions. The structure may be subdivided for a deeper hierarchy.

The scope of the elements and attributes is defined by their need for building a structured presentation with the names, links to the holdings guides, and the possibility to select all archival fonds of the institution for the following full text search.

Name of the tags	Meaning	needed, repetitions	Standard value	Tooltip
EAD archival landscape				
EAD header				
<ead>	EAD landscape	1, 1		mandatory root element - indicates a document formatted in XML and encoded according to the EAD standard
@xmlns	EAD namespace	1, 1	urn:isbn:1-931666-22-9	default value linking to the EAD namespace location
@xmlns:xlink	xmlns:xlink	1, 1	http://www.w3.org/1999/xlink	default value linking to the xlink namespace
@xmlns:xsi	schema instance	1, 1	http://www.w3.org/2001/XMLSchema-instance	default value linking to the EAD schema instance
@xsi:schemaLocation	schema location	1, 1	urn:isbn:1-931666-22-9 ead.xsd	default value linking to the EAD schema location
@audience	published archival landscape	0, 1	external	archival landscape that is available; default value
<eadheader>	header of the file	1, 1		bibliographic and descriptive information to identify the document
@countryencoding	country encoding	0, 1	iso3166-1	international standard used to encode the countries named within the document; default value
@dateencoding	date encoding	0, 1	iso8601	international standard used to encode the dates named within the document; default value
@langencoding	language encoding	0, 1	iso639-2b	international standard used to encode the languages named within the document; default value
@repositoryencoding	repository encoding	0, 1	iso15511	international standard used to encode the repositories named within the document; default value
@scriptencoding	script encoding	0, 1	iso15924	international standard used to encode the scripts named within the document; default value
<eadid>	ID of the EAD file	1, 1		identification of the EAD document
@countrycode	country code	0, 1		country code encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain", "FR" for "France"
@identifier	ID	0, 1		unique code identifying the EAD document
<filedesc>	description of the file	0, 1		bibliographic information referring to the EAD document
<titlesmt>	front page	0, 1		information that may be shown on a front page of the EAD document
<titleproper>	title	0, 1		title of the archival landscape
<publicationstmt>	publication	0, 1		information concerning the publication of the EAD document
<date>	date of publication	0, 1		date of publication
@calendar	calendar	0, 1	gregorian	displaying the period during which years are numbered and dates are reckoned; default value
@era	era	0, 1	ce	normalised date according to ISO 8601, e.g. "YYYY" or "YYYY-MM-DD"
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY" or "YYYY-MM-DD"
<address>	address	0, 1		contact details of the editing institution / publisher
<addressline>	place of publication	1, *		place of publication or further contact details of the publishing institution
Description of the structure				
<archdesc>	structure of the archival landscape	1, 1		information about the content and structure of the archival landscape
@level	hierarchical level	1, 1	collection	default value
@type	type of the file	0, 1	Archivlandschaft	default value
<did>	information on this level	1, 1		general information of the archival landscape
<unittitle>	name of the archival landscape	0, 1		name or title of the archival landscape
<langmaterial>	language(s)	0, 1		language(s) of the whole document
<languages>	language	0, *		displaying one of the languages, e.g. "german", "english", "french" etc.
<langcode>	language code	0, 1		encoding of the language used according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		encoding of the script used according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
Structure information				

Name of the tags	Meaning	needed, repetitions (needed: 1=yes, 0=no; repetitions: 1=no, *yes)	Standard value	Tooltip
EAD archival landscape				
<disc>	wrapper for the structure information	0, 1		wrapping element for the structure information of the archival landscape
@type	type	0, 1	othertype	default value
<c>	highest level	1,*		overall level for the structure
@level	name of the level	1, 1	collection	default value
@id	ID	0, 1		internal ID (generated automatically)
<did>	information on this level	1, 1		overall information to identify the highest level
<unititle>	title of the highest level	0, 1		name or title of the archival landscape
Classification group in the hierarchy				
<c>	component	0,*		component of a deeper hierarchy, can be repeated for each group of archives
@level	name of the level	0, 1	class	default value
@id	ID	0, 1		internal ID (generated automatically)
<did>	information on this hierarchical group	1, 1		wrapping element for information on this group
<unititle>	header	0, 1		header for this group, e.g. "State Archives"
Archival administration				
<c>	archival administration	0,*		archival administration as an superordinate body with several repositories depending on it, which should be addressed separately in the union finding aid
@level	name of the level	1, 1	series	default value
@id	ID	0, 1		internal ID for reference purposes (generated automatically)
<did>	information on the archival administration	1, 1		wrapping element for information on this group
<unititle>	name of the archival administration	0, 1		name of the archival administration
<originat>	link to an EAG archival description	0, 1		place for the identification of the archival administration
<archref>	ID of the archival administration	0, 1		international ID of the archival administration (ISL)
<otherfindaid>	link to an EAD holdings guide	0, 1		link to the EAD holdings guide of the archival administration
<p>	ID of the holdings guide	0, 1		internal ID of the EAD holdings guide document
Archival repository				
<c>	archival repository	0,*		information on the archival repository
@level	name of the level	1, 1	file	default value
@id	ID	0, 1		internal ID for reference purposes (generated automatically)
<did>	information on the archival repository	1, 1		wrapping element for information on this lowest level
<unititle>	name of the archival repository	0, 1		name of the archival repository
<originat>	link to an EAG archival description	0, 1		place for the identification of the archival repository
<archref>	ID of the archival repository	1, 1		international ID of the archival repository (ISL)
<otherfindaid>	link to an EAD holdings guide	0, 1		link to the EAD holdings guide of the archival repository
<p>	ID of the holdings guide	1, 1		internal ID of the EAD holdings guide document

EAD – Holdings Guide

EAD profile for holdings guides for the testbed installation

The holdings guides constitute the intermediate level of the union finding aid. They are linked to the finding aids or inventories on fonds level and give a summary of each fonds, including a short history of the records creator, its competencies, and organisation during the time of its existence. The holdings guide itself is structured like the lower level finding aids. Its structure follows the teconics that is the overall structure of the holdings of an archival service. With the help of the holdings guide the finding aids can be listed in a structured way and aggregated information can be given in a short overview before entering the finding aid itself.

The number of the elements and attributes is reduced compared to the finding aid. The labelling in the column "Meaning" is adapted to the needs for the holding guide.

Name of the tags	Meaning	needed, repetitions (needed: 1=yes, 0=no; repetitions: 1=no, *yes)	Standard value	Tooltip
File header				
<ead>	EAD holdings guide	1, 1		mandatory root element - indicates a holdings guide formatted in XML and encoded according to the EAD standard
@xmlns	EAD namespace	1, 1	urn:isbn:1-931666-22-9	default value linking to the EAD namespace location
@xmlns:xlink	xmlns:xlink	1, 1	http://www.w3.org/1999/xlink	default value linking to the xlink namespace
@xmlns:xsi	schema instance	1, 1	http://www.w3.org/2001/XMLSchema-instance	default value linking to the EAD schema location
@xsi:schemaLocation	schema location	1, 1	urn:isbn:1-931666-22-9 ead.xsd	default value linking to the EAD schema location
@audience	published holdings guide	0, 1	external	holdings guide available to all viewers; default value
<eadheader>	EAD header	1, 1		bibliographic and descriptive information about the holdings guide document
@countryencoding	country encoding	0, 1	iso3166-1	international standard used to encode the countries named within the document; default value
@dateencoding	date encoding	0, 1	iso8601	international standard used to encode the dates named within the document; default value
@langencoding	language encoding	0, 1	iso639-2b	international standard used to encode the languages named within the document; default value
@repositoryencoding	repository encoding	0, 1	iso15511	international standard used to encode the repositories named within the document; default value
@scriptencoding	script encoding	0, 1	iso15924	international standard used to encode the scripts named within the document; default value
@relatedencoding	related encoding system	0, 1	MARC21	reference to a descriptive encoding system, to which certain of the following elements are mapped
<eadid>	EAD identifier	1, 1		designates a unique code for a particular EAD holdings guide document
@identifier	ID of the holdings guide	0, 1		unique code identifying the EAD document
@countrycode	country code	0, 1		country name encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain", "FR" for "France"
@mainagencycode	ID of the maintenance agency	0, 1		unique code identifying the archival institution maintaining the described fonds; encoded according to ISO 15511 (ISIL)
@url	URL of the holdings guide	0, 1		URL of the holdings guide in the home presentation
<filedesc>	file description	0, 1		bibliographic information about the holdings guide
<titlestmt>	front page	0, 1		information shown on the front page of the holdings guide
<titleproper>	title	0, 1		title proper of the holdings guide
@encodinganalog	MARC21 encoding	0, 1	245	analogical encoding according to MARC21
<lb>	line break	0, *		single-spaced line break
<subtile>	subtitle	0, *		secondary or subsidiary name of the holdings guide
<lb>	line break	0, *		single-spaced line break
<author>	editor	0, 1		name of the author
@encodinganalog	MARC21 encoding	0, 1	245\$c	analogical encoding according to MARC21
<publicationstmt>	publication	0, 1		further information referring to the publication or distribution of the holdings guide
<publisher>	publisher	0, *		name of the publisher
@encodinganalog	MARC21 encoding	0, 1	260\$b	analogical encoding according to MARC21
<date>	year of publication	0, 1		year in which the holdings guide was published
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY"
@encodinganalog	MARC21 encoding	0, 1	260\$c	analogical encoding according to MARC21
<address>	address	0, 1		address of the publisher
<addressline>	place of publication	1, *		place where the holdings guide has been created

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r:repetitions: 1=no, 5=yes)	Standard value	Tooltip
EAD holdings guide				
<seriesim1>	serial	0, 1		further information about the published monographic series
<titleproper>	title	0, *		title of the publication series
<profiledesc>	creation of the holdings guide	0, 1		information about the creation of the encoded version of the holdings guide
<creator>	editor of the holdings guide	0, 1		information about the editor/creator of the encoded version of the holdings guide
<date>	date	0, 1		date of creation of the online holdings guide
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY"
<language>	languages of the holdings guide	0, 1		statement about the language(s) used in the online holdings guide
<language>	language	0, *		displaying one of the languages used within the finding aid, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
@encodinganalog	MARC21 encoding	0, 1	041	analogical encoding according to MARC21
<revisiondesc>	revised version	0, 1		statement about changes or alterations made to the online finding aid in comparison to former versions
<change>	revision	0, *		date and description of a specific revision of the online finding aid
<date>	date	1, 1		date of change
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY" or "YYYY-MM-DD"
<item>	description	1, 1		description of an update made to an EAD document
Content of the holdings guide				
<archdesc>	content of the holdings guide	1, 1		general information about the content of the holdings guide
@level	finding aid model	1, 1	collection	default value
@type	finding aid type	0, 1	Bestandsfindbuch	default value
<did>	descriptive identification of the content	1, 1		descriptive identification of the body of archival materials described in the holdings guide
<unititle>	title	0, 1		title of the holdings guide
<unitdate>	date of creation	0, 1		date of creation of the entire holdings; will be displayed online on the front page
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY" or "YYYY-MM-DD"
<abstract>	summary header	0, 1		headline for a summary displayed online on bottom of the front page
@encodinganalog	header	0, 1	Kopfzeile	default value - may be changed
<abstract>	holdings guide summary	0, 1		short notice on the content of the holdings guide; will be displayed online on bottom of the front page
@encodinganalog	summary	0, 1	Zusammenfassung	default value - may be changed
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@tender	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@tender	italic	0, 1	italic	default value
<langmaterial>	languages of the material	0, 1		statement about the language(s) the described materials are written in
<language>	language	0, *		displaying one of the languages used within the holdings guide, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r:repetitions: 1=no, 5=yes)	Standard value	Tooltip
EAD holdings guide				
:@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latin" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
<repository>	repository	0, *		archival service providing access to the holdings
<address>	address	0, 1		address of the archival service
<addressline>	address line	1, 1		address of the archival service
<physloc>	physical location	0, 1		place where the described materials are stored
@label	place of use	0, 1		place of use different to the place where the materials are stored
<physdesc>	appearance of the material	0, 1		element grouping information about the appearance, condition, and extent of the described materials
<extent>	extent	0, *		information about the quantity of the holdings or the physical space they occupy in total
@unit	unit of measurement	0, 1		archival measurements used to specify the extent
<dao>	digital object	0, 1		link to an image displayed on the front page of the online holdings guide
@xlink:href	filename	1, 1		address to digital files, images or records
@xlink:title	labelling	0, 1		labelling for the link address displayed in the online holdings guide
<processinfo>	processing information	0, 1		general information about preparing the described holdings for public use
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry
<custodhist>	custodial history	0, 1		information about the history of archival custody of the holdings
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r:repetitions: 1=no, r=yes)	Standard value	Tooltip
EAD holdings guide				
<arrangement>	arrangement	0, 1		general information about principle characteristics of the physical or logical ordering of the holdings
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
:@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
:@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
:@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
:@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
:@type	listing	0, 1	marked	simple listing
:@type	enumeration	0, 1	ordered	automatically numerated list
:@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry
<userestrict>	conditions governing use	0, 1		general information about regulations, limitations, or special procedures that affect use of the holdings
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
:@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
:@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
:@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, 1		full form displayed in the online holdings guide
:@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
:@type	listing	0, 1	marked	simple listing
:@type	enumeration	0, 1	ordered	automatically numerated list
:@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry
<scopecontent>	content summary	0, *		short abstract summarising the topical coverage of the described holdings in general
@encodinganalog	content	0, 1	Inhalt	default value
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
:@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
:@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
:@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, 1		full form displayed in the online holdings guide

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, repetitions: 1=no, 2=yes)	Standard value	Tooltip
EAD holdings guide				
:@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
:@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry
<dao>	digital object	0, 1		link to an image displayed on the front page of the online holdings guide
@xlink:href	filename	1, 1		address to digital files, images or records
@xlink:title	labelling	0, 1		labelling for the link address displayed in the online holdings guide
<bibliography>	bibliography	0, *		citations to works that are based on, about, or of special value when using the holdings being described
<head>	header	0, 1		header for an alternative bibliography
<p>	alternative bibliography	0, *		free text for a simple list of bibliographic references - may be used various times
<bibref>	bibliographic reference	0, *		bibliographic information about single publications
@xlink:href	URL	0, 1		link to online publications
<name>	author	0, *		name of the author or editor
<title>	title	0, *		title of the publication
<imprint>	edition	0, *		serial number of the edition cited
<publisher>	publisher	0, *		name of the publisher
<ogname>	place of publication	0, *		place where the title was published
<date>	year of publication	0, *		year in which the cited work was published
<scopecontent>	alternative introduction	0, 1		information that should be used alternatively to the specific data in the individual elements above
@encodinganalog	introduction	0, 1	Einleitung	default value - may be changed
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry
<dao>	digital object	0, 1		link to an image displayed on the front page of the online holdings guide
@xlink:href	filename	1, 1		address to digital files, images or records
@xlink:title	labelling	0, 1		labelling for the link address displayed in the online holdings guide
<scopecontent>	preface	0, 1		preface to the online holdings guide
@encodinganalog	preface	0, 1	Vorwort	default value
<head>	header	0, 1		alternative headline for the online holdings guide - if there is no specific entry the labelling will be used as header
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no; repetitions: 1=no, *yes)	Standard value	Tooltip
EAD holdings guide				
<emph>	bold	0, *		markup
:@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
:@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
:@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
:@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
:@type	listing	0, 1	marked	simple listing
:@type	enumeration	0, 1	ordered	automatically numerated list
:@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	1, *		list entry
Tectonics				
<dsc>	tectonics	0, 1		classification and description of the holdings
:@type	finding aid type	0, 1	othertype	default value
<head>	header	0, 1		header related to the following paragraph
<p>	general comment	0, *		general information about the single descriptions - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
:@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
:@render	italic	0, 1	italic	default value
<c>	fonds	1, *		element structuring the single descriptions
:@level	description level	1, 1	collection	statement on the level of description
:@id	ID	0, 1		identifies the described holdings guide for external access
<did>	identification of the holdings guide	1, 1		statements required for a unique identification of the holdings guide
:@unititle	title	0, 1		title of the holdings guide
Fonds classification group (tectonics)				
<c>	fonds classification group	0, *		information about a classification group of fonds
:@level	description level	0, 1	class	statement on the level of description
:@id	ID	0, 1		identifies the described fonds classification group for external access
<did>	identification of the classification group	1, 1		statement on the identification of the classification group
<unititle>	title	0, 1		title of the classification group
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
:@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
:@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<unitid>	number	0, 1		may be generated automatically when creating an online holdings guide
<scopecontent>	scope and content	0, 1		summary on the classification group; will be displayed in the main frame of the online holdings guide
:@encodinganalog	summary	0, 1	Zusammenfassung	default value
<heads>	header	0, 1		header related to the following paragraph
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
:@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
:@render	italic	0, 1	italic	default value

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r=repetitions: 1=no, 5=yes)	Standard value	Tooltip
EAD holdings guide				
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
Fonds with a group of finding aids				
<C>	fonds	0, *		information in detail about fonds with a group of finding aids
@level	description level	1, 1	series	statement on the level of description
@id	ID	0, 1		identifies the described series of fonds for external access
<did>	identification	1, 1		statements required for a unique identification of the series
<unitid>	reference number	0, 1		reference number of the entire series
@type	reference number	0, 1	bestellnummer	default value
<unittitle>	title	0, 1		title of the series
<lb>	line break	0, *		single-spaced line break
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<abstract>	contains/includes	0, *		information in detail about the content of the series
@type	specification	0, 1		specification of the type of the "contains/includes" statement
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<unitdate>	date of creation	0, 1		date of creation of the entire series
@calendar	calendar	0, 1	gregorian	displaying the period during which years are numbered and dates are reckoned; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "era" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, preferably "YYYY-MM-DDYYYY-MM-DD" - used for the overall search for dates
<dao>	digital object	0, *		link to digital files, images or records
@xlink:href	filename	1, 1		address to digital files, images or records
@xlink:title	labelling	0, 1		labelling for the link address displayed in the online holdings guide
<unitid>	former reference code	0, *		former archival reference codes
@type	former reference code	1, 1	atlsignatur	default value
<title>	annotation	0, 1		details about the former reference code
<langmaterial>	languages of the material	0, 1		statement about the language(s) the described materials are written in
<language>	language	0, *		displaying one of the languages used within the described materials, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latin" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
<physloc>	physical location	0, 1		place where the described materials are stored
@label	place of use	0, 1		place of use different to the place where the materials are stored
<originatn>	originatn	0, *		individual or organisation responsible for the creation or assembly of the described materials

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no; repetitions: 1=no, *yes)	Standard value	Tooltip
EAD holdings guide				
@label	final provenance	0, 1	final	specification: immediate source of archival acquisition
@label	former provenance	0, 1	pre	specification: former owner or original creator of the materials
@label	unit of organisation	0, 1	Organisationseinheit	specification: organisational unit of an administrative body as originator of the materials
<archref>	description of the originator	0, 1		internal ID of a corresponding EAC file, resp. name of the linked EAC file
<physdesc>	appearance of the material	0, 1		information about the appearance or construction of the described materials
<physfacet>	condition	0, *		information about the preservation status of the described materials
@type	preservation	0, 1	condition	general preservation status of the material; default value is chosen automatically but may be changed
@type	damage	0, 1	damage	damages on the material described
<extent>	extent	0, *		information about the quantity of the materials or the physical space they occupy
<genreform>	genre of the series	0, *		style or technique of the intellectual content of the fonds, e.g. collections
<note>	notes	0, 1		additional commentaries
<p>	notes	0, *		additional commentaries
<abstract>	further remarks	0, 1		additional commentaries
@encodinganalog	free text	0, 1	Freier Text	default value
<processinfo>	processing information	0, 1		general information about preparing the described materials for public use
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, *	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<custodialhist>	custodial history	0, 1		information about the chain of ownership of the materials being described
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<bioghist>	history of the originator	0, 1		concise information about the originator (organisation, physical person etc.) of the archival materials
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, *	italic	default value
<abbr>	abbreviation	0, 1		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, *		full form of an abbreviation
<expan>	full form	0, 1		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r:repetitions: 1=no, r=yes)	Standard value	Tooltip
EAD holdings guide				
<arrangement>	arrangement	0, 1		information about the principle characteristics of the internal structure, or the physical or logical ordering of materials
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<altformavail>	alternative form available	0, 1		information about types of alternative forms of the described materials, e.g. microfilms or digital reproductions
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<relatedmaterial>	related material	0, 1		information about materials not included but in logical association to the described ones
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<separatedmaterial>	separated material	0, 1		information about materials associated by provenance but physically separated or removed from the described ones
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<otherfindaid>	other finding aids	0, 1		information about additional or alternative guides to the described materials
<p>	online finding aid	0, 1		reference to an EAD finding aid; ID resp. name of the linked EAD file

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r:repetitions: 1=no, r=yes)	Standard value	Tooltip
EAD holdings guide				
<userrestrict>	conditions governing use	0, 1		information about regulations, limitations, or special procedures that affect use of the described materials
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break
<emph>	bold	0,*		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0,*		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0,*		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<bibliography>	bibliography	0,*		citations to works that are based on, about, or of special value when using the holdings being described
<p>	alternative bibliography	0,*		free text for a simple list of bibliographic references - may be used various times
<bibref>	bibliographic reference	0,*		bibliographic information about single publications
@xlink:href	URL	0, 1		link to online publications
<name>	author	0,*		name of the author or editor
<title>	title	0,*		title of the publication
<imprint>	edition	0,*		serial number of the edition cited
<publisher>	publisher	0,*		name of the publisher
<geogname>	place of publication	0,*		place where the title was published
<date>	year of publication	0,*		year in which the cited work was published
<index>	index	0,*		list of key terms
<indexentry>	indexentry	0,*		indexentry
<name>	index of names	0,*		list of personal names
<geogname>	index of places	0,*		list of geographic names
<subject>	subject index	0,*		list of subjects
<famname>	index of families	0,*		list of family names
<persname>	index of persons	0,*		list of persons
<corpname>	index of corporations	0,*		list of corporations
<occupation>	index of occupations	0,*		list of occupations
<genreform>	index of materials	0,*		list of materials
<function>	index of functions	0,*		list of functions
<title>	index of titles	0,*		list of titles
Fonds description				
<f>	fonds description	0,*		information in detail about one single fonds
@level	description level	1, 1	file	statement on the level of description
@id	ID	0, 1		identifies the described fonds for external access
<tid>	identification	1, 1		statements required for a unique identification of the fonds
<unitid>	reference number	0, 1		reference number of the fonds
@type	reference number	0, 1	bestellnummer	default value
<unittitle>	title	0, 1		title of the fonds
<lb>	line break	0,*		single-spaced line break
<abbr>	abbreviation	0,*		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0,*		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<abstract>	contains/includes	0,*		information in detail about the content of the fonds
@type	specification	0, 1		specification of the type of the "contains/includes" statement

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, r:repetitions: 1=no, 5=yes)	Standard value	Tooltip
EAD holdings guide				
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<unitdate>	date of creation	0, 1		date of creation of the fonds
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "era" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, preferably "YYYY-MM-DDYYYY-MM-DD" - used for the overall search for dates
<dao>	digital object	0, *		link to digital files, images or records
@xlink:href	filename	1, 1		address to digital files, images or records
@xlink:title	labelling	0, 1		labelling for the link address displayed in the online holdings guide
<unitid>	former reference code	0, *		former archival reference codes
@type	former reference code	1, 1	altsignatur	default value
<title>	annotation	0, 1		details about the former reference code
<langmaterial>	languages of the material	0, 1		statement about the language(s) the described materials are written in
<language>	language	0, *		displaying one of the languages used within the described materials, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latin" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
<physloc>	physical location	0, 1		place where the described materials are stored
@label	place of use	0, 1		individual or organisation responsible for the creation or assembly of the described materials
<originatn>	originatn	0, *		specification: immediate source of archival acquisition
@label	final provenance	0, 1	final	specification: former owner or original creator of the materials
@label	former provenance	0, 1	pre	specification: organisational unit of an administrative body as originator of the materials
@label	unit of organisation	0, 1	Organisationseinheit	internal ID of a corresponding EAC file, resp. name of the linked EAC file
<archrel>	description of the originator	0, 1		information about the appearance or construction of the described materials
<physdesc>	appearance of the material	0, 1		information about the preservation status of the described materials
<physfacet>	condition	0, *		general preservation status of the material; default value is chosen automatically but may be changed
@type	preservation	0, 1	condition	damages on the material described
@type	damage	0, 1	damage	information about the quantity of the materials or the physical space they occupy
<extent>	extent	0, *		style or technique of the intellectual content of the fonds, e.g. collections
<genreform>	genre of the fonds	0, *		additional commentaries
<note>	notes	0, 1		additional commentaries
<sp>	notes	0, *		additional commentaries
<abstract>	further remarks	0, 1		additional commentaries
@encodinganalog	free text	0, 1	Freier Text	default value
<processinginfo>	processing information	0, 1		general information about preparing the described materials for public use
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no; repetitions: 1=no, 5=yes)	Standard value	Tooltip
EAD holdings guide				
				default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *	italic	abbreviation displayed in the online holdings guide
@render	full form of an abbreviation	0, 1	italic	full form of an abbreviation
<abbr>	abbreviation	0, *		full form displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		abbreviation of a full form
<expan>	full form of an abbreviation	0, *		information about the chain of ownership of the materials being described
@abbr	abbreviation of a full form	0, 1		free text - may be used various times
<custodhist>	custodial history	0, 1		single-spaced line break
<p>	paragraph	0, *		markup
<lb>	line break	0, *		default value
<emph>	bold	0, 1	bold	markup
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	abbreviation displayed in the online holdings guide
<abbr>	abbreviation	0, *		full form of an abbreviation
@expan	full form of an abbreviation	0, 1		full form displayed in the online holdings guide
<expan>	full form of an abbreviation	0, *		abbreviation of a full form
@abbr	abbreviation of a full form	0, 1		concise information about the originator (organisation, physical person etc.) of the archival materials
<bioghist>	history of the originator	0, 1		free text - may be used various times
<p>	paragraph	0, *		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	abbreviation displayed in the online holdings guide
<abbr>	abbreviation	0, *		full form of an abbreviation
@expan	full form of an abbreviation	0, 1		full form displayed in the online holdings guide
<expan>	full form of an abbreviation	0, *		abbreviation of a full form
@abbr	abbreviation of a full form	0, 1		information about the principle characteristics of the internal structure, or the physical or logical ordering of materials
<arrangement>	arrangement	0, 1		free text - may be used various times
<p>	paragraph	0, *		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	abbreviation displayed in the online holdings guide
<abbr>	abbreviation	0, *		full form of an abbreviation
@expan	full form of an abbreviation	0, 1		full form displayed in the online holdings guide
<expan>	full form of an abbreviation	0, *		abbreviation of a full form
@abbr	abbreviation of a full form	0, 1		information about types of alternative forms of the described materials, e.g. microfilms or digital reproductions
<altformavail>	alternative form available	0, 1		free text - may be used various times
<p>	paragraph	0, *		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	abbreviation displayed in the online holdings guide
<abbr>	abbreviation	0, *		full form of an abbreviation
@expan	full form of an abbreviation	0, 1		full form displayed in the online holdings guide
<expan>	full form of an abbreviation	0, *		abbreviation of a full form
@abbr	abbreviation of a full form	0, 1		information about types of alternative forms of the described materials, e.g. microfilms or digital reproductions
<altformavail>	alternative form available	0, 1		free text - may be used various times
<p>	paragraph	0, *		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	abbreviation displayed in the online holdings guide
<abbr>	abbreviation	0, *		full form of an abbreviation
@expan	full form of an abbreviation	0, 1		full form displayed in the online holdings guide
<expan>	full form of an abbreviation	0, *		abbreviation of a full form
@abbr	abbreviation of a full form	0, 1		information about types of alternative forms of the described materials, e.g. microfilms or digital reproductions
<altformavail>	alternative form available	0, 1		free text - may be used various times
<p>	paragraph	0, *		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	abbreviation displayed in the online holdings guide
<abbr>	abbreviation	0, *		full form of an abbreviation
@expan	full form of an abbreviation	0, 1		full form displayed in the online holdings guide
<expan>	full form of an abbreviation	0, *		abbreviation of a full form
@abbr	abbreviation of a full form	0, 1		information about types of alternative forms of the described materials, e.g. microfilms or digital reproductions
<altformavail>	alternative form available	0, 1		free text - may be used various times

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no, repetitions: 1=no, 2=yes)	Standard value	Tooltip
EAD holdings guide				
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<relatedmaterial>	related material	0, 1		information about materials not included but in logical association to the described ones
<sp>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<separatedmaterial>	separated material	0, 1		information about materials associated by provenance but physically separated or removed from the described ones
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<otherfindingaid>	other finding aids	0, 1		information about additional or alternative guides to the described materials
<sp>	online finding aid	0, 1		reference to an EAD finding aid; ID resp. name of the linked EAD file
<userestrict>	conditions governing use	0, 1		information about regulations, limitations, or special procedures that affect use of the described materials
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<otherfindingaid>	other finding aids	0, 1		information about additional or alternative guides to the described materials
<sp>	online finding aid	0, 1		reference to an EAD finding aid; ID resp. name of the linked EAD file
<userestrict>	conditions governing use	0, 1		information about regulations, limitations, or special procedures that affect use of the described materials
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation displayed in the online holdings guide
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form displayed in the online holdings guide
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<bibliography>	bibliography	0, *		information about bibliographic references - may be used various times
<p>	alternative bibliography	0, *		free text for a simple list of bibliographic references - may be used various times
<bibref>	bibliographic reference	0, *		bibliographic information about single publications
@xlink:href	URL	0, 1		link to online publications
<name>	author	0, *		name of the author or editor
<title>	title	0, *		title of the publication
<imprint>	edition	0, *		serial number of the edition cited
<publisher>	publisher	0, *		name of the publisher

Name of the tags	Meaning	needed repetitions (needed: 1=yes, 0=no; repetitions: 1=no, *yes)	Standard value	Tooltip
EAD holdings guide				
<geogname>	place of publication	0,*		
<date>	year of publication	0,*		place where the title was published
<index>	index	0,*		year in which the cited work was published
<indexentry>	indexentry	0,*		list of key terms
<name>	index of names	0,*		indexentry
<geogname>	index of places	0,*		list of personal names
<subjects>	subject index	0,*		list of geographic names
<flamname>	index of families	0,*		list of subjects
<persname>	index of persons	0,*		list of family names
<corpname>	index of corporations	0,*		list of persons
<occupation>	index of occupations	0,*		list of corporations
<genreform>	index of materials	0,*		list of occupations
<function>	index of functions	0,*		list of materials
<title>	index of titles	0,*		list of functions
				list of titles

EAD - Finding Aid

EAD profile for findign aids in the testbed installation

This profile explains the target subset of EAD elements, attributes and their standard values sufficient for the presentation of a union finding aid, that allows cross searching and browsing as well as displaying a list of search results that links to the places of the descriptive units inside the finding aids, including digital reproductions. The original data are kept locally and will be converted into this target profile with tools provided by WP1 based on bilaterally established mappings.

The scope of elements and attributes is defined by the need for the joint HTML display. Only that information which will be displayed is listed including wrappers for them required by the standard. It is supplemented by further elements needed for the maintenance of the data including the identification of the data providers and links to external information, like the home presentation or digital files.

The profile refers to the EAD schema. If the DTD is used in the local systems it can be translated into the schema with the conversion tools.

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
EAD finding aid		(needed: 1=yes, 0=no; repetitions: 1=no, * =yes)		
Identifying and bibliographic information on the finding aid				
<ead>	EAD finding aid	1, 1		mandatory root element - indicates a finding aid formatted in XML and encoded according to the EAD standard
@xmlns	EAD namespace	1, 1	urn:isbn:1-931666-22-9	default value linking to the EAD namespace location
@xmlns:xlink	xmlns:xlink	1, 1	http://www.w3.org/1999/xlink	default value linking to the xlink namespace
@xmlns:xsi	schema instance	1, 1	http://www.w3.org/2001/XMLSchema-instance	default value linking to the EAD schema location
@xsi:schemaLocation	schema location	1, 1	urn:isbn:1-931666-22-9-ead.xsd	default value linking to the EAD schema location
@audience	published finding aid	0, 1	external	finding aid that is available; automatically preset value since none other is chosen
<eadheader>	descriptive information	1, 1		bibliographic and descriptive information to identify the finding aid document
@countryencoding	country encoding	1, 1	iso3166-1	international standard used to encode the countries named within the document; default value
@dateencoding	date encoding	0, 1	iso8601	international standard used to encode the dates named within the document; default value
@langencoding	language encoding	0, 1	iso639-2b	international standard used to encode the languages named within the document; default value
@repositoryencoding	repository encoding	1, 1	iso15511	international standard used to encode the repositories named within the document; default value
@scriptencoding	script encoding	0, 1	iso15924	international standard used to encode the scripts named within the document; default value
@relatedencoding	related encoding system	0, 1	MARC21	reference to a descriptive encoding system, to which certain of the following elements are mapped
<eadid>	identifier	1, 1		identification of the EAD finding aid document
@countrycode	country code	1, 1		country name encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain", "FR" for "France"
@identifier	ID of the finding aid	0, 1		unique code identifying the EAD finding aid document
@mainagencycode	ID of the maintenance agency	0, 1		unique code identifying the archival institution maintaining the described collection; encoded according to ISO 15511 (ISIL)
@url	URL of the online finding aid	0, 1		URL of the online finding aid in the home presentation
<filedesc>	bibliographic information	0, 1		bibliographic information referring to the finding aid
<titlestmt>	front page	0, 1		information shown on the front page of the finding aid
<titleproper>	title (F)	1, 1		title proper of the finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid
@encodinganalog	MARC21 encoding	0, 1	245	analogical encoding according to MARC21
<lb>	line break	0, *		single-spaced line break
<subttile>	subtitle (F)	0, *		secondary or subsidiary name of the finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<lb>	line break	0, *		single-spaced line break
<author>	editor (F)	0, 1		first and surname of the person in charge for editing the finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid
@encodinganalog	MARC21 encoding	0, 1	245\$c	analogical encoding according to MARC21
<publicationstmt>	publication	0, 1		further information referring to the publication and/or distribution of the finding aid
<publisher>	editing institution / publisher (F)	0, *		name of the editing institution or the publishing company; "(F)" indicates that this entry is shown on the front page of an online finding aid
@encodinganalog	MARC21 encoding	0, 1	260\$b	analogical encoding according to MARC21
<date>	year of publication (F)	0, 1		year in which the finding aid was published; "(F)" indicates that this entry is shown on the front page of an online finding aid
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY"
@encodinganalog	MARC21 encoding	0, 1	260\$c	analogical encoding according to MARC21
<address>	address	0, 1		contact details of the editing institution/publisher
<addressline>	place of publication (F)	0, *		place of publication or further contact details of the editing institution/publisher; "(F)" indicates that this entry is shown on the front page of an online finding aid
<seriesstmt>	serial	0, 1		further information about the published monographic serial
<titleproper>	title (F)	0, *		title of the serial; "(F)" indicates that this entry is shown on the front page of an online finding aid
<profiledesc>	creation of the finding aid	0, 1		further information about the creation of the encoded version of the finding aid
<creation>	editor of the online finding aid (F)	0, 1		first und surname of the editor of the encoded online finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid
<date>	publication date (F)	0, 1		publication date of the encoded version of the online finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY-MM-DD" or "YYYY-MM" or "YYYY"
<language>	languages of the finding aid	0, 1		statement about the language(s) used in the online finding aid
<language>	language	0, *		displaying one of the languages used within the finding aid, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
@encodinganalog	MARC21 encoding	0, 1	041	analogical encoding according to MARC21
Archival description				
<archdesc>	archival description	1, 1		general information about the content, context, and extent of the described archival materials
@level	hierarchical level	1, 1	collection	default value displaying the hierarchical level of the materials described below

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@type	type of the finding aid	0, 1		default value
@relatedencoding	related encoding system	0, 1	Bestandsfindbuch ISAD(G)v2	displaying a descriptive encoding system, to which certain of the following elements are mapped
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.4	analogical encoding according to ISAD(G)v2
<did>	content of the finding aid	1, 1		overall information about the content of the archival materials described
<united>	reference number (F)	0, 1		reference number or other identifier of the described fonds; "(F)" indicates that this entry is shown on the front page of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.1	analogical encoding according to ISAD(G)v2
<unittitle>	title of the described fonds	0, 1		title or name of the described fonds
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.2	analogical encoding according to ISAD(G)v2
<unitdate>	date of creation (F)	1, 1		naming the year(s), month(s), or day(s) the described materials have been created; "(F)" indicates that this entry is shown on the front page of an online finding aid
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	oe	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, e.g. "YYYY-MM-TT" or "YYYY-MM"
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.3	analogical encoding according to ISAD(G)v2
<abstract>	summary header (F)	0, 1		header for the summary shown on the bottom of the front page of the finding aid
@encodinganalog	header	0, 1	Kopfzeile	default value - may be changed
<abstract>	summary (F)	0, 1		summary of the finding aid's content; "(F)" indicates that this entry is shown on the front page of an online finding aid
@encodinganalog	summary	0, 1	Zusammenfassung	default value - may be changed
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<originat>	origin (I)	0, *		institution or person responsible for the creation, accumulation, or assembly of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid
@label	final provenance (I)	0, 1	final	specification: immediate source of archival acquisition; "(I)" indicates that this entry is part of the introduction of an online finding aid
@label	former provenance (I)	0, 1	pre	specification: previous owner or original creator of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid
@label	unit of organisation (I)	0, 1	Organisationseinheit	specification: organisational unit of an administrative body as originator of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.1	analogical encoding according to ISAD(G)v2
<langmaterial>	languages of the described materials	0, 1		statement about the language(s) the described materials are written in
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.4.3	analogical encoding according to ISAD(G)v2
<language>	language	0, *		displaying one of the languages the described materials are written in, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
<repository>	repository (l)	0, *		archival institution or agency providing access to the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
<address>	address	0, 1		mailing address of the repository
<addressline>	addressline (l)	0, 1		addressline referring to the repository; "(l)" indicates that this entry is part of the introduction of an online finding aid
<physloc>	physical location (l)	0, 1		place where the described materials are stored; "(l)" indicates that this entry is part of the introduction of an online finding aid
@label	place of use (l)	0, 1		place where access to the described materials is granted, that differs from its physical location; "(l)" indicates that this entry is part of the introduction of an online finding aid
<materialsdesc>	material specific details (l)	0, 1		detailed data, that are unique to the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
<physdesc>	appearance of the material	0, 1		element grouping information about the appearance, condition, and extent of the described materials
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.5	analogical encoding according to ISAD(G)v2
<physface>	condition	0, *		information about the condition of the described materials
@type	preservation	0, 1	condition	information about the preservation of the described materials; automatically preset value since none other is chosen
@type	damages	0, 1	damage	information about possibly existent damages on the described materials
<extent>	extent (l)	0, *		information about the extent of the described materials, specified by using the additional unit of measurement; "(l)" indicates that this entry is part of the introduction of an online finding aid
@unit	unit of measurement (l)	0, 1		archival measurements used to specify the extent of the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
<genreform>	genre of the fonds (l)	0, *		information about specific types of archival materials, e.g. collections, or about specific physical characteristics; "(l)" indicates that this entry is part of the introduction of an online finding aid
<dao>	digital object (F)	0, 1		link to an image shown on the front page of the online finding aid
@xlink:href	filename	0, 1		address or name of the linked image
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<note>	general notes (l)	0, 1		general remarks on the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.6.1	analogical encoding according to ISAD(G)v2
@label	header	0, 1		header related to the following paragraph
<p>	paragraph	0, *		free text - may be used various times
<abstract>	further commentary (l)	0, 1		further commentary on the finding aid's content, that is not displayed in any other element; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	free text	0, 1	Freier Text	default value - may be changed
<appraisal>	appraisal information (l)	0, 1		information about the process of determining the archival value of the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.3.2	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the appraisal information - if there is no specific entry in this element the header "Appraisal information" will be used in the online finding aid

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<p>	paragraph	0, *		free text - may be used various times
<lb>	link break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	enumeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<processinfo>	processing information (!)	0, 1		overall information about preparing the described materials for research use; "(!)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.7.1	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the processing information - if there is no specific entry in this element the header "Processing Information" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	enumeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<custodhist>	custodial history (!)	0, 1		information about the custody and formation of the fonds; "(!)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.3	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the custodial history - if there is no specific entry in this element the header "Custodial History" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@render	bold	0, 1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0,*		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0,*		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0,*		list entry
<bioghist>	history of the originator (I)	0, 1		information about the creation and the creator(s) of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.2.2	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the history of the originator - if there is no specific entry in this element the header "History of the Originator" will be used in the online finding aid
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break
<emph>	bold	0,*		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0,*		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0,*		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0,*		list entry
<dao>	digital object	0,*		link to a file, image or digital record
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<arrangement>	arrangement (I)	0, 1		information about the principle characteristics of the internal structure, identifying the physical or logical groupings within the hierarchy of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.3.4	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the arrangement - if there is no specific entry in this element the header "Arrangement" will be used in the online finding aid
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<fileplan>	reference to file plan (l)	0, 1		information about the classification scheme used for arranging and retrieving the described materials by the originator(s); "(l)" indicates that this entry is part of the introduction of an online finding aid
<head>	header	0, 1		header related to the following paragraph concerning the reference to a file plan - if there is no specific entry in this element the header "Reference to File Plan" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<archref>	online file plan	0, *		reference to a file plan available online
@xlink:href	filename	0, 1		address or name of the linked online file plan
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<dao>	digital object	0, *		link to a file, image or digital record
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<accruals>	accruals (l)	0, 1		information about anticipated additions to the described materials, that can indicate quantity and frequency; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.3.3	analogical encoding according to ISAD(G)V2

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<head>	header	0, 1		header related to the following paragraph concerning the accruals - if there is no specific entry in this element the header "Accruals" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<acqinfo>	acquisition information (I)	0, 1		information about the immediate source of the described materials and the circumstances under which they were received; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.2.4	analogical encoding according to ISAD(G)V2
<head>	header	0, 1		header related to the following paragraph concerning the acquisition information - if there is no specific entry in this element the header "Acquisition Information" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<altformavail>	alternative form available (I)	0, 1		reference to alternatively available forms of the described materials, e.g. microfilms or digital reproductions; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.5.2	analogical encoding according to ISAD(G)V2

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<head>	header	0, 1		header related to the following paragraph concerning the alternative forms available - if there is no specific entry in this element the header "Alternative Form Available" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<relatedmaterial>	related material (!)	0, 1		information about other archival materials that are related to the described ones in regards of content or origination, but not included; "(!)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.5.3	analogical encoding according to ISAD(G)V2
<head>	header	0, 1		header related to the following paragraph concerning the related materials - if there is no specific entry in this element the header "Related Material" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<archref>	archival reference	0, *		reference to an online resource of related materials
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<dao>	digital object	0, *		link to a file, image or digital record
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<separatedmaterial>	separated material (I)	0, 1		information about materials that are associated by provenance to the described ones, but have been physically separated or removed; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.5.3	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the separated materials - if there is no specific entry in this element the header "Separated Material" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<prefercite>	preferred citation (I)	0, 1		information about how the described materials should be identified in published credits; "(I)" indicates that this entry is part of the introduction of an online finding aid
<head>	header	0, 1		header related to the following paragraph concerning the preferred citation - if there is no specific entry in this element the header "Preferred Citation" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<otherfindaid>	other finding aids (I)	0, 1		reference to other finding aids or guides to the described materials, e.g. card files, inventories, or lists created by the originator; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.4.5	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the other finding aids - if there is no specific entry in this element the header "Other Finding Aids" will be used in the online finding aid
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break
<emph>	bold	0,*		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0,*		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0,*		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0,*		list entry
<bibref>	online publication	0,*		reference to another online finding aid or an online publication including its URL
@xlink:href	filename	0, 1		address or name of the online publication
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<accessrestrict>	conditions governing access (I)	0, 1		information about the conditions that affect the availability of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.4.1	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the conditions governing access - if there is no specific entry in this element the header "Conditions Governing Access" will be used in the online finding aid
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break
<emph>	bold	0,*		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0,*		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0,*		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<userrestrict>	conditions governing use (l)	0, 1		information about limitations, regulations, or special procedures that affect the use of the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)/V2 encoding	0, 1	3.4.2	analogical encoding according to ISAD(G)/V2
<head>	header	0, 1		header related to the following paragraph concerning the conditions governing use - if there is no specific entry in this element the header "Conditions Governing Use" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<scopecontent>	content summary (l)	0, *		short abstract summarising the topical coverage of the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
<head>	header	0, 1		header related to the following paragraph summarising the content of the described materials; if there is no specific entry in this element the header "Content Characterisation" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<dao>	digital object	0, *		link to a file, image or digital record

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<bibliography>	bibliography (l)	0, *		citations to books, articles, web sites, or other forms of information that are based on, about, or of special value when using the described materials; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.5.4	analogical encoding according to ISAD(G)V2
<head>	header	0, 1		header for an alternative bibliography
<p>	alternative bibliography	0, *		free text for an alternative bibliography - may be used various times
<bibref>	bibliographic reference	0, *		bibliographic information about a single publication
@xlink:href	URL	0, 1		link to online publications
<name>	author	0, *		first and surname(s) of the author(s) or editor(s)
<title>	title	0, *		title of the publication
<imprint>	edition	0, *		serial number of the edition cited
<publisher>	publisher	0, *		name of the publishing company
<geogname>	place of publication	0, *		place of publication
<date>	year of publication	0, *		year in which the cited work was published
<scopecontent>	alternative introduction (l)	0, *		information that should be used alternatively to the specific data in the individual elements above; "(l)" indicates that this entry is part of the introduction of an online finding aid
@encodinganalog	introduction	0, 1	Einleitung	default value - may be changed
<head>	header	0, 1		header related to the following paragraph for an alternative introduction - if there is no specific entry in this element the header "Introduction" will be used in the online finding aid
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
<dao>	digital object	0, *		link to a file, image or digital record
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
<scopecontent>	preface	0, 1		preface to the online finding aid
@encodinganalog	preface	0, 1	Vorwort	default value
<head>	header	0, 1		header related to the preface - if there is no specific entry in this element the header "Preface" will be used in the online finding aid

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<list>	list	0, *		composing a list
@type	listing	0, 1	marked	simple listing
@type	enumeration	0, 1	ordered	automatically numerated list
@numeration	numeration	0, 1	arabic	type of numeration; default value: "arabic" - may be changed
<item>	item	0, *		list entry
Detailed descriptions				
<dsc>	detailed descriptions	0, 1		information about the single hierarchical groupings within the described materials, including a detailed description of the fonds, classes and files
@type	type of the finding aid	0, 1	othertype	default value
<head>	header	0, 1		header related to the following paragraph
<p>	general comment	0, *		general comment on the detailed descriptions
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<C>	fonds	1, *		detailed description of one archival fonds
@level	description level	1, 1	collection	identifying the hierarchical level of description (here collection or fonds)
@id	ID	0, 1		identifies the described fonds for external access
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.4	analogical encoding according to ISAD(G)v2
<did>	identification of the fonds	1, 1		overall information to identify the described fonds
<unitid>	reference number	0, 1		reference number or otherwise uniquely identifying number of the described fonds
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.1	analogical encoding according to ISAD(G)v2
<unititle>	title	0, 1		title or name of the fonds
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.2	analogical encoding according to ISAD(G)v2
Classification group				
<C>	classification group	0, *		detailed description of one classification group
@level	description level	0, 1	class	identifying the hierarchical level of description (here classification group)
@id	ID	0, 1		identifies the described classification group for external access
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.4	analogical encoding according to ISAD(G)v2
<did>	content of the described classification group	1, 1		overall information about the content of the described classification group
<unititle>	title	0, 1		title or name of the classification group

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.2	analogical encoding according to ISAD(G)V2
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<unitid>	number	0, 1		may be generated automatically when creating an online publication of the finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.1	analogical encoding according to ISAD(G)V2
<scopecontent>	content summary	0, 1		short abstract summarising the topical coverage of the described classification group; will be displayed in the main frame of the online finding aid
@encodinganalog	content	0, 1	Zusammenfassung	default value - may be changed
<thead>	header	0, 1		header related to the following paragraph summarising the content of the described classification group; will be displayed in the main frame of the online finding aid
<p>	paragraph	0, *		free text - can be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<appraisal>	appraisal information	0, 1		information about the process of determining the archival value of the described classification group
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.3.2	analogical encoding according to ISAD(G)V2
<thead>	header	0, 1		header related to the following paragraph concerning the appraisal information
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, 1		full form shown in the online finding aid
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<processinfo>	processing information	0, 1		overall information about preparing the described classification group for research use
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.7.1	analogical encoding according to ISAD(G)V2
<thead>	header	0, 1		header related to the following paragraph concerning the processing information
<p>	paragraph	0, *		free text - may be used various times

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<custodhist>	custodial history	0, 1		information about the custody and formation of the classification group
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.3	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the custodial history
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<bioghist>	history of the originator	0, 1		information about the creation and the creator(s) of the described classification group
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.2	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the history of the originator(s)
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<daog>	digital object	0, 1		link to a file, image or digital record
@xlink:href	filename	0, *		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid
Series (optional)				
<C>	series	0, *		detailed description of one single series
@level	description level	1, 1	series	identifying the hierarchical level of description (here series)
@id	ID	0, 1		identifies the described series for external access

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.4	analogical encoding according to ISAD(G)v2
<did>	content of the described file	1, 1		overall information about the content of the described series
<unitid>	call number	1, 1		call or reference number of the described series
@type	call number	1, 1	bestellnummer	default value
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.1	analogical encoding according to ISAD(G)v2
<unititle>	title	1, 1		title or name of the series
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.2	analogical encoding according to ISAD(G)v2
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<abstract>	contains / includes	0, *		short abstract summarising the content of the described series and / or giving information about its arrangement or other descriptive details; may be used various times - repeated paragraphs will be displayed with more vertical spacing in the online finding aid
@type	specification	0, 1		specification of the type of the "contains / includes" statement; will be displayed in the print preview of the online finding aid
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.3.1	analogical encoding according to ISAD(G)v2
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<unitdate>	date of creation	1, 1		naming the year(s), month(s), or day(s) the described series has been created
@calendar	calendar	0, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	0, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	0, 1		normalised date according to ISO 8601, preferably "YYYY-MM-DD/YYYY-MM-DD" - used for the overall search for dates
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.3	analogical encoding according to ISAD(G)v2
<dao>	digital object	0, *		link to a file, image or digital record
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid; default value - may be changed
<unitid>	former reference number	0, *		former reference number
@type	former reference number	0, 1	altsignatur	default value
<title>	annotation	0, 1		detailed information about the origin of the former reference number
<unitid>	file reference	0, *		former file reference used by the originator
@type	file reference	0, 1	Aktenzeichen	default value
<title>	annotation	0, 1		detailed information about the origin of the former file reference

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<langmaterial>	languages of the described materials	0, 1		statement about the language(s) the described series is written in - please select the named language and open the context menu "language" with a right click, by doing this e.g. the word "german" is marked as a language and you may add language and script codes according to the relevant ISO norms
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.4.3	analogical encoding according to ISAD(G)V2
<language>	language	0, *		displaying one of the languages the described series is written in, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
<repository>	repository	0, *		archival institution or agency providing access to the described series
<address>	address	0, 1		mailing address of the repository
<addressline>	addressline	0, 1		addressline referring to the repository
<physloc>	physical location	0, 1		place where the described series is stored
@label	place of use	0, 1		place where access to the described series is granted, that differs from its physical location
<materialspec>	material specific details	0, 1		detailed data, that are unique to the described series
<origination>	origination	0, *		institution or person responsible for the creation, accumulation, or assembly of the described series
@label	final provenance	0, 1	final	specification: immediate source of archival acquisition
@label	former provenance	0, 1	pre	specification: previous owner or original creator of the described series
@label	unit of organisation	0, 1	Organisationseinheit	specification: organisational unit of an administrative body as originator of the described series
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.2.1	analogical encoding according to ISAD(G)V2
<physdesc>	appearance of the material	0, 1		element grouping information about the appearance, condition, and extent of the described series
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.5	analogical encoding according to ISAD(G)V2
<physfacet>	condition	0, *		information about the condition of the described series
@type	preservation	0, 1	condition	information about the preservation of the described series; automatically preset value since none other is chosen
@type	damages	0, 1	damage	information about possibly existent damages on the described series
<extent>	extent	0, *		information about the extent of the described series, specified by using the additional unit of measurement
@unit	unit of measurement	0, 1		archival measurements used to specify the extent of the described series
<genreform>	genre of the file	0, *		information about specific types of archival materials, such as collections etc., or about specific physical characteristics
<note>	general notes	0, 1		general remarks on the described series
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.6.1	analogical encoding according to ISAD(G)V2
@label	header	0, 1		header related to the following paragraph
<p>	paragraph	0, *		free text - may be used various times
<appraisal>	appraisal information	0, 1		information about the process of determining the archival value of the described series
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.3.2	analogical encoding according to ISAD(G)V2
<head>	header	0, 1		header related to the following paragraph concerning the appraisal information
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<processinfo>	processing information	0, 1		overall information about preparing the described series for research use
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.7.1	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the processing information
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<custodhist>	custodial history	0, 1		information about the custody and formation of the series
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.3	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the custodial history
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default entry
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<bioghist>	history of the originator	0, 1		information about the creation and the creator(s) of the described series
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.2	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the history of the originator
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<accruals>	accruals	0, 1		information about anticipated additions to the described series, that can indicate quantity and frequency
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.3.3	analogical encoding according to ISAD(G)v2
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<accessrestrict>	conditions governing access	0, 1		information about the creation and the creator(s) of the described series
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.4.1	information about the conditions that affect the availability of the described series
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form shown in the online finding aid
<expan>	full form	0, *		full form of an abbreviation
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<userrestrict>	conditions governing use	0, 1		information about the creation and the creator(s) of the described series
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.4.1	information about limitations, regulations, or special procedures that affect the use of the described series
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<index>	index	0, *		list of key terms as regards the described materials; each of the following elements may be repeated as often as necessary to scope each single entry of each category
<indexentry>	index entry	0, *		index entry; starting a new category
<name>	index of names	0, *		list of personal names, meaning the proper noun or noun phrase designation for an entity that couldn't easily be tagged more specifically
<geogname>	index of places	0, *		list of geographic names, including names for places, natural features, or political jurisdictions
<subject>	index of subjects	0, *		list of subjects; topics associated with or covered by the described materials
<famname>	index of families	0, *		list of family names; in contrast to the index of persons used when tagging the name(s) of a group of persons closely related to one another or persons who form a household
<persname>	index of persons	0, *		list of persons, including e.g. individual's first and surnames, honorific titles, and added names
<corpname>	index of corporations	0, *		list of corporations or groups, including names of associations, institutions, business firms, or nonprofit enterprises as well as names of projects, programmes, exhibitions, or athletic contests
<occupation>	index of occupations	0, *		list of occupations; terms identifying a type of work, profession, or avocation
<genreform>	index of materials	0, *		list of materials, genre forms, or physical characteristics
<function>	index of functions	0, *		list of functions describing the activities and processes that generated the described materials
<title>	index of titles	0, *		list of titles
File				
<G>	file	0, *		detailed description of one single file
@level	description level	1, 1	file	identifying the hierarchical level of description (here file)
@id	ID	0, 1		identifies the described file for external access
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.4	analogical encoding according to ISAD(G)V2
<did>	content of the described file	1, 1		overall information about the content of the described file
<unitid>	call number	1, 1		call or reference number of the described file
@type	call number	1, 1	bestellnummer	default value
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.1	analogical encoding according to ISAD(G)V2
<unittitle>	title	1, 1		title or name of the file
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.2	analogical encoding according to ISAD(G)V2
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<abstract>	contains / includes	0, *		short abstract summarising the content of the described file and / or giving information about its arrangement or other descriptive details; may be used various times - repeated paragraphs will be displayed with more vertical spacing in the online finding aid
@type	specification	0, 1		specification of the type of the "contains / includes" statement; will be displayed in the print preview of the online finding aid
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.3.1	analogical encoding according to ISAD(G)V2
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<unitdate>	date of creation	1, 1		naming the year(s), month(s), or day(s) the described file has been created displaying the system of reckoning time; default value: "gregorian" - may be changed
@calendar	calendar	0, 1	gregorian	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@era	era	0, 1	ce	normalised date according to ISO 8601, preferably "YYYY-MM-DD/YYYY-MM-DD"
@normal	normalised date	0, 1		DD" - used for the overall search for dates
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.1.3	analogical encoding according to ISAD(G)V2
<dao>	digital object	0, *		link to a file, image or digital record
@xlink:href	filename	0, 1		address or name of the linked file, image or digital record
@xlink:title	labelling	0, 1		labelling for the link address shown in the online finding aid; default value - may be changed
<unitid>	former reference number	0, *		former reference number
@type	former reference number	0, 1	altsignatur	default value
<title>	annotation	0, 1		detailed information about the origin of the former reference number
<unitid>	file reference	0, *		former file reference used by the originator
@type	file reference	0, 1	Aktenzeichen	default value
<title>	annotation	0, 1		detailed information about the origin of the former file reference
<langmaterial>	languages of the described materials	0, 1		statement about the language(s) the described file is written in - please select the named language and open the context menu "language" with a right click, by doing this e.g. the word "german" is marked as a language and you may add language and script codes according to the relevant ISO norms
@encodinganalog	ISAD(G)V2 encoding	0, 1	3.4.3	analogical encoding according to ISAD(G)V2
<language>	language	0, *		displaying one of the languages the described file is written in, e.g. "german", "english", "french"
@langcode	language code	0, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
@scriptcode	script code	0, 1		"english", "fre" for "french"
<repository>	repository	0, *		script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
<address>	address	0, 1		archival institution or agency providing access to the described file
<addressline>	addressline	0, 1		mailing address of the repository
<physloc>	physical location	0, 1		addressline referring to the repository
@label	place of use	0, 1		place where the described file is stored
<materialspec>	material specific details	0, 1		place where access to the described file is granted, that differs from its physical location
<origination>	origination	0, *		detailed data, that are unique to the described file
@label	final provenance	0, 1	final	institution or person responsible for the creation, accumulation, or assembly of the described file
@label	former provenance	0, 1	pre	specification: immediate source of archival acquisition
				specification: previous owner or original creator of the described file

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
@label	unit of organisation	0, 1	Organisationseinheit	specification: organisational unit of an administrative body as originator of the described file
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.1	analogical encoding according to ISAD(G)v2
<physdesc>	appearance of the material	0, 1		element grouping information about the appearance, condition, and extent of the described file
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.1.5	analogical encoding according to ISAD(G)v2
<physfacet>	condition	0, *		information about the condition of the described file
@type	preservation	0, 1	condition	information about the preservation of the described file; automatically preset value since none other is chosen
@type	damages	0, 1	damage	information about possibly existent damages on the described file
<extent>	extent	0, *		information about the extent of the described file, specified by using the additional unit of measurement
@unit	unit of measurement	0, 1		archival measurements used to specify the extent of the described file
<genreform>	genre of the file	0, *		information about specific types of archival materials, such as collections etc., or about specific physical characteristics
<dimensions>	dimensions	0, *		information about the size of the described file (length x width)
@type	type	0, 1		specification of the type of the described format
@unit	unit of measurement	0, 1		archival measurements used to specify the dimensions of the described file, e.g. "format length x width (cm)"
<note>	general notes	0, 1		general remarks on the described file
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.6.1	analogical encoding according to ISAD(G)v2
@label	header	0, 1		header related to the following paragraph
<p>	paragraph	0, *		free text - may be used various times
<appraisal>	appraisal information	0, 1		information about the process of determining the archival value of the described file
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.3.2	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the appraisal information
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<processinfo>	processing information	0, 1		overall information about preparing the described file for research use
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.7.1	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the processing information
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<custodhist>	custodial history	0, 1		information about the custody and formation of the file
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.3	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the custodial history
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default entry
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form of an abbreviation
<expan>	full form	0, *		full form shown in the online finding aid
@abbr	abbreviation of a full form	0, 1		abbreviation of a full form
<bioghist>	history of the originator	0, 1		information about the creation and the creator(s) of the described file
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.2.2	analogical encoding according to ISAD(G)v2
<head>	header	0, 1		header related to the following paragraph concerning the history of the originator
<p>	paragraph	0, *		free text - may be used various times
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<abbr>	abbreviation	0, *		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0, 1		full form shown in the online finding aid
<expan>	full form	0, *		full form of an abbreviation
@abbr	abbreviation of a full form	0, 1		full form shown in the online finding aid
<accruals>	accruals	0, 1		abbreviation of a full form
@encodinganalog	ISAD(G)v2 encoding	0, 1	3.3.3	information about anticipated additions to the described file, that can indicate quantity and frequency
<p>	paragraph	0, *		analogical encoding according to ISAD(G)v2
<lb>	line break	0, *		free text - may be used various times
<emph>	bold	0, *		single-spaced line break
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	markup
<abbr>	abbreviation	0, *		default value
@expan	full form of an abbreviation	0, 1		abbreviation shown in the online finding aid

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0,1		abbreviation of a full form
<accessrestrict>	conditions governing access	0,1		information about the creation and the creator(s) of the described file
@encodinganalog	ISAD(G)v2 encoding	0,1	3.4.1	information about the conditions that affect the availability of the described file
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break
<emph>	bold	0,*		markup
@render	bold	0,1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0,1	italic	default value
<abbr>	abbreviation	0,*		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0,1		full form of an abbreviation
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0,1		abbreviation of a full form
<userestrict>	conditions governing use	0,1		information about the creation and the creator(s) of the described file
@encodinganalog	ISAD(G)v2 encoding	0,1	3.4.1	information about limitations, regulations, or special procedures that affect the use of the described file
<p>	paragraph	0,*		free text - may be used various times
<lb>	line break	0,*		single-spaced line break
<emph>	bold	0,*		markup
@render	bold	0,1	bold	default value
<emph>	italic	0,*		markup
@render	italic	0,1	italic	default value
<abbr>	abbreviation	0,*		abbreviation shown in the online finding aid
@expan	full form of an abbreviation	0,1		full form of an abbreviation
<expan>	full form	0,*		full form shown in the online finding aid
@abbr	abbreviation of a full form	0,1		abbreviation of a full form
<index>	index	0,*		list of key terms as regards the described materials; each of the following elements may be repeated as often as necessary to scope each single entry of each category
<indexentry>	index entry	0,*		index entry; starting a new category
<name>	index of names	0,*		list of personal names, meaning the proper noun or noun phrase designation for an entity that couldn't easily be tagged more specifically
<geogname>	index of places	0,*		list of geographic names, including names for places, natural features, or political jurisdictions
<subject>	index of subjects	0,*		list of subjects; topics associated with or covered by the described materials
<famname>	index of families	0,*		list of family names; in contrast to the index of persons used when tagging the name(s) of a group of persons closely related to one another or persons who form a household
<persname>	index of persons	0,*		list of persons, including e.g. individual's first and surnames, honorific titles, and added names
<corpname>	index of corporations	0,*		list of corporations or groups, including names of associations, institutions, business firms, or nonprofit enterprises as well as names of projects, programmes, exhibitions, or athletic contests
<occupation>	index of occupations	0,*		list of occupations; terms identifying a type of work, profession, or avocation
<genreform>	index of materials	0,*		list of materials, genre forms, or physical characteristics

Name of the tag	Meaning	needed, repetitions	Standard value	Tooltip
<function>	index of functions	0, *		list of functions describing the activities and processes that generated the described materials
<title>	index of titles	0, *		list of titles

Comparison: EAD – Finding Aid Uses by Project Members

3.2 Comparison of the use of EAD

Elements	Attributes values	Meaning	Required by DTD / Schema	Used by											
				FRA	FRA	GER	GER	NETH	NETH	SPA	SPA	SWE	SWE	HTML	HTML
				XML	XML	XML	XML	XML	XML	XML	XML	XML	XML	XML	
3.2.1 Top-level elements for EAD files															
xml-statement		xml-statement	needed	X	-	X	-	X	-	X	-	X	-	X	-
version	"10"		needed	X	-	X	-	X	-	X	-	X	-	X	-
encoding	"iso-8859-1"		possible	X	-	-	-	-	-	-	-	-	-	X	-
	"UTF-8"		recommended	X	-	X	-	X	-	X	-	X	-	-	-
standalone	"No"		needed	-	-	-	-	-	-	-	-	X	-	-	-
DOCTYPE declaration															
doctype declaration		doctype declaration	needed (DTD)	X	-	-	-	X	-	-	-	-	-	-	-
ead			needed (DTD)	X	-	-	-	X	-	-	-	-	-	-	-
SYSTEM or PUBLIC			needed (DTD)	P	-	-	-	P	-	-	-	-	-	-	-
reference to DTD location			needed (DTD)	X	-	-	-	X	-	-	-	-	-	-	-
<ead>															
audience	"internal"	root element	needed	X	-	X	-	X	-	X	-	X	-	Alt	-
	"external"		optional	-	-	X	-	X	-	-	-	-	-	-	-
xm:ns	"urn:isbn:1-931666-22-9"	EAD namespace	optional	X	-	X	-	X	-	X	-	X	-	-	-
xm:ns:xsi	http://www.w3.org/2001/XMLSchema-instance	xlink	needed (Schema)	-	-	X	-	-	-	-	-	-	-	Alt	-
xm:ns:xlink	http://www.w3.org/1999/xlink	schema-instance	needed (Schema)	-	-	X	-	-	-	-	-	-	-	X	-
xsi:schemaLocation	"urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd"	schema-instance	needed (Schema)	-	-	X	-	-	-	-	-	-	-	Alt	-
<ead><eadheader>															
audience	"internal"	structuring element	needed	X	-	X	-	X	-	X	-	X	-	X	-
	"external"		optional	-	-	-	-	-	-	-	-	-	-	X	-
countryencoding	"iso3166-1"		optional	-	-	-	-	-	-	-	-	-	-	-	-
dateencoding	"iso8601"		needed	X	-	X	-	X	-	X	-	X	-	X	-
finalidstatus	"[un]verified-full-draft" or "partial-draft"		needed	X	-	X	-	X	-	X	-	X	-	-	-
languageencoding	"iso639-2b"		optional	-	-	-	-	-	-	-	-	-	-	-	-
repositoryencoding	"iso15511"		needed	X	-	X	-	X	-	X	-	X	-	X	-
relatedencoding	"MARC21" or "DC"		needed	X	-	X	-	X	-	X	-	X	-	X	-
scriptencoding	"iso15924"		optional	-	-	-	-	-	-	-	-	-	-	-	-
			needed	X	-	X	-	X	-	X	-	X	-	X	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<eadheader><eadid>			finding aid identifier	needed	X	-	X	-	X	X	-	X	X	-	X	X
countrycode				needed	-	-	X	-	X	-	X	-	X	-	X	X
encodinganalog				optional	X	-	X	-	-	-	-	-	-	-	-	-
identifier			use either identifier, publicid or url	id / publ / url	-	-	X	-	-	-	-	-	-	-	-	-
mainagencycode		according to iso15511 (ISIL)		needed	-	-	X	-	X	-	X	-	X	-	X	X
publicid			use either identifier, publicid or url	id / publ / url	-	-	-	-	X	-	-	-	-	-	-	-
url			use either identifier, publicid or url	id / publ / url	-	-	X	-	-	-	-	X	-	-	-	url
urn				optional	-	-	-	-	X	-	-	-	-	-	-	-

Note: the Riksarkivet uses EAD only as an exchange format; their webpresentation is based on their NAD database, therefore there are differences in their XML and HTML columns, indicated in dark yellow

3.2.2 Bibliographic information on the finding aid

<eadheader><fi ledesc>			structuring element	needed	X	-	X	-	X	-	X	-	X	-	X	-
<eadheader><fi ledesc><titlestmt>			info for the titlepage	needed	X	X	X	-	X	-	X	-	X	-	X	-
<eadheader><fi ledesc><titlestmt titleproper>			title of the finding aid	needed	X	-	X	X	X	X	X	X	X	X	X	-
encodinganalog		"[...]"		optional	X	-	X	-	-	-	-	-	-	-	-	-
<eadheader><fi ledesc><titlestmt><titleproper>			line break	optional	-	-	X	[X]	-	-	-	-	-	-	-	-

Note: [X] in green = element or attribute is not shown in HTML itself, but affects the HTML presentation

<eadheader><fi ledesc><titlestmsubtitle>			subtitle of the finding aid	optional	X	X	X	X	-	-	-	-	-	-	-	-
<eadheader><fi ledesc><titlestmsubtitle>			line break	optional	-	-	X	[X]	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<ead><eadheader><fi ledesc><titlestmsauthor>			author of the fi nding aid	optional	X	X	X	X	X	X	-	-	-	-	-	-	-
	encodinganalog	"[...]"		optional	X	-	X	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><editionstms tmt>			information on the edition of the fi nding aid	optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><editionstms edition>			number of the edition of the fi nding aid	optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><editionstms tpe>			description of the new edition	optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><publications tmt>			information on the edition	optional	X	-	X	-	X	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><publicationstms publisher>			name of the editor	optional	X	X	X	X	X	X	-	-	-	-	-	-	-
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><publicationstms date>			date of the edition	optional	X	X	X	X	X	X	-	-	-	-	-	-	-
	calendar	"[gregorian]"	sort of calendar	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-
	era	"ce"	christian era	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-
	normal	"[yyyy]" in standardised form (iso8601)	year	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><publicationstms address>			address of the editor	optional	X	-	X	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><publicationstms address line>			address of the editor	optional	X	X	X	X	-	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><series tmt>			info on a series	optional	-	-	X	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead><eadheader><fi ledesc><seriesmetitleproper>			title of the series	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><notes>			place for notes	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><notestmonote>			a single note	optional	-	-	X	X	-	-	-	-	-	-	-	-
	label	"[. . .]"	label for the note	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><eadheader><fi ledesc><notestmt><notestp>			text of the note	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><eadheader><profil edesc>			version info of the finding aid	needed	X	-	X	X	-	X	-	-	-	-	-	-
<ead><eadheader><profil edesc><creation>			creation info of the finding aid	needed	X	-	X	X	-	X	-	-	-	-	-	-
	audience	"internal"		optional	-	-	-	-	X	-	-	-	-	-	-	-
		"external"		optional	-	-	-	-	-	-	-	-	-	-	-	-
<ead><eadheader><profil edesc><creationdate>			date of creation of the finding aid	needed	X	-	X	X	-	X	-	-	-	-	-	-
	calendar	"[gregorian]"	sort of calendar	recommended	X	-	X	X	-	X	-	-	-	-	-	-
	era	"ce"	christian era	recommended	X	-	X	X	-	X	-	-	-	-	-	-
	normal	"[YYYY]" in standardised form (iso8601)	year	recommended	X	-	X	X	-	X	-	-	-	-	-	-
<ead><eadheader><profil edesc><creationtitle>			reference to rules followed for the finding aid	optional	-	-	-	-	X	-	-	-	-	-	-	-
<ead><eadheader><profil edesc><langusage>			info on language of the finding aid	optional	X	-	X	X	-	X	-	-	-	-	-	-
	encodinganalog	"[. . .]"		optional	X	-	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by													
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML				
<ead><eadheader><profiledesc><languageelanguage>	language	"[...]" code of the language (iso639-2b)	info on language of the finding aid	optional	X	X	X	X	X	X								
	scriptcode	"[latn]" code of the alphabet (iso15924)		optional	X		X	X	X									
	encodinganalog	"[...]"		optional	X		X	X	X									
<ead><eadheader><profiledesc><rules>			reference to rules followed for the finding aid	optional	X		X	X	X									
<ead><eadheader><profiledesc><descriptionbibref>			reference to rules followed for the finding aid	optional				X	X									
<ead><eadheader><profiledesc><descriptionbibref><title>			reference to rules followed for the finding aid	optional				X	X									
<ead><eadheader><revisiondesc>	audience	"internal" "external"	description of revisions of the finding aid	optional	X		X	X	X									
<ead><eadheader><revisiondesc><change>			description of single changes of revisions	optional	X		X	X	X									
<ead><eadheader><revisiondesc><change><date>	calendar	"[gregorian]"	date of single changes	optional	X		X	X	X									
	era	"ce"	sort of calendar	recommended	X		X	X	X									
	normal	"[yyyymmdd]" in standardised form (iso8601)	christian era	recommended	X		X	X	X									
			year	recommended	X		X	X	X									
<ead><eadheader><revisiondesc><change><item>			description of single changes	optional	X		X	X	X									
<ead><frontmatter><titlepage>	altrender	"[...]"	alternative title page info	discouraged			X	X	X									
				discouraged			X	X	X									

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<code><ead><archdesc><did><unitdate></code>			covering dates of the fonds	recommended	X	X	X	X	X	X	X	X	X	X	X	X	X
calendar	"[gregorian]"		sort of calendar	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-
certainty	"[...]"			optional	-	-	-	-	X	-	-	-	-	-	X	-	-
datechar				optional	-	-	-	-	-	-	X	-	-	-	-	-	-
encodinganalog	"[...]"			optional	X	-	X	-	-	-	-	-	-	-	-	-	-
era	"ce"		christian era	recommended	X	-	X	-	X	-	X	-	-	-	-	-	-
label	"[...]"			optional	-	-	-	-	X	X	-	-	-	-	-	-	-
normal	"[yyyy/yyyy]" in standardised form (iso8601)		covering dates of fonds	recommended	X	-	X	-	X	-	X	X	X	X	-	-	-
type	"[...]"			optional	X	-	-	-	X	-	-	-	-	-	X	X	X
<code><ead><archdesc><did><abstract></code>			summary of the finding aid	recommended	-	-	X	X	X	X	X	-	-	-	X	X	X
encodinganalog	"[...]"			optional	-	-	X	[X]	-	-	-	-	-	-	-	-	-
label	"[...]"			optional	-	-	-	-	X	X	-	-	-	-	-	-	-
<code><ead><archdesc><did><abstract></code>			other explanations	optional	-	-	X	X	-	-	-	-	-	-	-	-	-
encodinganalog	"[...]"			optional	-	-	X	[X]	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><container></code>			info on storage unit of the material	optional	-	-	-	-	-	-	-	-	-	-	X	-	-
type	"[...]"			optional	-	-	-	-	-	-	-	-	-	-	X	X	-
<code><ead><archdesc><did><dao></code>			link to image of the titlepage	optional	-	-	X	-	-	-	-	-	-	-	-	-	-
xlinkhref	"[...]"		name of the file	optional	-	-	X	X	-	-	-	-	-	-	-	-	-
xlinktitle	"[...]"		name of the link	optional	-	-	X	X	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><langmaterial></code>			info on language of the material	optional	-	-	X	-	X	X	X	X	X	X	X	-	X
encodinganalog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-
label	"[...]"			optional	-	-	-	-	X	X	X	X	X	X	X	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by													
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML				
<code><ead><archdesc><did><langmaterial><language></code>			info on language of the material	optional	X	X	X	-	X	X	-	-	-	-	-	-	X	
	langcode	"[...]" code of the language (iso639-2b)		optional	X	-	X	-	X	-	-	-	-	-	-	-	-	-
	scriptcode	"[latn]" code of the alphabet (iso15924)		optional	X	-	X	-	X	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><materialspec></code>			specification of the material	optional	-	-	X	X	X	X	-	-	-	-	-	-	-	X
<code><ead><archdesc><did><note></code>			place for notes	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	encodinganlog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	label	"[...]"		optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><note><p></code>			a single note	optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><originatn></code>			provenance	optional	X	-	X	X	X	X	X	-	-	-	-	-	X	X
	label	"[...]"		optional	-	-	X	X	X	X	X	-	-	-	-	-	X	X
<code><ead><archdesc><did><originatn><archref></code>			link to an EAC file	optional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	xlkchref	"[...]"	name of the EAC file	optional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	xlkctitle	"[...]"	name of the link	optional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><originatn><name></code>			name for the provenance	optional	X	-	-	-	-	-	-	-	-	-	-	-	-	-
	role	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><originatn><corp name></code>			institution as provenance	optional	X	-	-	-	X	X	-	-	-	-	-	-	X	X
	altrender	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-	-
	authf lenumber	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X	X
	role	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X	X

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<code><ead><archdesc><did><originat><famname></code>			family as provenance	optional	X	-	-	-	X	X	-	-	-	-	-	-	X
	altrender	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	authf1 lenumber	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X
	role	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><did><originat><persname></code>			person as provenance	optional	X	X	-	-	X	X	-	-	-	-	-	-	X
	altrender	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	authf1 lenumber	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X
	role	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><did><physdesc></code>			physical description of the material	optional	X	-	X	X	X	-	-	-	-	-	-	-	X
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
	label	"[...]"		optional	-	-	-	-	X	X	-	-	-	-	-	-	-
<code><ead><archdesc><did><physdesc><dimensions></code>			dimensions of the material	optional	-	-	-	-	X	X	-	-	-	-	-	-	-
<code><ead><archdesc><did><physdesc><extent></code>			measurements of the material	optional	X	X	X	X	X	X	-	-	-	-	-	-	X
	label	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	X
	unit	"[...]"		optional	-	-	X	X	X	X	-	-	-	-	-	-	X
<code><ead><archdesc><did><physdesc><genreform></code>			genre of the material	optional	X	X	X	X	-	-	-	-	-	-	-	-	-
	source	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><did><physdesc><physfacet></code>			description of the material condition	optional	X	X	X	-	-	-	-	-	-	-	-	-	-
	label	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	type	"[...]"		optional	X	-	X	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by													
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML				
<code><ead><archdesc><accessrestrict><legalstatus></code>			info on the legal status of the material	optional	X	-	-	-	DG3	X	-	-	-	-	-	-	-	X
<code><ead><archdesc><accessrestrict><note></code>			place for notes	optional	-	-	-	-	-	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><accessrestrict><note><p></code>			a single note	optional	-	-	-	-	-	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><accessrestrict><p></code>			info on accessrestrict	optional	X	X	X	X	DG3	X	X	X	X	X	-	-	-	-
<code><ead><archdesc><accessrestrict><list></code>			use of list layout	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
type	"[...]"			optional	-	-	X	[X]	-	-	-	-	-	-	-	-	-	-
numeration	"[...]"			optional	-	-	X	[X]	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><accessrestrict><list><item></code>			single entry of list	optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><accruals></code>			info about anticipated additions to the material	optional	X	-	X	-	DG2	-	X	-	X	-	X	-	X	X
encodinganlog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><accruals><head></code>			label for accruals	optional	-	-	X	X	DG2	X	-	-	-	-	-	-	-	-
<code><ead><archdesc><accruals><p></code>			info on accruals	optional	X	X	X	X	DG2	X	X	X	X	X	X	X	X	X
<code><ead><archdesc><acqinfo></code>			info about acquisition of the material	optional	X	-	X	-	-	-	X	-	X	-	X	-	X	X
encodinganlog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<ead><archdesc><acqinfo><head>			label for acqinfo	optional	-	-	X	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><acqinfo><p>			info on acquisition	optional	X	X	X	X	-	-	X	X	-	-	-	-	X
<ead><archdesc><altformavail>			info about other forms of the material	optional	X	-	X	-	DG4	-	X	-	-	X	-	-	X
encodinganlog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-
type	"[...]"			optional	-	-	-	-	DG4	-	-	-	-	-	-	-	-
<ead><archdesc><altformavail><head>			label for altformavail	optional	-	-	X	X	DG4	X	-	-	-	X	-	-	X
<ead><archdesc><altformavail><p>			info on altformavail	optional	X	X	X	X	DG4	X	-	-	-	X	-	-	X
<ead><archdesc><appraisal>			info on the value of the material	optional	X	-	X	-	DG2	-	X	-	-	X	-	-	X
encodinganlog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><appraisal><head>			label for appraisal	optional	-	-	X	X	DG2	X	-	-	-	-	-	-	-
<ead><archdesc><appraisal><p>			info on appraisal	optional	X	X	X	X	DG2	X	X	X	X	X	X	X	X
<ead><archdesc><arrangement>			info on subdivision of the material	optional	X	-	X	-	DG2	-	X	-	-	X	-	-	X
encodinganlog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><arrangement><head>			label for arrangement	optional	-	-	X	X	DG2	X	-	-	-	X	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead><archdesc><arrangement><p>			info on arrangement	optional	X	X	X	X	DG2	X	X	X	X	X	X	X
<ead><archdesc><bibliography>			info on literature about the material	optional	X	-	X	-	DG4	-	-	-	-	-	X	X
	encodinganlog	"[..]"		optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><bibliography><head>			label for bibliography	optional	-	-	X	X	DG4	X	-	-	-	-	-	-
<ead><archdesc><bibliography><p>			info on bibliography	optional	X	X	X	X	DG4	X	-	-	-	-	-	X
<ead><archdesc><bibliography><bibref>			bibliographical references	optional	X	X	X	-	DG4	X	-	-	-	-	X	X
	xlinkhref	"[..]"	url	optional	-	-	X	X	-	-	-	-	-	-	X	X
	xlinkrole			optional	-	-	-	-	-	-	-	-	-	-	X	-
<ead><archdesc><bibliography><bibref>name>			name of the author	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><bibliography><bibref>title>			title of the publication	optional	-	-	X	X	DG4	X	-	-	-	-	X	X
<ead><archdesc><bibliography><bibref>imprint>			info on the printing of the publication	optional	-	-	X	X	[X]	-	-	-	-	-	-	-
<ead><archdesc><bibliography><bibref>imprint<publisher>			info on the publisher of the publication	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><bibliography><bibref>imprint<go g name>			info on the location of the publisher/publication	optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><bibliography><bibref>imprint<date>			info on the date of imprint of the publication	optional	-	-	X	X	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<ead><archdesc><bibliography><archref>	xlink:href	"[...]"	link to bibliographical references	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
	xlink:title	"[...]"	name of the file	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
			name of the link	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><bibliography><archref><dao>	xlink:href	"[...]"	link to a digital object	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
	xlink:title	"[...]"	name of the file	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
			name of the link	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><bioghist>	encoding:log	"[...]"	info on history of creation of the material	optional	X	-	X	-	DG1	-	X	-	X	-	-	-	X
			label for bioghist	optional	-	-	X	X	DG1	X	-	-	-	-	-	-	-
<ead><archdesc><bioghist><p>			info on bioghist	optional	X	-	X	X	DG1	X	X	X	X	-	-	-	X
<ead><archdesc><bioghist><dao>	xlink:href	"[...]"	link to a digital object	optional	-	-	X	-	-	-	-	-	-	-	-	-	X
	xlink:title	"[...]"	name of the file	optional	-	-	X	X	-	-	-	-	-	-	-	-	X
			name of the link	optional	-	-	X	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><control:access>	audience	"internal" "external"	wrapper element for key words for searching	optional	X	-	-	-	DG2	-	X	-	X	-	-	-	X
				optional	-	-	-	-	DG2	-	-	-	-	-	-	-	-
				optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><control:access><corpname>	role	"[...]"	optional	optional	X	X	-	-	-	-	X	X	X	-	-	-	X
	source	"[...]"	optional	optional	X	X	-	-	-	-	X	X	X	-	-	-	-
			optional	optional	-	-	-	-	-	-	X	X	X	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by													
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML				
<ead><archdesc><controlaccess><famname>				optional	-	-	-	-	-	-	X	X	-	-	-	-	-	-
role	"[...]"			optional	-	-	-	-	-	-	X	X	-	-	-	-	-	-
source	"[...]"			optional	-	-	-	-	-	-	X	X	-	-	-	-	-	-
<ead><archdesc><controlaccess><genreform>				optional	X	X	-	-	-	-	-	-	-	-	-	-	-	-
type	"[...]"			optional	X	X	-	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><controlaccess><name>				optional	X	X	-	-	-	-	-	-	-	-	-	-	-	-
role	"[...]"			optional	X	X	-	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><controlaccess><persname>				optional	X	X	-	-	-	-	X	X	X	X	X	X	X	X
role				optional	X	X	-	-	-	-	X	X	X	X	X	X	X	X
source	"[...]"			optional	-	-	-	-	-	-	X	X	X	X	X	X	X	X
<ead><archdesc><controlaccess><subject>				optional	X	X	-	-	-	DG2	-	-	X	X	X	X	X	X
role				optional	-	-	-	-	-	-	-	-	X	X	-	-	-	-
source	"[...]"			optional	-	-	-	-	-	DG2	-	-	X	X	-	-	-	-
<ead><archdesc><custodhist>			info on the previous owner of the material	optional	X	-	X	-	-	DG2	-	-	X	-	X	X	X	X
encodinganlog	"[...]"			optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><custodhist><acqinfo>			info on acquisition of the material	optional	-	-	-	-	-	DG2	-	-	-	-	-	-	-	X
<ead><archdesc><custodhist><acqinfo><head>			label for acqinfo	optional	-	-	-	-	-	DG2	X	X	-	-	-	-	-	-
<ead><archdesc><custodhist><acqinfo><p>			info on acqinfo	optional	-	-	-	-	-	DG2	X	X	-	-	-	-	-	X

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead><archdesc><custodhist><head>			label for custodhist	optional	-	-	X	X	DG2	X	-	-	-	-	-	-
<ead><archdesc><custodhist><p>			info on custodhist	optional	X	-	X	X	DG2	X	X	X	X	X	X	X
<ead><archdesc><dao>			link to a digital object	optional	-	-	-	-	-	-	-	-	-	-	X	X
xlink:href	"[...]"		name of the file	optional	-	-	-	-	-	-	-	-	-	-	-	X
xlink:title	"[...]"		name of the link	optional	-	-	-	-	-	-	-	-	-	-	-	X
<ead><archdesc><dao><daodesc>			link to a digital object	optional	-	-	-	-	-	-	-	-	-	-	X	X
<ead><archdesc><dao><daodesc><p>			link to a digital object	optional	-	-	-	-	-	-	-	-	-	-	X	X
<ead><archdesc><fi leplan>			info about classification scheme of the material	optional	-	-	X	-	DG5	-	-	-	-	-	-	-
<ead><archdesc><fi leplan><head>			label for fileplan	optional	-	-	X	X	DG5	X	-	-	-	-	-	-
<ead><archdesc><fi leplan><archref>			link to an online fileplan	optional	-	-	X	X	-	-	-	-	-	-	-	-
xlink:href	"[...]"		name of the file	optional	-	-	X	-	-	-	-	-	-	-	-	-
xlink:title	"[...]"		name of the link	optional	-	-	X	X	DG5	X	-	-	-	-	-	-
<ead><archdesc><fi leplan><archref><dao>			link to a digital object	optional	-	-	X	-	-	-	-	-	-	-	-	-
xlink:href	"[...]"		name of the file	optional	-	-	X	-	-	-	-	-	-	-	-	-
xlink:title	"[...]"		name of the link	optional	-	-	X	X	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML	
<code><ead><archdesc><index></code>			index on the material	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><index><head></code>			label for index	optional	-	-	-	-	-	-	-	-	X	-	-	-	-
<code><ead><archdesc><index><p></code>			info on index	optional	-	-	-	-	-	-	-	-	X	-	-	-	-
<code><ead><archdesc><index><indexentry></code>			indexentry	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><index><indexentry><name></code>			indexentry item	optional	-	-	-	-	-	-	-	-	X	-	-	-	-
<code><ead><archdesc><note></code>			place for notes	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><odd></code>			other descriptive data	optional	X	-	-	-	-	-	-	-	-	X	-	-	X
<code>type</code>		"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><odd><head></code>			label for odd	optional	X	-	-	-	-	-	-	-	-	X	-	-	-
<code><ead><archdesc><odd><p></code>			info on odd	optional	X	X	-	-	-	-	-	-	-	X	X	-	X
<code><ead><archdesc><originalisloc></code>			info on location of original material	optional	X	-	-	-	-	-	-	-	-	X	-	-	-
<code><ead><archdesc><originalisloc><head></code>			label for originalisloc	optional	-	-	-	-	-	-	-	-	-	X	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead><archdesc><relatedmaterial>			info about related material elsewhere	optional	X	-	X	-	DG4	-	X	-	X	-	X	-
	encodinganlog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><relatedmaterial><head>			label for related material	optional	-	-	X	X	DG4	X	-	-	-	-	-	-
<ead><archdesc><relatedmaterial><p>			info on related material	optional	X	X	X	X	DG4	X	X	X	X	-	-	X
<ead><archdesc><relatedmaterial><archref>			link to online related material	optional	-	-	X	X	-	-	-	-	-	-	X	X
	xlinkhref	"[...]"	name of the file	optional	-	-	X	-	-	-	-	-	-	-	X	X
	xlinktitle	"[...]"	name of the link	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><relatedmaterial><archref>title>			title of online related material	optional	-	-	-	-	-	-	-	-	-	-	X	X
<ead><archdesc><relatedmaterial><archref>unitid>			identifier of online related material	optional	-	-	-	-	-	-	-	-	-	-	X	X
<ead><archdesc><relatedmaterial><archref>dao>			link to a digital object of online related material	optional	-	-	X	-	-	-	-	-	-	-	-	-
	xlinkhref	"[...]"	name of the file	optional	-	-	X	-	-	-	-	-	-	-	-	-
	xlinktitle	"[...]"	name of the link	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><scopecontent>			complete text for an introduction	optional	X	X	X	-	DG2	-	X	-	-	-	-	X
	encodinganlog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><scopecontent><head>			label for scopecontent	optional	-	-	X	X	DG2	X	-	-	-	-	-	-
<ead><archdesc><scopecontent><p>			info on scopecontent	optional	X	X	X	X	DG2	X	X	X	X	X	X	X

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead><archdesc><scopecontent><dao>			link to a digital object	optional	-	-	X	-	-	-	-	-	-	-	-	-
	xlink:href	"[...]"	name of the file	optional	-	-	X	-	-	-	-	-	-	-	-	-
	xlink:title	"[...]"	name of the link	optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><scopecontent>			summary of range and coverage of the material	optional	X	-	X	-	DG2	-	X	-	X	-	X	X
	audience	"internal"		optional	-	-	-	-	-	-	-	-	-	-	-	-
		"external"		optional	X	-	-	-	-	-	-	-	-	-	-	-
	encodinganlog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	X	-
<ead><archdesc><scopecontent><head>			label for scopecontent	optional	-	-	X	-	DG2	X	-	-	-	-	-	-
<ead><archdesc><scopecontent><p>			info on scopecontent	optional	X	X	X	X	DG2	X	X	X	X	X	X	X
<ead><archdesc><separatedmaterial>			info on material that resides elsewhere	optional	X	-	X	-	DG4	-	X	-	-	-	-	-
	encodinganlog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead><archdesc><separatedmaterial><head>			label for separated material	optional	-	-	X	X	DG4	X	-	-	-	-	-	-
<ead><archdesc><separatedmaterial><p>			info on separated material	optional	X	X	X	X	DG4	X	X	X	X	X	-	-
<ead><archdesc><userestrict>			info on restrictions to the use of the material	optional	X	-	X	-	DG3	-	X	-	X	-	X	X
	encodinganlog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-
	type			optional	-	-	-	-	-	-	-	-	-	-	X	-
<ead><archdesc><userestrict><head>			label for userestrict	optional	-	-	X	X	DG3	X	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<ead><archdesc><dsc><0><did>			wrapper element for descriptive identification	needed	X	-	X	-	X	-	-	-	-	-	-	-	-
<ead><archdesc><dsc><0><did><physdesc>			physical description of the material	optional	X	X	X	-	-	-	-	-	-	-	-	-	X
<ead><archdesc><dsc><0><did><physdesc><dimensions>			dimensions of the material	optional	-	-	-	-	-	-	-	-	-	-	-	-	X
<ead><archdesc><dsc><0><did><physdesc><extent>			measurements of the material	optional	X	X	X	-	-	-	-	-	-	-	-	-	X
	label	"[...]"		optional	X	X	-	-	-	-	-	-	-	-	-	-	X
	unit	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	X
<ead><archdesc><dsc><0><did><physdesc><genreform>			genre of the material	optional	X	X	X	-	-	-	-	-	-	-	-	-	-
	source	"[...]"		optional	X	X	-	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><dsc><0><did><physdesc><physfacet>			description of material condition	optional	X	-	X	-	-	-	-	-	-	-	-	-	-
	label	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	type	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead><archdesc><dsc><0><did><unitid>			reference number of the record group	needed	X	X	X	X	X	X	-	-	-	-	-	-	X
	countrycode	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
	repositorycode	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	X
	type	"[...]"		optional	-	-	-	-	X	-	-	-	-	-	-	-	-
<ead><archdesc><dsc><0><did><unittitle>			name of the record group	needed	X	-	X	X	X	X	-	-	-	-	-	-	X
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
	type	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<code><ead><archdesc><dsc><c0><did><unitdate></code>	calendar	"[gregorian]"	covered dates of the record group	optional	-	-	-	-	X	X	-	-	-	-	-	-	-
	era	"ce"	sort of calendar	recommended	-	-	-	-	X	X	-	-	-	-	-	-	-
	normal	"[yyyymmdd]" in standardised form (iso8601)	christian era	recommended	-	-	-	-	X	X	-	-	-	-	-	-	-
			year	recommended	-	-	-	-	X	X	-	-	-	-	-	-	-
<code><ead><archdesc><dsc><c0><did><unitdate></code>	datechar	"[.:.]"	covered dates of the record group	optional	X	X	X	-	-	-	-	-	-	-	-	-	X
	calendar	"[gregorian]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	certainty	"[.:.]"	sort of calendar	recommended	X	-	X	-	-	-	-	-	-	-	-	-	-
	encodinganalog	"[.:.]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	era	"ce"		optional	X	-	X	-	-	-	-	-	-	-	-	-	-
	normal		christian era	recommended	X	-	X	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><dsc><c0><processinfo></code>			info on administration of the material	optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><dsc><c0><processinfo><p></code>			info on processing	optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><dsc><c0><processinfo><pdate></code>			date on processing	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><dsc><c0><processinfo><pname></code>			name for processing	optional	-	-	-	-	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><dsc><c0><dsc></code>			start of another structured description	optional	-	-	-	-	-	-	-	-	-	-	-	-	X
3.2.4.1.2 Internal structure of one fonds of one record group																	
<code><ead><archdesc><dsc><c0><cN></code>			structure of hierarchy	optional	X	-	X	-	X	-	-	-	-	-	-	-	X

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
	encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	id	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	level	"subseries" or "otherlevel"	optional	X	-	X	-	X	-	-	-	-	-	-	-	-	X
	<ead><archdesc><disc><0><N><did>		wrapper element for descriptive identification	X	-	X	-	X	-	-	-	-	-	-	-	-	X
	<ead><archdesc><disc><0><N><did><unitid>		number of classification group	-	-	X	-	X	X	-	X	-	-	-	-	-	X
	encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><did><unitid>		header of classification group	X	-	X	X	X	X	X	-	-	-	-	-	-	X
	encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	type	"[...]"	optional	X	-	-	-	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><did><unitid><abbr>		abbreviation	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	expan	"[...]"	expanded form	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><did><unitid><expand>		expanded form	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	abbr	"[...]"	abbreviation	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><did><unitid>		covering dates for the unit	-	-	-	-	X	X	X	-	-	-	-	-	-	X
	calendar	"[gregorian]"	recommended	-	-	-	-	X	X	-	-	-	-	-	-	-	-
	era	"ce"	recommended	-	-	-	-	X	X	-	-	-	-	-	-	-	-
	normal	"[yyyymmdd]" in standardised form (iso8601)	recommended	-	-	-	-	X	X	-	-	-	-	-	-	-	X
	<ead><archdesc><disc><0><N><appraisal>		info on value of the material	-	-	X	-	-	-	-	-	-	-	-	-	-	X
	encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead>	<archdesc>	<disc><0><cn><appraisalthead>	label for the value of the material	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><appraisalxp>	info on the value of the material	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><bioghist>	info on the history of the creation of the material	optional	-	-	X	-	-	-	-	-	-	-	-	X
		encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><bioghistthead>	label for the history of the creation of the material	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><bioghistbp>	info on the history of the creation of the material	optional	-	-	X	X	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><cn><cusodhist>	info on the previous owner of the material	optional	-	-	X	-	-	-	-	-	-	-	-	X
		encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><custodhistthead>	label for the previous owner of the material	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><custodhistbp>	info on the previous owner of the material	optional	-	-	X	X	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><cn><dao>	link to images	optional	-	-	X	-	-	-	-	-	-	-	-	X
		xlinkhref	name of the file	optional	-	-	X	-	-	-	-	-	-	-	-	X
		xlinktitle	name of the link	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><processinfo>	info on the administration of the material	optional	-	-	X	-	-	-	-	-	-	-	-	X
		encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead>	<archdesc>	<disc><0><cn><processinfo>head>	label for the administration of the material	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><processinfo>p>	info on the administration of the material	optional	-	-	X	X	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><cn><scopecontent>	summary	optional	X	-	X	-	-	-	-	-	-	-	-	X
		encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><scopecontent>head>	header	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><scopecontent>p>	text of the summary	optional	X	X	X	X	-	-	-	-	-	-	-	X
3.2.5 Description of descriptive units on the lowest level																
<ead>	<archdesc>	<disc><0><cn><cn>+>	component for the lowest level	needed	X	-	X	-	X	-	-	-	-	-	X	X
		encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-
		id	identifier used for external linking	recommended	X	-	X	-	-	-	-	-	-	-	X	X
		level	"file" / "otherlevel" / "series"	needed	X	-	X	-	X	-	-	-	-	-	X	X
<i>Note: The French, Portuguese and Swedish EAD finding aids don't number the c-le</i>																
<ead>	<archdesc>	<disc><0><cn><cn+&id>	wrapper element for descriptive identification	needed	X	-	X	-	X	-	-	-	-	-	X	X
		altrender	"[...]"	optional	X	-	-	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><cn><cn+&id>	reference or call number	needed	X	-	X	X	X	X	X	-	-	-	X	X
		countrycode	"[...]"	optional	-	-	-	-	-	-	-	-	-	-	-	X
		encodinganalog	"[...]"	optional	-	-	X	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by													
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML				
	id	"[...]"	identifier	optional	-	-	-	-	X	-	-	-	-	-	-	-	-	X
	repositorycode	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	-	X
	type	"[...]"	identification of unit as call number	needed	-	-	X	[X]	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><N+><N+><discunittitle>		title of the unit	needed	X	-	X	X	X	X	-	-	-	-	-	-	-	X
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	type	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><N+><N+><disc><0><N><N+><disc><unittitle><abbr>		abbreviation	optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	expand	"[...]"	expanded form	optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><N+><N+><disc><unittitle><expand>		expanded form	optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	abbr	"[...]"	abbreviation	optional	-	-	X	X	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><N+><N+><disc><unittitle><geogname>		geographical location	optional	-	-	-	-	X	-	-	-	-	-	-	-	-	X
	<ead><archdesc><disc><0><N><N+><N+><disc><unittitle><date>		covering dates for the unit	needed	X	-	X	X	X	X	-	-	-	-	-	-	-	X
	calendar	"[Gregorian]"	sort of calendar	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-	-
	certainty	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	datechar	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	-	-	-	-
	era	"ce"	Christian era	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-	-
	normal	"[YYYYmmdd]" in standardised form (iso8601)	year	recommended	X	-	X	-	X	-	-	-	-	-	-	-	-	X
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-	-
	<ead><archdesc><disc><0><N><N+><N+><disc><unittitle><id>		other reference codes	optional	-	-	X	X	X	X	-	-	-	-	-	-	-	X
	type		older reference code	optional	-	-	X	X	[X]	X	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<code><ead><archdesc><disc><c0><cN><cN+><did><physdesc><physfacet></code>	type	"[...]"	description of material condition	optional	X	-	X	-	X	-	-	-	-	-	-	-	-
<code><ead><archdesc><disc><c0><cN><cN+><did><physloc></code>	label	"[...]"	physical location of the material	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
<code><ead><archdesc><disc><c0><cN><cN+><did><repository></code>	type	"[...]"	archival institution that holds the material	optional	-	-	X	X	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><disc><c0><cN><cN+><did><repository><address></code>			address for repository	optional	-	-	X	-	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><disc><c0><cN><cN+><did><repository><address><resline></code>			address for repository	optional	-	-	X	X	-	-	-	-	-	-	-	-	-
<code><ead><archdesc><disc><c0><cN><cN+><accruals></code>	encodinganalog	"[...]"	info about anticipated additions to the material	optional	-	-	X	-	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><disc><c0><cN><cN+><accruals></code>			info on accruals	optional	-	-	X	X	-	-	-	-	-	-	-	-	X
<code><ead><archdesc><disc><c0><cN><cN+><accessrestrict></code>	type	"[...]"	info on restrictions	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
<code><ead><archdesc><disc><c0><cN><cN+><accessrestrict></code>	encodinganalog	"[...]"	info on restrictions	optional	-	-	-	-	X	-	-	-	-	-	-	-	-
<code><ead><archdesc><disc><c0><cN><cN+><accessrestrict></code>			info on restrictions	optional	-	-	X	X	-	X	-	-	-	-	-	-	X

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<ead>	<archdesc>	<disc><0><N><N+><altformavail>	info on duplicates	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
	type	"[...]"		optional	-	-	-	-	X	-	-	-	-	-	-	-	-
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><N><N+><altformavail>	info on duplicates	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><N><N+><appraisal>	info on the value of the material	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
	audience	"internal"		optional	-	-	-	-	X	-	-	-	-	-	-	-	-
		"external"		optional	-	-	-	-	-	-	-	-	-	-	-	-	-
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><N><N+><appraisalhead>	label for the value of the material	optional	-	-	X	-	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><N><N+><appraisal>	info on appraisal	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><N><N+><bioghist>	info on history of the creation of the material	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
	encodinganalog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><N><N+><bioghisthead>	label for the history of the creation of the material	optional	-	-	X	-	X	-	-	-	-	-	-	-	-
<ead>	<archdesc>	<disc><0><N><N+><bioghist>	info on bioghist	optional	-	-	X	-	X	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><N><N+><controlaccess>	wrapper element for keywords for searching	optional	X	-	-	-	-	-	-	-	-	-	-	-	X
<ead>	<archdesc>	<disc><0><N><N+><controlaccessgref>		optional	X	-	-	-	-	-	-	-	-	-	-	-	X

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<ead><archdesc><disc><0><N><N><N><N><index><index><entry><entry><form></form></index></disc></ead>			specifi c element for a single indexentry	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><index><index><entry><entry><function></function></index></disc></ead>			specifi c element for a single indexentry	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><index><index><entry><entry><title></title></index></disc></ead>			specifi c element for a single indexentry	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><note></note></disc></ead>			place for notes	optional	-	-	-	-	X	X	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><note></note></disc></ead>			a single note	optional	-	-	-	-	X	X	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><word></word></disc></ead>			other descriptive data	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><encodinganalag></encodinganalag></disc></ead>		"[...]"		optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><oddshhead></oddshhead></disc></ead>			title for odd	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><oddshp></oddshp></disc></ead>			text for odd	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><oddxlist></oddxlist></disc></ead>			use of list layout	optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><type></type></disc></ead>		"[...]"		optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><numeration></numeration></disc></ead>		"[...]"		optional	-	-	X	X	-	-	-	-	-	-	-	-
<ead><archdesc><disc><0><N><N><N><N><disxitem></disxitem></disc></ead>			single entry of list	optional	-	-	X	X	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML			
<...><bibliography><bibref><title>			title of the publication	optional	-	-	X	[*]	X	X	-	-	-	-	-	X	
<...><bibliography><bibref><imprint>			info on the printing of the publication	optional	-	-	X	[X]	-	-	-	-	-	-	-	-	
<...><bibliography><bibref><imprint><publisher>			info on the publisher of the publication	optional	-	-	X	[*]	-	-	-	-	-	-	-	-	
<...><bibliography><bibref><imprint><geogname>			info on the location of the publisher/publication	optional	-	-	X	-	-	-	-	-	-	-	-	-	
<...><bibliography><bibref><imprint><date>			info on the date of imprint of the publication	optional	-	-	X	[*]	-	-	-	-	-	-	-	-	
<...><bibliography><p>			a single item for bibliography	optional	X	-	X	[*]	-	-	-	-	-	-	-	X	
3.2.6.3 Dates																	
<...><date>			date or datarange		X	-	X	[*]	X	X	X	X	X	X	X	X	
calendar	"[gregorian]"		sort of calendar	recommended	X	-	X	-	X	-	-	-	-	-	-	-	
certainty	"[...]"			optional	-	-	-	-	X	-	-	-	-	-	X	-	
datechar	"[...]"			optional	-	-	-	-	-	-	X	-	-	-	-	-	
encodinganalog	"[...]"			optional	X	-	X	-	-	-	-	-	-	-	-	-	
era	"ce"		christian era	recommended	X	-	X	-	X	-	X	-	-	-	-	-	
label	"[...]"			optional	-	-	-	-	X	-	-	-	-	-	-	-	
normal	"[yyyy / yyyyymmdd]" in standardised form (iso8601)		year, date or date range	recommended	X	-	X	-	X	-	X	-	X	-	-	-	
type	"[...]"			optional	X	-	-	-	X	-	-	-	-	-	-	X	
<...><unitdate>			unitdate or unitdatarange		X	-	X	X	X	X	X	X	X	X	X	X	
calendar	"[gregorian]"		sort of calendar	recommended	X	-	X	-	X	-	-	-	-	-	-	-	

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by											
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML		
<...><id><origination><persname>			person as provenance	optional	X	-	-	-	X	X	-	-	-	-	X	X
	altrender	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-
	authf:lnumber	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	X	X
	role	"[...]"		optional	-	-	-	-	-	-	-	-	-	-	X	-
3.2.6.5 Text elements <p>																
<...><p>			text element	optional	X	-	X	X	X	X	X	X	X	X	X	X
<...><p><lb>			line break	optional	-	-	X	[X]	X	[X]	-	-	-	-	-	-
<...><p><emph>			special formatting of text	optional	-	-	X	[X]	X	-	-	-	-	-	-	-
	render	"[...]"		optional	-	-	X	[X]	[X]	-	-	-	-	-	-	-
<...><p><abbr>			expanded item	optional	-	-	X	X	-	-	-	-	-	-	-	-
	expan	"[...]"		optional	-	-	X	X	-	-	-	-	-	-	-	-
<...><p><expan>			expanded form	optional	-	-	X	X	-	-	-	-	-	-	-	-
	abbr	"[...]"		optional	-	-	X	X	-	-	-	-	-	-	-	-
<...><list>			use of list layout	optional	-	-	X	-	-	-	-	-	-	-	-	-
	type	"[...]"		optional	-	-	X	[X]	-	[X]	-	-	-	-	-	-
	numeration	"[...]"		optional	-	-	X	[X]	-	[X]	-	-	-	-	-	-
<...><list><item>			single entry of list	optional	-	-	X	X	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by										
					FRA XML	FRA HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML	
3.2.6.6 Language of the material															
<...><did><lang material>			Info on language of material	optional	-	-	X	-	X	X	X	X	-	-	X
	encoding: analog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-
	label	"[...]"		optional	-	-	-	-	X	X	-	-	-	-	-
3.2.6.7 Physdesc															
<...><did><physdesc>			physical description of the material	optional	X	-	X	-	X	-	-	-	-	-	X
	encoding: analog	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-
	label	"[...]"		optional	-	-	-	-	X	-	-	-	-	-	-
<...><did><physdesc><dimensions>			dimensions of the material	optional	-	-	X	-	X	X	-	-	-	-	-
	type	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-
	unit	"[...]"		optional	-	-	X	-	-	-	-	-	-	-	-
<...><did><physdesc><extent>			measurements of the material	optional	X	-	X	X	X	X	-	-	-	-	X
	label	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-
	unit	"[...]"		optional	-	-	X	X	X	-	-	-	-	-	X
<...><did><physdesc><genreform>			genre of the material	optional	X	-	X	-	-	-	-	-	-	-	-
	source	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-

Elements	Attributes	Attributes values	Meaning	Required by DTD / Schema	Used by												
					FRA XML	FRA HTML	GER XML	GER HTML	GER XML	GER HTML	NETH XML	NETH HTML	SPA XML	SPA HTML	SWE XML	SWE HTML	
<...><did>physdesc<phys facet>					X	-	X	-	-	-	-	-	-	-	-	-	-
	label	"[...]"	description of material condition	optional	X	-	-	-	-	-	-	-	-	-	-	-	-
	type	"[...]"		optional	X	-	-	-	-	-	-	-	-	-	-	-	-
3.2.6.8 Notes																	
<...><note>					-	-	X	-	-	-	-	-	-	-	-	-	-
	label	"[...]"	a single note heading for the note	optional	-	-	X	[*]	-	-	-	-	-	-	-	-	-
<...><note><p>			text of the note	optional	-	-	X	[*]	-	-	-	-	-	-	-	-	-

METS – Digital Archival Objects

METS profile for the testbed installation				
<p>Each descriptive unit in EAD refers to one METS file with all digital reproductions as one digital archival object. This profile contains the target subset of METS elements, attributes and default values sufficient for embedding digital reproductions into the union finding aid of APEnet. Original metadata are kept locally and can be converted into this target profile with tools provided by the project based on a bilaterally established mapping.</p> <p>The scope of elements and attributes is defined by the need for a joint HTML display. Only that information, that is needed to control the display of the images and the use of text files in the background for full text search in the transcriptions, is integrated into this profile. In this case images and text files for each image will constitute two format groups with a parallel structure. The elements in the structural map control a two level display with an orientation surface listing most relevant pages for a first entrance in the file while the browsing surface allows reading it page by page or going to a specific page using the page number.</p>				
Name of the tag	Meaning	needed , repetitions <small>(needed: 1=yes, 0=no;repetitions:1 =no;*=yes</small>	Default value	Tooltip
Metadata file for images				
<mets>		1, 1		needed root element
@xmlns	Mets-Namespace	1, 1	http://www.loc.gov/METS/	
@xmlns:xsi	Schema-Instance	1, 1	http://www.w3.org/2001/XMLSchema-instance	
@xmlns:xlink	xlink-Namespace	1, 1	http://www.w3.org/1999/xlink	
@xmlns:ead	ead-Namespace	1, 1	http://www.loc.gov/ead/2002/schema0508	
@xmlns:mix	mix-Namespace	1, 1	http://www.loc.gov/mix/	
@xsi:schemaLocation	Schema-Location	1, 1	http://www.loc.gov/METS/ mets.xsd http://www.loc.gov/mix/ mix.xsd http://www.w3.org/1999/xlink xlink.xsd	
@ID	Identification	0, 1		ID of the METS file
@LABEL	Name of the METS file	0, 1		
@TYPE	Type	0, 1		type of the METS-Datei
@PROFILE	Profile	0, 1		name of an officially accepted profile of METS
@OBJID	Identification of the object	0, 1		reference to the digitised object, f.i. with its call number
Status of the document				
<metsHdr>		0, 1		documentation of the processing
@CREATEDATE	date of creation	0, 1		date of creation of the file
@LASTMODDATE	date of the last change	0, 1		date of the last change of the file
@RECORDSTATUS	record status	0, 1	Entwurf	draft (standard value)
<agent>		0, *		agent or author together with the role occupied
@ROLE		0, 1	ARCHIVIST	archivist
@ROLE		0, 1	PRESERVATION	preservation
@ROLE		0, 1	EDITOR	editor

Name of the tag	Meaning	needed , repetitions	Default value	Tooltip
Metadata file for images				
		(needed: 1=yes, 0=no; repetitions: 1 =no; * =yes		
@ROLE	role: custodian	0, 1	CUSTODIAN	custodian
@ROLE	role: dissemination	0, 1	DISSEMINATOR	disseminator
@ROLE	role: IP owner	0, 1	CREATOR	creator
@ROLE	role: other	0, 1	IPOWNER	IP owner
@OTHERROLE	other role	0, 1	OTHER	other
@TYPE	type: organisation	0, 1	ORGANIZATION	further functions as organisation
@TYPE	type: individual	0, 1	INDIVIDUAL	as individual
@TYPE	type: other	0, 1	OTHER	other functions
<name>	name	1, *		name of the agent
<note>	note	0, *		notes
Files with digital reproductions				
<fileSec>		0, 1		Information about the digital reproductions (images and texts)
@ID	identification	0, 1		
<fileGrp>	identification	1, *		grouping of digital reproductions of the same format
@ID	identification	1, 1	ID_2	ID of the file group. It will be inherited to each file as part of its own ID.
@USE		1, 1	nutz	used for insight during consultation - may be low resolution, adapted to screen presentation
@USE		1, 1	transkr	used for transcribed or OCR text files for a full text search
@ADMINID	internal reference	0, 1		
@VERSDATE	date of version	0, 1	YYYY-dd-mm hh:mm:ss	
<file>		1, *		describing elements for each digital file - is filled automatically when entering the metadata of a whole format group in MEX/MIDEX
@ID	identification	1, 1		identification of the single file for internal reference from the structural map
@USE		0, 1	nutz	used for consultation (copied from above)
@USE		0, 1	transkr	used for transcribed or OCR text file (copied from above)
<Flocat>		1, 1		adresse of the file (can be entered automatically with MEX/Midex)
@LOCTYPE	indication of location: URL	1, 1	URL	URL is default value
@LOCTYPE	other indication of location:	1, 1	OTHER	other form of location
@type	xlink-Type	0, 1	simple	
@ID	identification	0, 1		ID for internal reference

Name of the tag	Meaning	needed , repetitions	Default value	Tooltip
Metadata file for images		(needed: 1=yes, 0=no; repetitions: 1 =no; * =yes		
@xlink:href		1, 1		adresse of the file
Description of the internal structure				
<structMap>		1, 1		description of the internal structure of the digital archival object
@ID		0, 1		ID for internal reference
@TYPE		1, 1	schrift	description of the genreform of the fonds - might be used for the selection of a presentation model - actually a presentation model is offered for textual records
@LABEL	label	0, 1		name of the presentation model
<div>		1, 1		choice of the file type
@TYPE		0, 1	sacha	description of the form of the file - might be used to select a presentation model - actually one presentation model is offered adapted to case or subject files
Form of the material in the file				
<div>		0, *		each <div> contains the structural information for one page of the file and is repeated for each page - the attribut values controll the display of single pages: all non standard types are displayed on the orientation surface
@TYPE		1, 1	bika	other type attribute are used to choose a mode of presentation - actually two modes are offered: a picture of reduced size (25%) and the upper third
@TYPE		1, 1	eingang	is displayed as image with reduced size (about 25%)
@TYPE		1, 1	standard	is displayed with the upper third of the page
@TYPE				will not be shown on the orientation surface but only in the browsing view
@TYPE		0, 1	inhamese	is displayed with the upper third of the page
@TYPE		0, 1	titelimese	is displayed with the upper third of the page
@TYPE		0, 1	inhalt	is displayed with the upper third of the page
@TYPE		0, 1	ausseen	is displayed with the upper third of the page
@LABEL	label	0, 1		legend of the image - displayed on the orientation surface
@ID	identification	1, 1		identification

EAC – Records Creators

EAC profile (records creators) for the testbed installation

EAC files may contain information on records creators, their official tasks and organisation as well as changing names together with the times during which they were used. Competencies and their duration as well as their relations can be described. Data in EAC files can be opened with a button inside the holdings guide where the records are described in a comprehensive way. This detailed information on the organisation behind may be made available on demand through an EAC file without disturbing the short overview offered in the holdings guide.

The elements and attributes are not reduced. However as EAC offers a choice between corporate bodies, persons and families as subject of the description, the information structures have been associated with corporate bodies. It might nevertheless also be used for persons as records creators of their personal papers collections.

Name of the tag	Meaning	needed, repetitions	Default value	Tooltip
EAC description of records creators				
(needed: 1=yes, 0=no; repetitions: 1=no, *(yes))				
File header				
<eac>	Description of records creators	1, 1		root element
@xmlns	EAC-namespace	1, 1	http://jefferson.village.virginia.edu/eac	default value
@xmlns:xsi	schema-instance	1, 1	http://www.w3.org/2001/XMLSchema-instance	default value
@xsi:schemaLocation	schema-location	1, 1	http://jefferson.village.virginia.edu/eac eac.xsd	default value
@type	corporation	1, 1	corpname	default value
<eacheader>	header of the file	1, 1		header of the file
@countryencoding	country encoding	1, 1	iso3166-1	default value
@dateencoding	date encoding	1, 1	iso8601	default value
@langencoding	language encoding	1, 1	iso639-2b	default value
@ownerencoding	owner encoding	1, 1	iso15511	default value
@scriptencoding	script encoding	1, 1	iso15924	default value
<eacid>	ID of the file	1, 1		!C of the file
@countrycode	country code	0, 1	DE	default value
@id	ID	0, 1		internal ID
@ownercode	owner code	0, 1		repository code
<languagedecl>	language declaration	0, 1		language of the file
<language>	used language	0, 1		listing of languages used
Description of the records creator				
<condesc>	description of the records creator	1, 1		information on the records creator
<identity>	ID	1, 1		
<head>	header	0, 1		explanation to the legal ID
<legalids>	official abbreviation	0, *		legal ID or official abbreviation
Identity of the records creator				
<corphhead>	description of the records creator	1, 1		description of the records creator
@authorized	official name	0, 1		official name of the records creator

<part>	general names	1, *	general names		general names
<nameadd>	name additions	0, *	name additions		additions to the name
@id	ID	0, 1	ID		internal ID
<existdate>	time of existence	0, 1	time of existence		time of existence
<usedate>	use for the name	0, 1	use for the name		time of the use of the official name
<place>	place	0, *	place		place of the records creator
@placetype	type of the indication	0, 1	type of the indication	geog	type of the indication of the place
<desc>	description	0, 1	description		detailed information on the records creator
<head>	abstract	0, 1	abstract		explanation
Detailed description of the records creator					
<corpdesc>	Description of the records creator	0, 1	Description of the records creator		Information on the history and activities of the records creator
<head>	abstract oder header	0, 1	abstract oder header		short explanation
<corptype>		0, *			
<value>	organisational form	0, 1	organisational form		organisational form
<date>	time	0, 1	time		time of existence
<place>	place	0, 1	place		place
<functdesc>	functions and competencies	0, *	functions and competencies		information on functions and competencies
<head>	header	0, 1	header		header
<p>	paragraph	0, *	paragraph		paragraph
<chronlist>	chronological list	0, 1	chronological list		chronological list with three columns
<chronhead>	column head	1, 1	column head		indications for the headers of the columns
<head01>	1st column	1, 1	1st column	Datum	header for the first column
<head02>	2nd column	1, 1	2nd column	Ereignis	header for the second column
<head03>	3rd column	0, 1	3rd column	Ort	header for the third column
<chronitem>	single event	1, *	single event		list item
<date>	time	1, 1	time		time
@era	era	1, 1	era	ce	default entry
@calendar	calendar	1, 1	calendar	gregorian	default entry
@normal	normalised date	0, 1	normalised date		normalised date
<event>	description of the even	1, 1	description of the even		event that changed the competency or constituted a new one
<place>	place	0, 1	place		place
<eacrel>	relations	0, 1	relations		information relations to other records creators
<head>	abstract	0, 1	abstract		short resume
<eacrel>	references	1, *	references		
@reltype	superior agency	1, 1	superior agency	superior	the other agency is superior
@reltype	subordinate agency	1, 1	subordinate agency	subordinate	the other agency is subordinated
@reltype	predecessor	1, 1	predecessor	earlier	the other agency is predecessor
@reltype	follower	1, 1	follower	later	the other agency is follower
@reltype	associative	1, 1	associative	associative	the other agency is parallel

@relytype	parent	1, 1	parent	the other agency is parent institution
@relytype	child	1, 1	child	the other agency is child institution
@relytype	same agency	1, 1	identity	the other agency is the same
<funactrel>	competencies relations	0, 1		competencies and functions as described f. i. in official documents
<head>	abstract	0, 1		explanation
<funactrel>	Kompetenz	1, *		actual functions
<funactrel>	official name	1, 1		official name
<date>	time	0, 1		time
@normal	normalised date	0, 1		following ISO 8601
@era	era	1, 1	ce	default value
@calendar	calendar	1, 1	gregorian	default value
<source>	source	0, 1		document where the name drives from
<descnote>	description of the source	0, 1		description of the document

EAG – Archival Services

EAG profile for the testbed installation	
The data in EAG format are used to gather information on the archival institution providing access to the described fonds. In the installation it is offered to be opened with a click on an information button besides the name of the archival service in the landscape. The data can be edited deliberately by the archives and can be uploaded into the upload space when changes have occurred.	
The project uses a XML schema derived from the DTD developed and provided by the Spanish State Archives available at: http://aer.mcu.es/sgae/jsp/censo_guia/Documentos/EAG.DTD.txt .	
Names of the tags	Meaning
needed / repetitions	Default value
Tooltip	
EAG document	
<eag>	EAG document needed: 1, 1 1=yes, 0=no; repetition: 1=no, *=yes
@xmlns	EAG namespace http://www.archivgut-online.de/eag/
@xmlns:xsi	schema instance http://www.w3.org/2001/XMLSchema-instance
@xsi:schemaLocation	schema location http://www.archivgut-online.de/eag/ eag.xsd
@audience	audience external
Descriptive information	
<eagheader>	descriptive information 1, 1
@status	status 1, 1 edited
@langencoding	language encoding 1, 1 iso639-2b
@scriptencoding	script encoding 1, 1 iso15924
@dateencoding	date encoding 1, 1 iso8601
@countryencoding	country encoding 1, 1 iso3166-1
@repositoryencoding	repository encoding 1, 1 iso15511
<eagid>	EAG identifier 1, 1
<mainhist>	maintenance history 1, 1
<mainevent>	creation of the EAG document 1, 1
@maintype	new 1, 1 create
<date>	date 1, 1
@calendar	calendar 1, 1 gregorian
@era	era 1, 1 ce
@normal	normalised date 1, 1
<rspevent>	editor 0, 1
<surnames>	surname(s) 1, 1

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<firstname>	first name(s)	1, 1		first name(s) of the editor, including academic titles
<charge>	charge	0, 1		displaying the editor's charge or function
<source>	source	0, 1		displaying the source used for the creation or revision of the document
<mainevent>	revision of the EAG document	0, *		information about one single maintenance event: revision or update
@maintype	update	1, 1	update	displaying the type of the maintenance event: select "create" for the first maintenance event and "update" for the following
<date>	date	1, 1		displaying the exact date, when the EAG document has been created or revised; please use "normalised date" according to ISO 8601 (YYYY-MM-DD)
@calendar	calendar	1, 1	gregorian	"normalised date" according to ISO 8601 (YYYY-MM-DD)
@era	era	1, 1	ce	displaying the system of reckoning time; default value: "gregorian" - may be changed
@normal	normalised date	1, 1		displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
<respevent>	editor	0, 1		normalised date according to ISO 8601, e.g. "YYYY-MM-DD" or "YYYY"
<surnames>	surname(s)	1, 1		information about the person responsible for the creation or revision of the EAG document
<firstname>	first name(s)	1, 1		surname(s) of the editor
<charge>	charge	0, 1		first name(s) of the editor
<source>	source	0, 1		displaying the editor's charge or function
<language>	language(s)	0, 1		displaying the source used for the creation or revision of the document
<language>	language	1, *		language(s) used within the EAG document
@langcode	language code	1, 1		displaying one of the languages used within the EAG document, e.g. "german", "english", "french"
@scriptcode	script code	1, 1		language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"
				script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"
Archival guide				
<archguide>	archival guide	1, 1		element grouping all informations used to identify and describe a repository
<identity>	identity	1, 1		detailed information to identify the described repository
<repositorid>	repository identifier	1, 1		element uniquely identifying the repository by using the country and repository codes
@countrycode	country code	1, 1	DE	name of the country the repository is located in encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain and Northern Ireland", "FR" for "France"
@repositorycode	repository code	1, 1		unique code identifying the repository; encoded according to ISO 15511 (ISIL), i.e. using capital letters to indicate the country ("DE-....." for repositories in Germany)
<autform>	authorised name	1, 1		authorised form of the repository's name
<parform>	parallel form(s) of name	0, *		parallel form(s) of the repository's name (e.g. officially used abbreviations)
<nonpreform>	other form(s) of name	0, *		non-preferred form(s) of the repository's name (e.g. former name(s) that are not used anymore)
<desc>	archival description	1, 1		describing information about the repository, such as its location, administrative hierarchy, services, etc.
<geogarea>	geographical area	1, 1		naming the geographical area the repository is located in
<country>	country	1, 1		naming the country in which the repository is located

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<firstdem>	first demarcation	0, 1		naming the first administrative demarcation of the country in which the repository is located, concerning Germany i.e. Bayern, Berlin, Brandenburg, etc.
<secondem>	second demarcation	0, 1		naming the second administrative demarcation of the country in which the repository is located, e.g. province, region or district
<municipality>	city	1, 1		naming the city the repository is located in
<localentity>	quarter or district	0, 1		naming the lower local entity of the city in which the repository is located
<street>	street and number	0, 1		contact details of the repository: street and house number; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<postalcode>	postal code	0, 1		contact details of the repository: postal code
<telephone>	telephone	0, *		contact details of the repository: telephone number(s); using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<fax>	fax	0, *		contact details of the repository: fax number(s); using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<email>	mail address(es)	0, *		contact details of the repository: mail address(es); this element is used to define the labelling for the link shown in the online archival description
@href	mail address	1, 1		the attribute is used to include the appropriate URL
<webpage>	web page	0, 1		web page address of the repository; this element is used to define the labelling for the link shown in the online archival description
@href	URL	1, 1		the attribute is used to include the appropriate URL
<timetable>	timetable	0, 1		grouping information about the opening - and closing - hours of the repository
<opening>	opening hours	1, 1		information about the opening of the repository to the public; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<weekopen>	weekly opening times in hours	0, 1		information about the number of hours that the repository is open to the public; weekly displaying the total number of hours, used without additional unit of measurement
<num>	hours/week	1, 1		unit of measurement concerning the weekly opening times: hour
@unit	unit of measurement	1, 1	hour	information about the closing of the repository to the public; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<closing>	closing hours	0, 1		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	information about the conditions governing the access to the repository or governing the use of its holdings, optionally including a direction to the relevant law(s); using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<access>	access information	1, 1		single-spaced line break
<lb>	line break	0, *		markup
<emph>	bold	0, *		default value
@render	bold	0, 1	bold	markup
<emph>	italic	0, *		default value
@render	italic	0, 1	italic	information about the repository's director
<respositor>	archive directorship	0, 1		information about the person responsible for the repository
<surnames>	surname(s)	1, 1		surname(s) of the repository's director
<firstname>	first name(s)	1, 1		first name(s) of the repository's director, including academic titles
<charge>	charge	0, 1		detailed information about the director's charge or function
<repositorhist>	repository history	0, 1		annotation of the repository's history
<p>	paragraph	1, *		free text - can be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<repositorfound>	repository foundation	0, 1		information about the repository's foundation
<date>	founding date	1, 1		naming the repository's founding date using the attribute "founding date (normalised)" according to ISO 8601: "YYYY-MM-DD" or "YYYY"
@calendar	calendar	1, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	1, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	founding date (normalised)	1, 1		displaying the repository's founding date according to ISO 8601: "YYYY-MM-DD" or "YYYY"
<ruler>	rule(s)	0, 1		reference of a legal or reglementary rule

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<repositorup>	repository suppression	0, 1		information about the repository's suppression
<date>	closing date	1, 1		naming the date of the repository's suppression using the attribute "closing date (normalised)" according to ISO 8601: "YYYY-MM-DD" or "YYYY"
@calendar	calendar	1, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	1, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	closing date (normalised)	1, 1		displaying the date of the repository's closing according to ISO 8601: "YYYY-MM-DD" or "YYYY"
<rule>	rule(s)	0, 1		information about the causes for the repository's suppression
<repositorguides>	repository guides	0, 1		references of one or more archival guides concerning the described repository's holdings, either printed or online
<repositorguide>	holdings guide	1, *		reference of the described repository's holdings guide
@href	URL	0, 1		the attribute is used to include the appropriate URL to an online holdings guide
<adminhierarchy>	administrative hierarchy	0, 1		information about the repository's administrative and organisational structure
<adminunit>	administrative unit	1, *		information about one administrative unit (e.g. head office, department etc.) or location, optionally including contact details, markups and line breaks may be used
@id	identifier	0, 1		displaying the EAG identifier of the described location used to link with the corresponding EAG document
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<buildinginfo>	building information	1, 1		detailed information about the repository building
<building>	repository building	0, 1		general description of the repository building and its history
<p>	paragraph	1, *		free text - can be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<repositorarea>	repository area	0, 1		information about the repository area in squaremetres
<num>	size	1, 1		size of the repository area in squaremetres, used without additional unit of measurement
@unit	unit of measurement	1, 1	squaremetre	unit of measurement concerning the size of the repository area: squaremetre
<lengthshelf>	available length of shelf	0, 1		information about the available length of shelf
<num>	length	1, 1		length of shelf in linearmetre, used without additional unit of measurement
@unit	unit of measurement	1, 1	linearmetre	unit of measurement concerning the available length of shelf: linearmetre
<searchroom>	search room / capacity	1, 1		information about the search room and its capacity
<num>	number of working places	1, 1		information about the total number of working places in the search room
@unit	unit of measurement	1, 1	site	unit of measurement concerning the search room's capacity: site

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<handicapped>	facilities for handicapped persons available	1, 1		information about whether the repository has facilities for handicapped persons or not: yes
@question	yes	1, 1	yes	default value
<handicapped>	no facilities for handicapped persons	1, 1		information about whether the repository has facilities for handicapped persons or not: no
@question	no	1, 1	no	default value
<extent>	extent	1, 1		information about the extent of the repository's holdings in linearmetres or any other corresponding unit of measurement
<num>	extent	1, *		extent in linearmetres or any other corresponding unit of measurement
@unit	unit of measurement	1, 1	linearmetre	unit of measurement concerning the extent: default value "linearmetre" - may be changed
<organization>	classification scheme	0, 1		information about the classification scheme of the repository's record groups, fonds and collections
<class>	title	0, *		title or name of the classification group
@classcode	number	1, 1		number of the described classification group
@fathercode	superior number	1, 1	none	number of the classification group superior to the described one, default value: "none"
<descunit>	fonds	1, *		detailed information about one fonds or collection
@classcode	number	0, 1		number of the classification group the described fonds is grouped within
@fathercode	superior number	0, 1		number of the classification group superior to the one the described fonds is grouped within
@level	description level	0, 1	fonds	identifying the hierarchical level of description, e.g. "fonds"; default value - may be changed to "collection" or "recordgrp"
<unitid>	reference number	1, 1		reference number or otherwise uniquely identifying number of the described fonds
@href	filename	1, 1		address or name which links to an online finding aid concerning the described fonds
<unititle>	title	1, 1		title or name of the fonds
<date>	date of creation	1, 1		naming the year(s), month(s), or day(s) the fonds has been created
@calendar	calendar	1, 1	gregorian	displaying the system of reckoning time; default value: "gregorian" - may be changed
@era	era	1, 1	ce	displaying the period during which years are numbered and dates are reckoned; default value: "ce" - may be changed
@normal	normalised date	1, 1		normalised date according to ISO 8601, preferably "YYYY-MM-DD/YYYY-MM-DD"
@datechar	nature of date	1, 1	accumulation	term characterising the nature of dates; default value "accumulation" may e.g. be changed to "creation" or "modification"
<extent>	extent	0, 1		information about the fonds' extent
<num>	extent	1, *		extent in linearmetres
@unit	unit of measurement	1, 1	linearmetre	unit of measurement concerning one fonds' extent: linearmetre
<sections>	classification	0, 1		further information about the described fonds' classification scheme
<section>	classification group	1, *		naming one classification group within the described fonds
<techservices>	technical services	1, 1		information about the technical services that exist in the repository (restoration, reproduction, library)
<restorationlab>	restoration laboratory available	1, 1		information about whether there exists a restoration laboratory or not: yes
@question	yes	1, 1	yes	default value
<restorationlab>	no restoration laboratory available	1, 1		information about whether there exists a restoration laboratory or not: no
@question	no	1, 1	no	default value

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<reproductionser>	reproduction services available	1, 1		information about whether the repository offers reproduction services in general or not: yes; the answer "yes" requires the additional naming of the detailed services following further on
@question	yes	1, 1	yes	default value
<photocopyser>	photocopies service available	1, 1		information about whether the repository offers a photocopies service or not: yes
@question	yes	1, 1	yes	default value
<photocopyser>	no photocopies service available	1, 1	no	information about whether the repository offers a photocopies service or not: no
@question	no	1, 1	no	default value
<microformser>	microforms service available	1, 1		information about whether the repository offers a microforms service or not: yes
@question	yes	1, 1	yes	default value
<microformser>	no microforms service available	1, 1	no	information about whether the repository offers a microforms service or not: no
@question	no	1, 1	no	default value
<photographser>	photographs service available	1, 1		information about whether the repository offers a photographs service or not: yes
@question	yes	1, 1	yes	default value
<photographser>	no photographs service available	1, 1	no	information about whether the repository offers a photographs service or not: no
@question	no	1, 1	no	default value
<digitaliser>	digital reproductions service available	1, 1		information about whether the repository offers a digital reproductions service or not: yes
@question	yes	1, 1	yes	default value
<digitaliser>	no digital reproductions service available	1, 1	no	information about whether the repository offers a digital reproductions service or not: no
@question	no	1, 1	no	default value
<reproductionser>	no reproduction services available	1, 1	no	information about whether the repository offers reproduction services in general or not: no
@question	no	1, 1	no	default value
<library>	library available	1, 1		information about whether there exists an assistant library or not: yes; optionally adding some information about the extent of the library's assets
@question	yes	1, 1	yes	default value
<monographicpub>	extent	0, 1		extent of the library's assets
<num>	media units	1, 1		number of media units
@unit	unit of measurement	1, 1	book	unit of measurement: "book"; default value, also including electronic media
<library>	no library available	1, 1	no	information about whether there exists an assistant library or not: no
@question	no	1, 1	no	default value
<automation>	automated archival tasks available	1, 1		information about whether the repository has automated archival tasks in general or not: yes; the answer "yes" requires the additional naming of the detailed tasks following further on
@question	yes	1, 1	yes	default value
<autusermanag>	automated users management available	1, 1		information about whether the repository has automated users management or not: yes
@question	yes	1, 1	yes	default value
<autusermanag>	no automated users management available	1, 1	no	information about whether the repository has automated users management or not: no
@question	no	1, 1	no	default value
<autdescription>	automated description available	1, 1		information about whether the repository has automated description or not: yes
@question	yes	1, 1	yes	default value
<autdescription>	no automated description available	1, 1	no	information about whether the repository has automated description or not: no
@question	no	1, 1	no	default value

Names of the tags	Meaning	needed / repetitions	Default value	Tooltip
<indexvoc>	index vocabularies available	1, 1	yes	information about whether the repository uses index vocabularies or not: yes
<indexvoc>	yes	1, 1	yes	default value
<indexvoc>	no index vocabularies available	1, 1	no	information about whether the repository uses index vocabularies or not: no
@question	no	1, 1	no	default value
<odautomation>	further information	0, 1		displaying other data about automation used in the described repository
<p>	paragraph	1, *		free text - can be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<automation>	no automated archival tasks available	0, 1		information about whether the repository has automated archival tasks in general or not: no
@question	no	1, 1	no	default value
<notes>	notes	0, 1		further commentary about the repository
<p>	paragraph	1, *		free text - can be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic
<lb>	line break	0, *		single-spaced line break
<emph>	bold	0, *		markup
@render	bold	0, 1	bold	default value
<emph>	italic	0, *		markup
@render	italic	0, 1	italic	default value
<extptr>	digital object	0, *		connection to an external electronic object (e.g. a graphic representation of the repository's seal or logo, an image of the repository building)
@href	URL	1, 1		the attribute is used to include the appropriate URL
@entityref	filename	0, 1		displaying the filename of the digital object
@show	representation	0, 1		indicates whether the digital object appears at the point of the link (value: "embedded"), replaces the existing link (value: "replace"), or appears in a new window (value: "new")

Use cases

The following pages describe certain typical use cases, that can be expected for the use of the central union finding aid. For this the schema of Allistar Cockburn is used and adapted to the needs for the APEnet project. Each use case contains a short description in text and a the longer description with explanations of main success scenarios, supplemented with extension scenarios for possible deviations.

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Overview of the types of use

During the meeting of WP1 in Berlin in May 2009 it was agreed to describe the following use cases for external users and participating archives. Thereby, it takes centre stage which enquiries the APEnet gateway might expect concerning the different interests of potential users.

The uses cases are described for:

Use case 1: University students and academic user

Academic users need an overview about all holdings available, be it online or on-site. They need to know which part is available online and for which part they would need to ask the archives or look for other sources and their holdings. They need transparency and traceability of the research procedures because they have to justify their choice of sources within their scientific publication. Academic users envisage to need time for on-site research, however want appropriate instruments for targeting their research on relevant material.

Use case 2: Journalists

Journalists want fast and detailed answers. They are accustomed to investigative research for background information and yet unknown relations. They interpret their material and look behind the wordings. However they are looking for precise answers and new details in topics that are on the public agenda. Normally they like to do their own research in archival finding aids but do not want to go on-site to continue the investigation. So they write an e-mail or call the archives to get more information. They do not intend to invest a lot of time.

Use case 3: Family and genealogical history

Family historians want to have direct answers and to get it on the Internet. Their main sources are lists of names established for different purposes by former administrative acts. They prefer to search such lists directly without preliminary research on-site.

Use case 4: Local history

Local history wants to find out more details about a region or a locality to increase the historical knowledge about it and to verify or contradict popular narratives about historic events or remnants. Researchers are prepared to do intensive work with the records on-site, however are happy to prepare their visit online.

Use case 5: General public

The general public wants to learn interesting new details about history without being prepared to work it out and doing their own research. They often confound online access to finding aids with access to the records themselves, however mostly they are open to learn about it and curious to see something new.

Use case 6: School groups

In schools archives can be used to deepen the knowledge in certain rather restricted areas combined to the more general learning of the main lines. School students do not know how to work with archives and how much work it means for them or what they can get out of the research, when they start. They often do not know that they have to ask questions to see what is in the records. They would profit a lot from play grounds with digitised material, where it is explained how to ask archives. Teachers might want to join different examples of digital material for a certain teaching task and let the students see what they find out.

Use case 7: Archival institutions as content providers

The content providers are mainly interested in making their own archives more visible. They profit of the ease to search in the gateway, redirecting the users to their own websites for more detailed information and more contexts. Furthermore the possibility to compare their material with the archives from other institutions and to link them together makes their own holdings even more important.

Use case 8: Archival institutions as users

The central access point helps the contributing institutions in answering questions by gaining themselves more information on related fonds in other institutions and by comparing their own holdings with those from other institutions. They can furthermore look at professional methods from other archives what will enhance the possibility to exchange knowledge and forester professionalism.

The single use case descriptions

Use case 1: University students and academic users

Doing research for open questions, e.g. within the framework of a Bachelor, Master or PhD thesis as well as any other academic publications.

Short description:

After discussions in the academic sphere open questions arise that cannot be answered with the knowledge available. Therefore new knowledge is needed. Archival research is the way to find out the yet unknown events, responsibilities, relationships, or persons involved. It starts with questions like: What did really happen? What evidence can be found on that? Who was responsible for that? On which information was the decision based? What were the motivations and intentions? The results including positive and negative answers are published with the explanation of the ways how they were discovered and how they can be based on the findings in the sources. They are published in different forms like dissertation theses, contributions to a periodical, or lectures and presentations during a conference. They are integrated into the discussions of the scholarly community which can again formulate new questions on the basis of this research.

Besides searching with a specific term already known, academic users also use the structured navigation in online finding aids to discover new insights. This provides the opportunity to learn more about what really happened, its reasons and about unknown connections between different events and actors mentioned in the documents. This way might lead to new search terms for further research.

Academic researchers need information on all fonds irrespective of the availability online or in analogue form. They need a full overview of what is there to be able to judge the part they actually select for consultation in relation to the rest. They will need more material than the part that can be provided as digital reproductions online, especially when they need such fonds that contain material still under delays for the protection of personal information, which can be opened exclusively for academic research.

Long description:

Name and identifier: UC 1: Students / Academic users

Scope: Activities in order to gain access to records that open the ways to discover new knowledge about a certain academic topic.

Level: Finding sources that provide yet unknown information to answer open academic questions or finding information to verify or contradict a thesis.

Context of use: Unknown facts and relations are needed that explain existing knowledge and questions in a new way.

Trigger: The need for open ended research and the possibility of comparing archives and their cross boarder relations.

Primary Actor: Students / Academic users initiating an interaction with APEnet gateway to achieve the goal of finding yet unknown knowledge.

Stakeholder and Interests:

External users – see what archival material might be available for specific research questions and to prepare deeper research, mainly on-site.

APEnet gateway – deliver critical masses of potential sources to be accepted as a central access point.

Archival institutions participating in the APEnet gateway – enhance access to the available fonds, increase the online and on-site attendance and show technological competency.

Internal users – let become external requests during the preparation phase of academic research more precise.

Main Success Scenario 1: Browse through information on the archival institutions and their holdings in order to gain new knowledge about sources relevant for a research question

- 1 Get an overview of participating archival institutions and over the holdings of those of special interest.
- 2 Select one or more institutions to start further research in their holdings and finding aids.
- 3 Browse through short descriptions of the holdings of each institution in the holdings guides.
- 4 Look about the described holdings and select the ones of special interest.
- 5 Open links to relevant online finding aids.
- 6 See descriptive units (records) in context and select the ones of special interest.
- 7 If available, open the digitised documents linked in the finding aid and do, if offered, a full text search inside it.
- 8 Examine and print the digitised document.
- 9 Continue the same way for the next fonds of interest.

Extensions Scenario 1:

- 3 The user is not accustomed to using structures.
 - 3.1 go to offered video instruction showing what happens with which click.
 - 3.2 try the functionality for specimen browsing sequences explained in a help function.
- 5 The user wants to inspect finding aids mentioned in the holdings guide but not available online.
 - 5.1 note or print the information on the fonds from the holdings guide.
 - 5.2 look for a printed version of the finding aid f.i. in a library nearby.
 - 5.3 ask the archival institution, how to proceed and prepare a trip for the inspection on-site.

Main Success Scenario 2: Look up material for a special search question

- 1 Choose a search term and enter it for an overall search about all holdings.
- 2 Use filtering functions like Boolean operations or restrict the use to parts of the holdings guides or finding aids.
- 3 Start the search.
- 4 Inspect the list of results using the contexts of the findings.
- 5 Open a finding aid or holdings guide with a click on the corresponding result.
- 6 Examine the full description inside the text of the finding aid.
- 7 Search for another term mentioned inside the finding aid with an embedded search without leaving the overall search and result list.
- 8 Open – if available – the digitised record and read pages.
- 9 Search – if offered – for a new term in the digital reproductions.
- 10 Go to the next result in the same or another finding aid.

Extensions Scenario 2:

- 1a Certain areas are not relevant and might be excluded before starting the search.
 - 1a.1 Select an individual or a group of institutions for a combined exclusive search.
 - 1a.2 Select special records groups inside their holdings guides.
 - 1a.3 Enter the search term and choose filtering functions for the search.
- 1b Quotations have been found in the literature giving call numbers for records of interest for this new research.
 - 1b.1 Select the corresponding archives.
 - 1b.2 Start a search for the call numbers mentioned.

6 The structure of the finding aid or holdings guide shows other interesting areas inside the finding aid or holding guide.

6.1 Use the navigation tree to inspect other parts of the finding aid or holding guide.

6.2 Find other interesting descriptions.

6.3 See other terms used in the finding aid or holdings guide for subjects concerning the research.

Main Success Scenario 3: Use the union finding aid for the preparation of investigations on-site

1 Find out relevant sources online.

2 Look up coordinates of the institution providing access to them.

3 Look up information on special conditions of use.

4 Contact the archival institution f.i. via e-mail using the information taken from the union finding aid.

Extensions Scenario 3:

1 Finding aids for an interesting record group are not yet online.

1.1 Look for the coordinations of the corresponding archives.

1.2 Write to the archives to get information on further relevant material.

Use case 2: Journalists

Looking for background information about persons or topics related to current issues.

Short description:

Journalists gather and disseminate information about current events, trends, issues, and people while striving for viewpoints that are not biased and that may explain things better. They produce articles or broadcasts which are published in mass media such as newspapers, television, radio, magazines, documentary film, and the Internet. Since journalists often publish their findings on a daily basis, simple and fast answers and relevant information are needed.

Journalists are accustomed to investigative research and normally do not have problems with a structured approach. They often

- start with a key term search,
- discover connections between different topics and / or main actors,
- browse through the presented information in order to select other material of special interest,
- orientate themselves with the context and use indexes and / or lists of abbreviations and
- may find possible new search terms which were not obvious in the first place.

They get a lot of information already by reading the finding aids. This however may just make them more curious so that they call or e-mail the archival institution for more information on the same subject.

Long description:

Name and identifier: UC 2: Journalists

Scope: Activities in order to investigate and find new information about backgrounds of activities, persons, or topics related to a current issue.

Level: Finding new and background information concerning current topics.

Context of use: Media have to sell their information, so they want to be the first to know something new.

Trigger: Information needs and the need to access information pools as large as possible.

Primary Actor: Journalistic users initiating an interaction with the archival gateway looking for new information.

Stakeholder and Interests:

Media – simplify and speed up access to broader background information to be able to prepare it for publication and to sell it.

APEnet gateway – make available the online access to the finding aids and linked digitised documents of the participating archival institutions.

Archival institutions participating in the APEnet gateway – encourage the access of archives, increase the on- and offline attendance and show technological authority, which is especially remarked by the media.

Internal users – simplify the processing of external requests by getting an overview also on the holdings of other institutions than their own.

Main Success Scenario: Search for terms or names of persons

- 1 Start a search with a term or name.
- 2 Browse the results.
- 3 Inspect the contexts.
- 4 Click on something interesting and open the finding aid.
- 5 Read and inspect the contexts of the found description.
- 6 Navigate to other results in the same or other fonds.
- 7 Open available digital reproductions and search inside for the term or name.
- 8 Find interesting details, note them and use them for the intended article.

Extensions:

- 1 The first search does lead to an end.
 - 1.1 Enter the union finding aid directly by browsing through the holdings guides.
 - 1.2 Find something interesting.
 - 1.3 Identify a search term and start the search.
- 4 Find a new term or name of a person by browsing through the finding aid.
 - 4.1 Start an embedded search in the single finding aid.
 - 4.2 Go back to the overall search by navigation to the next quotation.
- 8 The descriptions are interesting. However it seems that in the records themselves decisive information can be found and they are not yet digitised.
 - 8.1 Look up the coordinates of the repository.
 - 8.2 Contact them via e-mail or telephone.

Use case 3: Family history

Searching information on ancestors or a more general genealogical research.

Short description:

In general, family history is the systematic narrative and research of past events relating to a specific family, or specific families. Or the aim is to construct a family tree. Thus, family history is basically concentrated on persons. Genealogy in the strict sense is only concerned with tracing unified lineages. Other sectors of family history, such as one-name studies, may pay only rudimentary attention to lineages, or may emphasize biography rather than vital data.

Within an international gateway forms of family history research might include:

- genealogy (tracing a living person's pedigree back into time from the present, or an historic person's descendance to the present, using archival records),
- one-name studies (an investigation of all persons with a common surname),
- heraldic and peerage studies (inquiries into the legal right of persons to bear arms or claim noble status),
- clan studies (inquiries into groups with a shared patrilineal or matrilineal connection to a tribal chieftain and his servants, although they may not be related by blood and may not share the same surname), or
- family social and economic history (telling the story of a family's place in society or economic achievements using oral and written records, or inferring information about lives from wider historical sources).

Typical sources concerning family history are registers and lists, like tax roles, shipping lists of emigrants, or citizenship books. In addition, property records and contemporary maps, newspapers (both news articles and advertisements), directories (trade directories, street directories, telephone directories), or public records might be used to create family histories. Often the finding of a name in a certain list and thus the corresponding administrative context is sufficient.

Online presentation can support the research by searchable transcriptions of these lists. However, names can normally only be found in the material itself, they are not

put into the finding aids. If the information is kept in databases of the archival institutions and the description will link to their own presentations.

In this use case especially the search with a specific search term will be applied and users are generally not prepared to invest much time in investigative research work.

Long description:

Name and identifier: UC 3: Family history

Scope: Activities in order to capture and / or publish new information about the history of a specific family in a family tree, database or family history.

Level: Finding new information concerning the history of a specific family.

Context of use: Genealogic gateways and many projects with relevant information for family history can be found on the Internet. There are blogs and help sites to support family historians in well functioning networks. The experiences of some archival institutions with digitised genealogic records suggest, that these researchers just look for a name and leave the site as soon as they have found it.

Trigger: Information needs which are specifically targeted to archival material.

Primary Actor: Family historians looking for details on persons.

Stakeholder and Interests:

Family researchers – get an overview on archival holdings in many states at the same time in large information pools.

APEnet gateway – make available the online access to searchable digitised documents.

Archival institutions participating in the APEnet gateway – deliver their information for genealogic searches in a professionally constructed portal so that users see contexts and learn more about the background and meaning of listed names in the context of their creation.

Internal users / staff of the participating archival institutions – accel the processing of external requests.

Main Success Scenario: Search for names of persons

- 1 Restrict a following search to special forms of archival material providing access to name lists by selecting and combining relevant holdings.
- 2 Start an overall search with a name of an records creator or records group suspicious of containing the desired list.
- 3 Browse the results.
- 4 Look into the finding aid with more detailed description of the databases.
- 5 Follow links to special databases hosted by the corresponding repositories.
- 6 Find the name.

Extensions:

- 1 Relevant forms of material are not known.
 - 1.1 Browse through the finding aid to see what is available.
 - 1.2 Select those parts that seem to be promising.
 - 1.3 Start the search for a name.
- 4a Direct access to a special database is wanted.
 - 4a.1 Search for the name or call number of the corresponding fonds.
 - 4a.2 Open the database hosted by the repository by clicking on the name in the holdings guide where a short description of the fonds is given.
- 4b Direct access to several databases for a combined research is wanted.
 - 4b.1 Select the corresponding classification groups inside the holdings guides.
 - 4b.2 Get a list of the links to the databases on the hosts of the corresponding repositories.
 - 4b.3 Search each if them one after the other.

Use case 4: Local history

Looking for information about the developments of a town or place, or about the influence a certain institution or enterprise has had on these developments.

Short description:

Local history wants to find out the reason for and details on the developments of a town or place like its foundation or first mentioning of its name, its cultural, political, and economic development. Often the history of a city had been influenced by church institutions. One or more business companies may have shaped its fate. Therefore typical places to look for sources are the corresponding municipal archives, church archives, and business archives. Even though studies are mainly done on-site, online presentations and gateways can help to prepare the visit.

Local history might include:

- cultural studies (cultural development of a town or place),
- political studies (political development of a town or place).
- economic studies (economic development of a town or place, alternatively influence of a certain enterprise on the town's economic development), or
- general local studies (first naming of a town or place, most relevant dates / actors / events in its development).

Typical sources local history needs are medieval charters, books or editions with transcribed charters, older chronicles, old newspaper collections as well as records of superior administrations treating affairs of the place, economic developments of the region, or general administrative issues.

The users often have more time, look for verification of commonly known facts or for information on forgotten historical events. They often have the time and motivation to dig into the material and find out a lot of details.

Long description:**Name and identifier:** UC 4: Local history**Scope:** Activities in order to gain new knowledge about the history of a specific town or place for a publication in a book, in an local annual, in a newspaper or periodical, or in any other form of journalistic or academic publication.**Level:** Finding new information concerning the history of a town or place.**Context of use:** Many other sources and portals present relevant information. However the authentic information can be gained. Therefore it is important to give the possibility to retrace the contexts and origins of the data.**Trigger:** Users might have been ordered to write the history of a city or a region. Others can do scientific research in academic context, however more concentrated on historical details. The research is concentrated on local facts, may be in relation to trade and travelling.**Primary Actor:** Local historians looking for information about the history of a specific town or place or institution with a certain influence on the town's history and development.**Stakeholder and Interests:**

Local historians – find out sources to investigate on the local facts and details.

Local media – look for interesting articles and background information on jubilee dates.

Local administrations and public politics – support the attachment of the people to their city or region.

Locally based and rooted companies – create trust in their activities.

Archival institutions participating in the APEnet gateway – make their material available, especially records concerning information on other areas, like travelling reports, reports on inspection tours, bilateral correspondence, or material from former governments executed by another country and f.i. part of the central administrative records of the former common government.

Internal users / staff in the APEnet gateway participating archival institutions – gather knowledge on distributed archives relating to their own material.

Main Success Scenario: Search for terms or names of places, persons, institutions, or enterprises

- 1 Gather information available before starting a research in the archival material.
- 2 Use a search term (like the city or region name) to begin an overall search.
- 3 Inspect the result list and see in which archives and in which of their fonds relevant material might be available.
- 4 Open the finding aids.
- 5 Assess the quality of the information to be expected in the records themselves by reading the descriptions.
- 6 Go to the website of the providing archives to get more information or to order the material for consultation onsite.

Extensions:

- 5 The finding aids give the impression that there might be more interesting material.
 - 5.1 Use the structured navigation to see other parts of the same or another finding aid.
 - 5.2 Choose descriptive units for a consultation on-site.
 - 5.3 Use the own website of the providing archives to order the material for consultation on-site.

Use case 5: General public

Entering a website of an archives institution to see what is offered there. Looking for evidence about rights and claims that concern them directly.

Short description:

Concerning the general public two scopes can be described:

On the one hand the gateway provides access to general information about holdings or the work of archival institutions in which common users might be interested in. The people often are surprised by the wealth of interesting material combined to the aura of authenticity. Normally they do not have a certain research question, however like to see details that can be compared to own experiences or illustrations for their own knowledge. A matter of interest in this regard might be:

- What can be found inside an archival institution?
- How does the European archival landscape look like?
- How can I use the material?

On the other hand the general public might use the gateway to look for information about a variety of topics combined with personal interests. This wide sphere can be broken down into specific issues, such as

- access to material that prove the expectation of payments retirement pensions, or
- material on the construction of their houses or the use of their grounds in former times.

Browsing the website itself and getting an overview of all participating archival institutions and the material presented by them and offered for insight allows to navigate to their own websites and see more there. When having learnt about a certain archival institution and its holdings the user will also be able to get more detailed information about one institution by following the link to the institution's own web presentation.

Long description:

Name and identifier: UC 5: General public

Scope: Look up archival offerings for interesting topics or for personally relevant affairs.

Level: Finding information concerning a topic of personal interest. Getting informed about the work and the holdings of archival institutions in general.

Context of use: The general public will find the archives by chance or on purpose for a special question. Normally they have rather little information on how to use archives. They are looking there for authentic information and interesting details from the past.

Trigger: Looking for instructive distraction, closer to the real actions than in a museum, and with the aura of authenticity or looking for proves for personal claims. Information needs of personal interest and the possibility of cross boarder online search.

Primary Actor: User initiating an interaction with APEnet gateway.

Stakeholder and Interests:

General public users – look for interesting documents.

Archival institutions participating in the APEnet gateway – encourage the access of archives, increase the on- and offline attendance and show technological authority.

Internal users – advise users on where they might find something they are looking for.

Main Success Scenario 1: Look for interesting new things

- 1 Enter a search term to see what might be found with it.
- 2 Open result list and see what might be of interest using context information for explanation.
- 3 If available, open the link to the online finding aid.
- 4 Browse through the descriptive units and select the ones of special interest.
- 5 If available, open digitised documents linked in the finding aid.
- 6 Read the digitised documents.

- 7 Use the offered possibilities to go to the web presentations of the participating archival institutions to find further information.
- 8 Order records for research onsite.

Extensions Scenario 1:

- 1 Get information on the scope of the material first.
 - 1.1 Get an overview of participating archival institutions and their holdings.
 - 1.2 Select one institution to find further information about it and its holdings.
 - 1.3 Browse through the described holdings and select the ones of special interest.

Main Success Scenario 2: Look for evidence on personal claims

- 1 Browse through the material using the structures to see where relevant records might be.
- 2 Select an archival institution with its holdings guide.
- 3 Learn to know which records from which records creators and agencies can be found there.
- 4 Select finding aids from this institution.
- 5 Do a fulltext search.
- 6 Contact the archives quoting the call numbers of the relevant files and asking for copies.

Extensions Scenario 2:

- 2a Relevant institution cannot be identified
 - 2a.1 Do a full text search with a key term from the administrative terminology.
 - 2a.2 Browse through the result list.
 - 2a.3 Inspect potentially relevant finding aids with results.
- 2b Relevant fonds cannot be identified.

2b.1 Do a full text search.

2b.2 Contact the providing archives asking for more details.

Use case 6: School groups

Looking for information about persons or topics referred to by specific school subjects (e.g. History, Geography, Social studies, Politics) or by projects. Looking for illustrative material with interesting details.

Short description:

Recent national and international surveys within the European Union have shown that there is a radical change concerning the use of the media within everyday life at school. It can be seen most clearly in two cases: Firstly, the modified demand on teachers and the change of the teaching structure itself and secondly, the way how students do their homework in the 21st century.

On the one hand there is a reduce of the ex-cathedra teaching which will be more and more replaced by interdisciplinary school projects. Such projects mostly fall back on the use of new media and technology possibilities like Internet portals. The APENet gateway for example might provide material and information referring to certain school subjects, probably in the range of art, history, geography, social studies, or politics, current issues which are discussed in school, or certain school projects.

On the other hand the students themselves use more and more the computer and the Internet for doing their homework, and might as well use online portals such as the APENet gateway for their research to accomplish tasks for school. Especially digitised documents might be integrated in essays or presentations they have to do for homework or in the framework of a certain school project.

Long description:

Name and identifier: UC 6: School groups

Scope: Activities in order to find interesting documents for a certain school subject or project and to interpret it in context to other topics treated.

Level: Finding new information for the work within school groups resp. for school projects.

Context of use: Archival documents chosen for school work have to fit into the teaching plans of the professors. They normally serve as supplementary information and not so much as sources for new knowledge.

Trigger: Need of documents for illustration of certain teaching and learning topics.

Primary Actor: Professors or students looking for material they can use for the school work.

Stakeholder and Interests:

Students at school – fast access to interesting online material and documents independent from the institution providing access to them. They will not have the time and money to travel to an archives institution.

Professors – give interesting lessons and activate their students to do own research.

Archival institutions participating in the APEnet gateway – promote the use of their material.

Internal users – answer questions from the outside about distributed material relevant for school projects.

Main Success Scenario: Look for interesting and illustrative documents that support school work

- 1 Enter a search term (historical event, person, or locality).
- 2 Refine the search with another search term.
- 3 Inspect found results within their contexts.
- 4 See the more detailed descriptions in the finding aid.
- 5 Select an interesting descriptive unit.
- 6 Look at digitised documents.
- 7 Print out examples useful for the study project.

Extensions:

- 1 No search term available.
 - 1.1 Look at instruction video on how to use the structures.
 - 1.2 Browse through the structures.
 - 1.3 Identify interesting topics.
 - 1.4 Do full text search with terms found during the browsing
- 6 No digitisations are available.
 - 6.1 Print the description or take notes.
 - 6.2 Contact the archives service.
 - 6.3 Order copies.

Use case 7: Archival institutions as content providers

Using the union finding aid to make the own holdings better visible for the different uses and to present ICT competencies to a larger public.

Short description:

In today's information society it is important to get – and provide – information as quick and easy as possible. The medium gaining more and more relevance in this context is the Internet, even though there are still various concerns about its use and especially its misuse. The archival institutions, being one of the main service providers in terms of background information and knowledge, therefore are looking for ways to be present as well as to be presented in the Internet with all the services they offer and most notably with the holdings they make available.

Since especially in Europe historical, political, cultural, and economical developments are interwoven, international gateways can provide the opportunity to meet with these connections and present the holdings of one archival institution in their bigger context. That allows comparing holdings from different countries and using them together in a way which is not yet possible today.

Moreover the participation in a gateway will probably help the archival institution to win a broader or new audience that might not have thought of or known that specific institution when starting their research, but discover its holdings while using the gateway's union finding aid.

Participating archives want to provide better services to their users by pointing them to external sources in relation to their own ones.

Long description:

Name and identifier: UC 7: Archival institutions as content providers

Scope: Activities in order to present the holdings of one archival institution online and – particularly – in a bigger, i.e. (inter)national context.

Level: Being present and being presented with one's services and holdings. Gaining more visibility and interacting with other archival institutions.

Context of use: Archival traditions in all countries are different because they are linked closely to the administrative tradition that had influenced the creation of their material. Regional gateways and national portals offer already access to joint presentations.

Trigger: Wishes and need of archival institution to provide access to its holdings and services online and to associate them with the holdings and services of other related institutions by participating in an international gateway.

Primary Actor: Archival institutions and their staff members wanting to present their holdings within the gateway.

Stakeholder and Interests:

Archival institutions participating in the APEnet gateway – encourage the access of archives, increase the online and on-site attendance and show technological competency.

Archival institutions – minimise the additional procedures inevitable when presenting its holdings within the framework of the gateway.

APEnet gateway – provide a platform for the participating archival institutions with online access to their finding aids and linked digitised documents as well as an overall search possibility.

External and internal users – simplify and speed up cross boarder search.

Preconditions:

- 1 The archival institution has finding aids in digital format – in form of
 - 1.1 online finding aids encoded in EAD or another XML-format,
 - 1.2 a database conforming to the ISAD(G) data model, with the possibility of exporting the data into structured XML,
 - 1.3 with supplementary digitised documents.
- 2 The archival institution provides a structure of its fonds (may be as a holdings guide or just as a structured table) to be used as the backbone for linking to the findings aids.

- 3 The archival institutions prepares information on the institution to be shown in the gateway.
- 4.1 The archival institution is a content provider.
 - 4.1.1 APEnet provides the archival institution with a conversion tool that converts either the export format from the institution's database or the existing EAD format for online finding aids into the EAD target profile used within the framework of the gateway.
 - 4.1.2 The gateway opens an user-related account for the archival institution to upload its data into the union finding aid.
 - 4.1.3 The gateway sends out harvesters to collect data from own servers of the contributing institutions.
- 4.2 The archival institution is partner of a regional or national gateway that acts as aggregation point for the gateway.
 - 4.2.1 APEnet provides the regional or national gateway with a conversion tool that converts the jointly used data format into the EAD target profile of the union finding aid.
 - 4.2.2 APEnet provides the regional or national gateway with an user-related account to upload its data on APEnet
 - 4.2.3 The gateway sends out harvesters to collect data from the own servers of the contributing gateway.

Main Success Scenario: Publish the finding aids via the union find aid

- 1 Select the data to be published via the gateway.
- 2 Enter archives ID and other information needed for the central presentation.
- 3 Translate a single finding aid or a bunch of them in batch mode into the target format with tools provided by APEnet.
- 4 Pack the files – if the tool has not done it yet.
- 5 Copy or send the files to the server from where the gateway takes them and integrates them into a test installation of the union finding aid.
- 6 Inspect the presentation.

- 7 Send the gateway administrator the clearance to integrate the new content into the openly accessible presentation.

Extensions:

- 1 Data to be presented are part of the content of a database and not in EAD format
 - 1.1 Select the data forming one finding aid.
 - 1.2 Select information for the title page and an introduction if available.
 - 1.3 Export the data into a separate file for a finding aid.
- 6 The data is not presented in the union finding aid the way it should be.
 - 6.1 Delete the files which are not wanted.
 - 6.2 Restart the process of exporting and translating the data.
 - 6.3 Change the relevant parameters.
 - 6.4 Translate and zip the files.
 - 6.4 Copy or send them again to the server.

Use case 8: Archival institutions as users

Identifying relations between holdings of different archives and seeing possible connections from other archival holdings to the own fonds.

Short description:

Archival institutions deal with different kinds of external requests in their daily work. They handle a great number of enquiries from external users online or on-site concerning various topics. They also need to work on questions arising during their work with the own holdings during description and appraisal as well as in preparation for special tasks like editions, exhibitions, or answers to political requests.

For archival institutions as users for external or internal research inquiries in general, the gateway provides an easy and quick way to combine search efforts. Using the gateway for the own daily work the archivists need themselves access to the different research and investigation methods. However they can be considered like trained users, who know very well how to apply structured navigation when appropriate and combine it with an overall search according to certain search terms, dates, or call numbers, as well as indexes and abbreviation lists included within the finding aids.

For this sort of use the documentation of the research procedure might be of special interest, to be able to retrace it and do it in similar way, for the next inquiry.

Long description:

Name and identifier: UC 8: Archival institutions as users

Scope: Answer to external inquiries or support for internal professional businesses.

Level: Generate new knowledge for the own further work and for answering questions from external users.

Context of use: The archivists are accustomed to use their own home presentations and can get a supplementary possibility to gain a broad overview by comparing the own holdings to those of other institutions and find out the relations between them.

Trigger: Needs to know more about the embedding of the own holdings into the broader international relations.

Primary Actor: Staff of content providers initiating an interaction with the gateway.

Stakeholder and Interests:

Internal users – know more about the place of the own archives.

Political authorities – get interesting information on cross boarder relations in past activities.

European citizens – get access to cross national information provided by their local archival institution.

Main Success Scenario 1: Compare the own holdings during their description and find out relations that have influence on the introduction and further remarks in own finding aids

- 1 Use the structured navigation to look for a similar records creator in another country.
- 2 Browse through the corresponding finding aid.
- 3 Learn about material from similar activities as in the records just to be described.
- 4 Add references for users of the fonds.

Main Success Scenario 2: Answer questions from politics or media related to international comparison or cooperation

- 1 Do a full text search with a term describing the area of competencies that is of interest.
- 2 Enter the structured navigation.
- 3 Select relevant areas for a deeper research.
- 4 Do new full text search with key terms found in the corresponding descriptions and language.
- 5 Inspect documents provided in digital form.
- 6 Gather the information found and make a report.

<EAD>

ENCODED ARCHIVAL DESCRIPTION

**The EAD profile for
the testbed-installation of APEnet**

TAG - Library

**edited by Kerstin Arnold
Berlin, June 2009**

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I. Preface

This profile explains the target subset of EAD elements, attributes and their standard values for the testbed-installation of APEnet. It has been developed on the basis of the existing national EAD profiles already used by the partner institutions of APEnet and primarily contains elements and attributes

- displayed in the individual online finding aids and sufficient for the presentation of an union finding aid, that allows cross searching and browsing,
- needed to identify the EAD documents themselves as well as their different levels,
- needed to provide information about international standards used according to the EAD tag library and
- needed to give information about analog encodings of selected elements in these alternative standards.

Additionally there is a range of optional elements included, that can be used for a more detailed description of, for example, the custodial history of the fonds, their arrangement or the processes of determining the archival value of the materials as well as preparing them for research use.

The following best practice guide provides information about the labelling of elements and attributes in a yet to be developed editor for the conversion of the original data of all contributors into the target profile as well as a short description. Besides there is information given about

- how the elements and attributes could be used (referring to the question whether they are repeatable or not),
- which contents the elements and attributes are normally used for (see examples related to the single descriptions or exemplary documents in Annex A and Annex B) and
- whether respectively where they are shown in a web presentation (referring to the current presentation of EAD finding aids of the Federal Archives of Germany).

Repeatedly and identically used elements and attributes are only described in full detail when first mentioned (see chapter X. "Repeated elements and attributes").

II. The EAD target profile for online finding aids in APEnet

The following profile names the EAD elements in the very order of their appearance in the EAD profile for online finding aids in APEnet, that is without using a special formatting to show the hierarchical structure of the XML file (therefor see "Annex A: Exemplary online finding aid with linked digitised materials"). Attributes used with an element are named directly engaged beneath it.

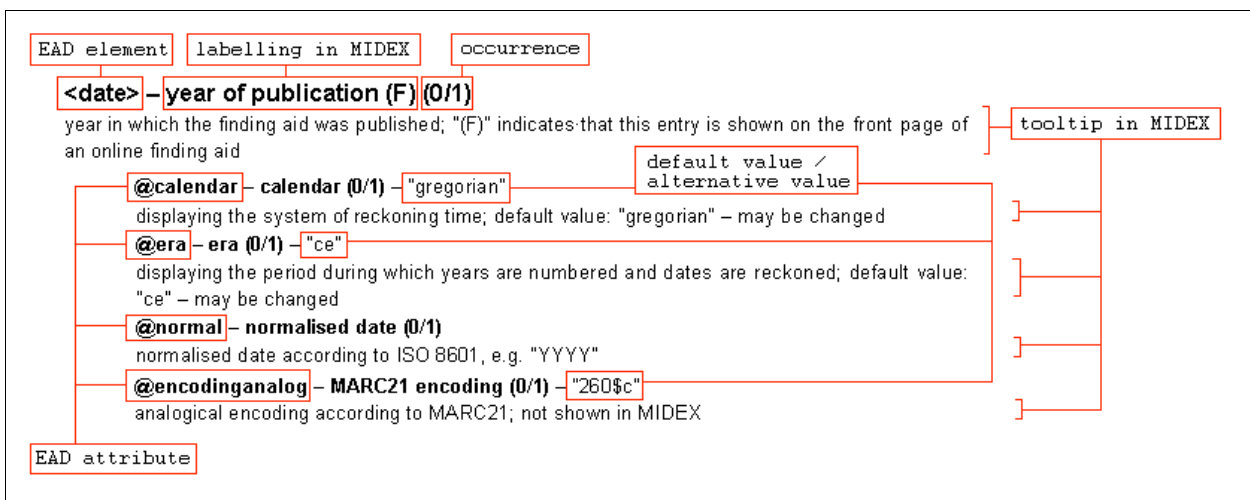
Besides the EAD elements and attributes their labelling in a future conversion tool is shown. Speaking of the attributes there are also default values or alternatively used values listed. In some cases the default values remain in German, because they are used in the HTML scripts to generate certain parts of the online finding aid.

The use of both elements and attributes is described by a tooltip, that also provides information about

- whether an element or attribute is hidden in the general editing view of the conversion tool,
- whether it is mandatory (encoded "1/1") or
- whether it can be used repeatedly (encoded "0/*" or "1/*").

Elements and attributes encoded "0/1" can be used once, but they are not mandatory within the profile.

Example:



For some elements exemplary extracts from a finding aid formatted in EAD are added. All these extracts are taken from the official EAD Tag Library², so they mainly refer to American archival institutions and their holdings. Since the combination of different elements in one example shown in this guide could be based on different finding aids, there may be some breaks in the inner context. This is due to the fact, that not every possible EAD element is always used in one finding aid.

Besides the use of some elements – or mainly subelements such as `<p>`, `<list>` etc. – has been adapted to the way they are defined for the EAD profile used by the Federal Archives of Germany.

² online available <http://www.loc.gov/ead/tglib/index.html>.

III. First hierarchical level – The root element with its attributes

<ead> – EAD finding aid (1/1)

mandatory root element – indicates a finding aid formatted in XML and encoded according to the EAD standard

@xmlns – EAD namespace (1/1) – "urn:isbn:1-931666-22-9"

default value linking to the EAD namespace location; mandatory; not shown in the conversion tool

@xmlns:xlink – xmlns:xlink (1/1) – "http://www.w3.org/1999/xlink"

default value linking to the xlink namespace; mandatory; not shown in the conversion tool

@xmlns:xsi – schema instance (1/1) – "http://www.w3.org/2001/XMLSchema-instance"

default value linking to the EAD schema instance; mandatory; not shown in the conversion tool

@xsi:schemaLocation – schema location (1/1) – "urn:isbn:1-931666-22-9 ead.xsd"

default value linking to the EAD schema location; mandatory; not shown in the conversion tool

@audience – published finding aid (0/1) – "external"

finding aid that is available; automatically preset value since none other is chosen

Example:

```
<ead audience="external" xmlns="urn:isbn:1-931666-22-9"
xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 ead.xsd">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b" relatedencoding="MARC21"
repositoryencoding="iso15511" scriptencoding="iso15924">
    <eadid countrycode="US" identifier="US-txu-hu_MS-R72"
mainagencycode="US-txu-hu" url="www.lib.utexas.edu/">
      <filedesc>
        <titlestmt>
          <titleproper encodinganalog="245">Tom Stoppard</titleproper>
          <subtitle>An Inventory of His Papers at the Harry Ransom
Humanities Research Center</subtitle>
          <author encodinganalog="245$c">Finding aid written by Katherine
Mosley</author>
        </titlestmt>
        <publicationstmt>
          <publisher encodinganalog="260$b">The Bancroft Library
</publisher>
          <date calendar="gregorian" era="ce" normal="1995"
encodinganalog="260$c">1995</date>
          <address>
            <addressline>Berkeley, California 94720-6000</addressline>
          </address>
        </publicationstmt>
        <seriesstmt>
          <titleproper>Observatories of the Carnegie Institution of
Washington Collection</titleproper>
        </seriesstmt>
      </filedesc>
      <profiledesc>
        <creation>Machine-readable finding aid and skeletal markup derived
via a macro from WordPerfect file; markup checked and completed by
Sarah Taylor.
          <date calendar="gregorian" era="ce" normal="1995-04-23">April
23, 1995</date>
        </creation>
      </profiledesc>
    </eadheader>
  </ead>
```



```
<language>Bilingual finding aid written in
  <language langcode="fre" scriptcode="Latn"
    encodinganalog="041">French</language>
  and <language langcode="eng" scriptcode="Latn"
    encodinganalog="041">English.</language>
</language>
</profiledesc>
</eadheader>
  <archdesc level="collection" type="Bestandsfindbuch" relatedencoding=
    "ISAD(G)v2" encodinganalog="3.1.4">
    [...]
  </archdesc>
</ead>
```

IV. Second hierarchical level – Document's header and bibliographic information

<eadheader> – descriptive information (1/1)

bibliographic and descriptive information to identify the finding aid document; mandatory

@countryencoding – country encoding (1/1) – "iso3166-1"

international standard used to encode the countries named within the document, default value; not shown in the conversion tool

@dateencoding – date encoding (0/1) – "iso8601"

international standard used to encode the dates named within the document, default value; not shown in the conversion tool

@langencoding – language encoding (0/1) – "iso639-2b"

international standard used to encode the languages named within the document, default value; not shown in the conversion tool

@repositoryencoding – repository encoding (1/1) – "iso15511"

international standard used to encode the repositories named within the document, default value; not shown in the conversion tool

@scriptencoding – script encoding (0/1) – "iso15924"

international standard used to encode the scripts named within the document, default value; not shown in the conversion tool

@relatedencoding – related encoding system (0/1) – "MARC21"

reference to a descriptive encoding system, to which certain of the following elements are mapped; not shown in the conversion tool

Example:

```
<eadheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b" relatedencoding="MARC21"
repositoryencoding="iso15511" scriptencoding="iso15924">
  <eadid countrycode="US" identifier="US-txu-hu_MS-R72"
mainagencycode="US-txu-hu" url="www.lib.utexas.edu/">
  <filedesc>
    <titlestmt>
      <titleproper encodinganalog="245">Tom Stoppard</titleproper>
      <author encodinganalog="245$c">Finding aid written by Katherine
      Mosley</author>
    </titlestmt>
    <publicationstmt>
      <publisher encodinganalog="260$b">The Bancroft Library</publisher>
      <date calendar="gregorian" era="ce" normal="1995"
encodinganalog="260$c">1995</date>
      <address>
        <addressline>Berkeley, California 94720-6000</addressline>
      </address>
    </publicationstmt>
  </filedesc>
  <profiledesc>
    <creation>Machine-readable finding aid and skeletal markup derived
    via a macro from WordPerfect file; markup checked and completed by
    Sarah Taylor.
      <date calendar="gregorian" era="ce" normal="1995-04-23">April
      23, 1995</date>
    </creation>
    <language>Bilingual finding aid written in
      <language langcode="fre" scriptcode="Latn" encodinganalog="041">
```

```

    French</language>
    and <language langcode="eng" scriptcode="Latn"
    encodinganalog="041">English.</language>
  </language>
</profiledesc>
</eadheader>

```

<eadid> – identifier (1/1)

identification of the EAD finding aid document; mandatory; not shown in the conversion tool

@countrycode – country (1/1)

country name encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain", "FR" for "France"

@identifier – ID of the finding aid (0/1)

unique code identifying the EAD finding aid document; not shown in the conversion tool

Note 1: When using MINDEX, the editing and conversion tool developed by the Federal Archives of Germany within the framework of the project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland", funded by the Deutsche Forschungsgemeinschaft (DFG), it is possible to add global identifiers for the finding aid itself and its hierarchical levels automatically. These identifiers conduce to the linking of different document types within the project's union finding aid and to the direct access from other web presentations. The ID of the finding aid generated as value of the attribute IDENTIFIER combines the ID of the maintenance agency with the name of the EAD document itself. Therefor it is recommended to use a name that already identifies the finding aid definitely within the collections of the particular archival institution, for example by choosing the reference number of the described fonds as filename.

Note 2: Within the presentation of online finding aids of the Federal Archives of Germany the name of an EAD document is also relevant for the linking between the holdings guide and the single finding aids of the archival institution. The filename is – without the extension ".xml" – used within the element <c level="file" resp. "series"><otherfindaid><p> of the holdings guide, where the fonds is shortly described. E.g.:

```

[... ]
<c id="US-txu-hu_US-txu-hu-holdingsguide_73de44d1-997a-4f2f-a511-
d8befd4608c4" level="file">
  <did>
    <unitid type="bestellnummer">MS-R72</unitid>
    <unittitle>Richard Egan manuscript maps of Orange County
    </unittitle>
    [...]
  </did>
  <otherfindaid>
    <p>MS-R72</p>
  </otherfindaid>
</c>
[... ]

```

@mainagencycode – ID of the maintenance agency (0/1)

unique code identifying the archival institution maintaining the described collection; encoded according to ISO 15511 (ISIL)

@url – URL of the online finding aid (0/1)

URL of the online finding aid in the home presentation

Example:

```
<eadid countrycode="US" identifier="US-txu-hu_MS-R72"
mainagencycode="US-txu-hu" url="www.lib.utexas.edu/">
```

<filedesc> – bibliographic information (0/1)

bibliographic information referring to the finding aid

Example (including the following elements <titlestmt>, <editionstmt>, <publicationstmt>, <seriesstmt> and <notestmt> as well as their subelements):

```
<filedesc>
  <titlestmt>
    <titleproper encodinganalog="245">Tom Stoppard</titleproper>
    <subtitle>An Inventory of His Papers at the Harry Ransom
Humanities Research Center</subtitle>
    <author encodinganalog="245$c">Finding aid written by Katherine
Mosley</author>
    <sponsor>Encoding funded by the generous support of the Gladys
Kriebler Delmas Foundation.</sponsor>
  </titlestmt>
  <editionstmt>
    <edition>2nd ed.</edition>
    <p>This edition reflects substantial additions to the collection in
1994.</p>
  </editionstmt>
  <publicationstmt>
    <publisher encodinganalog="260$b">The Bancroft Library
</publisher>
    <date calendar="gregorian" era="ce" normal="1995"
encodinganalog="260$c">1995</date>
    <address>
      <addressline>Berkeley, California 94720-6000</addressline>
    </address>
  </publicationstmt>
  <seriesstmt>
    <titleproper>Observatories of the Carnegie Institution of
Washington Collection</titleproper>
  </seriesstmt>
</filedesc>
```

Note: Bold printed contents are shown in HTML (see following fig. 1).

Fig. 1:
Subelements of <filedesc> shown on the front page of an online finding aid

Tom Stoppard <titlestmt><titleproper>

Das Bundesarchiv

image can be chosen within the preferences of the conversion tool

Search Index Structure Home Holdings Guide

The Bancroft Library <publisher>

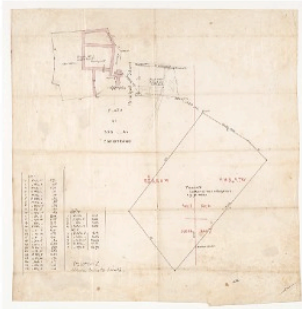
Observatories of the Carnegie Institution of Washington Collection <seriesstmt><titleproper>

Tom Stoppard <titlestmt><titleproper>

An Inventory of His Papers at the Harry Ransom Humanities Research Center <subtitle>

MS-R72

Circa 1878-1879



Manuscript map of Mission San Juan Capistrano

automatically generated text produced by Finding aid written by Katherine Mosley <author>

Online-Version: Machine-readable finding aid and skeletal markup derived via a macro from WordPerfect file; markup checked and completed by Sarah Taylor. , April 23, 1995

Berkeley, California 94720-6000 1995 <addressline> <date>

Abstract
 Four manuscript survey maps and one plat map depicting areas of Orange County and attributed to the noted surveyor and judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are undated and unsigned but it is likely that he drew them during these years. These maps primarily depict subdivisions of non-rancho tracts of land occupying what is now Orange County, with the addition of some topographical details.

<titlestmt> – frontpage (0/1)

information shown on the front page of the finding aid; not shown in the conversion tool

Example see above (p. 15, <filedesc>)

<titleproper> –title (F) (1/1)

title proper of the finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid; mandatory

Note: Displayed on the front page and additionally used as first line of the navigation tree on the left as well as the classification shown in the head of the HTML page. In the union finding aid of the project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archiv-portal Deutschland" the content of <titleproper> is also used in the list of "Ausgewählte Findmittel" resp. as header for the results of an overall search.

@encodinganalog – MARC21 encoding (0/1) – "245"

analogical encoding according to MARC21; not shown in the conversion tool

<lb> – line break (0/*)

single-spaced line break; not shown in the conversion tool; may be repeated

Note: Line breaks and other markups such as bold and italic or abbreviations and corresponding full forms can be edited in the conversion tool via the "snippet editor". This tool is available during the editing of certain elements by right-click.

Example see above (p. 15, <filedesc>)

<subtitle> – subtitle (F) (0/*)

secondary or subsidiary name of the finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid; may be repeated

Note: Displayed on the front page of an online finding aid.

<lb> – line break (0/*)

single-spaced line break; not shown in the conversion tool; may be repeated

Example see above (p. 15, <filedesc>)

<author> – editor (F) (0/1)

first and surname of the person in charge for editing the finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note: Displayed on the front page of an online finding aid, introduced by the automatically generated text "produced by".

@encodinganalog – MARC21 encoding (0/1) – "245\$c"

analogical encoding according to MARC21; not shown in the conversion tool

Example see above (p. 15, <filedesc>)

<publicationstmt> – publication (0/1)

further information referring to the publication and/or distribution of the finding aid; not shown in the conversion tool

Example see above (p. 15, <filedesc>)

<publisher> – editing institution / publisher (F) (0/*)

name of the editing institution or the publishing company; "(F)" indicates that this entry is shown on the front page of an online finding aid; may be repeated

Note: Displayed on the front page of an online finding aid.

@encodinganalog – MARC21 encoding (0/1) – "260\$b"

analogical encoding according to MARC21; not shown in the conversion tool

Example see above (p. 15, <filedesc>)

<date> – year of publication (F) (0/1)

year in which the finding aid was published; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note: Displayed on the front page of an online finding aid and – if used – combined with the place of publication (content from <address><addressline>, see below).

@calendar – calendar (0/1) – "gregorian"

displaying the system of reckoning time; default value: "gregorian" – may be changed

@era – era (0/1) – "ce"

displaying the period during which years are numbered and dates are reckoned; default value: "ce" – may be changed

@normal – normalised date (0/1)

normalised date according to ISO 8601, e.g. "YYYY"

Note: The attributes CALENDAR, ERA and NORMAL are identically used with all following <date> and <unitdate> elements. See chapter "X. Repeated elements and attributes".

@encodinganalog – MARC21 encoding (0/1) – "260\$c"

analogical encoding according to MARC21; not shown in the conversion tool

Example see above (p. 15, <filedesc>)

<address> – address (0/1)

contact details of the editing institution/publisher; not shown in the conversion tool

<addressline> – place of publication (F) (1/*)

place of publication or further contact details of the editing institution/publisher; "(F)" indicates that this entry is shown on the front page of an online finding aid; mandatory; may be repeated

Note: Displayed on the front page of an online finding aid.

Example for <address><addressline> see above (p. 15, <filedesc>)

<seriesstmt> – serial (0/1)

further information about the published monographic serial; not shown in the conversion tool

Example see above (p. 15, <filedesc>)

<titleproper> – title (F) (0/*)

title of the serial; "(F)" indicates that this entry is shown on the front page of an online finding aid; may be repeated

Note: Displayed on the front page of an online finding aid.

Example see above (p. 15, <filedesc>)

<profiledesc> – creation of the finding aid (0/1)

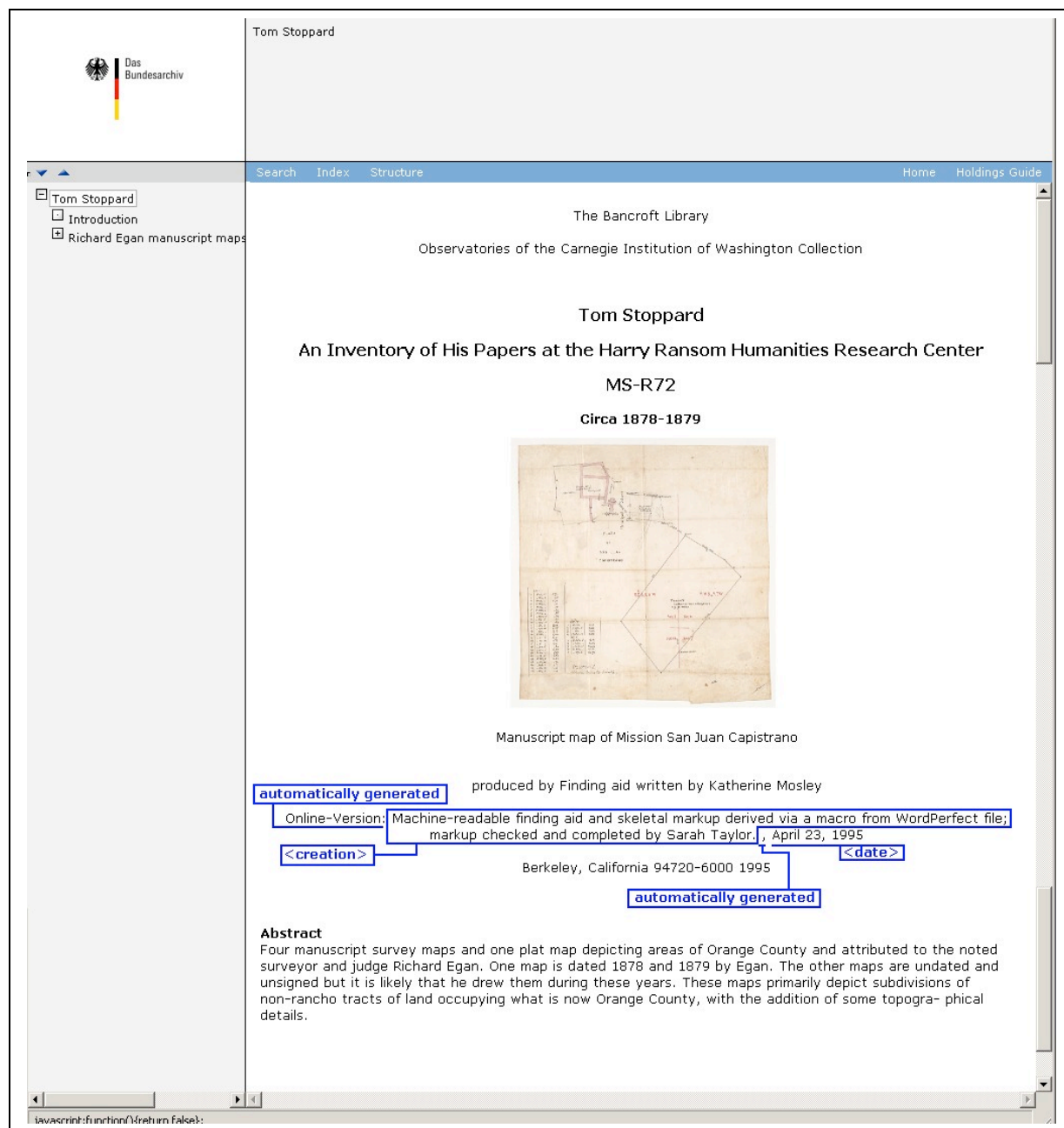
further information about the creation of the encoded version of the finding aid; not shown in the conversion tool

Example (including the following elements <creation>, <language> and <descrules> as well as their subelements):

```
<profiledesc>
  <creation>Machine-readable finding aid and skeletal markup
  derived via a macro from WordPerfect file; markup checked
  and completed by Sarah Taylor.
    <date calendar="gregorian" era="ce" normal="1995-04-23">April 23,
    1995</date>
  </creation>
  <language>
    <language langcode="eng" scriptcode="Latn" encodinganalog="041">
    English</language>
  </language>
  <descrules>Finding aid prepared using Rules for Archival Description
  </descrules>
</profiledesc>
```

Note: Bold printed contents are shown in HTML (see following fig. 2).

Fig. 2:
Subelements of <profiledesc> shown on the front page of an online finding aid



<creation> – editor of the online finding aid (F) (0/1)

first and surname of the editor of the encoded online finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note: Displayed on the front page of an online finding aid, introduced by the automatically generated text "Online-Version:".

<date> – publication date (F) (0/1)

publication date of the encoded version of the online finding aid; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note: Displayed on the front page of an online finding aid, separated from the content of <creation> by an automatically generated comma.

@calendar, @era and @normal –

For further information about the use of these attributes see <filedesc><publicationstmt><date> (p. 18) and chapter "X. Repeated elements and attributes".

Example for <creation> and <date> see above (p. 19, <profiledesc>)

<language> – languages of the finding aid (0/1)

statement about the language(s) used in the online finding aid

<language> – language (0/*)

displaying one of the languages used within the finding aid, e.g. "german", "english", "french"; may be repeated

@langcode – language code (0/1)

language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

@scriptcode – script code (0/1)

script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"

@encodinganalog – MARC21 encoding (0/1) – "041"

analogical encoding according to MARC21; not shown in the conversion tool

Example for <language> and <language> see above (p. 19, <profiledesc>)

V. Second hierarchical level – Content and description of the online finding aid

<archdesc> – archival description (1/1)

general information about the content, context, and extent of the described archival materials; mandatory

@level – hierarchical level (1/1) – "collection"

default value displaying the hierarchical level of the materials described below; mandatory; not shown in the conversion tool

@type – type of the finding aid (0/1) – "Bestandsfindbuch"

default value; not shown in the conversion tool

@relatedencoding – related encoding system (0/1) – "ISAD(G)v2"

displaying a descriptive encoding system, to which certain of the following elements are mapped; not shown in the conversion tool

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Example:

```
<archdesc encodinganalog="3.1.4" level="collection" relatedencoding="ISAD(G)v2" type="Bestandsfindbuch">
  [...]
```

Note: Due to the fact that <archdesc> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point. The contents used in the subelements of <archdesc> are explained below.

<did> – content of the finding aid (1/1)

overall information about the content of the archival materials described; mandatory

Example (including the following elements <unitid>, <unittitle>, <unitdate>, <abstract>, <origination>, <langmaterial>, <repository>, <physloc>, <materialspec>, <physdesc>, <dao>, <note> and <abstract encodinganalog="Freier Text"> as well as their subelements and attributes):

```
<archdesc encodinganalog="3.1.4" level="collection" relatedencoding="ISAD(G)v2" type="Bestandsfindbuch">
  <did>
    <unitid encodinganalog="3.1.1">MS-R72</unitid>
    <unittitle encodinganalog="3.1.2">Richard Egan manuscript maps of Orange County</unittitle>
    <unitdate calendar="gregorian" era="ce" normal="1878/1879" encodinganalog="3.1.3">Circa 1878-1879</unitdate>
    <abstract encodinganalog="Kopfzeile">Abstract</abstract>
    <abstract encodinganalog="Zusammenfassung">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.

```

<origination label="final">Egan, Richard, 1842-1923
</origination>
<langmaterial encodinganalog="3.4.3">Correspondence in
  <language langcode="fre" scriptcode="Latn">French, </language>
  <language langcode="ger" scriptcode="Latn">German, </language>and
  <language langcode="eng" scriptcode="Latn">English.</language>
</langmaterial>
<repository>University of California, Irvine
  <address>
    <addressline>Library. Special Collections and Archives
    </addressline>
  </address>
</repository>
<physloc label="reading room">112.I.8.1B-2</physloc>
<materialspec>Universal transverse Mercator projection
</materialspec>
<physdesc encodinganalog="3.1.5">
  <physfacet type="condition">hand colored</physfacet>
  <extent unit="linear foot">1</extent>
  <extent unit="box">1</extent>
  <extent unit="digitized images">5</extent>
  <genreform>Architectural drawings</genreform>
  <genreform>Photographs</genreform>
</physdesc>
<dao xlink:href="hb3z09n8cd.jpg" xlink:title="Manuscript map
of Mission San Juan Capistrano"/>
<note encodinganalog="3.6.1" label="Further Information">
  <p>For information about Prints and Photographs Divi-
sion collections and services, see the Prints and
Photographs Division's Reading Room Home Page.</p>
</note>
<abstract encodinganalog="Freier Text">Detailed contact
information can be found on the Library's Homepage.
</abstract>
</did>

```

[...]

Note: Bold printed contents are shown in HTML (see following fig. 3 and fig. 4).

Fig. 3: Subelements of <archdesc><did> shown on the front page of an online finding aid

The screenshot shows a web browser window displaying an online finding aid. The page header includes the logo of 'Das Bundesarchiv' and the name 'Tom Stoppard'. A navigation menu at the top contains 'Search', 'Index', 'Structure', 'Home', and 'Holdings Guide'. A left sidebar shows a tree view with 'Tom Stoppard' expanded to 'Richard Egan manuscript maps', where '<unittitle>' is highlighted. The main content area features the following text and elements:

- The Bancroft Library
- Observatories of the Carnegie Institution of Washington Collection
- Tom Stoppard**
- An Inventory of His Papers at the Harry Ransom Humanities Research Center
- MS-R72 **<unitid>**
- Circa 1878-1879 **<unitdate>**
- An image of a manuscript map of Mission San Juan Capistrano, with a callout box stating 'image linked using <dao xlink:href="">'. Below the image is the caption 'Manuscript map of Mission San Juan Capistrano' with a callout box '<dao xlink:title="">'.
- produced by Finding aid written by Katherine Mosley
- Online-Version: Machine-readable finding aid and skeletal markup derived via a macro from WordPerfect file; markup checked and completed by Sarah Taylor. , April 23, 1995
- Berkeley, California 94720-6000 1995
- Abstract** **<abstract encodinganalog="Kopfzeile">**
 Four manuscript survey maps and one plat map depicting areas of Orange County and attributed to the noted surveyor and judge Richard Egan. One map is dated 1878 and 1879 by Egan. The other maps are undated and unsigned but it is likely that he drew them during these years. These maps primarily depict subdivisions of non-rancho tracts of land occupying what is now Orange County, with the addition of some topographical details.
<abstract encodinganalog="Zusammenfassung">

The browser's status bar at the bottom shows the JavaScript function: `javascrint:function() {return false};`

Fig. 4: Subelements of <archdesc><did> shown in the introduction of an online finding aid

The screenshot displays a web browser window showing an online finding aid for 'Tom Stoppard Introduction'. The interface includes a navigation menu on the left with 'Tom Stoppard', 'Introduction', and 'Richard Egan manuscript maps'. The main content area shows the following XML subelements highlighted in blue boxes:

- Material Specific Details** `<automatically generated header>`
- Universal transverse Mercator projection `<materialspec>`
- Final Provenance:** Egan, Richard, 1842-1923 `<origination label="final">`
- Genre of the Fonds:** Architectural drawings `<genreform>`
- Genre of the Fonds:** Photographs `<genreform>`
- Extent:** 1 linear foot `<extent>` with attribute `UNIT`
- Extent:** 1 box
- Extent:** 5 digitized images `<repository>` and `<addressline>`
- Repository:** University of California, Irvine Library. Special Collections and Archives
- Physical Location:** 112.I.8.1B-2 `<physloc>`
- Place of Use:** reading room `<physloc label="">`
- Further Information** `<note label="">`
- For information about Prints and Photographs Division collections and services, see the Prints and Photographs Division's Reading Room Home Page. `<p>`
- Detailed contact information can be found on the Library's Homepage. `<abstract encodinganalog="Freier Text">`

The browser's status bar at the bottom shows the JavaScript code: `javascript:function(){return false};`

<unitid> – reference number (F) (0/1)

reference number or other identifier of the described fonds; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note 1: Displayed on the front page of an online finding aid. Additionally the reference number of the fonds is combined with the call number of the particular file in the printer note. E.g.:

```
<archdesc encodinganalog="3.1.4" level="collection" relatedencoding="ISAD(G)v2" type="Bestandsfindbuch">
  <did>
    <unitid encodinganalog="3.1.1">MS-R72</unitid>
    [...]
    <c03 level="file" id=" US-txu-hu_MS-R72_1" encodinganalog="3.1.4">
      <did>
        <unitid type="bestellnummer" encodinganalog="3.1.1">
          1</unitid>
```



Note 2: In the union finding aid of the project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland" the content of <archdesc><did><unitid> is also used in the list of "Ausgewählte Findmittel" resp. as header for the results of an overall search in combination with the content of <titlestmt><titleproper>

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Example see above (p. 22 f., <did>)

<unittitle> – title of the described fonds (0/1)

title or name of the described fonds

Note: Displayed in the navigation tree on the left side of an online finding aid.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Example see above (p. 22 f., <did>)

<unitdate> – date of creation (F) (1/1)

naming the year(s), month(s), or day(s) the described materials have been created; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note: Displayed on the front page of an online finding aid.

@calendar, @era and @normal –

For further information about the use of these attributes see <filedesc><publicationstmt>
<date> (p. 18) and chapter "X. Repeated elements and attributes".

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Note: The attribute ENCODINGANALOG is identically used with all following <unitdate> elements. See chapter "X. Repeated elements and attributes".

Example see above (p. 22 f., <did>)

<abstract> – summary header (F) (0/1)

header for the summary shown on the bottom of the front page of the finding aid

Note: Displayed on the front page of an online finding aid.

@encodinganalog – Kopfzeile (0/1) – "Kopfzeile"

default value; may be changed; not shown in the conversion tool

Example see above (p. 22 f., <did>)

<abstract> – summary (F) (0/1)

summary of the finding aid's content; "(F)" indicates that this entry is shown on the front page of an online finding aid

Note: Displayed on the front page of an online finding aid.

@encodinganalog – Zusammenfassung (0/1) – "Zusammenfassung"

default value; may be changed; not shown in the conversion tool

<lb> – line break (0/*)

single-spaced line break; not shown in the conversion tool; may be repeated

<emph render="bold"> – markup / bold (0/*)

markup; not shown in the conversion tool; may be repeated

<emph render="italic"> – markup / italic (0/*)

markup; not shown in the conversion tool; may be repeated

Example see above (p. 22 f., <did>)

<origination> – origination (I) (0/*)

institution or person responsible for the creation, accumulation, or assembly of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: Displayed in the introduction of an online finding aid. If the attribute LABEL is not used, the header "Origination:" is automatically generated. If the attribute LABEL is used with the element <origination>, the header is automatically customised due to the attribute's value. With label="final" the header "Final Provenance:" is generated, with label="pre" the header is "Former Provenance:", with label="Organisationseinheit" the header is "Unit of Organisation:". If there is no separate <origination> element on the lowest level, the <archdesc><did><origination> is also displayed in the printer note.

@label –

final provenance (I) (0/1) – "final"

specification: immediate source of archival acquisition; "(I)" indicates that this entry is part of the introduction of an online finding aid

former provenance (I) (0/1) – "pre"

specification: previous owner or original creator of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

unit of organisation (I) (0/1) – "Organisationseinheit"

specification: organisational unit of an administrative body as originator of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.1"

analogical encoding according to ISAD(G)v2

Note: The attributes LABEL and ENCODINGANALOG are identically used with all following <origination> elements. See chapter "X. Repeated elements and attributes".

Example see above (p. 22 f., <did>)

<langmaterial> – languages of the described materials (0/1)

statement about the language(s) the described materials are written in

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<language> – language (0/*)

displaying one of the languages the described materials are written in, e.g. "german", "english", "french"

@langcode – language code (0/1)

language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

@scriptcode – script code (0/1)

script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"

Note: The attribute ENCODINGANALOG as well as the element <language> with its attributes LANGCODE and SCRIPTCODE are identically used with all following following <langmaterial> elements. See chapter "X. Repeated elements and attributes".

Example for <langmaterial> and <language> see above (p. 22 f., <did>)

<repository> – repository (I) (0/*)

archival institution or agency providing access to the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid; may be repeated

Note: Displayed with the automatically generated header "Repository:" in the introduction of an online finding aid. If there is no separate <repository> element on the lowest level, the <archdesc><did> <repository> is also displayed in the printer note.

<address> – address (0/1)

mailing address of the repository; mandatory; not shown in the conversion tool

<addressline> – addressline (I) (0/1)

addressline referring to the repository; "(I)" indicates that this entry is part of the introduction of an online finding aid; mandatory

Note: Displayed with the automatically generated header "Repository:" in the introduction of an online finding aid combined with the content of <repository>. If there is no separate <repository> element on the lowest level, the <archdesc><did><repository><address><addressline> is also displayed in the printer note.

Example for <repository>, <address> and <addressline> see above (p. 22 f., <did>)

<physloc> – physical location (I) (0/1)

place where the described materials are stored; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: Displayed with the automatically generated header "Physical Location:" in the introduction of an online finding aid.

@label – place of use (I) (0/1)

place where access to the described materials is granted, that differs from its physical location; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: Displayed with the automatically generated header "Place of Use:" in the introduction of an online finding aid.

Example see above (p. 22 f., <did>)

<materialspec> – material specific details (I) (0/1)

detailed data, that are unique to the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: Displayed with the automatically generated header "Erläuterung des Materials" in the introduction of an online finding aid.

Example see above (p. 22 f., <did>)

<physdesc> – appearance of the material (0/1)

element grouping information about the appearance, condition, and extent of the described materials

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.5"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Note: The attribute ENCODINGANALOG is identically used with all following <physdesc> elements. See chapter "X. Repeated elements and attributes".

Example see above (p. 22 f., <did>)

<physfacet> – condition (0/*)

information about the condition of the described materials; may be repeated

@type –

preservation (0/1) – "condition"

information about the preservation of the described materials; automatically preset value since none other is chosen

damages (0/1) – "damage"

information about possibly existent damages on the described materials

Example see above (p. 22 f., <did>)

<extent> – extent (I) (0/*)

information about the extent of the described materials, specified by using the additional unit of measurement; "(I)" indicates that this entry is part of the introduction of an online finding aid; may be repeated

@unit – unit of measurement (I) (0/1)

archival measurements used to specify the extent of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: Displayed with the automatically generated header "Extent:" in the introduction of an online finding aid. The value of the attribute UNIT is only displayed if there is also content filled in the element <extent>.

Example see above (p. 22 f., <did>)

<genreform> – genre of the fonds (I) (0/*)

information about specific types of archival materials, e.g. collections, or about specific physical characteristics; "(I)" indicates that this entry is part of the introduction of an online finding aid; may be repeated

Note: Displayed with the automatically generated header "Genre of the Fonds:" in the introduction of an online finding aid.

Example see above (p. 22 f., <did>)

Note: The elements <physfacet> including the attribute TYPE, <extent> including the attribute UNIT as well as <genreform> are identically used with all following <physdesc> elements. See chapter "X. Repeated elements and attributes".

<dao> – digital object (F) (0/1)

link to an image shown on the front page of the online finding aid

@xlink:href – filename (1/1)

address or name of the linked image; mandatory

Note: Displayed on the front page of an online finding aid.

@xlink:title – labelling (0/1)

labelling for the link address shown in the online finding aid

Note 1: Displayed as legend for the linked image on the front page of an online finding aid.

Note 2: The attributes XLINK:HREF and XLINK:TITLE are identically used with all following <dao> elements. See chapter "X. Repeated elements and attributes".

Example see above (p. 22 f., <did>)

<note> – general notes (I) (0/1)

general remarks on the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.6.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

@label – header (0/1)

header related to the following paragraph

Note: Displayed as header of the following paragraph in the introduction of an online finding aid. If there is no LABEL attributed used, the header "General Notes" is automatically generated.

<p> – paragraph (1/*)

free text – may be used various times; mandatory; may be repeated

Note: Displayed in the introduction of an online finding aid.

Example for <note><p> see above (p. 22 f., <did>)

<abstract> – further commentary (I) (0/1)

further commentary on the finding aid's content, that is not displayed in any other element; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: Displayed in the introduction of an online finding aid.

@encodinganalog – free text (0/1) – "Freier Text"

default value; may be changed; not shown in the conversion tool

Example see above (p. 22 f., <did>)

<appraisal> – appraisal information (I) (0/1)

information about the process of determining the archival value of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the appraisal information – if there is no specific entry in this element the header "Appraisal Information" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb> – line break (0/*)

single-spaced line break; not shown in the conversion tool; may be repeated

<emph render="bold"> – markup / bold (0/*)

markup; not shown in the conversion tool; may be repeated

<emph render="italic"> – markup / italic (0/*)

markup; not shown in the conversion tool; may be repeated

<abbr> – abbreviation (0/*)

abbreviation shown in the online finding aid; not shown in the conversion tool; may be repeated

@expan – full form (0/1)

full form of an abbreviation; not shown in the conversion tool

<expan> – full form (0/*)

full form shown in the online finding aid; not shown in the conversion tool; may be repeated

@abbr – abbreviation (0/1)

abbreviation of a full form; not shown in the conversion tool

Note: The markup elements <lb> and <emph> including the attribute RENDER with the

alternative values "bold" resp. "italic" as well as the elements <abbr> including the attribute EXPAN and <expan> including the attribute ABBR are – unless stated otherwise – identically used with all following <p> elements. See chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type – listing (0/1) – "marked"

simple listing

@type – enumeration (0/1) – "ordered"

automatically numerated list

@numeration – numeration (0/1) – "arabic"

type of numeration; default value: "arabic" – may be changed

<item> – item (0/*)

list entry; mandatory, if <list> is used; may be repeated

Note 1: Displayed in the introduction of an online finding aid.

Note 2: The attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION as well as the subelement <item> are identically used with all following <list> elements. See chapter "X. Repeated elements and attributes".

Example:

```
[...]
<appraisal encodinganalog="3.3.2">
  <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 MODE Hot Line Bulletins, 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 to 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>
[...]
```

<processinfo> – processing information (I) (0/1)

overall information about preparing the described materials for research use; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.7.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the processing information – if there is no specific entry in this element the header "Processing Information" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<processinfo encodinganalog="3.7.1">
  <head>Processing Information</head>
  <p>These records were organized and catalogued in 1977 by Lydia Lucas.
  </p>
</processinfo>
[...]
```


<custodhist> – custodial history (I) (0/1)

information about the custody and formation of the fonds; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the custodial history – if there is no specific entry in this element the header "Custodial History" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see `<archdesc><appraisal><p>` (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element `<item>` see `<archdesc><appraisal><list>` (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<custodhist encodinganalog="3.2.3">
  <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>
[...]
```

<bioghist> – history of the originator (I) (0/1)

information about the creation and the creator(s) of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the history of the originator – if there is no specific entry in this element the header "History of the Originator" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

<dao> – digital object (0/*)

link to a file, image or digital record; may be repeated

Note: Displayed in the introduction of an online finding aid. The value of the attribute XLINK:TITLE is displayed as a legend beneath the linked image.

@xlink:href and @xlink:title –

Concerning the attributes XLINK:HREF and XLINK:TITLE see <archdesc><did><dao> (p. 32) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<bioghist encodinganalog="3.2.2">
  <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 Minis-
  ters of the Crown Act 1964 to carry primary responsibility for long term
  economic planning.</p>
  <p>Under the Act the posts of Economic Secretary to the Treasury and
  Secretary of State for Industry, Trade and Regional Development were
  abolished.</p>
  <p>George Brown was appointed as First Secretary of State and Secretary
  of State for Economic Development Council (NEDC).</p>
  <p>Composition of DEA: most of Treasury's National Economy Group (exclu-
  ding the short term forecasting team); economic planning staff from the
  National Economic Development Office (NEDO); the regional policy divi-
  sions from the Board of Trade; a team of industrial experts.</p>
  <p>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, particu-
  larly in the fields of industry, the regions, and prices and incomes.
  </p>
</bioghist>
[...]
```

<arrangement> – arrangement (I) (0/1)

information about the principle characteristics of the internal structure, identifying the physical or logical groupings within the hierarchy of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the arrangement – if there is no specific entry in this element the header "Arrangement" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<arrangement encodinganalog="3.3.4">
  <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>
[...]
```

<fileplan> – reference to file plan (I) (0/1)

information about the classification scheme used for arranging and retrieving the described materials by the originator(s); "(I)" indicates that this entry is part of the introduction of an online finding aid

<head> – header (0/1)

header related to the following paragraph concerning the reference to a file plan - if there is no specific entry in this element the header "Reference to File Plan" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see **<archdesc><appraisal><p>** (p. 34) as well as chapter "X. Repeated elements and attributes".

<archref> – online file plan (0/*)

reference to a file plan available online; may be repeated

@xlink:href – filename (1/1)

address or name of the linked online file plan; mandatory

@xlink:title – labelling (0/1)

labelling for the link address shown in the online finding aid

Note: Displayed in the introduction of an online finding aid using the content of the element **<archref>** as well as the value of the attribute **XLINK:TITLE**. The latter serves as a link to the file named in the attribute **XLINK:HREF**.

<dao> – digital object (0/*)

link to a file, image or digital record; may be repeated

Note: Displayed in the introduction of an online finding aid. Only the value of the attribute **XLINK:TITLE** is shown and serves as a link to the file named in the attribute **XLINK:HREF**.

@xlink:href and @xlink:title –

Concerning the attributes **XLINK:HREF** and **XLINK:TITLE** see **<archdesc><did><dao>** (p. 32) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<fileplan>
  <head>File List</head>
  <p>The list below outlines the classification system used for the cen-
  tral files of Vice President Mondale's office. This structure assigned
  alpha-numeric codes to primary subjects and to secondary and tertiary
  subdivisions thereunder.</p>
  <p><emph render="bold">AGRICULTURE (AG)</emph></p>
  <list numeration="arabic" type="ordered">
    <item>Home Economics</item>
    <item>Horticulture</item>
    <item>Marketing</item>
    <item>Price Support</item>
  </list>
  <p><emph render="bold">ARTS (AR)</emph></p>
  <list numeration="arabic" type="ordered">
    <item>Languages</item>
    <item>Museums</item>
    <item>Music</item>
    <item>Painting/Drawing</item>
  </list>
</fileplan>
[...]
```

<accruals> – accruals (I) (0/1)

information about anticipated additions to the described materials, that can indicate quantity and frequency; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the accruals – if there is no specific entry in this element the header "Accruals" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Examples:

```
[...]
<accruals encodinganalog="3.3.3">
  <p>No further materials are expected for this collection.</p>
</accruals>
[...]
```

```
[...]
<accruals encodinganalog="3.3.3">
  <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>
[...]
```

<acqinfo> – acquisition information (I) (0/1)

information about the immediate source of the described materials and the circumstances under which they were received; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the acquisition information – if there is no specific entry in this element the header "Acquisition Information" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Examples:

```
[...]  
<acqinfo encodinganalog="3.2.4">  
  <p>Transfer from National Park Service, 1945. Accession number 45.22.</p>  
</acqinfo>  
[...]
```

```
[...]  
<acqinfo encodinganalog="3.2.4">  
  <p>Source unknown. Originally deposited in University Library, transferred  
  to Department of Palaeography, 24th April 1958.</p>  
</acqinfo>  
[...]
```


<altformavail> – alternative form available (I) (0/1)

reference to alternatively available forms of the described materials, e.g. microfilms or digital reproductions; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the alternative forms available – if there is no specific entry in this element the header "Alternative Form Available" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<altformavail encodinganalog="3.5.2">
  <head>Alternate Form of Material</head>
  <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>
[...]
```

<relatedmaterial> – related material (I) (0/1)

information about other archival materials that are related to the described ones in regards of content or origination, but not included; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the related materials – if there is no specific entry in this element the header "Related Material" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

<archref> – archival reference (0/*)

reference to an online resource of related materials; may be repeated

@xlink:href – filename (1/1)

address or name of the linked file, image or digital record; mandatory

@xlink:title – labelling (0/1)

labelling for the link address shown in the online finding aid

Note: Displayed in the introduction of an online finding aid. Only the value of the attribute XLINK:TITLE is shown and serves as a link to the file named in the attribute XLINK:Href.

<dao> – digital object (0/*)

link to a file, image or digital record; may be repeated

@xlink:href and @xlink:title –

Concerning the attributes XLINK:HREF and XLINK:TITLE see <archdesc><did><dao> (p. 32) as well as chapter "X. Repeated elements and attributes".

Note: Displayed in the introduction of an online finding aid. Only the value of the attribute XLINK:TITLE is shown and serves as a link to the file named in the attribute XLINK:HREF.

Example:

```
[...]
<relatedmaterial encodinganalog="3.5.3">
  <head>Related Correspondence</head>
  <p>Researchers should note that a significant amount of the corres-
  pondence 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. Wiggle-
  thorpe by Miss Forbush are available to researchers at the Mainline
  University Special Collections Library.</p>
  <p>Franklin Wigglethorpe Papers, 1782-1809. MSS 00143.</p>
  <p>An online guide to the Wigglethorpe Papers is available.</p>
</relatedmaterial>
[...]
```

<separatedmaterial> – separated material (I) (0/1)

information about materials that are associated by provenance to the described ones, but have been physically separated or removed; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the separated materials – if here is no specific entry in this element the header "Separated Material" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<separatedmaterial encodinganalog="3.5.3.">
  <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>
  <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>
[...]
```

<prefercite> – preferred citation (I) (0/1)

information about how the described materials should be identified in published credits; "(I)" indicates that this entry is part of the introduction of an online finding aid

<head> – header (0/1)

header related to the following paragraph concerning the preferred citation – if there is no specific entry in this element the header "Preferred Citation" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<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>
[...]
```

<otherfindaid> – other finding aids (I) (0/1)

reference to other finding aids or guides to the described materials, e.g. card files, inventories, or lists created by the originator; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.5"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the other finding aids – if there is no specific entry in this element the header "Other Finding Aids" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

<bibref> – online publication (0/*)

reference to another online finding aid or an online publication including its URL; may be repeated

@xlink:href – filename (1/1)

address or name of the online publication; mandatory

@xlink:title – labelling (0/1)

labelling for the link address shown in the online finding aid

Note: Displayed in the introduction of an online finding aid. If there is no value in the attribute XLINK:TITLE, the content of the element <bibref> is shown. But if the attribute XLINK:TITLE is used, its value is displayed instead of the content of the element <bibref> and serves as a link to the file named in the attribute XLINK:HREF.

Example:

```
[...]
<otherfindaid encodinganalog="3.4.5">
  <p>The Society has published an expanded guide to this collection: Guide
  to the Records of the American Crystal Sugar Company. Compiled by David
  Carmichael; assisted by Lydia A. Lucas and Marion E. Matters. St. Paul.
  Division of Archives and Manuscripts. Minnesota Historical Society.
  1985.</p>
</otherfindaid>
[...]
```

<accessrestrict> – conditions governing access (I) (0/1)

information about the conditions that affect the availability of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the conditions governing access – if there is no specific entry in this element the header "Conditions Governing Access" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Examples:

```
[...]
<accessrestrict encodinganalog="3.4.1">
  <p>There are no access restrictions on this collection.</p>
</accessrestrict>
[...]
```

```
[...]
<accessrestrict encodinganalog="3.4.1">
  <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>
[...]
```


<userrestrict> – conditions governing use (I) (0/1)

information about limitations, regulations, or special procedures that affect the use of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph concerning the conditions governing use – if there is no specific entry in this element the header "Conditions Governing Use" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<userrestrict encodinganalog="3.4.2">
  <p>Until 2015 permission to photocopy some materials from this collec-
  tion has been limited at the request of the donor. Please ask repository
  staff for details if you are interested in obtaining photocopies from
  Series 1: Correspondence.</p>
</userrestrict>
[...]
```

<scopecontent> – content summary (I) (0/*)

short abstract summarising the topical coverage of the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid; not shown in the conversion tool

@encodinganalog – content (1/1) – "content"

default value; may be changed; not shown in the conversion tool

Note: The element <scopecontent> with the attribute @encodinganalog="content" is part of the EAD target profile, but is not shown in the conversion tool and therefore cannot be edited in this context. The use of this element mainly serves the compatibility with other EAD profiles.

<head> – header (0/1)

header related to the following paragraph summarising the content of the described materials; if there is no specific entry in this element the header "Content Characterisation" will be used in the online finding aid; not shown in the conversion tool

<p> – paragraph (0/*)

free text – may be used various times; not shown in the conversion tool

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expn abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated; not shown in the conversion tool

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

<dao> – digital object (0/*)

link to a file, image or digital record; not shown in the conversion tool

@xlink:href and @xlink:title –

Concerning the attributes xlink:href and xlink:title see <archdesc><did><dao> (p. 32) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<scopecontent encodinganalog="Inhalt">
  <head>Scope and Content Note</head>
  <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 Cornell, Johns Hopkins,
and the University of Pittsburgh and reflects his interest in work arbi-
tration, trade unions, and the economics of public health. Among corres-
pondents are many noted economists, including Moses Abramovitz, Martin
Shubik, and Martin Bronfenbrenner. While many of the letters are perso-
nal in nature, others contain considerable information about Perlman's
work, particularly in the years around the publication of his works
Judges in Industry: A Study of Labor Arbitration in Australia (1954) and
Spatial, Regional, and Population Economics: Essays in Honor of Edgar M.
Hoover (1972). Additional correspondence relates to the publication of
the Journal of Economic Literature.</p>
</scopecontent>
[...]
```

<bibliography> – bibliography (I) (0/*)

citations to books, articles, web sites, or other forms of information that are based on, about, or of special value when using the described materials; "(I)" indicates that this entry is part of the introduction of an online finding aid; may be repeated

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<head> – header (0/1)

header for an alternative bibliography; if there is no specific entry in this element the header "Bibliography" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – alternative bibliography (0/*)

free text; may be repeated

Note: Displayed in the introduction of an online finding aid.

<bibref> – bibliographic reference (0/*)

bibliographic information about a single publication

@xlink:href – URL (0/1)

link to online publications

Note: Displayed in the introduction of an online finding aid – either separately, if only the attribute XLINK:HREF is used, or in brackets behind the information referring to a printed publication, that is described using the elements <name>, <title>, <imprint><publisher> and <imprint><date>.

<name> – author (0/*)

first and surname(s) of the author(s) or editor(s)

Note: Displayed in the introduction of an online finding aid.

<title> – title (0/*)

title of the publication

Note: Displayed in the introduction of an online finding aid, separated with ": " from the content of the element <name>.

<imprint> – edition (0/*)

serial number of the edition cited

<publisher> – publisher (0/*)

name of the publishing company

Note: Displayed in the introduction of an online finding aid, separated with ", " from the content of the element <title>.

<geogname> – place of publication (0/*)

place of publication

<date> – year of publication (0/*)

year in which the cited work was published

Note: Displayed in the introduction of an online finding aid, if there is content provided in the element <imprint>. Separated with ", " from the content of the element <publisher> and completed with ".".

Examples:

```
[...]
<bibliography encodinganalog="3.5.4">
  <head>Publications</head>
  <p>Affiches americaines. San Domingo: Imprimerie royale du Cap, 1782.
  Nos. 30, 35.</p>
  <p>Arduin, Charles Nichpolas Celigny. Essais sur l'histoire d'Haiti.
  Port-au-Prince, 1865.</p>
  <p>Bastien, Remy. Anthologie du folklore haitien, Proverbes. Mexico,
  1946. pp. 83-91.</p>
  <p>Bellegarde, Dantes. Dessaline a parle. Port-au-Prince, 1948. Chap.
  IV: pp. 47-54.</p>
</bibliography>
[...]
```

```
[...]
<bibliography encodinganalog="3.5.4">
  <head>Bibliography</head>
  <p>Sources consulted by John Kobler.</p>
  <p><emph render="bold">Monographs</emph></p>
  <bibref>
    <title>Affiches americaines</title>
    <imprint>
      <publisher>Imprimerie royale du Cap</publisher>
      <geogname>San Domingo</geogname>
      <date>1782</date>
    </imprint>
  </bibref>
  <bibref>
    <name>Arduin, Charles Nicholas Celigny</name>
    <title>Essais sur l'histoire d'Haiti</title>
    <imprint>
      <geogname>Port-au-Prince</geogname>
      <date>1865</date>
    </imprint>
  </bibref>
  <bibref>
    <name>Bastien, Remy</name>
    <title>Anthologie du folklore haitien</title>
    <imprint>
      <geogname>Mexico</geogname>
      <date>1946</date>
    </imprint>
  </bibref>
  <bibref>
    <name>Bellegarde, Dantes</name>
    <title>Dessalines a parle</title>
    <imprint>
      <geogname>Port-au-Prince</geogname>
      <date>1948</date>
    </imprint>
  </bibref>
</bibliography>
[...]
```

<scopecontent> – alternative introduction (I) (0/*)

information that should be used alternatively to the specific data in the individual elements above; "(I)" indicates that this entry is part of the introduction of an online finding aid

Note: It is recommendable to either use <scopecontent encodinganalog="introduction"> or single elements such as <appraisal>, <processinfo>, <custodhist> etc., that are automatically combined for the introduction in an online finding aid. If both ways are implemented, the content of the element <scopecontent encodinganalog="introduction"> will always be displayed first in the online finding aid's introduction.

@encodinganalog – introduction (1/1) – "introduction"
default value; may be changed; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph for an alternative introduction – if there is no specific entry in this element the header "Introduction" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the introduction of an online finding aid.

<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" "> and <expan abbr=" "> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

<dao> – digital object (0/*)

link to a file, image or digital record

@xlink:href and @xlink:title –

Concerning the attributes xlink:href and xlink:title see <archdesc><did><dao> (p. 32) as well as chapter "X. Repeated elements and attributes".

Note: Displayed in the introduction of an online finding aid. The value of the attribute xlink:title is shown as a legend beneath the linked image.

Fig. 5 to 7:
Subelements of <archdesc> in the introduction of an online finding aid

The screenshot displays a web-based finding aid interface. At the top left is the logo for 'Das Bundesarchiv'. The main content area is titled 'Tom Stoppard Introduction'. A navigation menu on the left shows a tree structure with 'Tom Stoppard' expanded to 'Introduction'. The main text area contains several sections, each with an XML tag label in a blue box pointing to the corresponding text:

- Administrative History** (<bioghist><head>): This section describes the creation of the Department of Economic Affairs in 1964, the roles of Economic Secretary and Secretary of State for Economic Development, and the composition of the Department of Economic Affairs (DEA).
- Scope and Content Note** (<scopecontent encodinganalog="Inhalt"><head>): This section provides details about the papers of Mark Perlmán, including dates (1952-1994), types of documents (correspondence, subject files), and key figures like Moses Abramovitz and Martin Shubik.
- Custodial History** (<custodhist><head>): This section details the maintenance of the George Franklin Papers from 1972 until their transfer to Special Collections and Archives at UC Irvine in 1988.
- Processing Information** (<processinfo><head>): This section states that the records were organized and catalogued in 1977 by Lydia Lucas.
- Appraisal Information** (<appraisal><head>): This section describes the appraisal of the Mid-Ocean Dynamics Experiment (MODE) records in 1980 and 1982, including the reduction of materials and the inclusion of POLYMODE project materials.

At the bottom left of the page, there is a small code snippet: `javascript:function(){return false};`

Das Bundesarchiv

Tom Stoppard
Introduction

Search Index Structure Home Holdings Guide

Tom Stoppard
Introduction
Richard Egan manuscript maps

Arrangement of the Collection `<arrangement><head>`
 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. `<arrangement><p>`

Material Specific Details
 Universal transverse Mercator projection

File List `<fileplan><head>`
 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.

`<fileplan><p>` **AGRICULTURE (AG)**
 1. Home Economics `<fileplan><list><item>`
 2. Horticulture
 3. Marketing
 4. Price Support

ARTS (AR)
 1. Languages
 2. Museums
 3. Music
 4. Painting/Drawing


Accruals `automatically generated header`
 Noncurrent additions to this Record Group are transferred from the Development Department annually at the end of the fiscal year in June. `<accruals><p>`

Acquisition Information `automatically generated header`
 Source unknown. Originally deposited in University Library, transferred to Department of Palaeography, 24th April 1958. `<acqinfo><p>`

Separated Material `automatically generated header`
`<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 [...] 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.

`<relatedmaterial><p>` **Related Correspondence** `<relatedmaterial><head>`
 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.
 Franklin Wigglethorpe Papers, 1782-1809. MSS 00143.
 An online guide to the Wigglethorpe Papers is available.

javascript:function(){return false};



Das
Bundesarchiv

Tom Stoppard
Introduction

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- ☐ Tom Stoppard
- ☐ Introduction
- ☑ Richard Egan manuscript maps

Publications <bibliography><head>

Affiches americaines. San Domingo: Imprimerie royale du Cap, 1782. Nos. 30, 35. <bibliography><p>

Ardouin, Charles Nicholas Celigny. Essais sur l'histoire d'Haiti. Port-au-Prince, 1865. <bibliography><p>

Bastien, Remy. Anthologie du folklore haitien, Proverbes. Mexico, 1946. pp. 83-91. <bibliography><p>

Bellegarde, Dantes. Dessaline a parle. Port-au-Prince, 1948. Chap. IV: pp. 47-54. <bibliography><p>

Bibliography <bibliography><head>

Sources consulted by John Kobler. <bibliography><p>

Monographs

Affiches americaines. <bibliography><bibref><title>

Ardouin, Charles Nicholas Celigny: Essais sur l'histoire d'Haiti. <bibliography><bibref><name> and <title>

Bastien, Remy: Anthologie du folklore haitien. <bibliography><p>

Bellegarde, Dantes: Dessalines a parle. <bibliography><p>

Other Finding Aids automatically generated header

The Society has published an expanded guide to this collection: Guide to the Records of the American Crystal Sugar Company. Compiled by David Carmichael; assisted by Lydia A. Lucas and Marion E. Matters. St. Paul. Division of Archives and Manuscripts. Minnesota Historical Society. 1985. <otherfindaid><p>

Conditions Governing Use automatically generated header

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. <userrestrict><p>

Conditions Governing Access automatically generated header

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. <accessrestrict><p>

Preferred Citation <prefercite><head>

[Identification of item], Arequipa Sanatorium Records, BANC MSS 92/894c, The Bancroft Library, University of California, Berkeley. <prefercite><p>

Alternate Form of Material <altformavail><head>

This collection has been microfilmed and is available on three reels MF1993-034:1 to MF1993-034:3. <altformavail><p>

Researchers interested in purchasing microfilm copies should contact the repository. <altformavail><p>

Final Provenance: Egan, Richard, 1842-1923

[followed by the subelements of <archdesc><did>, see fig. 4, p. 26]

javascript:function(){return false};

<scopecontent> – preface (0/1)

preface to the online finding aid

@encodinganalog – preface (1/1) – "preface"
default value; not shown in the conversion tool

<head> – header (0/1)

header related to the preface – if there is no specific entry in this element the header "Preface" will be used in the online finding aid

Note: Displayed in the introduction of an online finding aid.

<p> – paragraph (0/*)

free text – may be used various times

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

<list> – list (0/*)

composing a list; may be repeated

@type, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 35) as well as chapter "X. Repeated elements and attributes".

VI. Third hierarchical level – Detailed descriptions

<dsc> – detailed descriptions (0/1)

information about the single hierarchical groupings within the described materials, including a detailed description of the fonds, classes and files

@type – type of the finding aid (0/1) – "othertype"
default value; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph

Note: Displayed in the main frame of the online finding aid, when clicking on the title of the fonds in the navigation tree on the left.

<p> – general comment (0/*)

general comment on the detailed descriptions; may be repeated

<lb>, <emph render="bold"> and <emph render="italic"> –

Concerning the named elements and attributes see <archdesc><appraisal><p> (p. 34) as well as chapter "X. Repeated elements and attributes".

Note: Displayed in the main frame of the online finding aid, when clicking on the title of the fonds in the navigation tree on the left.

VII. Fourth hierarchical level – Detailed description of one archival fonds

<c> – fonds (1/*)

detailed description of one archival fonds; mandatory; not shown in the conversion tool

@level – description level (1/1) – "collection"

identifying the hierarchical level of description (here collection or fonds); mandatory; not shown in the conversion tool

@id – ID (0/1)

identifies the described fonds for external access; not shown in the conversion tool

Note: When using MIDEEX, the editing and conversion tool developed by the Federal Archives of Germany within the framework of the project "Ausbau des 'Netzwerks SED-/ FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland", funded by the Deutsche Forschungsgemeinschaft (DFG), it is possible to add global identifiers for the finding aid itself and its hierarchical levels automatically. These identifiers conduce to the linking of different document types within the project's union finding aid and to the direct access from other web presentations. The ID of one fonds generated as value of the attribute ID combines the ID of the maintenance agency, the name of the EAD document and, by the time being, an automatically generated alpha-numeric ID for the fonds itself.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<did> – identification of the fonds (1/1)

overall information to identify the described fonds; mandatory; not shown in the conversion tool

<unitid> – reference number (0/1)

reference number or otherwise uniquely identifying number of the described fonds

Note: Displayed – if used – instead of <archdesc><did><unitid> (see p. 26).

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<unittitle> – title (0/1)

title or name of the fonds; not shown in the conversion tool

Note: Displayed – if used – instead of <archdesc><did><unittitle> (see p. 27).

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

VIII.Fifth and following hierarchical levels – Detailed description of one classification group

Note: The EAD target profile used enumerated <c> elements to represent the classification of a finding aid. <c01> is always used for the highest hierarchical level of the fonds. <c02> can either be used to first describe a classification group, that combines the descriptions of different files, or to directly describe the files combined within the fonds. The latter implementation can e.g. be found with relatively small fonds, where no classification is needed to structure the materials.

The <c> elements can be arbitrarily nested within each other until level <c12>. The lowest level always represents a single descriptive unit, i.e. a file, an image, a map, a charter etc.

<c> – classification group (0/*)

detailed description of one classification group

@level – description level (0/1) – "class"

identifying the hierarchical level of description (here classification group); not shown in the conversion tool

@id – ID (0/1)

identifies the described classification group for external access; not shown in the conversion tool

Note: When using MIDEEX, the editing and conversion tool developed by the Federal Archives of Germany within the framework of the project "Ausbau des 'Netzwerks SED-/ FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland", funded by the Deutsche Forschungsgemeinschaft (DFG), it is possible to add global identifiers for the finding aid itself and its hierarchical levels automatically. These identifiers conduce to the linking of different document types within the project's union finding aid and to the direct access from other web presentations. The ID of one classification group generated as value of the attribute ID combines the ID of the maintenance agency, the name of the EAD document and, by the time being, an automatically generated alpha-numeric ID for the classification group itself.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Example:

```
[...]
<c02 level="class id="US-txu-hu_MS-R72_d6e0e299-e655-5e8d-91g0-
g9069919g7b2" encodinganalog="3.1.4">
  [...]
```

Note: Due to the fact that <c level="class"> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point. The contents used in the subelements of <c level="class"> are explained below.

<did> – content of the described classification group (0/1)

overall information about the content of the described classification group; mandatory; not shown in the conversion tool

Example:

```
[...]  
<did>  
  <unittitle>Record of Prosecutions</unittitle>  
</did>  
[...]
```

<unittitle> – title (0/1)

title or name of the classification group

Note: Displayed in the navigation tree on the left side of an online finding aid, indented beneath the contents of <archdesc><did><unittitle>.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<abbr> – abbreviation (0/*)

abbreviation shown in the online finding aid; not shown in the conversion tool

@expan – full form (0/1)

full form of an abbreviation; not shown in the conversion tool

<expan> – full form (0/*)

full form shown in the online finding aid; not shown in the conversion tool

@abbr – abbreviation (0/1)

abbreviation of a full form; not shown in the conversion tool

Example see above (<did>)

<unitid> – Nummer (0/1)

may be generated automatically when creating an online publication of the finding aid; not shown in the conversion tool

Note: When automatically enumerating the classification groups the format "1.", "1.1", "1.2", "2.", "2.1", "2.2" etc. is used.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<scopecontent> – content summary (0/1)

short abstract summarising the topical coverage of the described classification group; will be displayed in the main frame of the online finding aid

@encodinganalog – content (0/1) – "Zusammenfassung"

default value; may be changed; not shown in the conversion tool

<head> – header (0/1)

header related to the following paragraph summarising the content of the described classification group; will be displayed in the main frame of the online finding aid

<p> – paragraph (0/*)

free text – may be used various times

<lb>, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">** and **<expan abbr=" ">** –

Concerning the named elements and attributes see **<archdesc><appraisal><p>** (p. 34) as well as chapter "X. Repeated elements and attributes".

Example:

```
[...]
<scopecontent encodinganalog="Zusammenfassung">
  <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
  nightlighting, killing non-game birds, fishing or hunting without a li-
  cense, and hunting-related offenses against persons such as fraud and
  assault.</p>
</scopecontent>
[...]
```

<appraisal>, <processinfo>, <custodhist> and <bioghist> –

Note 1: Concerning the named elements see the detailed description of the identical subelements of **<archdesc>** (p. 34 – 54). The repeated use of these elements on the hierarchical level of a classification group provides the opportunity for adding divergent information at this place.

Note 2: If one of the named elements is used, a blue "i"-icon is generated and serves as a link to an additional browser window.

<dao> – digital object (0/*)

link to a file, image or digital record

@xlink:href and @xlink:title –

Concerning the attributes XLINK:HREF and XLINK:TITLE see <archdesc><did><dao> (p. 32) as well as chapter "X. Repeated elements and attributes".

Note: Displayed in the main frame of an online finding aid, when clicking on the title of the classification group in the navigation tree on the left. Only the value of the attribute XLINK:TITLE is shown and serves as a link to the file named in the attribute XLINK:HREF.

Fig. 8: Subelements of <c level="class"> in an online finding aid

Das Bundesarchiv

Tom Stoppard
Richard Egan manuscript maps of Orange County
Record of Prosecutions [<unittitle>](#)

Search Index Structure Home Holdings Guide

3 title

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 nightlighting, killing non-game birds, fishing or hunting without a license, and hunting-related offenses against persons such as fraud and assault. [<scopecontent encodinganalog="Zusammenfassung"><p>](#)

beginning of the detailed description referring to the files and series combined in the classification group

Outgoing Correspondence

1

Abbingen-Aldrich

Papers of the Lewis family, 19th-20th cent., mainly letters to: Elizabeth, Lady Lewis (1844-1931), with a few to her husband Sir George Lewis, 1st Bart. (1833-1911); to one of their daughters, Katherine Elizabeth Lewis (d. 1961), with a few to their son Sir George Lewis, 2nd Bart. (1868-1927); and to their grand-daughter Elizabeth Lewis, later Wansbrough (d. 1995). Many of the letters are undated; some can be dated from the postmark on the envelope, but several letters were kept in the wrong envelopes; most of Paderewski's and Whistler's letters had become separated from their envelopes.

19th-20th century

Fertig

IX. Fifth and following hierarchical levels – Detailed description of one file or series

Note 1: The EAD target profile used enumerated <c> elements to represent the classification of a finding aid. <c01> is always used for the highest hierarchical level of the fonds. <c02> can either be used to first describe a classification group, that combines the descriptions of different files, or to directly describe the files combined within the fonds. The latter implementation can e.g. be found with relatively small fonds, where no classification is needed to structure the materials.

The <c> elements can be arbitrarily nested within each other until level <c12>. The lowest level always represents a single descriptive unit, i.e. a file, an image, a map, a charter etc.

In the online finding aid the description of files combined in a series are displayed indented. If the title of the series and the titles of the files combined are identical, the latter are not shown in the online finding aid.

Note 2: The subelements of <c03 level="file" resp. "series"> are mainly the same. Therefore these two levels are presented in one chapter.

<c> – file / series (0/*)

detailed description of one single file or series

@level – Kennzeichnung der Erschließungsebene (1/1) – "file" / "series"

identifying the hierarchical level of description (here file or series); not shown in the conversion tool

@id – ID (0/1)

identifies the described classification group for external access; not shown in the conversion tool

Note: When using MIDEEX, the editing and conversion tool developed by the Federal Archives of Germany within the framework of the project "Ausbau des 'Netzwerks SED-/ FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland", funded by the Deutsche Forschungsgemeinschaft (DFG), it is possible to add global identifiers for the finding aid itself and its hierarchical levels automatically. These identifiers conduce to the linking of different document types within the project's union finding aid and to the direct access from other web presentations. The ID of one file or series generated as value of the attribute ID combines the ID of the maintenance agency, the name of the EAD document and, if used, the call number of the file or series itself. Otherwise an alpha-numeric ID is automatically generated.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Example:

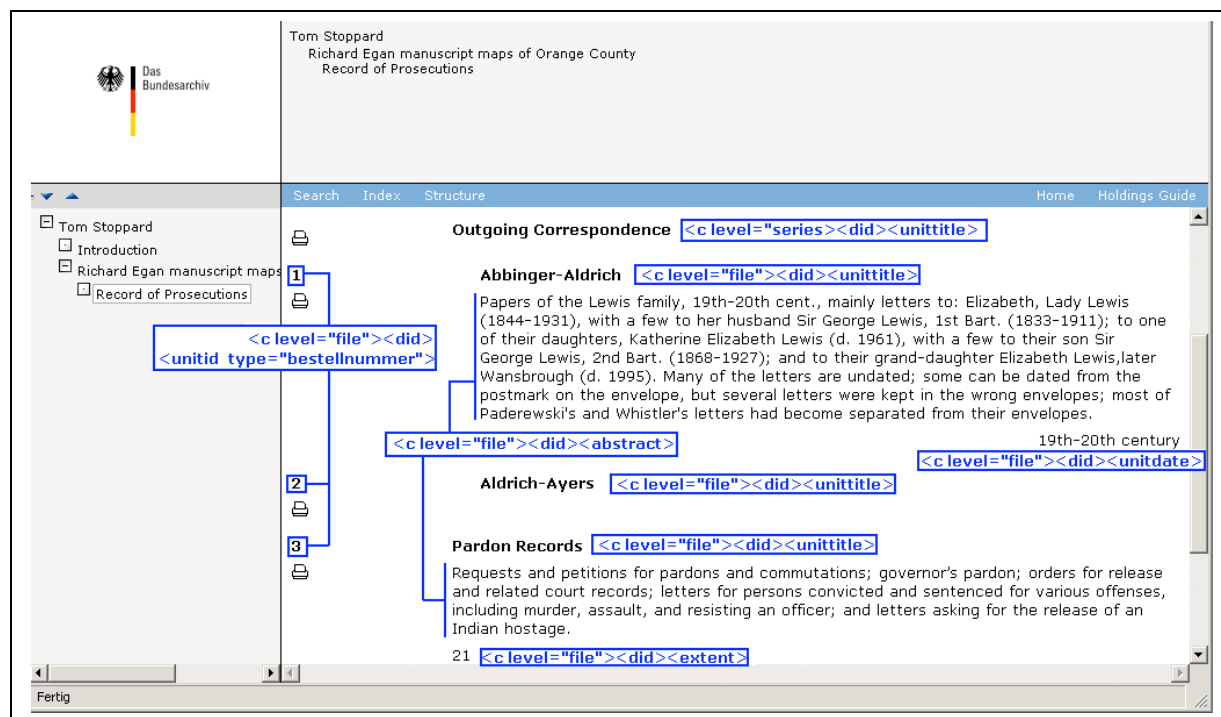
```
[...]
<c03 level="series" id="US-txu-hu_MS-R72_6285a583-f307-470e-8279-
32fc7b984783" encodinganalog="3.1.4">
  <did>
    <unittitle encodinganalog="3.1.2">Outgoing Correspondence
    </unittitle>
  </did>
  <c04 level="file" id="US-txu-hu_MS-R72_1" encodinganalog="3.1.4">
    <did>
      <unitid type="bestellnummer" encodinganalog="3.1.1">1</unitid>
```

```

<unittitle>Abbinger-Aldrich</unittitle>
<abstract>Papers of the Lewis family, 19th-20th cent.,
mainly letters to: Elizabeth, Lady Lewis (1844-1931),
with a few to her husband Sir George Lewis, 1st Bart.
(1833-1911); to one of their daughters, Katherine Eli-
zabeth Lewis (d. 1961), with a few to their son Sir
George Lewis, 2nd Bart. (1868-1927); and to their
grand-daughter Elizabeth Lewis, later Wansbrough (d.
1995). Many of the letters are undated; some can be
dated from the postmark on the envelope, but several
letters were kept in the wrong envelopes; most of Pade-
rewski's and Whistler's letters had become separated
from their envelopes.</abstract>
<unitdate calendar="gregorian" era="ce" normal="1833/1995"
encodinganalog="3.1.3">19th-20th century</unitdate>
</did>
</c04>
<c04 level="file" id="US-txu-hu_MS-R72_2" encodinganalog="3.1.4">
<did>
<unitid type="bestellnummer" encodinganalog="3.1.1">2</unitid>
<unittitle>Aldrich-Ayers</unittitle>
</did>
</c04>
<c04>[...]</c04>
</c03>
[...]
```

Note: Bold printed contents are shown in HTML (see following fig. 9).

Fig. 9: Subelements of <c level="series"> and <c level="file"> in an online finding aid



<did> – content of the described file or series (1/1)

overall information about the content of the described file; mandatory; not shown in the conversion tool

Example:

```
[...]
<c03 level="file" id="US-txu-hu_MS-R72_3" encodinganalog="3.1.4">
  <did>
    <unitid type="bestellnummer" encodinganalog="3.1.1">3</unitid>
    <unittitle encodinganalog="3.1.2">Pardon Records</unittitle>
    <abstract type="Contains" encodinganalog="3.3.1">
Requests and petitions for pardons and commutations;
governor's pardon; orders for release and related court
records; letters for persons convicted and sentenced for
various offenses, including murder, assault, and resis-
ting an officer; and letters asking for the release of an
Indian hostage.</abstract>
    <unitdate calendar="gregorian" era="ce" normal="1852/1857"
encodinganalog="3.1.3.">1852-1857</unitdate>
    <dao xlink:href="MS-R72_mets_3.xml" xlink:title="Akte einse-
hen"/>
    <unitid type="altsignatur">9B<title>former reference number
</title></unitid>
    <unitid type="Aktenzeichen">Pardons 9B</unitid>
    <langmaterial encodinganalog="3.4.3">
      <language langcode="eng" scriptcode="Latn">English</language>
    </langmaterial>
  </did>
</c03>
```

```

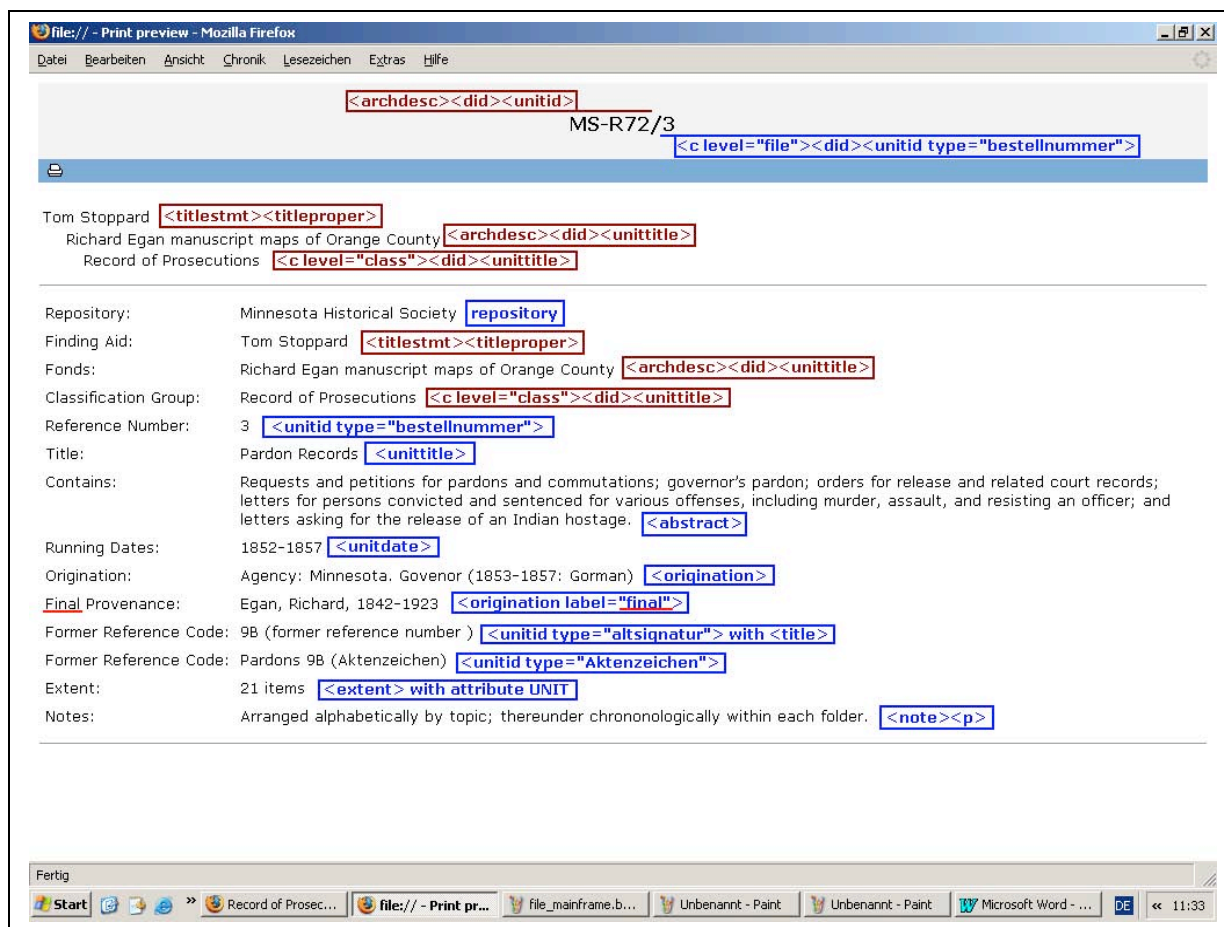
<repository>Minnesota Historical Society
  <address>
    <addressline/>
  </address>
</repository>
<physloc>115.I.19.9B</physloc>
<origination>Agency: Minnesota. Govenor (1853-1857: Gorman)
</origination>
<physdesc encodinganalog="3.1.5">
  <extent unit="items">21</extent>
</physdesc>
<note label="Bemerkung" encodinganalog="3.6.1">
  <p>Arranged alphabetically by topic; thereunder chronologically within each folder.</p>
</note>
</did>
[...]
```

Note: Bold printed contents are shown in HTML (see following fig. 10 and 11).

Fig. 10: Subelements of <c level="file"> in an online finding aid

The screenshot shows a web-based finding aid interface. At the top left is the logo for 'Das Bundesarchiv'. The main header area displays 'Tom Stoppard' and 'Richard Egan manuscript maps of Orange County Record of Prosecutions'. Below this is a navigation menu with 'Search', 'Index', and 'Structure'. The main content area shows a list of records. The first record is 'Pardon Records' with a count of 3 and a description: 'Requests and petitions for pardons and commutations; governor's pardon; orders for release and related court records; letters for persons convicted and sentenced for various offenses, including murder, assault, and resisting an officer; and letters asking for the release of an Indian hostage.' Below the description is the number '21' and a date range '1852-1857'. A button labeled 'Akte einsehen' is visible, with a red box around it and the text 'button that serves as a link to the printer note with more detailed information'.

Fig. 11: Subelements of <c level="file"> in the printer note

**<unitid> – call number (0/1)**

call or reference number of the described file or series

Note: Displayed in the main frame of the online finding aid, when clicking on the title of the corresponding classification group in the navigation tree on the left. Additionally shown in the printer note with the automatically generated header "Reference Number:".

@type – call number (0/1) – "bestellnummer"

default value; not shown in the conversion tool

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3 .1.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Example see above (p. 72 f., <did>)

<unittitle> – title (0/1)

title or name of the file or series

Note: Displayed in the main frame of the online finding aid, when clicking on the title of the corresponding classification group in the navigation tree on the left. Additionally shown in the printer note with the automatically generated header "Title:".

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<abbr> – abbreviation (0/*)

abbreviation shown in the online finding aid; not shown in the conversion tool

@expan – full form (0/1)

full form of an abbreviation; not shown in the conversion tool

<expan> – full form (0/*)

full form shown in the online finding aid; not shown in the conversion tool

@abbr – abbreviation (0/1)

abbreviation of a full form; not shown in the conversion tool

Example see above (p. 72 f., <did>)

<abstract> – contains / includes (0/*)

short abstract summarising the content of the described file or series and / or giving information about its arrangement or other descriptive details; may be used various times – repeated paragraphs will be displayed with more vertical spacing in the online finding aid

Note: Displayed in the main frame of the online finding aid, when clicking on the title of the corresponding classification group in the navigation tree on the left. Additionally shown in the printer note.

@type – specification (0/1)

specification of the type of the "contains / includes" statement; will be displayed in the printer note of the online finding aid

Note: Displayed as header to <abstract> in the printer note, completed by an automatically generated colon. If the attribute TYPE is not filled or used, the header "Contains / Includes:" is automatically generated.

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<lb> – line break (0/*)

single-spaced line break; not shown in the conversion tool; may be repeated

<emph render="bold"> – markup / bold (0/*)

markup; not shown in the conversion tool; may be repeated

<emph render="italic"> – markup / italic (0/*)

markup; not shown in the conversion tool; may be repeated

<abbr> – abbreviation (0/*)

abbreviation shown in the online finding aid; not shown in the conversion tool

@expan – full form (0/1)

full form of an abbreviation; not shown in the conversion tool

<expan> – full form (0/*)

full form shown in the online finding aid; not shown in the conversion tool

@abbr – abbreviation (0/1)

abbreviation of a full form; not shown in the conversion tool

Example see above (p. 72 f., <did>)

<unitdate> – date of creation (0/1)

naming the year(s), month(s), or day(s) the described file or series has been created

@calendar, @era, @normal and @encodinganalog –

Concerning the attributes CALENDAR, ERA and NORMAL see <filedesc><publication-stmt><date> (p. 18), concerning the attribute ENCODINGANALOG see <archdesc><did><unitdate> (p. 27) as well as chapter "X. Repeated elements and attributes".

Note: Displayed in the main frame of the online finding aid, when clicking on the title of the corresponding classification group in the navigation tree on the left. Additionally shown in the printer note with the automatically generated header "Running Dates:".

Example see above (p. 72 f., <did>)

<dao> – digital object (0/*)

link to a file, image or digital record

@xlink:href and @xlink:title –

Concerning the attributes XLINK:HREF and XLINK:TITLE see <archdesc><did><dao> (p. 32) as well as chapter "X. Repeated elements and attributes".

Note 1: With the element <c level="file"> the attribute XLINK:TITLE is used with the default value "Akte einsehen" and can serve as a link to an embedded METS document presenting a digitised file.

Note 2: Displayed in the main frame of the online finding aid, when clicking on the title of the corresponding classification group in the navigation tree on the left. Only the value of the attribute XLINK:TITLE is shown and serves as a link to the file named in the attribute XLINK:HREF.

Example see above (p. 72 f., <did>)

<unitid> – former reference number (0/*)

former reference number

@type – former reference number (1/1) – "altsignatur"
default value; mandatory; not shown in the conversion tool

Note: Displayed in the printer note.

<title> – annotation (0/1)

detailed information about the origin of the former reference number

Note: Displayed in the printer note, in brackets after the content of <unitid type="altsignatur">.

Example see above (p. 72 f., <did>)

<unitid> – file reference (0/*)

former file reference used by the originator

@type – file reference (0/1) – "file reference"
default value; not shown in the conversion tool

Note: Displayed in the printer note.

<title> – annotation (0/1)

detailed information about the origin of the former file reference

Note: Displayed in the printer note, separated by ", " from the content of <unitid type="file reference">.

Example see above (p. 72 f., <did>)

<langmaterial> – language(s) of the described materials (0/1)

statement about the language(s) the described file or series is written in

@encodinganalog as well as <language> with @langcode and @scriptcode –
Concerning the attribute ENCODINGANALOG and the element <language> including the attributes LANGCODE and SCRIPTCODE see <archdesc><did><langmaterial> (p. 29) as well as chapter "X. Repeated elements and attributes".

Example see above (p. 72 f., <did>)

<repository> – repository (0/*)

archival institution or agency providing access to the described file or series

Note: Displayed in the printer note with the automatically generated header "Repository:"

<address> – address (0/1)

mailing address of the repository; mandatory; not shown in the conversion tool

<addressline> – addressline (0/1)

addressline referring to the repository; mandatory

Note: Displayed in the printer note following the content of <repository>.

Example see above (p. 72 f., <did>)

<physloc> – physical location (0/1)

place where the described file or series is stored

@label – place of use (0/1)

place where access to the described file is granted, that differs from its physical location

Example see above (p. 72 f., <did>)

<materialspec> – material specific details (0/1)

detailed data, that are unique to the described file or series; not shown in the conversion tool

Example see above (p. 72 f., <did>)

<origination> – origination (0/*)

institution or person responsible for the creation, accumulation, or assembly of the described file or series

@label and @encodinganalog –

Concerning the attributes LABEL and ENCODINGANALOG see <archdesc><did>
<origination> (p. 29) as well as chapter "X. Repeated elements and attributes".

Note: Displayed in the printer note. Due to the use and value of the attribute LABEL there are different headers automatically generated: "Origination:", if the element is used without the attribute, "Final

Provenance:" with label="final", "Former Provenance:" with label="pre" and "Unit of Organisation:" with label="Organisationseinheit".

Example see above (p. 72 f., <did>)

<physdesc> – appearance of the material (0/1)

element grouping information about the appearance, condition, and extent of the described file or series; not shown in the conversion tool

@encodinganalog as well as <physfacet> with @type, <extent> with @unit and <genreform> –

Concerning the attribute ENCODINGANALOG as well as the elements <physfacet> including the attribute TYPE, <extent> including the attribute UNIT and <genreform> see <archdesc><did><physdesc> (p. 30 f.) as well as chapter "X. Repeated elements and attributes".

Note 1: The element <physfacet> can internally be used to build up a priority list for restoration.

Note 2: The element <extent> is displayed in the main frame of the online finding aid, when clicking on the title of the corresponding classification group in the navigation tree on the left. It is additionally shown in the printer note, where the value of the attribute UNIT is displayed, too.

<dimensions> – dimensions (0/*)

information about the size of the described file (length x width)

Note: This element is only used with <c level="file">.

@type – type (0/1)

specification of the type of the described format

@unit – unit of measurement (0/1)

archival measurements used to specify the dimensions of the described file, e.g. "format length x width (cm)"

Example see above (p. 72 f., <did>)

<note> – general notes (0/1)

general remarks on the described file

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.6.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

@label – header (0/1)

header related to the following paragraph

<p> – paragraph (0/*)

free text – may be used various times

Note: Displayed in the printer note with the automatically generated header "Notes:"

Example see above (p. 72 f., <did>)

<appraisal>, <processinfo>, <custodhist>, <bioghist>, <accruals>, <accessrestrict>, <userrestrict> –

Note 1: Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 34 – 54). The repeated use of these elements on the hierarchical level of a classification group provides the opportunity for adding divergent information at this place.

Note 2: If one of the elements <appraisal>, <processinfo>, <custodhist> or <bioghist> is used, a blue "i"-icon is generated and serves as a link to an additional browser window. The content of the elements <accruals><p>, <accessrestrict><p> and <userrestrict><p> is displayed in the printer note.

<index> – index (0/*)

list of key terms as regards the described materials; each of the following elements may be repeated as often as necessary to scope each single entry of each category

<indexentry> – index entry (0/*)

index entry; starting a new category

<name> – index of names (0/*)

list of personal names, meaning the proper noun or noun phrase designation for an entity that couldn't easily be tagged more specifically

<geogname> – index of places (0/*)

list of geographic names, including names for places, natural features, or political jurisdictions

<subject> – index of subjects (0/*)

list of subjects; topics associated with or covered by the described materials

<famname> – index of families (0/*)

list of family names; in contrast to the index of persons used when tagging the name(s) of a group of persons closely related to one another or persons who form a household

<persname> – index of persons (0/*)

list of persons, including e.g. individual's first and surnames, honoric titles, and added names

<corpname> – index of corporations (0/*)

list of corporations or groups, including names of associations, institutions, business firms, or nonprofit enterprises as well as names of projects, programmes, exhibitions, or athletic contests

<occupation> – index of occupations (0/*)

list of occupations; terms identifying a type of work, profession, or avocation

<genreform> – index of materials (0/*)

list of materials, genre forms, or physical characteristics

<function> – index of functions (0/*)

list of functions describing the activities and processes that generated the described materials

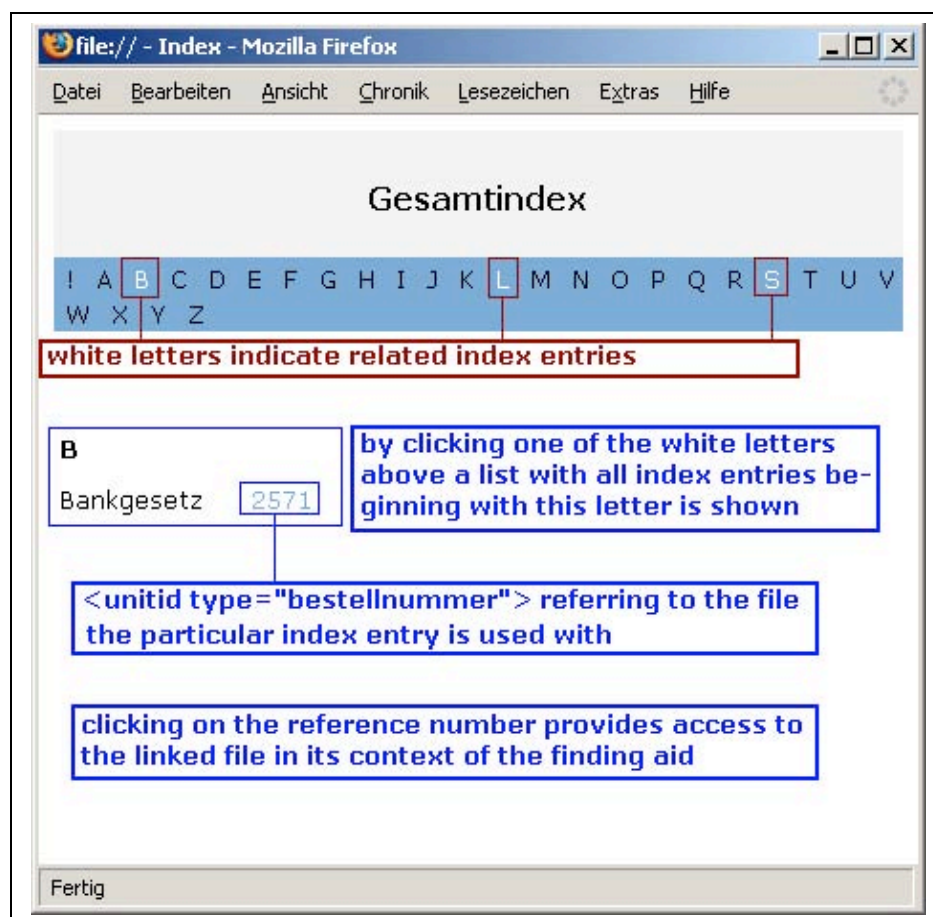
<title> – index of titles (0/*)

list of titles

Note: There is an overall index consisting of all <index><indexentry>[...] elements included in one EAD document. It can be retrieved via the link "index" shown in the blue bar of the online finding aid. The index will be opened in an additional browser window, listing all indexentries in alphabetical order. It provides access to the descriptive units that are connected with the single entries.

Example:

```
[...]
<index>
  <indexentry>
    <subject>Civil-military relations</subject>
  </indexentry>
  <indexentry>
    <subject>Indians of North America-Government relations</subject>
  </indexentry>
  <indexentry>
    <corpname>Federal government</corpname>
  </indexentry>
  <indexentry>
    <geogname>Minnesota</geogname>
  </indexentry>
  <indexentry>
    <persname>Gorman, Willis Arnold, 1816-1876</persname>
  </indexentry>
</index>
```

Fig. 12: Index of a german online finding aid

X. Repeated elements and attributes

The order of the repeated elements and attributes described below refers to their first appearance from chapters III. to IX. These elements are only described in general, i.e. without any information about the frequency of their use or whether they are displayed in the online finding aid or not. These aspects can differ in dependency on the particular hierarchical level.

A. Dates

<date> resp. <unitdate> –

@calendar – calendar – "gregorian"

default value; may be changed

@era – era – "ce"

default value; may be changed

@normal – normalised date

normalised date according to ISO 8601, e.g. "YYYY"

@encodinganalog – ISAD(G)v2 encoding – "3.1.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

Note: The attribute ENCODINGANALOG is only used in this way with the element <unitdate>.

B. Provenance

<origination> – origination

institution or person responsible for the creation, accumulation, or assembly of the described materials; may be repeated

@label –

final provenance – "final"

specification: immediate source of archival acquisition

former provenance – "pre"

specification: previous owner or original creator of the described materials

unit of organisation – "Organisationseinheit"

specification: organisational unit of an administrative body as originator of the described materials

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.1"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

C. Language(s)

<langmaterial> – language(s) of the described materials

statement about the language(s) the described materials are written in

@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.3"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<language> – language

displaying one of the languages the described materials are written in, e.g. "german", "english", "french"; may be repeated

@langcode – language code

language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

@scriptcode – script code

script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"

D. Appearance of the material

<physdesc> – appearance of the material

element grouping information about the appearance, condition, and extent of the described materials

@encodinganalog – ISAD(G)v2 encoding – "3.1.5"

analogical encoding according to ISAD(G)v2; not shown in the conversion tool

<physfacet> – condition

information about the condition of the described materials; may be repeated

@type –

preservation (0/1) – "condition"

information about the preservation of the described materials; automatically preset value since none other is chosen

damages (0/1) – "damage"

information about possibly existent damages on the described materials

<extent> – extent

information about the extent of the described materials, specified by using the additional unit of measurement; may be repeated

@unit – unit of measurement

archival measurements used to specify the extent of the described materials

<genreform> – genre of the fonds

information about specific types of archival materials, e.g. collections, or about specific physical characteristics; may be repeated

E. Links to digitised files resp. single images

<dao> – digital object

link to an image or file

@xlink:href – filename

address or name of the linked image or file

@xlink:title – labelling

labelling for the link address shown in the online finding aid

F. Paragraphs

<p> – paragraph

free text – may be used various times

<lb> – line break

single-spaced line break; not shown in the conversion tool; may be repeated

<emph render="bold"> – markup / bold

markup; not shown in the conversion tool; may be repeated

<emph render="italic"> – markup / italic

markup; not shown in the conversion tool; may be repeated

<abbr> – abbreviation

abbreviation shown in the online finding aid; not shown in the conversion tool; may be repeated

@expan – full form

full form of an abbreviation; not shown in the conversion tool

<expan> – full form

full form shown in the online finding aid; not shown in the conversion tool; may be repeated

@abbr – abbreviation

abbreviation of a full form; not shown in the conversion tool

Note: The markup elements <lb> and <emph> including the attribute RENDER with the alternative values "bold" resp. "italic" are used with other elements such as <abstract>, too. The elements <abbr> including the attribute EXPAN and <expan> including the attribute ABBR are used with some of the <unittitle> elements, too.

G. Simple listings and numerated lists

<list> – list

composing a list; may be repeated

@type – listing – "marked"

simple listing

@type – enumeration – "ordered"

automatically numerated list

@numeration – numeration – "arabic"

type of numeration; default value: "arabic" – may be changed

<item> – item

list entry; mandatory, if <list> is used; may be repeated

Annex A: Exemplary EAD finding aid with embedded digitised files (Federal Archives of Germany)

The following hierarchical structure shows the exemplary use of EAD to create an online finding aid with embedded digitised files as currently implemented by the Federal Archives of Germany as well as within the framework of the project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland". Not all possible elements as described above are included in this example. Besides its content has slightly been reduced – marked with [...] – for this presentation.

```
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        <date calendar="gregorian" era="ce">2008</date>
        <address>
          <addressline>Berlin</addressline>
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    </profiledesc>
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    <did>
      <unitid>DY 30</unitid>
      <unittitle>DY 30 Sekretariat Paul Merker im ZK der SED </unittitle>
      <abstract encodinganalog="Kopfzeile">Kurzbeschreibung:</abstract>
      <abstract encodinganalog="Zusammenfassung">Überliefert sind u. a. Materialien der
führenden Parteigremien sowie Dokumente über die Umsetzung der Befehle des Alliierten
Kontrollrates und der SMAD, über die Durchführung der Bodenreform, über das Neubauern-
programm und die Arbeits-, Sozial- und Blockpolitik der SED, die Lage in den westlichen
Besatzungszonen Deutschlands und die Tätigkeit der KPD.</abstract>
      <repository>Stiftung Archiv der Parteien und Massenorganisationen der DDR im Bundesarchiv
        <address>
          <addressline>Berlin</addressline>
        </address>
      </repository>
    </did>
    <scopecontent encodinganalog="Einleitung">
      <p>
        <emph render="bold">Sekretariat Paul Merker von 1945-1950</emph>
      </p>
      Paul Merker (1894-1969), ehemals führender KPD-Funktionär, wurde 1946 nach Rückkehr
aus dem mexikanischen Exil, Mitglied des Zentralsekretariats. Gemeinsam mit Helmut Leh-
```

mann war er verantwortlich für die Bereiche Arbeit und Sozialfürsorge, Landwirtschaft, Genossenschaften, Gesundheitswesen, Umsiedlung und zurückkehrende Kriegsgefangene. Nach seiner Wahl in das Politbüro übernahm er 1949 die Funktion des Sekretärs für Landwirtschaft des Zentralkomitees. Außerdem war er Staatssekretär im Ministerium für Land-, Forst-, Nahrungsgüterwirtschaft der DDR, Mitglied der Deutschen Wirtschaftskommission des Brandenburgischen Landtages und des Bundesvorstandes des FDGB (1946-1950). Im Aug. 1950 wurde er von allen gesellschaftlichen und staatlichen Funktionen entbunden. Sein Nachfolger wurde Erich Mückenberger.

Die Akten enthalten u. a. Informationen über Parteitage der SED, die 1. Parteikonferenz, über Parteivorstandssitzungen, Sitzungen des Zentralsekretariats, des Politbüros bzw. des Kleinen Sekretariats sowie über die Umsetzung von Befehlen des Alliierten Kontrollrates und der SMAD, über die Durchführung der Bodenreform, das Neubauernprogramm, über die Arbeits-, Sozial- und Blockpolitik der SED, die Lage in den westlichen Besatzungszonen Deutschlands und die Tätigkeit der KPD.

Ergänzende Überlieferung befindet sich v. a. im Sekretariat Helmut Lehmann, in der Abteilung Wirtschaftspolitik sowie der dem Sekretariat Merker unterstehenden Abteilung Landwirtschaft.

Findmittel: Findbuch, Kartei, Online-Findbuch

Signierung: DY 30/ IV 2/2.022/1 bis 133

Fiches: 2 lfm

Angaben zum Online-Findbuch Sekretariat Paul Merker

Das Findbuch ist ein Ergebnis des Projektes Digitalisierung von Findmitteln der Stiftung Archiv der Parteien und Massenorganisationen der DDR im Bundesarchiv. Die bereits vor 1990 verzeichneten Angaben auf Karteikarten wurden dabei digital fotografiert, anschließend abgeschrieben und im XML-Format erfasst. Die weitere Bearbeitung der Daten erfolgte mit der Software Midosa XML im zuständigen Fachreferat. Die Verzeichnungsangaben wurden teilweise korrigiert, die Schreibweise der Serienakten sowie die Datierung vereinheitlicht und ein Gesamtindex, der Personen- und Ortsangaben enthält, erstellt. Zusätzlich ist eine Volltextrecherche möglich.

Literaturhinweis

Wolfgang Kießling: Partner im Narrenparadies. Der Freundeskreis um Noel Field und Paul Merker, Berlin 1994.</p>

</scopecontent>

<dsc othertype="sonsttypen" type="othertype">

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    <abstract>Bd 2: 1947 - 1949</abstract>
    Enthält u. a.: Befehle der SMAD der Länder und Provinzen der sowjetischen
    Besatzungszone; Informationen und Aktennotizen</abstract>
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    1947 - 1949</unitdate>
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    1947</unitdate>
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    Manifest, "An das deutsche Volk"; Pressedienst</abstract>
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```

```

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    schaften in der sowjetischen Besatzungszone</unittitle>
    <unitdate calendar="gregorian" era="ce" normal="1949-03-16/1949-03-17">
    16. - 17. März 1949</unitdate>
    <origination label="final">Sekretariat Paul Merker</origination>
    <abstract>Enthält u. a.: Entschließungsentwurf des Firstn Kongresses; Richtlinien
    für die Arbeit der SED-Mitglieder in den landwirtschaftlichen Genossenschaften
    </abstract>
    <dao xlink:href="mets/dy30bmer_088.xml" xlink:title="Akte einsehen"/>
</did>
<index>
    <indexentry>
        <geogname>sowjetische Besatzungszone</geogname>
    </indexentry>
</index>
</c03>
<c03 id="DE-ARCH-BARCH_dy30bmer_DY_30_IV_2_2_022_89" level="file">
<did>
    <unitid type="bestellnummer">DY 30/IV 2/2.022/89</unitid>
    <unittitle>Neuaufbau und Entwicklung des landwirtschaftlichen Genossenschafts-
    wesens</unittitle>
    <unitdate calendar="gregorian" era="ce" normal="1946-01-01/1949-12-31">
    1946 - 1949</unitdate>
    <origination label="final">Sekretariat Paul Merker</origination>
    <abstract>Enthält u. a.: Richtlinien für die Verstärkung der Arbeit in den landwirt-
    schaftlichen Genossenschaften; Bericht über den Klassenkampf auf dem Dorfe,
    Mängel in der Arbeit; Mitgliederstand <lb/>
    Enthält auch: Genossenschaftsprogramm der CDU, Apr. 1949; Informationen über
    Prozesse gegen Saboteure in den Genossenschaften (Thüringen, Mecklenburg)
    </abstract>

```



```
        <dao xlink:href="mets/dy30bmer_089.xml" xlink:title="Akte einsehen"/>
    </did>
    <index>
        <indexentry>
            <geogname>Thüringen</geogname>
        </indexentry>
        <indexentry>
            <geogname>Mecklenburg</geogname>
        </indexentry>
    </index>
</c03>
    [...]
</c02>
    [...]
</c01>
</dsc>
</archdesc>
</ead>
```

Annex B: Exemplary online finding aid – Minimal set of elements in the conversion tool with default values

The following example shows the minimal set of elements that are recommended to be used referring to the target profile of the APEnet project.

```
<ead audience="external" xmlns="urn:isbn:1-931666-22-9"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:isbn:1-931666-22-9 ead.xsd">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
    langencoding="iso639-2b" repositoryencoding="iso15511" scriptencoding="iso15924">
    <eadid countrycode="[country encoded according to ISO 3166-1]"
      url=" URL of the online finding aid"/>
    <filedesc>
      <titlestmt>
        <titleproper>title</titleproper>
      </titlestmt>
    </filedesc>
  </eadheader>
  <archdesc level="collection" type="Bestandsfindbuch">
    <did>
      <unitid>reference number</unitid>
      <unittitle>title of the described fonds</unittitle>
    </did>
    <dsc type="othertype">
      <c01 level="collection">
        <did>
          <unitid/>
          <unittitle/>
        </did>
        <c02 level="class">
          <did>
            <unittitle>title</unittitle>
          </did>
          <c03 level="file">
            <did>
              <unitid type="bestellnummer">call number (file)</unitid>
              <unittitle>title (file)</unittitle>
            </did>
          </c03>
          <c03 level="series">
            <did>
              <unitid type="bestellnummer">call number (series)</unitid>
              <unittitle>title (series)</unittitle>
            </did>
            <c04 level="file">
              <did>
                <unitid type="bestellnummer">call number (file)</unitid>
                <unittitle>title (file)</unittitle>
              </did>
            </c04>
          </c03>
        </c02>
      </c01>
    </dsc>
  </archdesc>
</ead>
```

Annex C: Crosswalks

This annex includes four crosswalks, i.e. mappings between the two related encoding systems ISAD(G)v2 (General International Standard Archival Description, Version 2) and MARC21 (MACHine-Readable Cataloging) and the corresponding EAD elements of the target profile. The basis for the following tables have been the official crosswalks of the EAD tag library³.

If two EAD elements in the crosswalks

- C.1. ISAD(G)v2 to EAD
- C.2. EAD to ISAD(G)v2
- C.3. MARC21 to EAD
- C.4. EAD to MARC21

are named side by side, the latter is a subelement of the first. If different EAD elements are named each in a single line, all these elements can be mapped to the particular element of the related encoding system.

³ http://www.loc.gov/ead/tglib/appendix_a.html

C.1. ISAD(G)v2 to EAD

ISAD(G)v2	EAD
3.1.1 Reference code(s)	<unitid>
3.1.2 Title	<unittitle>
3.1.3 Dates	<unitdate>
3.1.4 Level of description	<archdesc> <c>
3.1.5 Extent and medium of the unit	<physdesc> with subelements <extent>, <dimensions>, <genreform> and <physfacet>
3.2.2 Administrative / Biographical history	<bioghist>
3.2.3 Archival history	<custodhist>
3.2.4 Immediate source of acquisition	<acqinfo>
3.3.2 Appraisal, destruction and scheduling	<appraisal>
3.3.3 Accruals	<accruals>
3.3.4 System of arrangement	<arrangement>
3.4.1 Conditions governing access	<accessrestrict>
3.4.2 Conditions governing reproduction	<userrestrict>
3.4.3 Language / scripts of material	<langmaterial>
3.4.5 Finding aids	<otherfindaid>
3.5.2 Existence and location of copies	<altformavail>
3.5.3 Related units of description	<relatedmaterial> <separatedmaterial>
3.5.4 Publication note	<bibliography>
3.6.1 Note	<note>
3.7.1 Archivist's note	<processinfo>

C.2. EAD to ISAD(G)v2

EAD	ISAD(G)v2
<accessrestrict>	3.4.1 Conditions governing access
<accruals>	3.3.3 Accruals
<acqinfo>	3.2.4 Immediate source of acquisition
<altformavail>	3.5.2 Existence and location of copies
<appraisal>	3.3.2 Appraisal, destruction and scheduling
<archdesc>	3.1.4 Level of description
<arrangement>	3.3.4 System of arrangement
<bibliography>	3.5.4 Publication note
<bioghist>	3.2.2 Administrative / Biographical history
<c>	3.1.4 Level of description
<custodhist>	3.2.3 Archival history
<langmaterial>	3.4.3 Language / scripts of material
<note>	3.6.1 Note
<otherfindaid>	3.4.5 Finding aids
<physdesc> with subelements <extent>, <dimensions>, <genreform> and <physfacet>	3.1.5 Extent and medium of the unit
<processinfo>	3.7.1 Archivist's note
<relatedmaterial>	3.5.3 Related units of description

<separatedmaterial>	3.5.3 Related units of description
<unitdate>	3.1.3 Dates
<unitid>	3.1.1 Reference code(s)
<unittitle>	3.1.2 Title
<userrestrict>	3.4.2 Conditions governing reproduction

C.3. MARC21 to EAD

MARC21	EAD
041 Language	<language><language>
245 Title statement	<titlestmt><titleproper>
245\$c Statement of responsibility	<titlestmt><author>
260\$b Name of publisher, distributor	<publicationstmt><publisher>
260\$c Date of publication, distribution	<publicationstmt><date>

C.4. EAD to MARC21

EAD	MARC21
<language><language>	041 Language
<titlestmt><titleproper>	245 Title statement
<titlestmt><author>	245\$c Statement of responsibility
<publicationstmt><publisher>	260\$b Name of publisher, distributor
<publicationstmt><date>	260\$c Date of publication, distribution

Annex D: Index by labelling in the conversion tool⁴

A		
abbreviation <abbr>.....	33, 67, 7	
accruals <accruals>.....	42	
acquisition information <acqinfo>.....	43	
address <address>.....	18, 29, 78	
addressline <addressline>.....	29, 78	
alternative bibliography <p>.....	55	
alternative form available <altformavail>.....	44	
alternative introduction <scopecontent>.....	58	
annotation <title>.....	77	
appearance of the material <physdesc>	30, 79	
appraisal information <appraisal>.....	33	
archival description <archdesc>.....	22	
archival reference <archref>.....	45, 68	
arrangement <arrangement>.....	39	
author <name>.....	55	
B		
bibliographic information <filedesc>.....	15	
bibliographic reference <bibref>.....	55	
bibliography <bibliography>.....	55	
C		
call number <unitid>.....	74	
classification group <c>.....	66	
condition <physfacet>.....	31	
conditions governing access <accessrestrict>	51	
conditions governing use <userrestrict>.....	52	
contains / includes <abstract>.....	75	
content of the described classification group <did>.....	66	
content of the described file / series <did>...72		
content of the finding aid <did>.....	22	
content summary <scopecontent>.....	53, 67	
creation of the finding aid <profiledesc>.....	19	
custodial history <custodhist>.....	36	
D		
date <date>.....	21	
date of creation <unitdate>.....	27, 76	
descriptive information <eadheader>.....	13	
digital object <dao>	32, 37, 40, 46, 53, 59, 68, 76	
dimensions <dimensions>.....	79	
E		
EAD finding aid <ead>.....	11	
editing institution / publisher <publisher>.....	18	
edition <imprint>.....	56	
editor <author>.....	17	
editor of the online finding aid <creation>.....	20	
extent <extent>.....	31	
F		
file / series <c>.....	70	
file reference <unitid>.....	77	
fonds <c>.....	65	
former reference number <unitid>.....	77	
front page <titlestmt>.....	16	
full form <expan>.....	33, 67, 75, 76	
further commentary <abstract>.....	33	
G		
general comment <p>.....	64	
general notes <note>.....	32, 79	
genre of the fonds <genreform>.....	31	
H		
header <head>.....	33, 35, 36, 37, 39, 40, 42, 43,44, 45, 47, 48, 49, 51, 52, 53, 55,58, 63, 64, 68	
history of the originator <bioghist>.....	37	
I		
identification of the fonds <did>.....	65	
identifier <eadid>.....	14	
index <index>.....	80	
index entry <indexentry>.....	80	
index of corporations <corpname>.....	81	
index of families <famname>.....	81	
index of functions <function>.....	81	
index of materials <genreform>.....	81	
index of names <name>.....	80	

⁴ This list shows the labelling of elements in the conversion tool, followed by the correspondent EAD tag. Attributes are marked with @ and named separately.

index of occupations <occupation>.....	81	R	reference number <unitid>.....	26, 65
index of persons <persname>.....	81		reference to file plan <fileplan>.....	40
index of places <geogname>.....	80		related material <relatedmaterial>.....	45
index of subjects <subject>.....	80		repository <repository>.....	29, 78
index of titles <title>.....	81	S		
item <item>.....	34		separated material <separatedmaterial>.....	47
L			serial <seriesstmt>.....	19
language <language>.....	21, 29		single descriptions <dsc>.....	64
language(s) of the described materials <langmaterial>.....	29, 77		subtitle <subtitle>.....	17
language(s) of the finding aid <langusage>	21		summary <abstract>.....	28
line break <lb>.....	17, 28, 33, 75		summary header <abstract>.....	27
list <list>.....	34, 35, 36, 37, 39, 41, 42, 43, 44,	T		
	45, 47, 48, 49, 51, 52, 53, 58, 63		title <title>.....	55
M			title <titleproper>.....	17, 19
markup / bold <emph render="bold">	28, 33, 75		title <unittitle>.....	65, 67, 75
markup / italic <emph render="italic">	28, 33, 75		title of the described fonds <unittitle>.....	27
material specific details <materialspec>	38, 78	Y		
N			year of publication <date>.....	18, 56
number <unitid>.....	67			
O				
online file plan <archref>.....	40			
online publication <bibref>.....	50			
origination <origination>.....	28, 78			
other finding aids <otherfindaid>.....	49			
P				
paragraph <p>.....	32, 33, 35, 36, 37, 39, 40,			
	42, 43, 44, 45, 47, 48, 49, 51, 52, 53,			
	58, 63, 68, 80			
physical location <physloc>.....	30, 78			
place of publication <addressline>.....	19			
place of publication <geogname>.....	56			
preface <scopecontent>.....	63			
preferred citation <prefercite>.....	48			
processing information <processinfo>.....	35			
publication <publicationstmt>.....	18			
publisher <publisher>.....	56			

ATTRIBUTES**A**

abbreviation of a full form @abbr
33, 67, 75, 76

C

calendar @calendar.....18
 call number @type.....74
 content @encodinganalog.....53
 country code @countrycode.....14
 country encoding @countryencoding.....13

D

date encoding @dateencoding.....13
 description level @level.....65, 66, 70

E

EAD namespace @xmlns.....11
 era @era.....18

F

file reference @type.....77
 filename @xlink:href.....32, 40, 45, 50, 68
 final provenance / former provenance / unit of
 organisation @label.....28
 former reference number @type.....77
 free text @encodinganalog.....33
 full form of an abbreviation @expan
33, 67, 75

H

header @encodinganalog.....27
 header @label.....32, 79
 hierarchical level @level.....22

I

ID @id.....65, 66, 70
 ID of the finding aid @identifier.....14
 ID of the maintenance agency
 @mainagencycode.....14
 introduction @encodinganalog.....58
 ISAD(G)v2 encoding @encodinganalog.....
 ...22, 26, 27, 30, 32, 33, 35, 36, 37, 39, 42, 43,
44, 45, 47, 49, 51, 52, 55, 65, 66,
67, 70, 74, 75, 79

L

labelling @xlink:title.....32, 40, 45, 50, 68
 language code @langcode.....21, 29
 language encoding @langencoding.....13
 listing / enumeration @type.....34

M

MARC21 encoding @encodinganalog
17, 18, 21

N

normalised date @normal.....18
 numeration @numeration.....34

O

organisation @label.....28

P

place of use @label.....30, 78
 preface @encodinganalog.....63
 preservation / damages @type.....31
 published finding aid @audience.....11

R

related encoding system @relatedencoding...13
 repository encoding @repositoryencoding.....13

S

schema instance @xmlns:xsi.....11
 schema location @xsi:schemaLocation.....11
 script code @scriptcode.....21, 29
 script encoding @scriptencoding.....13
 specification @type.....75
 summary @encodinganalog.....28, 67

T

type @type.....79
 type of the finding aid @type.....22, 64

U

unit of measurement @unit.....31, 79
 URL @xlink:href.....55
 URL of the online finding aid @url.....14

X

xmlns:xlink @xmlns:xlink.....11

Annex E: Index by names of EAD elements and attributes⁵

A	
<abbr> abbreviation.....	33, 67, 75
<abstract> contains / includes.....	75
<abstract> further commentary.....	33
<abstract> summary.....	28
<abstract> summary header.....	27
<accessrestrict> conditions governing access	51
<accruals> accruals.....	42
<acqinfo> acquisition information.....	43
<address> address.....	18, 29, 78
<addressline> addressline.....	29, 78
<addressline> place of publication.....	19
<altformavail> alternative form available.....	44
<appraisal> appraisal information.....	33
<archdesc> archival description.....	22
<archref> archival reference.....	45, 68
<archref> online file plan.....	40
<arrangement> arrangement.....	39
<author> editor.....	17
B	
<bibliography> bibliography.....	55
<bibref> bibliographic reference.....	55
<bibref> online publication.....	50
<bioghist> history of the originator.....	37
C	
<c> classification group.....	66
<c> file / series.....	70
<c> fonds.....	65
<corpname> index of corporations.....	81
<creation> editor of the online finding aid.....	20
<custodhist> custodial history.....	36
D	
<dao> digital object	32, 37, 40, 46, 53, 59, 68, 76
<date> date.....	21
<date> year of publication.....	18, 56
<did> content of the described classification group.....	66
<did> content of the described file / series.....	72
<did> content of the finding aid.....	22
<did> identification of the fonds.....	65
<dimensions> dimensions.....	79
<dsc> single descriptions.....	64
E	
<ead> EAD finding aid.....	11
<eadheader> descriptive information.....	13
<eadid> identifier.....	14
<emph render="bold"> markup / bold	28, 33, 75
<emph render="italic"> markup / italic	28, 33, 75
<expan> full form.....	33, 67, 75, 76
<extent> extent.....	31
F	
<famname> index of families.....	81
<filedesc> bibliographic information.....	15
<fileplan> reference to file plan.....	40
<function> index of functions.....	81
G	
<genreform> genre of the fonds.....	31
<genreform> index of materials.....	81
<geogname> index of places.....	80
<geogname> place of publication.....	56
H	
<head> header.....	33, 35, 36, 37, 39, 40, 42, 43, 44, 45, 47, 48, 49, 51, 52, 53, 55, 58, 63, 64, 68
I	
<imprint> edition.....	56
<index> index.....	80
<indexentry> index entry.....	80
<item> item.....	34
L	
<langmaterial> language(s) of the described materials.....	29, 77
<language> language.....	21, 29
<language> language(s) of the finding aid.....	21
<lb> line break.....	17, 28, 33, 75

⁵ This list shows the EAD tags, followed by the correspondent labelling in the conversion tool. Attributes are marked with @ and named separately.

<list> list.....34, 35, 36, 37, 39, 41, 42, 43, 44,
.....45, 47, 48, 49, 51, 52, 53, 58, 63

M

<materialspec> material specific details...38, 78

N

<name> author.....55

<name> index of names.....80

<note> general notes.....32, 79

O

<occupation> index of occupations.....81

<origination> origination.....28, 78

<otherfindaid> other finding aids.....49

P

<p> alternative bibliography.....55

<p> general comment.....64

<p> paragraph.....32, 33, 35, 36, 37, 39, 40,
.....42, 43, 44, 45, 47, 48, 49, 51, 52, 53,
.....58, 63, 68, 80

<persname> index of persons.....81

<physdesc> appearance of the material..30, 79

<physfacet> condition.....31

<physloc> physical location.....30, 78

<prefercite> preferred citation.....48

<processinfo> processing information.....35

<profiledesc> creation of the finding aid.....19

<publicationstmt> publication.....18

<publisher> editing institution / publisher.....18

<publisher> publisher.....56

R

<relatedmaterial> related material.....45

<repository> repository.....29, 78

S

<scopecontent> alternative introduction.....58

<scopecontent> content summary.....53, 67

<scopecontent> preface.....63

<separatedmaterial> separated material.....47

<seriesstmt> serial.....19

<subject> index of subjects.....80

<subtitle> subtitle.....17

T

<title> annotation.....77

<title> index of titles.....81

<title> title.....55

<titleproper> title.....17, 19

<titlestmt> front page.....16

U

<unitdate> date of creation.....27, 76

<unitid> call number.....74

<unitid> file reference.....77

<unitid> former reference number.....77

<unitid> number.....67

<unitid> reference number.....26, 65

<unittitle> title.....65, 67, 75

<unittitle> title of the described fonds.....27

<userrestrict> conditions governing use.....52

ATTRIBUTES**A**

@abbr abbreviation of a full form
.....33, 67, 75, 76

@audience published finding aid.....11

C

@calendar calendar.....18

@countrycode country code.....14

@countryencoding country encoding.....13

D

@dateencoding date encoding.....13

E

@encodinganalog content.....53

@encodinganalog free text.....33

@encodinganalog header.....27

@encodinganalog introduction.....58

@encodinganalog ISAD(G)v2 encoding.....
.....22, 26, 27, 30, 32, 33, 35, 36, 37, 39, 42, 43,
.....44, 45, 47, 49, 51, 52, 55, 65, 66,
.....67, 70, 74, 75, 79

@encodinganalog MARC21 encoding
.....17, 18, 21

@encodinganalog preface.....63

@encodinganalog summary.....28, 67

@era era.....18

@expan full form of an abbreviation...33, 67, 75

I

@id ID.....65, 66, 70

@identifier ID of the finding aid.....14

L

@label final provenance / former provenance /
unit of organisation.....28

@label header.....32, 79

@label place of use.....30, 78

@langcode language code.....21, 29

@langencoding language encoding.....13

@level description level.....65, 66, 70

@level hierarchical level.....22

M

@mainagencycode ID of the maintenance
agency.....14

N

@normal normalised date.....18

@numeration numeration.....34

R

@relatedencoding related encoding system
.....13

@repositoryencoding repository encoding
.....13

S

@scriptcode script code.....21, 29

@scriptencoding script encoding.....13

T

@type call number.....74

@type file reference.....77

@type former reference number.....77

@type listing / enumeration.....34

@type preservation / damages.....31

@type specification.....75

@type type.....79

@type type of the finding aid.....22, 64

U

@unit unit of measurement.....31, 79

@url URL of the online finding aid.....14

X

@xlink:href filename.....32, 40, 45, 50, 68

@xlink:href URL.....55

@xlink:title labelling.....32, 40, 45, 50, 68

@xmlns:EAD namespace.....11

@xmlns:xlink xmlns:xlink.....11

@xmlns:xsi schema instance.....11

@xsi:schemaLocation schema location.....11

<EAG>
ENCODED ARCHIVAL GUIDE

**The EAG profile for
the testbed-installation of APEnet**

Draft (22nd June 2009)

TAG - Library

edited by Kerstin Arnold and Simone Görl

Berlin, Federal Archives of Germany

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<eag> EAG document	p. 11
@xmlns EAG namespace	p. 11
@xmlns:xsi schema instance	p. 11
@xsi:schemaLocation schema location	p. 11
@audience audience	p. 11
V. Second hierarchical level – Document's header and descriptive information	p. 12
<eagheader> descriptive information	p. 12
@status status	p. 12
@langencoding language encoding	p. 12
@scriptencoding script encoding	p. 12
@dateencoding date encoding	p. 12
@countryencoding country encoding	p. 12
@repositoryencoding repository encoding	p. 12
<eagid> EAG identifier	p. 13
<mainhist> maintenance history	p. 13
<mainevent> creation or revision of the EAG document	p. 13
@maintype type of the maintenance event (create / update)	p. 13
<date> date	p. 14
@calendar calendar	p. 14
@era era	p. 14
@normal normalised date	p. 14
<respevent> editor	p. 14
<surnames> surname(s)	p. 15
<firstname> first name(s)	p. 15
<charge> charge	p. 15
<source> source	p. 15
<languagedecl> language(s)	p. 15
<language> language	p. 16
@langcode language code	p. 16
@scriptcode script code	p. 16
VI. Second hierarchical level – Archival guide	p. 17
<archguide> archival guide	p. 17
VII. Third hierarchical level – Identity area	p. 18
<identity> identity	p. 18

¹ The elements and attributes are listed and described in the very order of their use in an EAG document.

<repositorid> repository identifier	p. 18
@countrycode country code	p. 18
@repositorycode repository code	p. 18
<autform> authorised name	p. 18
<parform> parallel form(s) of name	p. 18
<nonpreform> other form(s) of name	p. 19

VIII. Third hierarchical level – Description area **p. 20**

<desc> archival description	p. 20
<geogarea> geographical area	p. 20
<country> country	p. 20
<firstdem> first demarcation	p. 20
<secondem> second demarcation	p. 21
<municipality> city	p. 21
<localentity> quarter or district	p. 21
<street> street and number	p. 21
<lb> line break	p. 21
<emph render="bold"> markup bold	p. 21
<emph render="italic"> markup italic	p. 21
<postalcode> postal code	p. 22
<telephone> telephone	p. 22
<lb> line break	p. 22
<emph render="bold"> markup bold	p. 22
<emph render="italic"> markup italic	p. 23
<fax> fax	p. 23
<lb> line break	p. 23
<emph render="bold"> markup bold	p. 23
<emph render="italic"> markup italic	p. 24
<email> mail address(es)	p. 24
@href mail address	p. 24
<webpage> web page	p. 24
@href URL	p. 24
<timetable> timetable	p. 25
<opening> opening hours	p. 25
<lb> line break	p. 25
<emph render="bold"> markup bold	p. 25
<emph render="italic"> markup italic	p. 25
<weekopen> weekly opening times in hours	p. 25
<num> hours/week	p. 26
@unit unit of measurement	p. 26
<closing> closing hours	p. 26
<lb> line break	p. 26
<emph render="bold"> markup bold	p. 26
<emph render="italic"> markup italic	p. 26
<access> access information	p. 26
<lb> line break	p. 26
<emph render="bold"> markup bold	p. 26
<emph render="italic"> markup italic	p. 26
<resprepositor> archive directorship	p. 27
<surnames> surname(s)	p. 27
<firstname> first name(s)	p. 27

<charge> charge	p. 27
<repositorhist> repository history	p. 28
<p> paragraph	p. 28
<lb> line break	p. 28
<emph render="bold"> markup bold	p. 28
<emph render="italic"> markup italic	p. 28
<repositorfound> repository foundation	p. 29
<date> founding date	p. 29
@calendar calendar	p. 29
@era era	p. 29
@normal founding date (normalised)	p. 29
<rule> rule(s)	p. 29
<repositorstop> repository suppression	p. 29
<date> closing date	p. 30
@calendar calendar	p. 30
@era era	p. 30
@normal closing date (normalised)	p. 30
<rule> rule(s)	p. 30
<repositorguides> repository guides	p. 30
<repositorguide> holdings guide	p. 30
@href URL	p. 30
<adminhierarchy> administrative hierarchy	p. 31
<adminunit> administrative unit	p. 31
@id identifier	p. 31
<lb> line break	p. 31
<emph render="bold"> markup bold	p. 31
<emph render="italic"> markup italic	p. 31
<buildinginfo> building information	p. 33
<building> repository building	p. 33
<p> paragraph	p. 34
<lb> line break	p. 34
<emph render="bold"> markup bold	p. 34
<emph render="italic"> markup italic	p. 34
<repositorarea> repository area	p. 34
<num> size	p. 34
@unit unit of measurement	p. 34
<lengthshelf> available length of shelf	p. 35
<num> length	p. 35
@unit unit of measurement	p. 35
<searchroom> search room / capacity	p. 35
<num> number of working places	p. 35
@unit unit of measurement	p. 35
<handicapped> facilities for handicapped people	p. 36
@question Yes, available / No, not available	p. 36
<extent> extent	p. 36
<num> extent	p. 36
@unit unit of measurement	p. 36
<organization> classification scheme	p. 37
<class> title	p. 37
@classcode number	p. 37
@fathercode superior number	p. 37

<descunit> fonds	p. 37
@classcode number	p. 37
@fathercode superior number	p. 37
@level description level	p. 37
<unitid> reference number	p. 37
@href filename	p. 37
<unittitle> title	p. 38
<date> date of creation	p. 38
@calendar calendar	p. 38
@era era	p. 38
@normal normalised date	p. 38
@datechar nature of date	p. 38
<extent> extent	p. 38
<num> extent	p. 38
@unit unit of measurement	p. 38
<sections> classification	p. 38
<section> classification group	p. 38
<techservices> technical services	p. 39
<restorationlab> restoration laboratory	p. 39
@question Yes, available / No, not available	p. 39
<reproductionser> reproduction services	p. 39
@question Yes, available	p. 39
<photocopyser> photocopies service	p. 40
@question Yes, available / No, not available	p. 40
<microformser> microforms service	p. 40
@question Yes, available / No, not available	p. 40
<photographser> photographs service	p. 41
@question Yes, available / No, not available	p. 41
<digitalser> digital reproductions service	p. 41
@question Yes, available / No, not available	p. 41
<reproductionser> reproduction services	p. 41
@question No, not available	p. 41
<library> library	p. 42
@question Yes, available	p. 42
<monographicpub> extent	p. 42
<num> media units	p. 42
@unit unit of measurement	p. 42
<library> library	p. 42
@question No, not available	p. 42
<automation> automated archival tasks	p. 43
@question Yes, available	p. 43
<autusermanag> automated users management	p. 44
@question Yes, available / No, not available	p. 44
<autdescription> automated description	p. 44
@question Yes, available / No, not available	p. 44
<indexvoc> index vocabularies	p. 44
@question Yes, available / No, not available	p. 44
<odautomation> further information	p. 45
<p> paragraph	p. 45
<lb> line break	p. 45
<emph render="bold"> markup bold	p. 45

<emph render="italic"> markup italic	p. 45
<automation> automated archival tasks	p. 45
@question No, not available	p. 45
<notes> notes	p. 45
<p> paragraph	p. 46
<lb> line break	p. 46
<emph render="bold"> markup bold	p. 46
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I. Preface

Within the framework of the project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland"², funded by the Deutsche Forschungsgemeinschaft, it has been essential – besides providing combined access to the fonds of the participating archival institutions – to find ways of presenting the archival institutions themselves within the enhanced archival portal.

Therefore a special XML editor for online archival descriptions (MIDEX) has been developed, based on the MEX toolset that resulted from two former projects of the Federal Archives of Germany, <daofind> and <daofind+>. The EAG profile used for the named editor will be defined in detail in the present scheme.

Concerning the description of archival institutions, MIDEX is geared on the one hand to the guidelines of the International Standard for Describing Institutions with Archival Holdings (ISDIAH)³, passed in May 2008. The standard's elements of descriptions – separated in six information sections called "identity area", "contact area", "description area", "access area", "services area" and "control area" – are summarised in 32 items, which are recommended for describing archival institutions.

On the other hand, for the online presentation of archival descriptions, a decision had to be made concerning a suitable XML format to represent the different aspects of ISDIAH. Therefore, the present archival XML formats EAD (Encoded Archival Description), EAC (Encoded Archival Context) focussing corporate bodies and EAG (Encoded Archival Guide) have been checked regarding the conformity with ISDIAH (for EAC and EAG see Annex C: Crosswalks).

The result of the testing can be summarised as follows: None of the present XML formats in the archivistics offer the possibility to represent every single aspect of ISDIAH, but the standard could be mapped into all three named XML formats, if all-purpose elements such as <note> or <extptr> were used. On condition not to overload these elements with too many different contents, it appears that EAG would be the most capacious and definite format to represent ISDIAH at the moment.

Because of this it has been decided to use EAG, even though this format is still discussed on and refined. There is already a DTD (Document Type Definition) available, that is used within the framework of the Spanish portal "Censo-Guía de Archivos de España e Iberoamérica" and provides first orientation. Nevertheless there is no official schema yet to test the validity of EAG documents. The single elements of EAG are described in the "Repertorio de etiquetas EAG Alfa 0.2, passed in October 2002"⁴.

The DTD as well as the "Repertorio" have provided a basis for the development of MIDEX concerning the presentation of archival descriptions. Nevertheless there have been a few adjustments to be made because of the internal structure of the union finding aid the EAG documents should be used within, as well as because of the requirements of their HTML views. The differences between the Spanish and the German use of EAG, that have been emerged from these considerations, will be illustrated in the following paragraph before explaining the single EAG elements in detail.

² For detailed information see the project website <http://www.archivgut-online.de>.

³ For the English version of the standard see <http://www.ica.org/en/node/38884>.

⁴ For the retrieval of the EAG-DTD as well as the "Repertorio" see the Censo-Guía website <http://censoarchivos.mcu.es/CensoGuia/proyecto.htm>.

II. The use of EAG within project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland" funded by the Deutsche Forschungsgemeinschaft

The EAG profile used in this project aims for maximizing the analogy with the Spanish use of EAG as given in the DTD and the "Repertorio". At the same time some particularities had to be considered concerning the combined use of documents encoded in EAG, EAC and EAD within the union finding aid of the project.

1. Non editable elements

1.1. Classification scheme <organization>

The element <organization> and its subelements are used to represent the classification scheme of the archival institution. In the project's union finding aid this is already implemented in form of holdings guides, that are completely and circumstantially encoded in EAD. Since no information should be needed to be looked after redundantly, the element <organization> remains part of the German EAG profile as regards of international compatibility, but can not be edited in MIDEX. Besides, the frequency of the element <organization> has been set on "0/1", divergent from its use in the Spanish EAG profile. The subelement <extent> as well as the attributes CLASSCODE, FATHERCODE and LEVEL used with the element <descunit> are treated in the same way.

1.2. Digital object <extptr>

Likewise the element <extptr> remains part of the profile without being editable in MIDEX.

2. Non contained elements

2.1. Restricted access <access question=" "> and <restaccess>

Following the EAG DTD the element <access> is used with the attribute QUESTION that comes with the default values "yes" resp. "no". Only if the value "no" is set, it is possible to explain the conditions governing access using the subelement <restaccess>. The German EAG profile uses the element <access> directly as a describing element, that may contain more information, and therefore abdicates the attribute QUESTION as well as the subelement <restaccess>. In doing so it has been made possible to explain either positive or negative conditions governing access.

2.2. Archive directorship <resprepositor><date>

The subelement <date> referring to the element <resprepositor> is not included in the German EAG profile. The element <resprepositor> always displays the current archival directorship. In this context it seemed to be secondary to give information about how long the named person has been in charge. Also the EAG DTD only declares the subelement <date> to be optional.

2.3. Serials <serialpub>

The EAG DTD names the elements <serialpub> referring to serials as well as <monographicpub> referring to discrete publications as subelements for <techservices><library>. Since German libraries tend to describe their holdings as "media units" combining discrete publications, serials and electronic media such as CD-ROMs etc., the profile only uses the element <monographicpub>.

2.4. Indices <controllaccess>

The EAG DTD structures indices using two hierarchical, but homonymic elements:

```
<controllaccess>
  <controllaccesss>
    <head> </head>
    <corpname> </corpname>
  </controllaccess>
</controllaccess>
```

Since the duplicate mention of the element <controllaccess> causes some troubles in MIDEX concerning the correct display of the EAG document in the editor, and since indices are not that common in the German archivistics, the element <controllaccess> is not part of the German EAG profile.

3. Non contained attributes resp. attributes values

3.1. Attributes AUDIENCE and ID

The EAG DTD provides the attribute AUDIENCE with all elements. It is used to exemplify whether information is for internal use only or whether it is to be published. Since the use of EAG in MIDEX explicitly aims for online publication, already the root element <eag> contains the attribute AUDIENCE with the default value "external". Therefore there is no need to use the attribute with the single subelememts additionally.

The attribute ID is also provided with all elements and serves as some kind of internal identifier of the elements themselves. Within the framework of the German project identifiers are mainly used to link the different levels in one document as well as to link the different document types used within the project's union finding aid. Therefore the attribute ID is only included in the German EAG profile referring to the element <desc><adminhierarchy><adminunit>, that might be used to link to another EAG document.

3.2. Attributes CERTAINTY and DATECHAR

The EAG DTD provides the attributes CERTAINTY and DATECHAR optionally with all <date> elements. In the German profile there are only the attributes CALENDAR, ERA and NORMAL implemented according to the use of <date> resp. <unitdate> in the German EAD profile.

4. Elements with modified frequency

4.1. Opening hours <opening>

The subelement <opening> referring to the element <timetable> has been set as mandatory within the German EAG profile, i.e. if the optional element <timetable> is used, there must at least been given some information concerning the opening hours. This modification has been made especially regarding the service orientation of an online available archival description.

4.2. Reproduction services <reproductionser> and automated archival tasks <automation>

The subelements referring to the elements <reproductionser> and <automation> have been treated in the same way, i.e. all these elements combined with their attribute QUESTION have been set mandatory. Therewith every archival description gives information about whether the single services are provided by the described institution or not.

III. The EAG profile for archival descriptions

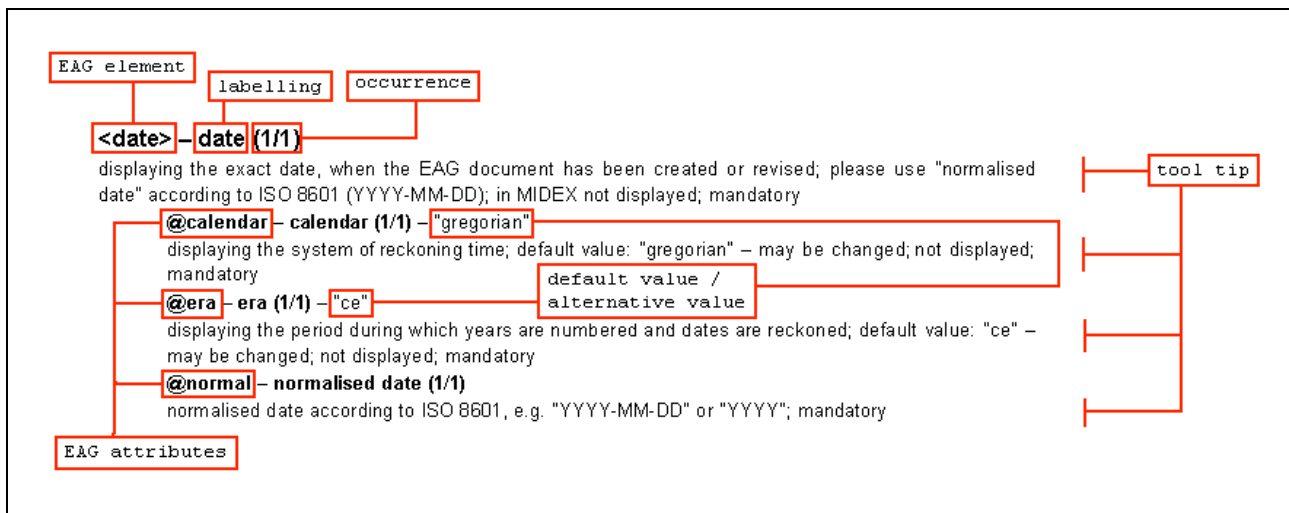
The following profile names the elements in the very order they may appear in an archival description encoded according to the EAG standard, i.e. without a corresponding representation of the hierarchical XML structure. If one element is used in combination with one or more attributes, these are listed directly below the named element.

Besides the tags of elements and attributes the corresponding labelling used in the editor is displayed. Attributes are optionally supplemented by naming the default value used or alternative values that can be chosen. The use of elements and attributes is defined by tool tips following further on, that also give information about

- whether the elements and attributes are displayed or not in the editor,
- whether their use is mandatory (encoded "1/1"), and
- whether they may be used various times (encoded "0/*" or "1/*").

Elements and attributes encoded "0/1" can be used once, but they are not mandatory within the profile.

Example:



For some elements exemplary extracts from an archival description formatted in EAG are added. All these extracts are taken from the German example that can completely be found in Annex B.1.

IV. First hierarchical level – The root element with its attributes

<eag> – EAG document (1/1)

mandatory root element – indicates a description of an institution with archival holdings formatted in XML and encoded according to the EAG standard; is validated against the profile used within MIDEX because there is no XSD to validate against yet

@xmlns – EAG namespace (1/1) – "http://www.archivgut-online.de/eag/"

default value linking to the EAG namespace location; not displayed in the editor; mandatory

@xmlns:xsi – schema instance (1/1) – "http://www.w3.org/2001/XMLSchema-instance"

default value linking to the EAG schema instance; not displayed in the editor; mandatory

@xsi:schemaLocation – schema location (1/1) – "http://www.archivgut-online.de/eag/ eag.xsd"

default value linking to the EAG schema location; not displayed in the editor; mandatory

@audience – audience (1/1) – "external"

attribute is automatically used with the default value "external"; not displayed in the editor; mandatory

Example:

```
<eag audience="external" xmlns="http://www.archivgut-online.de/eag/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.archivgut-online.de/eag/ eag.xsd">
  <eagheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b" repositoryencoding="iso15511"
scriptencoding="iso15924" status="edited">
    <eagid>DE-ARCH-220</eagid>
    <mainhist>
      <mainevent maintype="create">
        <date calendar="gregorian" era="ce" normal="2008-05-23"/>
        <respevent>
          <surnames>Arnold</surnames>
          <firstname>Kerstin</firstname>
          <charge>wiss. Mitarbeiterin, Projekt Verbundfindmittel
          </charge>
        </respevent>
      </mainevent>
      <mainevent maintype="update">
        <date calendar="gregorian" era="ce" normal="2009-03-11"/>
      </mainevent>
    </mainhist>
    <language decl>
      <language langcode="ger" scriptcode="Latn">deutsch</language>
    </language decl>
  </eagheader>
  <archguide>
    [...]
  </archguide>
</eag>
```

V. Second hierarchical level – Document's header and descriptive information

<eagheader> – descriptive information (1/1)

descriptive information to identify the document, naming all relevant international standards, the language(s) used within the EAG document, and the person(s) responsible for its maintenance; mandatory

@status – status (1/1) – "edited"

information about the document's editing status; automatically used with the default value "edited"; mandatory

@langencoding – language encoding (1/1) – "iso639-2b"

international standard used to encode the languages named within the document; default value; not displayed in the editor; mandatory

@scriptencoding – script encoding (1/1) – "iso15924"

international standard used to encode the scripts named within the document; default value; not displayed in the editor; mandatory

@dateencoding – date encoding (1/1) – "iso8601"

international standard used to encode the dates named within the document; default value; not displayed in the editor; mandatory

@countryencoding – country encoding (1/1) – "iso3166-1"

international standard used to encode the countries named within the document; default value; not displayed in the editor; mandatory

@repositoryencoding – repository encoding (1/1) – "iso15511"

international standard used to encode the repositories named within the document; default value; not displayed in the editor; mandatory

Example:

```
<eagheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b" repositoryencoding="iso15511" scriptencoding="iso15924"
status="edited">
  <eagid>DE-ARCH-220</eagid>
  <mainhist>
    <mainevent maintype="create">
      <date calendar="gregorian" era="ce" normal="2008-05-23"/>
      <respevent>
        <surnames>Arnold</surnames>
        <firstname>Kerstin</firstname>
        <charge>wiss. Mitarbeiterin, Projekt Verbundfindmittel</charge>
      </respevent>
    </mainevent>
  </mainhist>
  <languagedecl>
    <language langcode="ger" scriptcode="Latn">deutsch</language>
  </languagedecl>
</eagheader>
```

<eagid> – EAG identifier (1/1)

identifying the EAG document according to ISO 15511, i.e. the country code used within the identifier is written in capital letters (e.g.: DE-.....); identical to the identifier of the described repository; mandatory

Example:

```
<eagid>DE-ARCH-1234</eagid>
```

Note: The named identifier follows the concept that has been developed for creating identifiers within the DFG project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland". It is of course possible to use any other form of global identifiers, as long as they are built up compliantly with ISO 15511.

<mainhist> – maintenance history (1/1)

information about the document's maintenance history; mandatory

Example:

```
<mainhist>
  <mainevent maintype="create">
    <date calendar="gregorian" era="ce" normal="2008-05-23"/>
    <respevent>
      <surnames>Arnold</surnames>
      <firstname>Kerstin</firstname>
      <charge>wiss. Mitarbeiterin, Projekt Verbundfindmittel</charge>
    </respevent>
  </mainevent>
</mainhist>
```

<mainevent> – creation or revision of the EAG document (1/*)

information about one single maintenance event: creation / revision or update; mandatory; may be used various times

@maintype – type of the maintenance event (1/1)

displaying the type of the maintenance event: select "create" for the first maintenance event and "update" for the following; not displayed in the editor; mandatory

Example 1 (create):

```
<mainevent maintype="create">
  <date calendar="gregorian" era="ce" normal="2008-05-23"/>
  <respevent>
    <surnames>Arnold</surnames>
    <firstname>Kerstin</firstname>
    <charge>wiss. Mitarbeiterin, Projekt Verbundfindmittel</charge>
  </respevent>
</mainevent>
```


Example 2 (update):

```
<mainevent maintype="update">
  <date calendar="gregorian" era="ce" normal="2009-03-11"/>
  <respevent>
    <surnames>Arnold</surnames>
    <firstname>Kerstin</firstname>
    <charge>wiss. Mitarbeiterin, Verbundfindmittel</charge>
  </respevent>
  <source>Aktualisierte Öffnungszeiten ab März 2009</source>
</mainevent>
```

<date> – date (1/1)

displaying the exact date, when the EAG document has been created or revised; please use "normalised date" according to ISO 8601 (YYYY-MM-DD); not displayed in the editor; mandatory

@calendar – calendar (1/1) – "gregorian"

displaying the system of reckoning time; default value: "gregorian" – may be changed; not displayed in the editor; mandatory

@era – era (1/1) – "ce"

displaying the period during which years are numbered and dates are reckoned; default value: "ce" – may be changed; not displayed in the editor; mandatory

@normal – normalised date (1/1)

normalised date according to ISO 8601, e.g. "YYYY-MM-DD" or "YYYY"; mandatory

Example:

```
<date calendar="gregorian" era="ce" normal="2009-03-11"/>
```

Note: The editor's HTML script translates the normalised date automatically into a human readable form, i.e. "11.03.2009".

<respevent> – editor (0/1)

information about the person responsible for the creation or revision of the EAG document

Example (including the following elements <surnames>, <firstname> and <charge>):

```
<respevent>
  <surnames>Arnold</surnames>
  <firstname>Kerstin</firstname>
  <charge>wiss. Mitarbeiterin, Projekt Verbundfindmittel</charge>
</respevent>
```

<surnames> – surname(s) (1/1)

surname(s) of the editor; mandatory, if "editor" is used

Example see above (p. 14, <respevent>)

<firstname> – first name(s) (1/1)

first name(s) of the editor, including academic titles; mandatory, if "editor" is used

Example see above (p. 14, <respevent>)

<charge> – charge (0/1)

displaying the editor's charge or function

Example see above (p. 14, <respevent>)

<source> – source (0/1)

displaying the source used for the creation or revision of the document

Example:

```
<source>Die Inhalte dieser Archivinformationsseite sind anhand der Homepage des Bundesarchivs zusammengestellt worden. Es handelt sich jedoch nur um eine vorläufige Fassung für die Testrelease des Verbundfindmittels im DFG-Projekt "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland". Im späteren Verlauf des Projekts wird das Bundesarchiv mit MIDEX in die Lage versetzt, diese Informationen selbst zu korrigieren, zu ergänzen und zu pflegen.</source>
```

<languagedecl> – language(s) (0/1)

language(s) used within the EAG document

Example (including the following element <language> and the corresponding attributes):

```
<languagedecl>  
  <language langcode="ger" scriptcode="Latn">deutsch</language>  
  <language langcode="eng" scriptcode="Latn">englisch</language>  
  <language langcode="fre" scriptcode="Latn">französisch</language>  
  <language langcode="rus" scriptcode="Cyrl">russisch</language>  
</languagedecl>
```

<language> – language (1/*)

displaying one of the languages used within the EAG document, e.g. "german", "english", "french"; mandatory, if "language(s)" is used; may be used various times

@langcode – language code

language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"; mandatory, if "language" is used

@scriptcode – script code

script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"; mandatory, if "language" is used

Example see above (p. 15, <languagedecl>)

VI. Second hierarchical level – Archival guide

<archguide> – archival guide (1/1)

element grouping all information used to identify and describe a repository; mandatory

Example:

```
<archguide>
  <identity>
    [...]
  </identity>
  <desc>
    [...]
  </desc>
</archguide>
```

Note: Due to the fact that <archguide> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point. The contents used in the subelements of <archdesc> are explained below.

VII. Third hierarchical level – Identity area

<identity> – identity (1/1)

detailed information to identify the described repository; mandatory

Example (including the following elements <repositorid>, <autform>, <parform> and <nonpreform>):

```
<identity>
  <repositorid countrycode="DE" repositorycode="DE-ARCH-220"/>
  <autform>Stiftung Archivgut der Parteien und Massenorganisationen der DDR
  im Bundesarchiv </autform>
  <parform>Abkürzung: SAPMO</parform>
  <nonpreform>BArch Berlin</nonpreform>
</identity>
```

<repositorid> – repository identifier (1/1)

element uniquely identifying the repository by using the country and repository codes; mandatory

@countrycode – country code (1/1) – "DE"

name of the country the repository is located in encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain and Northern Ireland", "FR" for "France"; mandatory

@repositorycode – repository code (1/1)

unique code identifying the repository; encoded according to ISO 15511 (ISIL), i.e. using capital letters to indicate the country ("DE-....." for repositories in Germany); mandatory

Example see above (<identity>)

<autform> – authorised name (1/1)

authorised form of the repository's name; mandatory

Example see above (<identity>)

<parform> – parallel form(s) of name (0/*)

parallel form(s) of the repository's name (e.g. officially used abbreviations); may be used various times

Example see above (<identity>)

<nonpreform> – other form(s) of name (0/*)

non-preferred form(s) of the repository's name (e.g. former name(s) that are not used anymore); may be used various times

Example see above (p. 18, <identity>)

VIII. Third hierarchical level – Description area

<desc> – archival description (1/1)

describing information about the repository, such as its location, administrative hierarchy, services, etc.; mandatory

Note: Due to the fact that <desc> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point. The contents used in the subelements of <desc> are explained below.

<geogarea> – geographical area (1/1)

naming the geographical area the repository is located in; mandatory

Example:

```
<geogarea>Europa</geogarea>
```

<country> – country (1/1)

naming the country in which the repository is located; mandatory

Example:

```
<country>Deutschland</country>
```

<firstdem> – first demarcation (0/1)

naming the first administrative demarcation of the country in which the repository is located, concerning Germany i.e. Bayern, Berlin, Brandenburg, etc.

Example:

```
<firstdem>Bayern</firstdem>
```

<secondem> – second demarcation (0/1)

naming the second administrative demarcation of the country in which the repository is located, e.g. province, region or district

Example:

```
<secondem>Oberbayern</secondem>
```

<municipality> – city (1/1)

naming the city the repository is located in; mandatory

Example:

```
<municipality>Berlin</municipality>
```

<localentity> – quarter or district (0/1)

naming the lower local entity of the city in which the repository is located

Example:

```
<localentity>Steglitz-Zehlendorf</localentity>
```

<street> – street and number (0/1)

contact details of the repository: street and house number; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example:

```
<street>
  <emph render="bold">Besuchsadresse:</emph><lb/>
  Finckensteinallee 63<lb/>
<lb/>
  <emph render="italic">Postadresse:</emph><lb/>
  Bundesarchiv<lb/>
  Postfach 450 569<lb/>
  12175 Berlin
</street>
```


Note: Using the markup elements `<lb>` as well as `<emph render="bold">` resp. `<emph render="italic">` provides the opportunity to give different addresses even with the non-repeatable element `<street>`. This could be helpful in case of divergent street and postal addresses or for displaying a temporary address, e.g. because of building measures.

HTML view of the example:

Kontaktdaten

Straße:	Besuchsadresse: Finckensteinallee 63
	<i>Postadresse:</i> Bundesarchiv Postfach 450 569 12175 Berlin

<postalcode> – postal code (0/1)

contact details of the repository: postal code

Example:

`<postalcode>12205</postalcode>`

Note: In HTML the content of the element `<postalcode>` is displayed in combination with the content of the element `<municipality>`.

HTML view of the example:

Kontaktdaten

Straße:	Finckensteinallee 63
Ort:	12205 Berlin

`<postalcode>`

`<municipality>`

<telephone> – telephone (0/*)

contact details of the repository: telephone number(s); using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; may be used various times

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example 1 (with markup):

```
<telephone>
  <emph render="bold">Zentrale:</emph><lb/>
  03018/7770-0<lb/>
  <lb/>
  <emph render="bold">Archivfachlicher Dienst:</emph><lb/>
  03018/7770-420<lb/>
  oder -411
</telephone>
```

HTML view of the example:

Telefon:	Zentrale: 03018/7770-0
	Archivfachlicher Dienst: 03018/7770-420 oder -411

Example 2 (repetition of the <telephone>, without markup):

```
<telephone>
  Zentrale: 03018/7770-0
</telephone>
<telephone>
  Archivfachlicher Dienst: 03018/7770-420 oder -411
</telephone>
```

HTML view of the example:

Telefon:	Zentrale: 03018/7770-0
	Archivfachlicher Dienst: 03018/7770-420 oder -411

Note: The possibility of repeating the element itself or of using markup elements provides – at this place as well as with the elements <fax>, <repositorhist><p>, <adminunit>, <building><p> and <odautomation><p> following below – a variety of scopes for design concerning the HTML presentation.

<fax> – fax (0/*)

contact details of the repository: fax number(s); using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; may be used various times

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example:

```
<emph>03018/7770-111</emph>
```

<email> – mail address(es) (0/*)

contact details of the repository: mail address(es); this element is used to define the labelling for the link shown in the online archival description; may be used various times

@href – mail address (1/1)

the attribute is used to include the appropriate URL; mandatory, if "mail address(es)" is used

Example:

```
<email href="berlin@barch.bund.de">E-Mail versenden</email>
```

Note: The attribute HREF contains the actual mail address, while the content of the element <email> serves as a label for the link displayed in the HTML presentation. That might be a general text such as "send mail" or the repetition of the mail address. The latter would provide the benefit of including the mail address itself when printing the HTML page.

<webpage> – web page (0/1)

web page address of the repository; this element is used to define the labelling for the link shown in the online archival description

@href – URL (1/1)

the attribute is used to include the appropriate URL; mandatory, if "web page" is used

Example:

```
<webpage href="http://www.bundesarchiv.de">Internetauftritt des Bundesarchivs</webpage>
```

<timetable> – timetable (0/1)

grouping information about the opening – and closing – hours of the repository

Example (including the following elements <opening>, <weekopen> and <closing>):

```
<timetable>
  <opening>
    <emph render="bold">Archiv (Lesesaal) :</emph>
    Montag bis Donnerstag 8.00 - 19.00 Uhr,<lb/>
    Freitag 8.00 - 16.00 Uhr<lb/>
    <lb/>
    <emph render="bold">Bibliothek (Lesesaal) :</emph>
    Montag bis Donnerstag 9.00 - 19.00 Uhr,<lb/>
    Freitag 9.00 - 16.00 Uhr</opening>
  <weekopen>
    <num unit="hour">52</num>
  </weekopen>
  <closing>an Wochenenden und Feiertagen geschlossen</closing>
</timetable>
```

<opening> – opening hours (1/1)

information about the opening of the repository to the public; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; mandatory

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example see above (<timetable>)

<weekopen> – weekly opening times in hours (0/1)

information about the number of hours that the repository is open to the public weekly; not displayed in the editor

Example see above (<timetable>)

<num> – hours/week (1/1)

displaying the total number of hours, used without additional unit of measurement; mandatory, if "weekly opening times in hours" is used

@unit – unit of measurement – "hour" (1/1)

unit of measurement concerning the weekly opening times: hour; mandatory, if "hours/week" is used

Example see above (p. 25, <timetable>)

<closing> – closing hours (0/1)

information about the closing of the repository to the public; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example see above (p. 25, <timetable>)

<access> – access information (1/1)

information about the conditions governing the access to the repository or governing the use of its holdings, optionally including a direction to the relevant law(s); using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; mandatory

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example:

```
<access>Vgl. Erlass des Bundesministers des Innern über die Errichtung einer
"Stiftung Archiv der Parteien und Massenorganisationen der DDR" vom 6. April
1992 (online zugänglich im Rahmen des Internetauftritts des Bundesarchivs)
</access>
```

<resprepositor> – archive directorship (0/1)

information about the person responsible for the repository

Example (including the following elements <surnames>, <firstname> and <charge>):

```
<resprepositor>
  <surnames>Menne-Haritz</surnames>
  <firstname>Prof. Dr. Angelika</firstname>
  <charge>Leiterin der Stiftung</charge>
</resprepositor>
```

<surnames> – surname(s) (1/1)

surname(s) of the repository's director; mandatory, if "archive directorship" is used

Example see above (<resprepositor>)

<firstname> – first name(s) (1/1)

first name(s) of the repository's director, including academic titles; mandatory, if "archive directorship" is used

Example see above (<resprepositor>)

<charge> – charge (0/1)

detailed information about the director's charge or function

Example see above (<resprepositor>)

<repositorhist> – repository history (0/1)

annotation of the repository's history

Note: Due to the fact that <repositorhist> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<p> – paragraph (1/1)

free text – may be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; mandatory, if "repository history" is used

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example:

```
<repositorhist>
  <p>Mit dem Zusammenbruch der DDR im Jahr 1989 wandelte sich auch deren
  Parteienlandschaft. Massenorganisationen lösten sich auf oder definierten
  sich neu. Wichtige Archive und Bibliotheken der DDR verloren ihre Träger-
  institutionen und damit ihre Existenzgrundlage. Bereits Anfang 1990 ein-
  setzende Diskussionen über den Fortbestand und die dauerhafte Sicherung der
  Archive und Bibliotheken der Parteien und Massenorganisationen der DDR fanden
  jedoch zunächst in den zuständigen Gremien keine Mehrheit. Auch bei den
  Verhandlungen über den Einigungsvertrag gelang es nicht, in das Einigungsver-
  tragsgesetz vom 23. September 1990 eine entsprechende Regelung für das
  Archivgut der Parteien und Massenorganisationen aufzunehmen.</lb/>
</lb/>
  Am 20. März 1991 brachten dann die Fraktionen der CDU/CSU und der FDP einen
  Gesetzentwurf zur Änderung des Bundesarchivgesetzes im Bundestag ein
  (Bundestags-Drucksache 12/288). Danach sollte die Zuständigkeit des Bundes-
  archivs auf Archivbestände der Parteien und Massenorganisationen der DDR
  erweitert werden, sofern sie die Wahrnehmung staatlicher Aufgaben betreffen.
  Der federführende Innenausschuss des Deutschen Bundestages einigte sich am
  15. Januar 1992 darauf, im Bundesarchiv eine unselbstständige Stiftung unter
  dem Namen "Stiftung Archiv der Parteien und Massenorganisationen der DDR" zu
  errichten, die entsprechende Unterlagen auf Dauer sichern, nutzbar machen und
  ergänzen sollte (BT-Drs. 12/1967). Der Gesetzentwurf wurde mit den Stimmen
  der CDU/CSU, der FDP und der SPD im Bundestag verabschiedet, die Änderung des
  Bundesarchivgesetzes trat am 13. März 1992 in Kraft. Ein knappes Jahr später,
  am 4. Januar 1993, nahm die Stiftung ihre Arbeit auf.</p>
  <p><emph render="bold">Archivgut:</emph> Unterlagen zentraler Organe der SED,
  des FDGB, der FDJ und anderer Organisationen sowie Nachlässe</p>
  <p><emph render="bold">Bibliothek:</emph> Publikationen und vielfältige Graue
  Literatur aus den Organisationen der DDR, dazu Amtsdruckschriften seit 1871
  und Belegexemplare von den Benutzern der Berliner Abteilungen</p>
</repositorhist>
```

<repositorfound> – repository foundation (0/1)

information about the repository's foundation

Example (including the following elements <date> and <rule>):

```
<repositorfound>
  <date calendar="gregorian" era="ce" normal="1994"/>
  <rule>Errichtung der SAPMO </rule>
</repositorfound>
```

Note: The editor's HTML script translates the normalised date automatically into a human readable form, i.e. "11.03.2009".

<date> – founding date (1/1)

naming the repository's founding date using the attribute "founding date (normalised)" according to ISO 8601: "YYYY-MM-DD" or "YYYY"; not displayed in the editor; mandatory, if "repository foundation" is used

@calendar – calendar (1/1) – "gregorian"

displaying the system of reckoning time; default value: "gregorian" – may be changed; not displayed in the editor; mandatory, if "founding date" is used

@era – era (1/1) – "ce"

displaying the period during which years are numbered and dates are reckoned; default value: "ce" – may be changed; not displayed in the editor; mandatory, if "founding date" is used

@normal – founding date (normalised) (1/1)

displaying the repository's founding date according to ISO 8601: "YYYY-MM-DD" or "YYYY"; mandatory, if "founding date" is used

Example see above (<repositorfound>)

<rule> – rule(s) (0/1)

reference of a legal or reglamentary rule

Example see above (<repositorfound>)

<repositorstop> – repository suppression (0/1)

information about the repository's suppression

Example (including the following elements <date> and <rule>):

```
<repositorstop>
  <date calendar="gregorian" era="ce" normal="1994"/>
  <rule>Das Berlin Document Center wird vom Bundesarchiv übernommen und geht
  mit seinen Beständen in diesem auf.</rule>
</repositorstop>
```


<date> – closing date (1/1)

naming the date of the repository's suppression using the attribute "closing date (normalised)" according to ISO 8601: "YYYY-MM-DD" or "YYYY"; not displayed in the editor; mandatory, if "repository suppression" is used

@calendar – calendar (1/1) – "gregorian"

displaying the system of reckoning time; default value: "gregorian" – may be changed; not displayed in the editor; mandatory, if "closing date" is used

@era – era (1/1) – "ce"

displaying the period during which years are numbered and dates are reckoned; default value: "ce" – may be changed; not displayed in the editor; mandatory, if "closing date" is used

@normal – closing date (normalised) (1/1)

displaying the date of the repository's closing according to ISO 8601: "YYYY-MM-DD" or "YYYY"; mandatory, if "closing date" is used

Example see above (p. 29, <repositor-sup>)

<rule> – rule(s) (0/1)

information about the causes for the repository's suppression

Example see above (p. 29, <repositor-sup>)

<repositor-guides> – repository guides (0/1)

references of one or more archival guides concerning the described repository's holdings, either printed or online

Note: Due to the fact that <repositor-guides> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<repositor-guide> – holdings guide (1/*)

reference of the described repository's holdings guide; mandatory, if "repository guides" is used; may be used various times

@href – URL (0/1)

the attribute is used to include the appropriate URL to an online holdings guide

Example:

```
<repositorguides>
  <repositorguide
    href="http://startext.net-build.de:8080/barch/MidosaseARCH/
    Bestaendeuebersicht/index.htm">Online-Beständeübersicht</repositorguide>
</repositorguides>
```

Note: The element <repositorguide> can be used in combination with the attribute HREF, as shown in this example, for linking an online holdings guide. If the attribute HREF is used, the content of the element serves as label for this link. Nevertheless the element can also be used without the attribute to name a printed holdings guide.

<adminhierarchy> – administrative hierarchy (0/1)

information about the repository's administrative and organisational structure

Note: Due to the fact that <adminhierarchy> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<adminunit> – administrative unit (1/*)

information about one administrative unit (e.g. head office, department etc.) or location, optionally including contact details, markups and line breaks may be used; mandatory, if "administrative hierarchy" is used; may be used various times

@id – identifier (0/1)

displaying the EAG identifier of the described location used to link with the corresponding EAG document

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example 1:

```
<adminhierarchy>
  <adminunit>Referat 1: Zentrale Dienste</adminunit>
  <adminunit>Referat 2: Älteres und neueres Archivgut</adminunit>
  <adminunit>Referat 3: Neuestes Archivgut</adminunit>
</adminhierarchy>
```

Example 2:

```

<adminhierarchy>
  <adminunit>Das Bundesarchiv gliedert sich in sechs Fachabteilungen und eine
  Abteilung für zentrale Verwaltungsangelegenheiten. Daneben steht die Stiftung
  Archiv der Parteien und Massenorganisationen der DDR, die 1992 im Bundes-
  archiv begründet wurde.</adminunit>
  <adminunit id="de-arch-218">
    <emph render="bold">Dienstort Koblenz</emph><lb/>
    <lb/>
    Mit dem Sitz des Präsidenten ist Koblenz Hauptdienststelle des Bundes-
    archivs.<lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv<lb/>
    Potsdamer Str. 1<lb/>
    56075 Koblenz
  </adminunit>
  <adminunit id="de-arch-219">
    <emph render="bold">Dienstort Bayreuth</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv<lb/>
    Dr.-Franz-Straße 1<lb/>
    95445 Bayreuth
  </adminunit>
  <adminunit id="de-arch-220">
    <emph render="bold">Dienstort Berlin-Lichterfelde</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Finckensteinallee 63<lb/>
    12205 Berlin
  </adminunit>
  <adminunit id="de-arch-221">
    <emph render="bold">Dienstort Berlin-Wilmersdorf</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv-Filmarchiv<lb/>
    Fehrbelliner Platz 3<lb/>
    10707 Berlin
  </adminunit>
  <adminunit id="de-arch-222">
    <emph render="bold">Dienstort Hoppegarten</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv<lb/>
    Lindenallee 55-57<lb/>
    15366 Hoppegarten
  </adminunit>
  <adminunit id="de-arch-223">
    <emph render="bold">Dienstort Freiburg i.Br.</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv-Militärarchiv<lb/>
    Wiesentalstraße 10<lb/>
    79115 Freiburg
  </adminunit>
  <adminunit id="de-arch-224">
    <emph render="bold">Dienstort Ludwigsburg</emph><lb/>
    Anschrift:<lb/>
    Bundesarchiv<lb/>
    Schorndorfer Str. 58<lb/>

```

```

    71638 Ludwigsburg
  </adminunit>
  <adminunit id="de-arch-225">
    <emph render="bold">Dienstort Rastatt</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv<lb/>
    Schloss<lb/>
    Herrenstraße 18<lb/>
    76437 Rastatt
  </adminunit>
  <adminunit id="de-arch-226">
    <emph render="bold">Dienstort St. Augustin-Hangelar</emph><lb/>
    <lb/>
    Anschrift:<lb/>
    Bundesarchiv<lb/>
    Bundesgrenzschutzstr. 100<lb/>
    53757 St. Augustin-Hangelar
  </adminunit>
</adminhierarchy>

```

Note: The information given in the single <adminunit> elements can be as short or detailed as appropriate. The element can refer to different departments (example 1) as well as to different locations (example 2). In the latter case the attribute ID may be used to link additional EAG documents referring to these locations.

<buildinginfo> – building information (1/1)

detailed information about the repository building; mandatory

Note: Due to the fact that <buildinginfo> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<building> – repository building (0/1)

general description of the repository building and its history

Note: Due to the fact that <building> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<p> – paragraph (1/*)

free text – may be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; mandatory, if "repository building" is used

<lb> – line break

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – bold

markup; not displayed in the editor; may be used various times

<emph render="italic"> – italic

markup; not displayed in the editor; may be used various times

Example:

```
<building>
  <p>1873 wurde hier die preußische Kadettenanstalt weit vor den Toren Berlins
  gebaut. Nach dem ersten Weltkrieg wurde sie als ziviles Gymnasium genutzt.
  1933 übernahm die Leibstandarte SS Adolf Hitler die Kaserne. Für die Leib-
  standarte entstanden zwischen 1937 und 1940 die Bauten, die die Hauptfront
  zur Finckensteinallee hin ausrichteten und heute noch den Eingangsbereich
  beherrschen.</p>
  <p>1945 bezogen amerikanische Truppen das Areal und bauten anstelle der zu
  mehr als drei Vierteln zerstörten Gebäude Unterkünfte und Verwaltungsbüros
  sowie die Andrew's Chapel, in der heute die Bibliothek des ehemaligen
  Instituts für Marxismus Leninismus ihren Lesesaal hat.</p>
</building>
```

<repositorarea> – repository area (0/1)

information about the repository area in squaremetres

Note: Due to the fact that <repositorarea> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<num> – size (1/1)

size of the repository area in squaremetres, used without additional unit of measurement; mandatory, if "repository area" is used

@unit – unit of measurement (1/1) – "squaremetre"

unit of measurement concerning the size of the repository area: squaremetre; mandatory, if "size" is used; not displayed in the editor

Example:

```
<repositorarea>
  <num unit="squaremetre">2000</num>
</repositorarea>
```

<lengthshelf> – available length of shelf (0/1)

information about the available length of shelf

Note: Due to the fact that <lengthshelf> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<num> – length (1/1)

length of shelf in linearmetre, used without additional unit of measurement; mandatory, if "available length of shelf" is used

@unit – unit of measurement (1/1) – "linearmetre"

unit of measurement concerning the available length of shelf: linearmetre; mandatory, if "length" is used; not displayed in the editor

Example:

```
<lengthshelf>
  <num unit="linearmetre">150000</num>
</lengthshelf>
```

<searchroom> – search room / capacity (1/1)

information about the search room and its capacity; mandatory; not displayed in the editor

Note: Due to the fact that <searchroom> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<num> – number of working places (1/1)

information about the total number of working places in the search room; mandatory

@unit – unit of measurement (1/1) – "site"

unit of measurement concerning the search room's capacity: site; mandatory; not displayed in the editor

Example:

```
<searchroom>
  <num unit="site">90 Arbeitsplätze im Aktenlesesaal, 27 Mikroficheleseplätze,
  50 Arbeitsplätze im Lesesaal der Bibliothek.</num>
</searchroom>
```

Note: The element <num> may just contain the number of working places or display more detailed information, as shown in the example.

<handicapped> (1/1) –**@question (1/1) –**

facilities for handicapped persons available – "yes"

information about whether the repository has facilities for handicapped persons or not: yes

no facilities for handicapped persons available – "no"

information about whether the repository has facilities for handicapped persons or not: no

Note: In the editor the element <handicapped> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <handicapped> is mandatory within the EAG document.

Example:

```
<handicapped question="yes"/> resp.
<handicapped question="no"/>
```

<extent> – extent (1/1)

information about the extent of the repository's holdings in linearmetres or any other corresponding unit of measurement; mandatory

Note: Due to the fact that <extent> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<num> – extent (1/*)

extent in linearmetres or any other corresponding unit of measurement; mandatory; may be used various times

@unit – unit of measurement (1/1) – "linearmetre"

unit of measurement concerning the extent: default value "linearmetre" – may be changed; mandatory

Example:

```
<extent>
  <num unit="linearmetre">300000</num>
</extent>
```

<organization> – classification scheme (0/1)

information about the classification scheme of the repository's record groups, fonds and collections; not displayed in the editor

Note: The EAG profile, that has been developed in the course of the project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für eine Archivportal Deutschland" and is maintained by the Federal Archives of Germany, includes the element <organization> with all following elements primarily to be compatible with the EAG DTD in preparation for an exchange of data in upcoming international projects. Within the editor MIDEX the element <organization> is not used, because there is a more detailed editor for EAD holdings guides provided. Therefore it is no example given at this place.

<class> – title (0/*)

title or name of the classification group; not displayed in the editor; may be used various times

@classcode – number (1/1)

number of the described classification group; mandatory, if "title" is used; not displayed in the editor

@fathercode – superior number (1/1) – "none"

number of the classification group superior to the described one, default value: "none"; mandatory, if "title" is used; not displayed in the editor

<descunit> – fonds (1/*)

detailed information about one fonds or collection; mandatory, if "classification scheme" is used; not displayed in the editor; may be used various times

@classcode – number (0/1)

number of the classification group the described fonds is grouped within; not displayed in the editor

@fathercode – superior number (0/1)

number of the classification group superior to the one the described fonds is grouped within; not displayed in the editor

@level – description level (0/1)

identifying the hierarchical level of description, e.g. "fonds"; default value – may be changed to "collection" or "recordgrp"; not displayed in the editor

<unitid> – reference number (1/1)

reference number or otherwise uniquely identifying number of the described fonds; mandatory, if "fonds" is used; not displayed in the editor

@href – filename (1/1)

address or name which links to an online finding aid concerning the described fonds; mandatory, if "reference number" is used; not displayed in the editor

<unittitle> – title (1/1)

title or name of the fonds; mandatory, if "fonds" is used; not displayed in the editor

<date> – date of creation (1/1)

naming the year(s), month(s), or day(s) the fonds has been created; mandatory, if "fonds" is used; not displayed in the editor

@calendar – calendar (1/1) – "gregorian"

displaying the system of reckoning time; default value: "gregorian" – may be changed; mandatory, if "date of creation" is used; not displayed in the editor

@era – era (1/1) – "ce"

displaying the period during which years are numbered and dates are reckoned; default value: "ce" – may be changed; mandatory, if "date of creation" is used; not displayed in the editor

@normal – normalised date (1/1)

normalised date according to ISO 8601, preferably "YYYY-MM-DD/YYYY-MM-DD"; mandatory, if "date of creation" is used; not displayed in the editor

@datechar – nature of date (1/1) – "accumulation"

term characterising the nature of dates; default value "accumulation" may e.g. be changed to "creation" or "modification"; mandatory, if "date of creation" is used; not displayed in the editor

<extent> – extent (0/1)

information about the fonds' extent; not displayed in the editor

<num> – extent (1/*)

extent in linearmetres; mandatory, if "extent" is used; not displayed in the editor; may be used various times

@unit – unit of measurement (1/1) – "linearmetre"

unit of measurement concerning one fonds' extent: linearmetre; mandatory, if "extent" is used; not displayed in the editor

<sections> – classification (0/1)

further information about the described fonds' classification scheme; not displayed in the editor

<section> – classification group (1/*)

naming one classification group within the described fonds; mandatory, if "classification" is used; not displayed in the editor; may be used various times

<techservices> – technical services (1/1)

information about the technical services that exist in the repository (restoration, reproduction, library); mandatory

Note: Due to the fact that <techservices> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<restorationlab> (1/1) –**@question (1/1) –****restoration laboratory available – "yes"**

information about whether there exists a restoration laboratory or not: yes

no restoration laboratory available – "no"

information about whether there exists a restoration laboratory or not: no

Note: In the editor the element <restorationlab> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <restorationlab> is mandatory within the EAG document.

Example:

```
<restorationlab question="yes"/> resp.  
<restorationlab question="no"/>
```

<reproductionser> (1/1) –**@question (1/1) –****reproduction services available – "yes"**

information about whether the repository offers reproduction services in general or not: yes; the answer "yes" requires the additional naming of the detailed services following further on

Note: In the editor the element <reproductionser> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no" (see below, p. 41). In one way or another, the element <reproductionser> is mandatory within the EAG document.

Example (including the subelements <photocopyser>, <microformser>, <photographser> and <digitalser>):

```
<reproductionser question="yes">
  <photocopyser question="yes"/> bzw.
  <photocopyser question="no"/>
  <microformser question="yes"/> bzw.
  <microformser question="no"/>
  <photographser question="yes"/> bzw.
  <photographser question="no"/>
  <digitalser question="yes"/> bzw.
  <digitalser question="no"/>
</reproductionser>
```

<photocopyser> (1/1) –

@question (1/1) –

photocopies service available – "yes"

information about whether the repository offers a photocopies service or not: yes

no photocopies service available – "no"

information about whether the repository offers a photocopies service or not: no

Note: In the editor the element <photocopyser> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <photocopyser> is mandatory within the EAG document.

Example see above (<reproductionser>)

<microformser> (1/1) –

@question (1/1) –

microforms service available – "yes"

information about whether the repository offers a microforms service or not: yes

no microforms service available – "no"

information about whether the repository offers a microforms service or not: no

Note: In the editor the element <microformser> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <microformser> is mandatory within the EAG document.

Example see above (<reproductionser>)

<photographser> (1/1) –**@question (1/1) –****photographs service available – "yes"**

information about whether the repository offers a photographs service or not: yes

no photographs service available – "no"

information about whether the repository offers a photographs service or not: no

Note: In the editor the element <photographser> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <photographser> is mandatory within the EAG document.

Example see above (p. 40, <reproductionser>)

<digitalser> (1/1) –**@question (1/1) –****digital reproductions service available – "yes"**

information about whether the repository offers a digital reproductions service or not: yes

no digital reproductions service available – "no"

information about whether the repository offers a digital reproductions service or not: no

Note: In the editor the element <digitalser> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <digitalser> is mandatory within the EAG document.

Example see above (p. 40, <reproductionser>)

<reproductionser> (1/1) –**@question (1/1) –****no reproduction services available – "no"**

information about whether the repository offers reproduction services in general or not: no

Note: In the editor the element <reproductionser> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes" (see above, p. 39 f.), the other time it comes with the value "no". In one way or another, the element <reproductionser> is mandatory within the EAG document.

Example:

```
<reproductionser question="no"/>
```

<library> (1/1) –**@question (1/1) –****library available – "yes"**

information about whether there exists an assistant library or not: yes; optionally adding some information about the extent of the library's assets

Note: In the editor the element <library> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no" (see below). In one way or another, the element <library> is mandatory within the EAG document.

Example (including the following element <monographicpub>):

```
<library question="yes">
  <monographicpub>
    <num unit="book">1,7 Millionen</num>
  </monographicpub>
</library>
```

<monographicpub> – extent (0/1)

extent of the library's assets; not displayed in the editor

Example see above (<library>)

<num> – media units (1/1)

number of media units; mandatory, if "extent" is used

@unit – unit of measurement (1/1) – "book"

unit of measurement: "book"; default value, also including electronic media; mandatory, if "media units" is used

Example see above (<library>)

<library> (1/1) –**@question (1/1) –****no library available – "no"**

information about whether there exists an assistant library or not: no

Note: In the editor the element <library> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes" (see above), the other time it

comes with the value "no". In one way or another, the element <library> is mandatory within the EAG document.

Example:

```
<library question="no"/>
```

<automation> (1/1) –

@question (1/1) –

automated archival tasks available – "yes"

information about whether the repository has automated archival tasks in general or not: yes; the answer "yes" requires the additional naming of the detailed tasks following further on

Note: In the editor the element <automation> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no" (see below, p. 45). In one way or another, the element <automation> is mandatory within the EAG document.

Example (including the subelements <autusermanag>, <autdescription>, <indexvoc> and <odautomation>):

```
<automation question="yes">
  <autusermanag question="yes"/> bzw.
  <autusermanag question="no"/>
  <autdescription question="yes"/> bzw.
  <autdescription question="no"/>
  <indexvoc question="yes"/> bzw.
  <indexvoc question="no"/>
  <odautomation>
    <p>Recherche in Datenbanksystem der Bibliothek (OPAC) sowie Suche über die
      Archivbestände in ARGUS</p>
</automation>
```

<autusermanag> (1/1) –**@question (1/1) –****automated users management available** – "yes"

information about whether the repository has automated users management or not: yes

no automated users management available – "no"

information about whether the repository has automated users management or not: no

Note: In the editor the element <autusermanag> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <autusermanag> is mandatory within the EAG document.

Example see above (p. 43, <automation>)

<autdescription> (1/1) –**@question (1/1) –****automated description available** – "yes"

information about whether the repository has automated description or not: yes

no automated description available – "no"

information about whether the repository has automated description or not: no

Note: In the editor the element <autdescription> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <autdescription> is mandatory within the EAG document.

Example see above (p. 43, <automation>)

<indexvoc> (1/1) –**@question (1/1) –****index vocabularies available** – "yes"

information about whether the repository uses index vocabularies or not: yes

no index vocabularies available – "no"

information about whether the repository uses index vocabularies or not: no

Note: In MINDEX the element <indexvoc> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes", the other time it comes with the value "no". In one way or another, the element <indexvoc> is mandatory within the EAG document.

Example see above (p. 43, <automation>)

<odautomation> – further information (0/1)

displaying other data about automation used in the described repository

Example see above

<p> – paragraph (1/*)

free text – may be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; mandatory, if "further information" is used

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example see above (p. 43, <automation>)

<automation> (1/1) –**@question (1/1) –**

no automated archival tasks available – "no"

information about whether the repository has automated archival tasks in general or not: no

Note: In the editor the element <automation> is set up in two different ways that compete against each other. One time the accompanying, not displayed attribute QUESTION has the value "yes" (see above, p. 43), the other time it comes with the value "no". In one way or another, the element <automation> is mandatory within the EAG document.

Example:

```
<automation question="no"/>
```

<notes> – notes (0/1)

further commentary about the repository

Note: Due to the fact that <notes> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point.

<p> – paragraph (1/*)

free text – may be used various times; using the context menu (right click) allows you to insert line breaks or to emphasise single words or phrases in bold or italic; mandatory, if "notes" is used

<lb> – line break (0/*)

single-spaced line break; not displayed in the editor; may be used various times

<emph render="bold"> – markup bold (0/*)

markup; not displayed in the editor; may be used various times

<emph render="italic"> – markup italic (0/*)

markup; not displayed in the editor; may be used various times

Example:

```
<notes>
  <p>Eine telefonische Platzreservierung (0331/5674-270) ist empfehlenswert.
  <lb/>
  <lb/> Bestellungen von Archivalien für denselben Tag müssen bis 10.30 Uhr
  bzw. 13.00 Uhr abgegeben werden. Danach bestellte Archivalien können zu
  einem späteren Termin eingesehen werden.<lb/>
  <lb/>
  Sollten Ihnen bereits Signaturen bekannt sein, ist eine Aktenbestellung
  auch telefonisch (0331/5674-270), per Fax (0331/5674-212) oder per E-Mail
  (poststelle@blha.brandenburg.de) möglich.<lb/>
</p>
<p> Um einen weitestgehenden Schutz der Originale zu erreichen, werden
bereits verfilmte Archivalien in der Regel in Form eines Mikrofilms vor-
gelegt. Sofortkopien durch den Benutzer über einen Reader-Printer sind
möglich.</p>
<p>Bitte beachten Sie, dass es keine Verpflegungsmöglichkeit vor Ort
gibt.</p>
</notes>
```

<extptr> – digital object (0/*)

connection to an external electronic object (e.g. a graphic representation of the repository's seal or logo, an image of the repository building); not displayed in the editor; may be used various times

Note: The EAG profile maintained by the Federal Archives of Germany includes the element <extptr> with its attributes, which is primarily due to a compatibility with the EAG DTD in preparation for an exchange of data in upcoming international projects. Within the editor the element is not used, because it has not been clear so far, where the digital objects should be represented in HTML. Therefore there is no detailed example given at this place.

@href – URL (1/1)

the attribute is used to include the appropriate URL; mandatory, if "digital object" is used; not displayed in the editor

@entityref – filename (0/1)

displaying the filename of the digital object; not displayed in the editor

@show – representation (0/1)

indicates whether the digital object appears at the point of the link (value: "embedded"), replaces the existing link (value: "replace"), or appears in a new window (value: "new"); not displayed in the editor

Annex A:**EAG archival description – Exemplary overall view of the XML structure (profile used by the Federal Archives of Germany)**

The following hierarchical structure uses all elements named above except <origination> with its subelements and <extptr> with the corresponding attributes. These two elements cannot be inserted or edited when creating an EAG archival description with the editing and conversion tool MIDEX. Besides there are none of the possible markup elements, such as <lb>, <emph render="bold"> resp. <emph render="italic"> used in this example.

Concerning the competing elements with the QUESTION attribute the example only contains the value "yes". If the QUESTION attribute combined with the elements <reproductionser>, <library> und <automation> is used with the value "no", their subelements are not needed to be part of the EAG document.

```
<eag audience="external" xmlns="http://www.archivgut-online.de/eag/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance" xsi:schemaLocation="http://www.archivgut-
online.de/eag/ eag.xsd">
  <eagheader countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b"
  repositoryencoding="iso15511" scriptencoding="iso15924" status="edited">
    <eagid/>
    <mainhist>
      <mainevent maintype="create">
        <date calendar="gregorian" era="ce" normal="JJJJ-MM-TT"/>
        <respevent>
          <surnames/>
          <firstname/>
          <charge/>
        </respevent>
        <source/>
      </mainevent>
      <mainevent maintype="update">
        <date calendar="gregorian" era="ce" normal="JJJJ-MM-TT"/>
        <respevent>
          <surnames/>
          <firstname/>
          <charge/>
        </respevent>
        <source/>
      </mainevent>
    </mainhist>
    <languagedecl>
      <language langcode=" " scriptcode=" "/>
    </languagedecl>
  </eagheader>
  <archguide>
    <identity>
      <repositorid countrycode=" " repositorycode=" "/>
      <autform/>
      <parform/>
    </identity>
  </archguide>
</eag>
```

```

    <nonpreform/>
</identity>
<desc>
  <geogarea/>
  <country/>
  <firstdem/>
  <secondem/>
  <municipality/>
  <localentity/>
  <street/>
  <postalcode/>
  <telephone/>
  <fax/>
  <email href=" "/>
  <webpage href=" "/>
  <timetable>
    <opening/>
    <weekopen>
      <num unit="hour"/>
    </weekopen>
    <closing/>
  </access/>
  <resprepositor>
    <surnames/>
    <firstname/>
    <charge/>
  </resprepositor>
  <repositorhist>
    <p/>
  </repositorhist>
  <repositorfound>
    <date calendar="gregorian" era="ce" normal="JJJJ"/>
    <rule/>
  </repositorfound>
  <repositor-sup>
    <date calendar="gregorian" era="ce" normal="JJJJ"/>
    <rule/>
  </repositor-sup>
  <repositorguides>
    <repositorguide/>
    <repositorguide href=" "/>
  </repositorguides>
  <adminhierarchy>
    <adminunit/>
    <adminunit id=" "/>
  </adminhierarchy>
  <buildinginfo>
    <building>
      <p/>
    </building>
  </buildinginfo>
  <repositorarea>

```

```
<num unit="squaremetre"/>
</repositorarea>
<lengthshelf>
  <num unit="linearmetre"/>
</lengthshelf>
<searchroom>
  <num unit="site"/>
</searchroom>
<handicapped question="yes"/>
</buildinginfo>
<extent>
  <num unit="linearmetre"/>
</extent>
<techservices>
  <restorationlab question="yes"/>
  <reproductionser question="yes">
    <microformser question="yes"/>
    <photographser question="yes"/>
    <digitalser question="yes"/>
    <photocopyser question="yes"/>
  </reproductionser>
  <library question="yes"/>
    <monographicpub>
      <num unit="book"/>
    </monographicpub>
</techservices>
<automation question="yes">
  <autusermanag question="yes"/>
  <autdescription question="yes"/>
  <indexvoc question="yes"/>
  <odautomation>
    <p/>
  </odautomation>
</automation>
<notes>
  <p/>
</notes>
</desc>
</archguide>
</eag>
```

Annex B: Encoding examples

The following exemplary archival descriptions are both encoded with EAG. The first example (B.1.) shows the use of EAG as implemented within the framework of the DFG-project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland", based on the "Repertorio de Etiquetas, Version Alfa 0.2" of the Spanish archival portal "Censo-Guía de Archivos de España e Iberoamérica".

Beneath the XML structure the HTML view of example B.1. is displayed as implemented in the union finding aid of the DFG-project. The logo shown on the right hand side can be named in the "preferences" of the conversion tool and is included automatically into the online archival description. Therefore the image is not part of the EAG document itself.

The second example (B.2.) is taken from "Censo-Guía" and shows the Spanish implementation of EAG in that context. As for example B.1., there is also given the HTML view displayed within the Spanish portal.

B.1. Encoding example – Stiftung Archiv der Parteien und Massenorganisationen der DDR im Bundesarchiv

The following archival description has been created within the framework of the DFG-project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland". It is accessible in the project's union finding aid⁵.

```
<?xml version="1.0"?>
<eag audience="external" xmlns="http://www.archivgut-online.de/eag/"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="http://www.archivgut-online.de/eag/ eag.xsd">
  <eagheader countryencoding="iso3166-1" dateencoding="iso8601" langencoding="iso639-2b"
repositoryencoding="iso15511" scriptencoding="iso15924" status="edited">
    <eagid>DE-ARCH-220</eagid>
    <mainhist>
      <mainevent maintype="create">
        <date calendar="gregorian" era="ce" normal="2008-05-23"/>
        <respevent>
          <surnames>Arnold</surnames>
          <firstname>Kerstin</firstname>
          <charge>wiss. Mitarbeiterin, Projekt Verbundfindmittel</charge>
        </respevent>
      </mainevent>
      <mainevent maintype="update">
        <date calendar="gregorian" era="ce" normal="2009-03-11"/>
      </mainevent>
    </mainhist>
    <languagedecl>
      <language langcode="ger" scriptcode="Latn">deutsch</language>
    </languagedecl>
  </eagheader>
  <archguide>
    <identity>
      <repositorid countrycode="DE" repositorycode="DE-ARCH-220"/>
      <autform>Stiftung Archiv der Parteien und Massenorganisationen der DDR im Bundesarchiv
      </autform>
    </identity>
```

⁵ <http://startext.net-build.de:8080/barch5/MidosasSEARCH/search.htm>, click the plus sign next to "Archive" and afterwards the one next to "Staatliche Archive" to expand the navigation tree on the left. Then click the blue "i"-icon next to the name of the archival institution "Stiftung Archiv der Parteien und Massenorganisationen der DDR im Bundesarchiv". The archival description will open in an extra browser window.

```

<desc>
  <geogarea>Europa</geogarea>
  <country>Deutschland</country>
  <municipality>Berlin</municipality>
  <street>Finckensteinallee 63</street>
  <postalcode>12205</postalcode>
  <telephone>03018/7770-0</telephone>
  <fax>03018-7770-111</fax>
  <email href="berlin@barch.bund.de">E-Mail versenden</email>
  <webpage href="http://www.bundesarchiv.de">Internetauftritt des Bundesarchivs</webpage>
  <timetable>
    <opening>
      <emph render="bold">Archiv (Lesesaal):</emph>
      <lb/> Montag bis Donnerstag 8.00 - 19.00 Uhr,<lb/>
      Freitag 8.00 - 16.00 Uhr,<lb/>
      <lb/>
      <emph render="bold">Bibliothek (Lesesaal):</emph>
      <lb/> Montag bis Donnerstag 9.00 - 19.00 Uhr,<lb/>
      Freitag 9.00 - 16.00 Uhr</opening>
    <closing>an Wochenenden und Feiertagen geschlossen</closing>
  </timetable>
  <access>Vgl. Erlass des Bundesministers des Innern über die Errichtung einer "Stiftung Archiv der Parteien und Massenorganisationen der DDR" vom 6. April 1992 (online zugänglich im Rahmen des Internetauftritts des Bundesarchivs) </access>
  <resprepositor>
    <surnames>Menne-Haritz</surnames>
    <firstname>Prof. Dr. Angelika</firstname>
    <charge>Leiterin der Stiftung</charge>
  </resprepositor>
  <repositorhist>
    <p>Mit dem Zusammenbruch der DDR im Jahr 1989 wandelte sich auch deren Parteienlandschaft. Massenorganisationen lösten sich auf oder definierten sich neu. Wichtige Archive und Bibliotheken der DDR verloren ihre Trägerinstitutionen und damit ihre Existenzgrundlage. Bereits Anfang 1990 einsetzende Diskussionen über den Fortbestand und die dauerhafte Sicherung der Archive und Bibliotheken der Parteien und Massenorganisationen der DDR fanden jedoch zunächst in den zuständigen Gremien keine Mehrheit. Auch bei den Verhandlungen über den Einigungsvertrag gelang es nicht, in das Einigungsvertragsgesetz vom 23. September 1990 eine entsprechende Regelung für das Archivgut der Parteien und Massenorganisationen aufzunehmen.</p>
    <lb/>
    Am 20. März 1991 brachten dann die Fraktionen der CDU/CSU und der FDP einen Gesetzentwurf zur Änderung des Bundesarchivgesetzes im Bundestag ein (Bundestags-Drucksache 12/288). Danach sollte die Zuständigkeit des Bundesarchivs auf Archivbestände der Parteien und Massenorganisationen der DDR erweitert werden, sofern sie die Wahrnehmung staatlicher Aufgaben betreffen. Der federführende Innenausschuss des Deutschen Bundestages einigte sich am 15. Januar 1992 darauf, im Bundesarchiv eine unselbstständige Stiftung unter dem Namen "Stiftung Archiv der Parteien und Massenorganisationen der DDR" zu errichten, die entsprechende Unterlagen auf Dauer sichern, nutzbar machen und ergänzen sollte (BT-Drs. 12/1967). Der Gesetzentwurf wurde mit den Stimmen der CDU/CSU, der FDP und der SPD im Bundestag verabschiedet, die Änderung des Bundesarchivgesetzes trat am 13. März 1992 in Kraft. Ein knappes Jahr später, am 4. Januar 1993, nahm die Stiftung ihre Arbeit auf.</p>
  </repositorhist>

```

```

<p>
  <emph render="bold">Archivgut:</emph> Unterlagen zentraler Organe der SED, des FDGB, der
  FDJ und anderer Organisationen sowie Nachlässe</p>
<p>
  <emph render="bold">Bibliothek:</emph> Publikationen und vielfältige Graue Literatur aus den
  Organisationen der DDR, dazu Amtsdruckschriften seit 1871 und Belegexemplare von den
  Benutzern der Berliner Abteilungen</p>
</repositorhist>
<repositorguides>
  <repositorguide
    href="http://startext.net-build.de:8080/barch/MidosaseARCH/Bestaendeuebersicht/index.htm">
    Online-Beständeübersicht</repositorguide>
</repositorguides>
<repositorfound>
  <date calendar="gregorian" era="ce" normal="1994"/>
  <rule>Errichtung der SAPMO </rule>
</repositorfound>
<buildinginfo>
  <building>
    <p>1873 wurde hier die preußische Kadettenanstalt weit vor den Toren Berlins gebaut. Nach dem
    ersten Weltkrieg wurde sie als ziviles Gymnasium genutzt. 1933 übernahm die Leibstandarte SS
    Adolf Hitler die Kaserne. Für die Leibstandarte entstanden zwischen 1937 und 1940 die Bauten,
    die die Hauptfront zur Finckensteinallee hin ausrichteten und heute noch den Eingangsbereich
    beherrschen.</p>
    <p>1945 bezogen amerikanische Truppen das Areal und bauten anstelle der zu mehr als drei
    Vierteln zerstörten Gebäude Unterkünfte und Verwaltungsbüros sowie die Andrew's Chapel, in der
    heute die Bibliothek des ehemaligen Instituts für Marxismus Leninismus ihren Lesesaal hat.</p>
  </building>
  <searchroom>
    <num unit="site">90 Arbeitsplätze im Aktenlesesaal, 27 Mikroficheleseplätze, 50 Arbeitsplätze im
    Lesesaal der Bibliothek</num>
  </searchroom>
  <handicapped question="yes"/>
</buildinginfo>
<extent>
  <num unit="linearmetre">300000</num>
</extent>
<techservices>
  <restorationlab question="yes"/>
  <reproductionser question="yes">
    <microformser question="yes"/>
    <photographser question="yes"/>
    <digitalser question="yes"/>
    <photocopyser question="yes"/>
  </reproductionser>
  <library question="yes">
    <monographicpub>
      <num unit="book">1,7 Millionen</num>
    </monographicpub>
  </library>
</techservices>

```



```
<automation question="yes">
  <autusermanag question="yes"/>
  <autdescription question="yes"/>
  <indexvoc question="yes"/>
  <odautomation>
    <p>Recherche im Datenbanksystem der Bibliothek (OPAC) sowie Suche über die Archivbestände
    in ARGUS</p>
  </odautomation>
</automation>
</desc>
</archguide>
</eag>
```

HTML view of example B.1.

Stiftung Archiv der Parteien und Massenorganisationen der DDR im Bundesarchiv

Kontaktdaten

Straße:	Finckensteinallee 63	 Das Bundesarchiv
Ort:	12205 Berlin	
Land:	Deutschland	
Telefon:	03018/7770-0	
Fax:	03018-7770-111	
Email:	E-Mail versenden	
Internetadresse:	Internetauftritt des Bundesarchivs	

Zugangsinformationen

Öffnungszeiten:

Archiv (Lesesaal):
Montag bis Donnerstag 8.00 - 19.00 Uhr,
Freitag 8.00 - 16.00 Uhr,

Bibliothek (Lesesaal):
Montag bis Donnerstag 9.00 - 19.00 Uhr,
Freitag 9.00 - 16.00 Uhr

Geschlossen: an Wochenenden und Feiertagen geschlossen

Weitere Zugangsinformationen: Vgl. Erlass des Bundesministers des Innern über die Errichtung einer "Stiftung Archiv der Parteien und Massenorganisationen der DDR" vom 6. April 1992 (online zugänglich im Rahmen des Internetauftritts des Bundesarchivs)

Barrierefreie Nutzung: gegeben

Serviceinformationen

Archivbestände: [Online-Beständeübersicht](#)

Bibliotheksbestände: Anzahl an Medieneinheiten: 1,7 Millionen

Restaurierungswerkstatt: vorhanden

Reproduktionen von Archivgut: erhältlich in Form von:
Fotokopien
Microformerstellung
Fotografien
Digitalisaten

Informationsverwaltung: in Form von:
Nutzerverwaltung
Beschreibungen
Indizes
Recherche im Datenbanksystem der Bibliothek (OPAC) sowie Suche über die Archivbestände in ARGUS

Beschreibung des Archivs

Geschichte des Archivs:

Mit dem Zusammenbruch der DDR im Jahr 1989 wandelte sich auch deren Parteienlandschaft. Massenorganisationen lösten sich auf oder definierten sich neu. Wichtige Archive und Bibliotheken der DDR verloren ihre Trägerinstitutionen und damit ihre Existenzgrundlage. Bereits Anfang 1990 einsetzende Diskussionen über den Fortbestand und die dauerhafte Sicherung der Archive und Bibliotheken der Parteien und Massenorganisationen der DDR fanden jedoch zunächst in den zuständigen Gremien keine Mehrheit. Auch bei den Verhandlungen über den Einigungsvertrag gelang es nicht, in das Einigungsvertragsgesetz vom 23. September 1990 eine entsprechende Regelung für das Archivgut der Parteien und Massenorganisationen aufzunehmen.

Am 20. März 1991 brachten dann die Fraktionen der CDU/CSU und der FDP einen Gesetzentwurf zur Änderung des Bundesarchivgesetzes im Bundestag ein (Bundestags-Drucksache 12/288). Danach sollte die Zuständigkeit des Bundesarchivs auf Archivbestände der Parteien und Massenorganisationen der DDR erweitert werden, sofern sie die Wahrnehmung staatlicher Aufgaben betreffen. Der federführende Innenausschuss des Deutschen Bundestages einigte sich am 15. Januar 1992 darauf, im Bundesarchiv eine unselbstständige Stiftung unter dem Namen "Stiftung Archiv der Parteien und Massenorganisationen der DDR" zu errichten, die entsprechende Unterlagen auf Dauer sichern, nutzbar machen und ergänzen sollte (BT-Drs. 12/1967). Der Gesetzentwurf wurde mit den Stimmen der CDU/CSU, der FDP und der SPD im Bundestag verabschiedet, die Änderung des Bundesarchivgesetzes trat am 13. März 1992 in Kraft. Ein knappes Jahr später, am 4. Januar 1993, nahm die Stiftung ihre Arbeit auf.

Archivgut: Unterlagen zentraler Organe der SED, des FDGB, der FDJ und anderer Organisationen sowie Nachlässe

Bibliothek: Publikationen und vielfältige Graue Literatur aus den Organisationen der DDR, dazu Amtsdruckschriften seit 1871 und Belegexemplare von den Benutzern der Berliner Abteilungen

Gründungsdatum:

1994

Richtlinie für den Sammelauftrag:

Errichtung der SAPMO

Archivleitung:

Prof. Dr. Angelika Menne-Haritz

Position:

Leiterin der Stiftung

Archivgebäude:

1873 wurde hier die preußische Kadettenanstalt weit vor den Toren Berlins gebaut. Nach dem ersten Weltkrieg wurde sie als ziviles Gymnasium genutzt. 1933 übernahm die Leibstandarte SS Adolf Hitler die Kaserne. Für die Leibstandarte entstanden zwischen 1937 und 1940 die Bauten, die die Hauptfront zur Finckensteinallee hin ausrichteten und heute noch den Eingangsbereich beherrschen.

1945 bezogen amerikanische Truppen das Areal und bauten anstelle der zu mehr als drei Vierteln zerstörten Gebäude Unterkünfte und Verwaltungsbüros sowie die Andrew's Chapel, in der heute die Bibliothek des ehemaligen Instituts für Marxismus Leninismus ihren Lesesaal hat.

Anzahl der Arbeitsplätze im Lesesaal: 90 Arbeitsplätze im Aktenlesesaal, 27 Mikroficheleseplätze, 50 Arbeitsplätze im Lesesaal der Bibliothek

Technische Daten zu diesem Dokument

Anlegen der Datei

Datum: 23.5.2008

Bearbeiter: Kerstin Arnold, wiss. Mitarbeiterin, Projekt Verbundfindmittel

Ändern der Datei

Datum: 11.3.2009

Fertig

HTML view of the holdings guide (accessible via the link "Online-Beständeübersicht")

The screenshot displays the online holdings guide for the SAPMO archive. The top left features the logo of 'Das Bundesarchiv'. The main header reads 'Auszug aus dem Führer zu Archiv- und Bibliotheksbeständen der SAPMO'. Below this, a list of holdings is shown: 'Bestände', '1 Parteien', '1.1 SED', '1.1.1 Zentraler Parteiapparat', and '1.1.1.2 Büros und Sekretariate'. The left sidebar contains a tree view with expandable folders, including '1 Parteien', '1.1 SED', '1.1.1 Zentraler Parteiapparat', and '2 Gewerkschaften'. The main content area shows the selected entry 'Büro Apel DY 30/ IV 2/2.029/ 1 bis 205 Findmittel: Findbuch'. It includes a section for 'Aufgaben und Organisation:' with a biographical summary of Erich Apel (1917-1965) and his roles in the SED and various commissions. Below this is a section for 'Bestandsinformation:' listing specific documents and organizational structures.

Note: The different levels of the holdings guide are opened when clicking the plus sign and closed when clicking the minus sign next to the title of one classification group. The complete navigation tree remains expanded, if the minus sign is not clicked.

On the right hand side the list of fonds combined in one classification group is displayed and additional information corresponding to each fonds is given.

B.2. Encoding example – Archivo General de la Administración

The following archival description is taken from the Spanish archival portal "Censo-Guía de Archivos de España e Iberoamérica". To be able to show the XML structure below, the contents, that are accessible within the "Censo-Guía"⁶, have been implemented into an EAG scheme corresponding to the "Repertorio de etiquetas EAG Alfa 0.2". The element <organization> with its subelements has slightly been reduced – marked with [...] – for this presentation.

```
<?xml version="1.0" standalone="no"?>
<?xml:stylesheet type="text/xsl" href="guia.xsl"?>
<!DOCTYPE eag SYSTEM "eag.dtd" []>
<eag audience="external">
  <eagheader status="edited" langencoding="iso639-2b" scriptencoding="iso15924"
    dateencoding="iso8601" countryencoding="iso3166-1" repositoryencoding="iso15511">
    <eagid>4</eagid>
    <mainhist>
      <mainevent maintype="create">
        <date calendar="gregorian" era="ce" normal=""/>
        <respevent>
          <surnames/>
          <firstname/>
          <charge/>
        </respevent>
        <source/>
      </mainevent>
    </mainhist>
    <languagedecl>
      <language langcode="spa" scriptcode="Latn"/>
    </languagedecl>
  </eagheader>
  <archguide>
    <identity>
      <repositorid countrycode="ES" repositorycode="ES. 28005. AGA"/>
      <autform>ARCHIVO GENERAL DE LA ADMINISTRACIÓN</autform>
    </identity>
    <desc>
      <geogarea>España</geogarea>
      <country>España</country>
      <firstdem>Comunidad de Madrid</firstdem>
      <secondem>Madrid</secondem>
      <municipality>ALCALÁ DE HENARES</municipality>
      <street>Paseo de Aguadores, 2</street>
      <postalcode>28804</postalcode>
      <telephone>918892950</telephone>
      <fax>918822435</fax>
      <email href="mailto:aga@dglab.mcu.es">aga@dglab.mcu.es</email>
      <webpage href="http://www.mcu.es/archivos/MC/AGA/index.html">
        http://www.mcu.es/archivos/MC/AGA/index.html</webpage>
    </desc>
  </archguide>
</eag>
```

⁶ <http://censoarchivos.mcu.es/CensoGuia/archivodetail.htm?id=4>

```

<timetable>
  <opening>Apertura al público: Lunes a Viernes: 8:30 a 14:30. Abierto las fiestas locales de Madrid
  (15 de Mayo y 9 de Noviembre) y Alcalá de Henares (6 de Agosto y 9 de Octubre)</opening>
  <weekopen>
    <num unit="hour"/>
  </weekopen>
  <closing>Cerrado al público: Cerrado el 24 y 31 de diciembre, así como las fiestas nacionales y
  regionales</closing>
</timetable>
<access question="yes">Libre</access>
<resprepositor>
  <surnames/>
  <firstname/>
  <charge/>
  <date calendar="gregorian" era="ce" normal=""/>
</resprepositor>
<repositorhist>
  <p>El Decreto 914/1969, de 8 de mayo, por el que se crea el Archivo General de la Administración,
  supuso la continuación de las transferencias de documentación interrumpidas en el año 1939 por la
  desaparición del Archivo General Central de Alcalá de Henares. El Archivo General de la
  Administración custodia dos grandes grupos de fondos: los de carácter público, entendidos como la
  documentación generada por las Administraciones del Estado o por empresas e instituciones con
  participación de aquél en los beneficios o riesgos que conllevan sus objetivos; y los de carácter
  privado, en donde se reúne la documentación producida por las personas físicas o jurídicas en el
  desenvolvimiento pleno de su capacidad jurídica regulada por el derecho, siempre que sus actos no
  trasciendan su propio ámbito personal.</p>
</repositorhist>
<repositorfound>
  <date calendar="gregorian" era="ce" normal="1969-05-08"/>
  <rule/>
</repositorfound>
<repositorguides>
  <repositorguide/>
</repositorguides>
<adminhierarchy>
  <adminunit/>
</adminhierarchy>
<buildinginfo>
  <building/>
  <repositorarea>
    <num unit="squaremetre">168649.0</num>
  </repositorarea>
  <lengthshelf>
    <num unit="linearmetre">28249.0</num>
  </lengthshelf>
  <searchroom>
    <num unit="site">53</num>
  </searchroom>
  <handicapped question="no"/>
</buildinginfo>

```


```


<extent>
  <num unit="linearmetre">167410.0</num>
</extent>
<organization>
  <class classcode="1" fathercode="none">Archivos Públicos</class>
  <class classcode="1.1" fathercode="1">Poder Judicial</class>
  <class classcode="1.1.1" fathercode="1.1">Ámbito Nacional</class>
  <descunit classcode="1.1.1" fathercode="1.1" level="fonds">
    <unitid href="ES-.AGA/.xml">ES.28005.AGA/1</unitid>
    <unittitle>Audiencia Nacional</unittitle>
    <date calendar="gregorian" era="ce" normal="1977/1986" datechar="accumulation"/>
    <extent>
      <num unit="bundle">1084 Caja(s)</num>
    </extent>
    <sections>
      <section/>
    </sections>
  </descunit>
  [...]
  <class classcode="1.1.2" fathercode="1.1">Ámbito Territorial</class>
  <descunit classcode="1.1.2" fathercode="1.1" level="fonds">
    <unitid href="ES-.AGA/.xml">ES.28005.AGA/3</unitid>
    <unittitle>Audiencia Territorial de Madrid</unittitle>
    <date calendar="gregorian" era="ce" normal="1857/1985" datechar="creation"/>
    <extent>
      <num unit="bundle">13129 Caja(s)</num>
    </extent>
    <sections>
      <section/>
    </sections>
  </descunit>
  [...]
  <class classcode="1.2" fathercode="1">Poder Ejecutivo</class>
  [...]
  <class classcode="2" fathercode="none">Archivos Privados</class>
  [...]
  <class classcode="3" fathercode="none">Colecciones</class>
  [...]
</organization>
<techservices>
  <restorationlab question="yes"/>
  <reproductionser question="yes">
    <photocopyser question="yes"/>
    <microformser question="no"/>
    <photographser question="no"/>
    <digitalser question="no"/>
  </reproductionser>
  <library question="yes">
    <monographicpub>
      <num unit="book">13173</num>
    </monographicpub>
  </library>
</techservices>

```

```
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</serialpub>
</library>
</techservices>
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  <autdescription question="no"/>
  <indexvoc question="no"/>
  <odautomation/>
</automation>
<controlaccess>
  <controlaccess>
    <head>Titularidad</head>
    <subject>Archivos de titularidad publica</subject>
  </controlaccess>
  <controlaccess>
    <head>Gestión</head>
    <subject>Administración Central</subject>
  </controlaccess>
  <controlaccess>
    <head>Ciclo vital</head>
    <subject>Archivo Intermedio</subject>
  </controlaccess>
  <controlaccess>
    <head>Tipología</head>
    <subject>Archivo General del Estado</subject>
  </controlaccess>
  <controlaccess>
    <head>Tipología</head>
    <subject>Archivo de Titularidad Estatal</subject>
  </controlaccess>
</controlaccess>
<notes>
  <p/>
</notes>
<extptr actuate="auto" entityref="ags" show="embed"/>
</desc>
</archguide>
</eag>
```


HTML view of example B.2.





- Presentación
- Información general
- Directorio de Archivos**
- ▶ **Búsqueda sencilla**
- ▶ Búsqueda avanzada
- ▶ Búsqueda Archivo-Fondo
- Fondos Documentales
- Fichero de Autoridades
- Enlaces de interés
- ACCESO COLABORADORES**
- ◆ Usuario y contraseña
- [Contacte con el Censo-Guía de Archivos](#)

Detalle Archivo

[« Volver al Listado](#)

ARCHIVO GENERAL DE LA ADMINISTRACIÓN [« XML](#)

Identificación del Servicio de Archivo

Código del archivo: ES. 28005. AGA

Nombre del archivo: ARCHIVO GENERAL DE LA ADMINISTRACIÓN

Nombre Paralelo del archivo:

Area geográfica: España

País: España

Comunidad autónoma: Comunidad de Madrid

Provincia: Madrid

Municipio: ALCALÁ DE HENARES

Núcleo de Población menor:

Calle: Paseo de Aguadores, 2

Código postal: 28804

Teléfono(s): 918892950

Fax: 918822435

Correo(s) electrónico(s): aga@cdclab.mcu.es

Página web: <http://www.mcu.es/archivos/MC/AGA/index.html>

Horario:

- Apertura al público: Lunes a Viernes: 8:30 a 14:30. Abierto las fiestas locales de Madrid (15 de Mayo y 9 de Noviembre) y Alcalá de Henares (6 de Agosto y 9 de Octubre)
- Horas de Apertura Semanales: 0
- Cerrado al público: Cerrado el 24 y 31 de diciembre, así como las fiestas nacionales y regionales

Acceso: Libre

Director Responsable:

- Apellidos:
- Nombre:
- Cargo o función:
- Fecha de nombramiento:

Historia del archivo:

El Decreto 914/1969, de 8 de mayo, por el que se crea el Archivo General de la Administración, supuso la continuación de las transferencias de documentación interrumpidas en el año 1939 por la desaparición del Archivo General Central de Alcalá de Henares. El Archivo General de la Administración custodia dos grandes grupos de fondos: los de carácter público, entendidos como la documentación generada por las Administraciones del Estado o por empresas e instituciones con participación de aquél en los beneficios o riesgos que conllevan sus objetivos; y los de carácter privado, en donde se reúne la documentación producida por las personas físicas o jurídicas en el desenvolvimiento pleno de su capacidad jurídica regulada por el derecho, siempre que sus actos no trasciendan su propio ámbito personal.

Fundación del archivo:

- Fecha: 1969-05-08
- Norma(s):

Supresión del archivo:

- Fecha:
- Norma(s):

	<p>Guía del archivo:</p> <p>Estructura administrativa del archivo:</p> <p>Edificio:</p> <ul style="list-style-type: none"> • Introducción: • Metros cuadrados de depósito: 166649.0 • Metros lineales de estantería: 28249.0 • Número de puestos de la sala de investigadores: 53 • Facilidades para personas discapacitadas: 0 <p>Metros lineales de documentación: 167410.0</p> <p>Georeferencia: Sí</p> <p>Clasificación</p> <p>Titularidad: Archivos de titularidad pública</p> <p>Gestión: Administración Central</p> <p>Ciclo Vital:</p> <ul style="list-style-type: none"> • Archivo Intermedio <p>Tipología:</p> <ul style="list-style-type: none"> • Archivo General del Estado • Archivo de Titularidad Estatal <p>Servicios Técnicos</p> <p>Taller de restauración: Sí</p> <p>Servicios de reproducción documental: Sí</p> <ul style="list-style-type: none"> • Servicio de fotocopias: Sí • Servicio de microfilms: No • Servicio de fotografías: No • Servicio de reproducciones digitales: No <p>Biblioteca auxiliar: Sí</p> <ul style="list-style-type: none"> • Número de publicaciones monográficas: 13173 • Número de publicaciones seriadas: 210 <p>Informatización</p> <p>Funciones informatizadas: Sí</p> <ul style="list-style-type: none"> • Gestión de usuarios: No • Descripción de Fondos: No • Lenguajes documentales: No • Otra Información: <p>Datos referidos al Cuestionario</p> <p>Creación:</p> <ul style="list-style-type: none"> • Fecha de creación: • Informante: <ul style="list-style-type: none"> • Apellidos: • Nombre: • Función o cargo: • Fuente empleada: • Observaciones: <p>Cuadro de Clasificación</p>	
--	---	--

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W3C WAI-AA WCAG 1.0 Titulares RSS disponibles

Fertig

HTML view of the holdings guide (accessible via the button "Cuadro de Clasificación")

The screenshot displays the 'CENSO-GUÍA de Archivos de España e Iberoamérica' website. The header includes the Spanish Government logo and the title 'CENSO-GUÍA de Archivos de España e Iberoamérica'. The main content area is titled 'Inventario Dinámico' and shows a hierarchical tree structure for 'Archivo General de la Administración'. The tree is as follows:

- 1. Archivos Públicos
 - 1.1. Poder Judicial
 - 1.1.1. Ámbito Nacional
 - F Audiencia Nacional
 - F Juzgado Central de Instrucción nº 01
 - F Juzgado Central de Instrucción nº 02
 - F Juzgado Central de Instrucción nº 03
 - F Juzgado Central de Instrucción nº 04
 - F Juzgado Central de Instrucción nº 05
 - F Tribunal Supremo
 - 1.1.2. Ámbito Territorial
 - 1.1.3. Ámbito Provincial
 - 1.1.4. Ámbito de Partido Judicial
 - 1.1.5. Ámbito Local
 - 1.1.6. Jurisdicciones Especiales
 - 1.2. Poder Ejecutivo
- 2. Archivos Privados
- 3. Colecciones

The footer contains the following information:

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W3C WAI-AA WCAG 1.0 Titulares RSS disponibles

Fertig

Note: The different levels of the holdings guide are separately opened and closed when clicking the plus sign next to the title of one classification group. Additional information corresponding to each funds – marked with "F" – is accessible when clicking the title of the funds.

Annex C: Crosswalks

This annex includes four crosswalks, i.e. mappings between the related encoding system ISDIAH (International Standard for Describing Institutions with Archival Holdings)⁷ and

- the corresponding EAG elements based on the "Repertorio de Etiquetas, Alfa 0.2" as well as
- the corresponding EAC (Encoded Archival Context) elements based on the EAC Tag Library.

The crosswalks

- C.1. From ISDIAH to EAG
- C.2. From EAG to ISDIAH
- C.3. From ISDIAH to EAC
- C.4. From EAC to ISDIAH

have been created within the framework of the DFG-project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland" in order to be able to decide, whether EAC or EAG should be used for the descriptions of archival institutions within the union finding aid of the project.

Only explicit analogies between the ISDIAH elements on the one hand and EAC resp. EAG elements on the other hand have been included in these crosswalks.

If two EAC resp. EAG elements are named side by side in the crosswalks, the latter is a subelement of the first. If different EAD elements are named each in a single line, all these elements can be mapped to the particular element of the related encoding system.

⁷ <http://www.ica.org/en/node/38884>.

C.1. From ISDIAH to EAG

ISDIAH	EAG
5.1.1 Identifier	<identity><repositorid>
5.1.2 Authorised form(s) of name	<identity><repositorid><autform>
5.1.3 Parallel form(s) of name	<identity><repositorid><parform>
5.1.4 Other form(s) of name	<identity><repositorid><nonpreform>
5.2.1 Address(es)	<desc> with the subelements <country>, <municipality>, <localentity>, <street> and <postalcode>
5.2.2 Telephone, fax, email	<desc> with the subelements <telephone>, <fax> and <email>
5.2.3 Website	<desc> with the subelement <webpage>
5.2.4 Officers in charge	<desc> with the subelements <telephone>, <fax> and <email>
5.3.1 Geographical and cultural context	<desc> with the subelements <geogarea>, <country>, <firstdem> and <secondem>
5.3.2 History	<desc><repositorhist><p>
5.3.3 Administrative structure	<desc><adminhierarchy> with the subelement <adminunit>
5.3.5 Building(s)	<desc><buildinginfo> with the subelements <building>, <repositorarea> and <lengthshelf>
5.4.1 Opening times	<desc><timetable> with the subelements <opening>, <weekopen><num> and <closing>
5.4.2 Conditions and requirements	<desc><access>
5.4.3 Disabled access	<desc><buildinginfo><handicapped>
5.5.1 Research services	<desc><buildinginfo><searchroom><num>
5.5.2 Reproduction services	<desc><techservices><restorationlab> <desc><techservices><reproductionser> with the subelements <photocopyser>, <microformser>, <photographser> and <digitalser> <desc><techservices><library>, where applicable with the subelement <monographicpub><num>
5.6.1 Description identifier	<eagheader><eagid>
5.6.2 Institution identifier	<eagheader><mainhist><mainevent><respevent> with the subelements <surnames> and <firstname>
5.6.4 Status	<eagheader> with attribute STATUS
5.6.6 Dates of creation, revision or deletion	<eagheader><mainhist><mainevent><date>
5.6.7 Language(s) and script(s)	<eagheader><languagedecl><language>

ISDIAH	EAG
5.6.8 Sources	<eagheader><mainhist><mainevent><source>
5.6.9 Maintenance notes	<eagheader><mainhist><mainevent> with the subelements <date>, <source> und <respevent>, the latter incl. its subelements <surnames>, <firstname> and <charge>

Although EAG offers an analogy for ISDIAH 5.3.6 (Archival and other holdings), the corresponding EAG element <organization> with its subelements is not included in this crosswalk, since the holdings guides within the DFG-project "Ausbau des 'Netzwerks SED-/FDGB-Archivgut' zu einer Referenzanwendung für ein Archivportal Deutschland" are completely encoded in EAD. Therefore a separate and additional indexing of the holdings using EAG is not needed in this context.

C.2. From EAG to ISDIAH

EAG	ISDIAH
<desc><access>	5.4.2 Conditions and requirements
<desc><adminhierarchy><adminunit>	5.3.3 Administrative structure
<identity><repositorid><autform>	5.1.2 Authorised form(s) of name
<desc><buildinginfo><building>	5.3.5 Building(s)
<desc><timetable><closing>	5.4.1 Opening times
<desc><country>	5.2.1 Address(es) and 5.3.1 Geographical and cultural context
<eagheader><mainhist><mainevent><date>	5.6.6 Dates of creation, revision or deletion
<desc><techservices><reproductionser><digital-ser>	5.5.2 Reproduction services
<eagheader><eagid>	5.6.1 Description identifier
<desc><email>	5.2.2 Telephone, fax, email and 5.2.4 Officers in charge
<desc><fax>	5.2.2 Telephone, fax, email and 5.2.4 Officers in charge
<desc><firstdem>	5.3.1 Geographical and cultural context
<eagheader><mainhist><mainevent><respevent><firstname>	5.6.2 Institution identifier
<desc><geogarea>	5.3.1 Geographical and cultural context
<desc><buildinginfo><handicapped>	5.4.3 Disabled access
<eagheader><languagedecl><language>	5.6.7 Language(s) and script(s)
<desc><buildinginfo><lengthshelf>	5.3.5 Building(s)
<desc><techservices><library>	5.5.2 Reproduction services
<desc><localentity>	5.2.1 Address(es)
<eagheader><mainhist><mainevent>	5.6.9 Maintenance notes
<desc><techservices><reproductionser><micro-formser>	5.5.2 Reproduction services
<desc><municipality>	5.2.1 Address(es)
<identity><repositorid><nonpreform>	5.1.4 Other form(s) of name
<desc><timetable><opening>	5.4.1 Opening times
<identity><repositorid><parform>	5.1.3 Parallel form(s) of name
<desc><techservices><reproductionser><photo-copyser>	5.5.2 Reproduction services

EAG	ISDIAH
<desc><techservices><reproductionser><photo-graphser>	5.5.2 Reproduction services
<desc><postalcode>	5.2.1 Address(es)
<desc><buildinginfo><repositorarea>	5.3.5 Building(s)
<desc><repositorhist><p>	5.3.2 History
<identity><repositorid>	5.1.1 Identifier
<desc><techservices><reproductionser>	5.5.2 Reproduction services
<desc><techservices><restorationlab>	5.5.2 Reproduction services
<desc><buildinginfo><searchroom><num>	5.5.1 Research services
<desc><secondem>	5.3.1 Geographical and cultural context
<eagheader><mainhist><mainevent><source>	5.6.8 Sources
<eagheader> with attribute STATUS	5.6.4 Status
<desc><street>	5.2.1 Address(es)
<eagheader><mainhist><mainevent><respevent><surnames>	5.6.2 Institution identifier
<desc><telephone>	5.2.2 Telephone, fax, email and 5.2.4 Officers in charge
<desc><webpage>	5.2.3 Website
<desc><timetable><weekopen><num>	5.4.1 Opening times

C.3. From ISDIAH to EAC

ISDIAH	EAC
5.1.1 Identifier	<identity><legalid>
5.1.2 Authorised form(s) of name	<identity><corphead> with attribute AUTHORIZED
5.1.3 Parallel form(s) of name	<identity><corphead><nameadd>
5.1.4 Other form(s) of name	<identity><corphead><nameadd>
5.1.5 Type	<identity><corpdesc><corptype> <identity><corpdesc><legalstatus>
5.2.1 Address(es)	<desc><corpdesc><location><address><addressline>
5.2.2 Telephone, fax, email	<desc><corpdesc><location><address><addressline> concerning email addresses used with the subelement <extptr> incl. the attribute HREF
5.2.3 Website	<desc><corpdesc><location><address><addressline> <extptr> with attribute HREF
5.2.4 Officers in charge	<desc><corpdesc><location><address><addressline> <extptr> with attribute HREF
5.3.1 Geographical und cultural context	<desc><corpdesc><location> <desc><corpdesc><env>
5.3.2 History	<desc><bioghist><p> <desc><bioghist><chronlist> with the subelements <chronhead> incl. its subelements <head01>, <head02> and <head03> as well as the subelement <chronitem> incl. its subelements <date>, <place> and <event>
5.3.3 Administrative structure	<desc><corpdesc><assetstruct>
5.6.1 Description identifier	<eachheader><eacid>
5.6.2 Institution identifier	<eachheader><mainhist><mainevent><name>
5.6.3 Rules and/or conventions used	<eachheader><ruleddecl>
5.6.4 Status	<eachheader> with attribute STATUS
5.6.5 Level of detail	<eachheader> with attribute DETAILLEVEL
5.6.6 Dates of creation, revision or deletion	<eachheader><mainhist><mainevent><maindate>
5.6.7 Language(s) and script(s)	<eachheader><languagedecl>
5.6.8 Sources	<eachheader><sourcedecl>
5.6.9 Maintenance notes	<eachheader><mainhist><mainevent><maindesc>

Using the EAC element <resourcerel> might be a possibility to include the link to a holdings guide to map the ISDIAH element 5.3.6 (Archival and other holdings). For the reasons mentioned in annex C.1., this is anyhow not included in this crosswalk.

C.4. From EAC to ISDIAH

EAC	ISDIAH
<desc><corpdesc><location><adress> <adressline>	5.2.1 Address(es) and 5.2.2 Telephone, fax, email and 5.2.4 Officers in charge
<desc><corpdesc><location><adress> <adressline><extptr>	5.2.1 Address(es) and 5.2.2 Telephone, fax, email and 5.2.4 Officers in charge
<desc><corpdesc><assetstruct>	5.3.3 Administrative structure
<identity><corphead> with attribute AUTHORIZED	5.1.2 Authorized form(s) of name
<desc><bioghist><chronlist>	5.3.2 History
<desc><bioghist><p>	5.3.2 History
<identity><corpdesc><corptype>	5.1.5 Type
<eachheader> with attribute DETAILEVEL	5.6.5 Level of detail
<eachheader><eacid>	5.6.1 Description identifier
<desc><corpdesc><env>	5.3.1 Geographical and cultural context
<eachheader><languedecl>	5.6.7 Language(s) and script(s)
<identity><legalid>	5.1.1 Identifier
<identity><corpdesc><legalstatus>	5.1.5 Type
<desc><corpdesc><location>	5.3.1 Geographical and cultural context
<eachheader><mainhist><mainevent><maindate>	5.6.6 Dates of creation, revision or deletion
<eachheader><mainhist><mainevent><maindesc>	5.6.9 Maintenance notes
<eachheader><mainhist><mainevent><name>	5.6.2 Institution identifier
<identity><corphead><nameadd>	5.1.3 Parallel form(s) of name 5.1.4 Other form(s) of name
<eachheader><ruledecl>	5.6.3 Rules and/or conventions used
<eachheader><sourcedecl>	5.6.8 Sources
<eachheader> with attribute STATUS	5.6.4 Status

Annex D: Index by labelling in the editor⁸

A		E	
access information <access>.....	26	EAG document <eag>.....	11
administrative hierarchy <adminhierarchy>.....	31	EAG identifier <eagid>.....	13
administrative unit <adminunit>.....	31	EAG namespace @xmlns.....	11
archival description <desc>.....	20	editor <respevent>.....	14
archival guide <archguide>.....	17	era @era.....	14, 29, 30, 38
archive directorship <resprepositor>.....	27	extent <extent>.....	36, 38
audience @audience.....	11	extent <monographicpub>.....	42
authorised name <autform>.....	18	extent <num>.....	36, 38
automated archival tasks <automation>	43, 45	F	
automated description <autdescription>.....	44	facilities for handicapped persons <handicapped>.....	36
automated users management <autusermanag>.....	44	fax <fax>.....	23
[...] available / no [...] available@question	36, 39, 40, 41, 42, 43, 44	filename @entityref.....	46
available length of shelf <lengthshelf>.....	35	filename @href.....	37
B		first demarcation <firstdem>.....	20
building information <buildinginfo>.....	33	first name(s) <firstname>.....	15, 27
C		fonds <descunit>.....	37
calendar @calendar.....	14, 29, 30, 38	founding date (normalised) @normal.....	29
charge <charge>.....	15, 27	founding date <date>.....	29
city <municipality>.....	21	further information <odautomation>.....	45
classification <sections>.....	38	G	
classification group <section>.....	38	geographical area <geogarea>.....	20
classification scheme <organization>.....	37	H	
closing date (normalised) @normal.....	30	holdings guide <repositorguide>.....	30
closing date <date>.....	30	hours/week <num>.....	26
closing hours <closing>.....	26	I	
country <country>.....	20	identifier @id.....	31
country code @countrycode.....	18	identity <identity>.....	18
country encoding @countryencoding.....	12	index vocabularies <indexvoc>.....	44
creation / revision of the EAG document <mainevent>.....	13	L	
D		language <language>.....	16
date <date>.....	14	language code @langcode.....	16
date encoding @dateencoding.....	12	language encoding @langencoding.....	12
date of creation <date>.....	38	language(s) <languagedecl>.....	15
description level @level.....	37	length <num>.....	35
descriptive information <eagheader>.....	12	library <library>.....	42
digital reproductions service <digitalserv>.....	41	line break <lb>	21, 22, 23, 25, 26, 28, 31, 34, 45, 46
digital object <extptr>.....	46		

⁸ This list shows the labelling of elements in the conversion tool, followed by the correspondent EAD tag. Attributes are marked with @.

M		S	
mail address @href.....	24	schema instance @xmlns:xsi.....	11
mail address(es) <email>.....	24	schema location @xsi:schemaLocation.....	11
maintenance history <mainhist>.....	13	script code @scriptcode.....	16
markup bold <emph render="bold">	21, 22, 23, 25, 26, 28, 31, 34, 45, 46	script encoding @scriptencoding.....	12
markup italic <emph render="italic">	21, 23, 24, 25, 26, 28, 31, 34, 45, 46	search room / capacity <searchroom>.....	35
media units <num>.....	42	second demarcation <secondem>.....	21
microforms service <microformser>.....	40	size <num>.....	34
		source <source>.....	15
N		status @status.....	12
nature of date @datechar.....	38	street and number <street>.....	21
new / update @maintype.....	13	superior number @fathercode.....	37
normalised date @normal.....	14, 38	surname(s) <surnames>.....	15, 27
notes <notes>.....	45		
number @classcode.....	37	T	
number of working places <num>.....	35	technical services <techservices>.....	39
		telephone <telephone>.....	22
O		timetable <timetable>.....	25
opening hours <opening>.....	25	title <class>.....	37
other form(s) of name <nonpreform>.....	19	title <unittitle>.....	38
P		U	
paragraph <p>.....	28, 34, 45, 46	unit of measurement @unit	26, 34, 35, 36, 38, 42
parallel form(s) of name <parform>.....	18	URL @href.....	24, 30, 46
photocopies service <photocopyser>.....	40		
photographs service <photographser>.....	41	W	
postal code <postalcode>.....	22	web page <webpage>.....	24
		weekly opening times in hours <weekopen>	25
Q			
quarter or district <localentity>.....	21		
R			
reference number <unitid>.....	37		
repository area <repositorarea>.....	34		
repository building <building>.....	33		
repository code @repositorycode.....	18		
repository encoding @repositoryencoding.....	12		
repository foundation <repositorfound>.....	29		
repository guides <repositorguides>.....	30		
repository history <repositorhist>.....	28		
repository identifier <repositorid>.....	18		
repository suppression <repositor-sup>.....	29		
representation @show.....	46		
reproduction services <reproductionser>	39, 41		
restoration laboratory <restorationlab>.....	39		
rule(s)<rule>.....	29, 30		

Annex E: Index by names of EAG elements and attributes⁹

A		<emph render="italic"> markup italic
<access> access information.....	2621, 23, 24, 25, 26, 28, 31, 34, 45, 46
<adminhierarchy> administrative hierarchy...	31	@entityref filename.....46
<adminunit> administrative unit.....	31	@era era.....14, 29, 30, 38
<archguide> archival guide.....	17	<extent> extent.....36, 38
@audience audience.....	11	<extptr> digital object.....46
<autform> authorised name.....	18	
<autdescription> automated description.....	44	F
<automation> automated archival tasks		@fathercode superior number.....37
.....	43, 45	<fax> fax.....23
<autusermanag> automated users		<firstdem> first demarcation.....20
management.....	44	<firstname> first name(s).....15, 27
B		G
<building> repository building.....	33	<geogarea> geographical area.....20
<buildinginfo> building information.....	33	
		H
C		<handicapped> facilities for handicapped
@calendar calendar.....	14, 29, 30, 38	persons.....36
<charge> charge.....	15, 27	@href filename.....37
<class> title.....	37	@href mail address.....24
@classcode number.....	38	@href URL.....24, 30, 46
<closing> closing hours.....	26	
<country> country.....	20	I
@countrycode country code.....	18	@id identifier.....31
@countryencoding country encoding.....	12	<identity> identity.....18
		<indexvoc> index vocabularies.....44
D		
<date> date.....	14	L
<date> founding date.....	29	@langcode language code.....16
<date> date of creation.....	38	@langencoding language encoding.....12
<date> closing date.....	30	<language> language.....16
@datechar nature of date.....	38	<languagedecl> language(s).....15
@dateencoding date encoding.....	12	<lb> line break
<desc> archival description.....	2021, 22, 23, 25, 26, 28, 31, 34, 45, 46
<descunit> fonds.....	37	<lengthshelf> available length of shelf.....35
<digitalser> digital reproductions service.....	41	@level description level.....37
		<library> library.....42
E		<localentity> quarter or district.....21
<eag> EAG document.....	11	
<eagheader> descriptive information.....	12	M
<eagid> EAG identifier.....	13	<mainevent> creation / revision of the EAG
<email> mail address(es).....	24	document.....13
<emph render="bold"> markup bold		<mainhist> maintenance history.....13
.....	21, 22, 23, 25, 26, 28, 31, 34, 45, 46	@maintype new / update.....13
		<microformser> microforms service.....40

⁹ This list shows the EAG tags, followed by the correspondent labelling in the conversion tool. Attributes are marked with @.

- <monographicpub> extent.....42
 <municipality> city.....21
- N**
 <nonpreform> other form(s) of name.....19
 @normal founding date (normalised).....29
 @normal normalised date.....14, 38
 @normal closing date (normalised).....30
 <notes> notes.....45
 <num> media units.....42
 <num> number of working places.....35
 <num> length.....35
 <num> size.....34
 <num> hours/week.....26
 <num> extent.....36, 38
- O**
 <odautomation> further information.....45
 <opening> opening hours.....25
 <organization> classification scheme.....37
- P**
 <p> paragraph.....28, 34, 45, 46
 <parform> parallel form(s) of name.....18
 <photocopyser> photocopies service.....40
 <photographser> photographs service.....41
 <postalcode> postal code.....22
- Q**
 @question [...] available /
 no [...] available.....36, 39, 40, 41, 42, 43, 44
- R**
 <repositorarea> repository area.....34
 <repositorfound> repository foundation.....29
 <repositorguide> holdings guide.....30
 <repositorguides> repository guides.....30
 <repositorhist> repository history.....28
 <repositorid> repository identifier.....18
 <repositorisup> repository suppression.....29
 @repositorycode repository code.....18
 @repositoryencoding repository encoding.....12
 <reproductionser> reproduction services
39, 41
 <respevent> editor.....14
 <resprepositor> archive directorship.....27
 <restorationlab> restoration laboratory.....39
 <rule> rule(s).....29, 30
- S**
 @scriptcode script code.....16
 @scriptencoding script encoding.....12
 <searchroom> search room / capacity.....35
 <secondem> second demarcation.....21
 <section> classification group.....38
 <sections> classification.....38
 @show representation.....46
 <source> source.....15
 @status status.....12
 <street> street and number.....21
 <surnames> surname(s).....15, 27
- T**
 <techservices> technical services.....39
 <telephone> telephone.....22
 <timetable> timetable.....25
- U**
 @unit unit of measurement
26, 34, 35, 36, 38, 42
 <unitid> reference number.....37
 <unittitle> title.....38
- W**
 <webpage> web page.....24
 <weekopen> weekly opening times in hours
25
- X**
 @xmlns EAG namespace.....11
 @xmlns:xsi schema instance.....11
 @xsi:schemaLocation schema location.....11