Northwest Digital Archives (NWDA)
EAD Training Webinar 1

Jodi Allison-Bunnell
NWDA Program Manager
Introduction
Purpose of Training

- Time away to concentrate: please no email, etc
- Customized for NWDA and for each session
- Run through standards/practices
  - DACS 1st Edition (required portions)
  - EAD 2002 in general
  - NWDA Best Practices
- Introduce encoding options currently available to NWDA members
- Introduce other NWDA tools
- Practice with feedback
- Personalized follow-up and assistance after session, including any additional content needed locally
On completing this training, you’ll be able to:

- Implement required portions of DACS 1st Edition
- Understand the basic structure of EAD 2002
- Understand NWDA’s Best Practices
- Have a working knowledge of options for encoding
- Encode a sample finding aid
- Create a NWDA BP-compliant finding aid from a finding aid from your repository
- Understand how to create an EAD finding aid from scratch
- Understand how to revise a finding aid after it’s created
- Begin or continue implementation of EAD in your repository
Archival Finding Aids

• Collection-level description
• Different from libraries
• Different from museums
My Principles

• Finding aids are strange
• Finding aids can (and should!) be standardized
• Doing so makes them:
  – Easier to use
  – More versatile
• Need to balance standardization and customization
Standards
And Application
Universe of Standards

“The nice thing about standards is that there are so many of them to choose from”
--Rare Books School Valentine’s Day thought, 2002

EAD-DACS-MARC-ISO

NWDA Best Practices

Repository implementation

Types of finding aids (format, dept.)
Universe of Standards, Cont’d

Data Structure Standards
   --MARC, EAD, Dublin Core
Data Content Standards
   --APPM, AACR2, DACS
Data Value Standards
   --LSCH, AAT, other thesauri
Describing Archives: A Content Standard (DACS), 1st Edition
What is DACS?

• A data content standard
• Designed to be used to describe groupings of archival and manuscript material
• Supports:
  – Single-level description
  – Multi-level description
DACS in NWDA

- Required DACS elements (for Multilevel Minimum) are required in NWDA EAD standards
- Some elements also Required if Applicable in NWDA EAD standards
- Repositories have the option to use Multilevel Added Value elements
- Standards WG is studying DACS 2nd Edition for possible implementation in FY15
What DACS Requires: Ten Elements

• What’s its number?
• Who’s got it?
• What’s it called?
• Who created it?
• When was it created?
• How much of it is there?
• Who cares?
• Can you look at it?
• What language is it in?
• How is it described?
Reference Code element (2.1)

• AKA what’s its number?
• Provides a unique identifier for the unit being described.
• Consists of:
  – Local identifier (Mss 2004)
  – Repository identifier (MtU)
  – Country identifier (US)
Name and Location of Repository element (2.2)

- AKA Who’s got it?
- Name of repository, including any parent bodies
  - Oregon State University, The Valley Library, University Archives
- Location of repository, including mailing address and contact information
Title element (2.3)

- AKA what’s it called?
- Supplied title; consists of:
  - Name of creator(s)
  - Nature of materials (papers, records, collection)
- Examples:
  Katherine Anne Porter Papers
  Missoula Urban Demonstration Project Records
  Donald Oberdorfer collection on Mike Mansfield
  K. D. Swan Photographs and Audio Tapes
Date element (2.4)

• AKA When was it created?
• Can record:
  • date(s) of creation (DOC)
  • date(s) of record-keeping activity (DORCA)
  • date(s) of publication (DOP)
  • date(s) of broadcast (DOB)
• Which one? Repository policy
• Express as YYYY MM DD (or some fraction thereof): 2006 January 30; 2005 May
Extent Element (2.5)

- AKA How much of it is there?
- Physical extent in items/containers/storage space
  - 2 linear feet
- OR enumeration of material type(s), general or specific
  - 708 photographs
Name of Creator element (2.6)

• AKA Who created it?
• Individual, family, or organization responsible for creating, assembling, accumulating, or maintaining materials
• Important to describe context
• Very complete rules in Chapter 9, Identifying Creators
Scope and Content element (3.1)

- AKA Who cares?
- Provides information about nature of materials and activities in the unit to help users to judge relevance
- Required not only at collection level, but at levels of large aggregation (above the file or item level)
- Provide information only at the appropriate level (no item information at the collection level, for instance)
- Brief (minimum level) or full (optimum)
Conditions Governing Access element (4.1)

- AKA Can you look at it?
- Access restrictions imposed by donor, repository, or statute/regulation
- Not physical conditions, technical requirements, or those concerning reproduction/publication/other use
- If there are no restrictions, state that fact
Language and Scripts of the Material element (4.5)

- AKA What language is it in?
- Identifies language(s), script(s), and symbol systems of the materials being described
- May also represent as codes for machine processing using ISO codes for languages and scripts for machine reading, but still needs to appear in text
Identification of Whole-Part Relationship

- AKA How is it described?
- How top level relates to at least next level (subgroup, series, etc.)
- EAD does this admirably
Subsequent Levels

• Everything used at higher level, unless the same

• Subgroups, series, etc., should have:
  • Name of Creator(s) element: if differs from higher level
  • Scope and Content element: not required at File or Item level if title describes sufficiently
  • Don’t repeat item titles (I.e. Correspondence)

• Identification of whole-part relationship to next subsequent level
Multilevel Optimum

• Adds:
  – Administrative/Biographical History Element (2.7)
  – Full Scope and Content element (3.1)
  – Access points
Exercise:
Identify DACS Elements in Smith Papers
Guide to the Carita Gertrude Smith Papers, 1912-1942
Guide to the Carita Gertrude Smith Papers, 1912-1942
Manuscript Collection 002, MtLPH, US
Reference Code?

Manuscript Collection 002, MtLPH, US
Lone Pine Historical Society Archives
PO Box 225
Lone Pine, MT 59921
Name and Location of Repository

Lone Pine Historical Society Archives
PO Box 225
Lone Pine, MT 59921
Finding aid prepared by Jodi Allison-Bunnell, 2002
Not a DACS required element

Finding aid prepared by Jodi Allison-Bunnell, 2002
Funding for preparing this finding aid was provided through a grant awarded by the National Historical Publications and Records Commission.
Funding for preparing this finding aid was provided through a grant awarded by the National Historical Publications and Records Commission.

Not a DACS required element
Overview of the Collection
Identification of the Whole-Part Relationship

Overview of the Collection
Smith, Carita Gertrude, 1912-2003
Smith, Carita Gertrude, 1912-2003
Carita Gertrude Smith Papers, 1912-1942
Title

Carita Gertrude Smith Papers, 1912-1942

Date
1 linear foot
Extent

1 linear foot
Language
The collection is in English.
Language and Scripts of the Materials

Language
The collection is in English.
Summary
Carita Gertrude Smith was a resident of Big Sandy, Montana, and taught in small schools in north and south central Montana. The collection contains her personal papers.
Summary
Carita Gertrude Smith was a resident of Big Sandy, Montana, and taught in small schools in north and south central Montana. The collection contains her personal papers.
Manuscript Collection 002, MtLPH, US
Reference Code

Manuscript Collection 002, MtLPH, US
Lone Pine Historical Society Archives
PO Box 225
Lone Pine, MT 59921
Name and Location of Repository

Lone Pine Historical Society Archives
PO Box 225
Lone Pine, MT 59921
Biographical Note
Carita Gertrude Smith was born in Bottineau County, North Dakota, on December 7, 1912 to Thomas and Bertha Smith. She was followed by a brother, Samuel, in 1913. The Smiths relocated to Big Sandy, Montana, in 1917, where they homesteaded. He ran a barber shop in town; she was a midwife. Carita attended Big Sandy schools, graduating in 1930 from Big Sandy High School. She earned a teaching certificate from the normal school in Havre in 1931 and went on to teach in a variety of Montana schools, including Toston and Whitefish. Between 1942 and 1943, she married Arden William “Bunny” Bunnell of North Platte, Nebraska. They lived in a number of locations in the eastern United States before setting in Pocatello, Idaho. They had two sons, Roy and Jon. Mr. Bunnell died in 1978; Mrs. Bunnell died in 2003.
Carita Gertrude Smith was born in Bottineau County, North Dakota, on December 7, 1912 to Thomas and Bertha Smith. She was followed by a brother, Samuel, in 1913. The Smiths relocated to Big Sandy, Montana, in 1917, where they homesteaded. He ran a barber shop in town; she was a midwife. Carita attended Big Sandy schools, graduating in 1930 from Big Sandy High School. She earned a teaching certificate from the normal school in Havre in 1931 and went on to teach in a variety of Montana schools, including Toston and Whitefish. Between 1942 and 1943, she married Arden William “Bunny” Bunnell of North Platte, Nebraska. They lived in a number of locations in the eastern United States before setting in Pocatello, Idaho. They had two sons, Roy and Jon. Mr. Bunnell died in 1978; Mrs. Bunnell died in 2003.
Content Description of Collection
The collection consists of Smith’s personal and professional papers. They document her high school career in Big Sandy and time teaching in one-room schools in Montana.
Scope and Content

Content Description of Collection
The collection consists of Smith’s personal and professional papers. They document her high school career in Big Sandy and time teaching in one-room schools in Montana.
Arrangement
The collection is arranged in three series:
Series I: Personal Papers
Series II: School Papers
Series III: Photographs
Arrangement
The collection is arranged in three series:
Series I: Personal Papers
Series II: School Papers
Series III: Photographs

Not a DACS element
Use of the Collection
Restrictions on Access
The collection is open for research.
Use of the Collection
Restrictions on Access
The collection is open for research.
Administrative Information
Acquisition Information
Not a DACS element

Administrative Information
Acquisition Information
Processing Information
The collection was processed for the first time in 2003.
Processing Information
The collection was processed for the first time in 2003.

Not a DACS element
Separated Material
Two Big Sandy High School yearbooks were removed to the library collection.
Separated Material
Two Big Sandy High School yearbooks were removed to the library collection.
Subjects
Smith, Carita Gertrude, 1912-2003 – Archives.
Big Sandy (Mont.)
Schoolteachers – Montana.
Midwives – Montana.
Subjects
Smith, Carita Gertrude, 1912-2003 – Archives.
Big Sandy (Mont.)
Schoolteachers – Montana.
Midwives – Montana.

Access Points
Container List
Identification of the Whole-Part Relationship

Container List
Series I: Personal Papers, 1912-1930
Series I: Personal Papers, 1912-1930
This series includes musical programs from Big Sandy High School, a brief daily diary, and a few items related to her Bertha Smith’s midwifery practice in Big Sandy.
This series includes musical programs from Big Sandy High School, a brief daily diary, and a few items related to her Bertha Smith’s midwifery practice in Big Sandy.
Musical programs, Big Sandy High School, 1926-1930
Identification of the Whole-Part Relationship

Not a DACS element

Title

Creator

Date

1/1 Musical programs, Big Sandy High School, 1926-1930
Exercise:
Identify Missing DACS Elements
Abbey Widner Letters, 1910-1964
Mss collection 4

The Abbey Widner letters offer commentary on life in Ekalaka, Montana in the mid-twentieth century.


Container List
Box 1  Letters, 1910-1964
Abbey Widner Letters, 1910-1964

Mss collection 4

The Abbey Widner letters offer commentary on life in Ekalaka, Montana in the mid-twentieth century.


Container List

Box 1  Letters, 1910-1964
Abbey Widner Letters, 1910-1964

Mss collection 4

The Abbey Widner letters offer commentary on life in Ekalaka, Montana in the mid-twentieth century.


Box 1  Letters, 1910-1964
Abbey Widner Letters, 1910-1964
Abbey Widner, 1876-1964

Mss collection 4, MTEK, US
Ekalaka Historical Society
Ekalaka, Montana
archives@ekalakahistorical.org
0.5 linear feet

The Abbey Widner letters offer commentary on life in Ekalaka, Montana in the mid-twentieth century. Primary subjects include agriculture products, particularly grain and potatoes, weather, and community events.

Collection is open for research.
Materials are in English.
Questions?
Homework:

- ID DACS elements in finding aid from your institution, including missing elements
- Mark in colored pen and scan or in Word
- Be prepared to present in Session #2