Northwest Digital Archives (NWDA)
EAD Training Webinar 3

Jodi Allison-Bunnell
NWDA Program Manager
Homework Review
Summary of EAD Structure
Smith Papers as Flowchart

Guide to the Carita Gertrude Smith Papers

<ead>

<eadheader>

<archdesc>

<dsc>
<archdesc>

[Diagram of the structure of archdesc, showing various nested elements such as <did>, <scopecontent>, <accessrestrict>, <controlaccess>, <repository>, <uni>, <countrycode>, <repositorycode>, <unitid>, <unittitle>, <unitdate>, <normal>, <physdesc>, <extent>, <abstract>, <langmaterial>, <subject>].
Container Lists
Or, <dsc>
Archival Description: Always in Hierarchy (Oliver W. Holmes)
Third Major Section: Detailed Description of Collection

• Follows <eadheader> and <archdesc>
• Not required
• <dsc> Wrapper element for this section
• Contains nested <c0x> elements:
  <c01>subgroup
  <c02>series
    <c03>file
    <c04>item
  </c04></c03></c02></c01>
Attribute

• Three choices:
  – Type="analticover": High-level only (e.g. series)
  – Type="in-depth": Detailed (e.g. item list)
  – Type="combined": Combination of high-level and detailed (e.g. series with files)
<dsc> continued

- Each <c0x> element contains further descriptive elements, including a <did> and container information
- This is the most flexible section of an EAD finding aid
- Local practice mostly rules
<c0x> elements

- Must always specify a level (recordgrp, collection, subgrp, series, subseries, file, item, otherlevel)
- Usually should contain a <did> with <unitid> <unittitle> and <unitdate>
- May need to include <container> <origination> <physdesc> <langmaterial> <scopecontent> <accessrestrict> <userestrict>; options
Important DACS Rule!

• Don’t repeat information contained in superior element

YES: Series I: Correspondence
   Folder 1, 1918-1922

NO: Series I: Correspondence
   Folder 1, Correspondence, 1918-1922
examples

numbers not “assigned”; a <c01> can be a series or an item

<dl>
  <dt><c01 level="series">Series I</c01></dt>
  <dd><c02 level="file">
      <c03 level="item">
      </c03></c02></dd>
  <dt><c01 level="series">Series II</c01></dt>
  <dd><c02 level="file">
      <c03 level="item">
      </c03></c02></dd>
</dl>
A Container is Not an Intellectual Unit!

• Does it have enough information for a <did>? Then it’s a <c0x> level
  – Example: Folder 1, Correspondence, 1918
  – Tagged: <c02 level="file"><container
type="folder">1</container><did><unittitle>Correspondence</unittitle><unitdate>1918</unitdate></did></c02>

• If it does not have enough for a <did>, it’s not a <c0x> level
  – Example: Box 1
  – Tagged: <container type="box">1</container>
How to Structure: <c0x> examples
Guide to the Western Washington Research and Extension Center Photographs 1913-1923

Overview of the Collection

Title: Western Washington Research and Extension Center Photographs
Dates: 1913-1923 (inclusive)
Quantity: 7 containers (3.5 linear feet) (Approximate 560 items)
Collection Number: PC 27
Summary: A collection of some 560 photographs from the Western Washington Experiment Station. The station has served to bring the results of agricultural practice into western Washington and is presently known as the Western Washington Research and Extension Center

Repository: Washington State University Libraries
          Manuscripts, Archives, and Special Collections
          Holland and Terrell Libraries
          Pullman, WA 99164-5610 USA
          (509) 335-6691
          http://www.wsulibs.wsu.edu/holland/masc/masc.htm

Languages: Collection materials are in English
Sponsor: Funding for preparing this finding aid was provided through a grant awarded by the National...
Administrative Information  

Detailed Description of the Collection  

Box

1  A-8: Highland garden, August 15, 1913
1  A-8a: Highland garden, August 15, 1913
1  A-9: Squash in upland garden, 1913
1  A-10: Tangier peas
1  A-11: Green manure -- winter rye and vetch, May 12, 1913
1  A-15: Highland garden, August 15, 1913
1  A-16: Mielura Flint, August 25, 1913
1  A-23: Windus White Dent cornfield, August 26, 1913
1  A-24: Thayer's Yellow Dent cornfield, August 26, 1913
1  A-24a: Thayer's Yellow Dent cornfield, August 26, 1913
1  A-31: Windus White Dent corn (3 selected stalks), August 26, 1913
1  A-32: Mangel field, August 27, 1913
1  A-33: Oats and vetch mixture, 1913
1  A-42: Turnips
1  A-54: Clover and alfalfa, June 1, 1914
1  A-55: Blanching celery with boards
1  A-56: View of cleared land, farm house and buildings
1  A-58-60: Fertility test plots
1  A-62: Transplanting cabbage, July 26, 1914
1  A-67: Vetch, June 15, 1914
Guide to the Western Washington Research and Extension Center Photographs

<archdesc>
<dsc>
  <c01 level="item">
    <did>
      <container type="box">1</container>
      <unitid>A-8</unitid>
      <unittitle>Highland garden</unittitle>
      <unitdate>August 15, 1913</unitdate>
    </did>
  </c01>
</dsc>
</archdesc>
Guide to the **Herbert J. Wunderlich Papers**
1890-1990

Overview of the Collection

**Creator:** Wunderlich, Herbert J., 1906-2002

**Title:** Herbert J. Wunderlich papers

**Dates:** 1890-1990 (inclusive)

**Quantity:** 18.0 linear feet

**Collection Number:** Mss 238

**Summary:** Herbert J. Wunderlich was part of the U.S. occupation of Japan after World War II; he developed standards for postwar Japanese textbooks. The collection centers on Wunderlich’s time in Japan during World War II, his activities under General MacArthur, and his subsequent writings on these subjects.

**Repository:** Maureen and Mike Mansfield Library
K. Ross Toole Archives
The University of Montana—Missoula
Missoula, MT 59812
406-243-2053
http://www.lib.umt.edu/dept/arch/arch.htm
Series II: Printed Materials, 1944-1946

0.25 linear feet

This series consists of printed materials produced by the U.S. government, mostly concerning civil affairs training for military personnel stationed in Japan.

<table>
<thead>
<tr>
<th>Container(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder</td>
<td></td>
</tr>
<tr>
<td>1/2</td>
<td>Civil Affairs Handbook, Japan, 1944</td>
</tr>
<tr>
<td>1/3</td>
<td>Civil Affairs Staging Area-Staff &amp; Plan, Japan, 1944</td>
</tr>
<tr>
<td>1/4</td>
<td>Japanese Language Instruction, 1944</td>
</tr>
<tr>
<td>1/5</td>
<td>Civil Affairs Handbook, 1945</td>
</tr>
<tr>
<td>1/6</td>
<td>Normal School Statistics, 1946</td>
</tr>
<tr>
<td>1/7</td>
<td>United States Military Government in Korea, 1946</td>
</tr>
</tbody>
</table>

Series III: School Notes/Records, 1944-1946

0.5 linear feet

Includes course materials (syllabi, bibliographies, lists of films shown) for the Civil Affairs Training School at the University of Chicago. Most are concerned with practical subjects like economics and language, but there are also materials on the character of the Japanese people. Other materials are from the University of Michigan, the University of Wisconsin, and Columbia University; they were apparently used at the Civil Affairs Training School in Chicago. There are copies of four books: one on Chinese character writing, and three on Japanese language: *Introduction to Japanese Writing*, *Japanese Language Handbook*, and *Introduction to Spoken Japanese*. 
Guide to the Herbert J. Wunderlich Papers, 1890-1990
Guide to the Herbert J. Wunderlich Papers, 1890-1990

<archdesc>
<dsc>
  <c01 level="series">
  <did>
  <unitid>Series II</unitid>
  <unittitle>Printed Materials</unittitle>
  <unitdate>1944-1946</unitdate>
  <physdesc><extent>0.25 linear feet</extent></physdesc>
  </did>
</co1>
Guide to the Herbert J. Wunderlich Papers, 1890-1990

<archdesc>
<did>
<container type="box/folder">1/2</container>
<unittitle>Civil Affairs Handbook, Japan</unittitle>
<unitdate>1944</unitdate>
</did>
</c02>

...etc.
Guide to the Kim Williams Papers
1940-1986

Overview of the Collection

Creator: Williams, Kim, 1923-1986
Title: Kim Williams Papers
Dates: 1940-1986 (inclusive)
Quantity: 12.75 linear feet
Collection Number: Mss 218

Summary: Kim Williams was a writer, naturalist, teacher, and radio commentator. Materials are divided into eight series: biographical information, diaries, general correspondence, financial records, speeches and writings, subject files, clippings and photographs.

Repository: Maureen and Mike Mansfield Library
Archives and Special Collections
The University of Montana—Missoula
Missoula, MT 59812
406-243-2053
http://www.lib.umt.edu/sse
library.archives@umontana.edu
Detailed Description of the Collection

Series I: Biographical Information, undated
1 folder
This series consists of biographical data compiled by others. It includes profiles, poems and articles written by others about Kim, also vitae, resumes and obituaries from various local and national newspapers and magazines.

Container(s) Description
Box/Folder
1/1 Biographical Information

Series II: Diaries, 1958-1970
0.5 linear feet
This series contains diaries written by Kim during her trips throughout Europe, South America and North America. They are a day-to-day, city-to-city and country-to-country account of her travels with her personal reflections on everything she encountered.

Container(s) Description
Box/Folder
1/2 Trip to Europe, 1958
1/3 Trip to Europe, 1958-1968
1/4 Travels in Latin America, 1962-1963
1/5 Travels in South America, 1963-1965
1/6 Amazon to Florida, 1963

1 folder

This series contains cancelled checks from The Christian Science Monitor and a list of payments received for published works from various publications. The series also includes completed Montana Individual Income Tax Return forms for Mel and Kim Williams.

<table>
<thead>
<tr>
<th>Container(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder</td>
<td>4/8</td>
</tr>
<tr>
<td></td>
<td>1970-1978</td>
</tr>
</tbody>
</table>

Series V: Speeches and Writings, 1940-1986

6.5 linear feet

This series contains Williams's published and unpublished writings such as: poems, newspaper columns, magazine articles, plays, skits, letters to the editor and lectures. It also contains thoughts, notes, drafts and outlines used by Williams in the production of her written material also the submission requests and rejection slips generated to and from publishers. There is also a set of material used on her radio spot on National Public Radio and a transcript of an interview Williams gave to KUTV, Salt Lake City, Utah, 1960. The speeches and writings are kept in the same order and given the same headings as they had been organized and labeled by Kim herself.

<table>
<thead>
<tr>
<th>Container(s)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Box/Folder</td>
<td>A/1</td>
</tr>
<tr>
<td></td>
<td>Aaring, ca. 1980</td>
</tr>
</tbody>
</table>
Series VIII: Photographs, circa 1982

23 photographs

This series contains photographs of Kim Williams outdoors, with friends, promotional shots, and at the KUFM studio. Also included is one photograph of Mel Williams, Kim's husband.

Description

218(VIII):1: Kim Williams, circa 1982
218 (VIII):2: Kim Williams with Peg Donahue, Kathleen Halde, Vicki Pontious, circa 1982
218 (VIII):3: Kim Williams with John Tisdale, KUFM, circa 1982
218 (VIII):4: Kim Williams, circa 1982
218 (VIII):5: Kim Williams, circa 1982
218 (VIII):6: Kim Williams leading a group, circa 1982
218 (VIII):7: Kim Williams leading a group, circa 1982
218 (VIII):8: Kim Williams leading a group, circa 1982
218 (VIII):9: Kim Williams leading a group, circa 1982
218(VIII):10: Kim Williams, undated
218(VIII):11: Kim Williams, Aber Day, 1982
218(VIII):12: Kim Williams, Aber Day, 1982
218(VIII):13: Kim Williams (slide), undated
218(VIII):14: Kim Williams (slide), undated
218(VIII):15: Kim Williams, circa 1982
218(VIII):16: Kim Williams, circa 1982
218(VIII):17: Kim Williams, National Public Radio publicity shot, circa 1982
218(VIII):18: Kim Williams, undated
Guide to the Kim Williams Papers
Guide to the Kim Williams Papers, 1940-1986

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;c01 level=&quot;series&quot;&gt;</td>
<td>&lt;c01 level=&quot;file&quot;&gt;</td>
<td>&lt;c01 level=&quot;series&quot;&gt;</td>
</tr>
<tr>
<td></td>
<td>&lt;c01 level=&quot;file&quot;&gt;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>&lt;c02 level=&quot;file&quot;&gt;</td>
<td>&lt;c02 level=&quot;item&quot;&gt;</td>
</tr>
</tbody>
</table>
<dsc> in the Smith Papers
Guide to the Carita Smith Papers

Series I
Series II
Series III
Smith Papers, Series I

Series I <c01 level="series">

<c02 level="file">

<c02 level="file">

<c02 level="file" typical="file"
<c01 level="series">
  <did>
    <unitid encodinganalog="099">Series I</unitid>
    <unititle encodinganalog="245$a">Personal Papers</unititle>
    <unitdate type="inclusive" encodinganalog="245$f" normal="1912/1930">1912-1930</unitdate>
  </did>
  <scopecontent>
    <p>This series includes musical programs from Big Sandy High School, a brief daily diary, and a few items related to Bertha Smith's midwifery practice in Big Sandy.</p>
  </scopecontent>
</c01>
<c01 level="series">
  <did>
    <unitid encodinganalog="099">Series II</unitid>
    <unittitle encodinganalog="245$a">School Papers</unittitle>
    <unitdate type="inclusive" encodinganalog="245$f" normal="1930/1942">1930-1942</unitdate>
  </did>
  <scopecontent>
    <p>This series includes school records from Toston and Whitefish that show the names of pupils, examples of writing and history exercises, and miscellaneous materials distributed by the Montana State Board of Education.</p>
  </scopecontent>
</c01>
<c02 level="file">
  <did>
    <container>1/4</container>
    <unittitle encodinganalog="245$a">Toston School</unittitle>
    <unitdate type="inclusive" encodinganalog="245$f" normal="1940/1942">1940-1942</unitdate>
  </did>
</c02>
Smith Papers, Series III

Series I

- <c02 level="item"/>
- <c02 level="item"/>
- <c02 level="item"/>
This series contains photographs of Smith, her brother, her pupils in Toston and Whitefish, and of her when she worked in Yellowstone National Park.
This series contains photographs of Smith, her brother, her pupils in Toston and Whitefish, and of her when she worked in Yellowstone National Park.
<c02 level="item">
  <did>
    <unitid>002(III):1</unitid>
    <unittitle encodinganalog="245$a">High school graduation portrait</unittitle>
    <unitdate type="inclusive" encodinganalog="245$f">1930</unitdate>
  </did>
</c02>
Questions
And Discussion
Homework:
Use Finding Aid from Your Repository
Create <dsc> Structure
Prepare to Present