Northwest Digital Archives (NWDA) 
EAD Training Webinar 4 

Jodi Allison-Bunnell 
NWDA Program Manager
Review of Homework
Encoding Options
Decision Flowchart
NWDA EAD Web Template

Finding Aid Information

*Required fields are marked with an asterisk (*).

Finding Aid Info

- EAD File Info
  - Filename*
  - File ARK ID* [Get ARK/URL]
  - File URL in NWDA
  - File Creator
  - File Creation Date
    - normal date

Finding Aid Cover Info

- Finding Aid Title*
  - Guide to the [collection title]
  - Add
  - Subtitle
  - EAD Title
Filename

Status: Required
Enter the filename of the finding aid file, according to NWDA form
NWDA form: [OCLCSymbol][CollectionNumber].xml
Filenames always end with .xml file extension Filenames may include underscores, uppercase, lowercase, numbers No spaces, no dashes
Find your OCLC symbol: http://www.oclc.org/contacts/libraries/default.htm

Examples:
ORU_coll302.xml
MTGMss065.xml

EAD element or attribute:
<eadid>
Content Notes

Add Biographical / Historical Note
(please add all note boxes needed before writing in them)

- Biographical Note
- Historical Note

Scope and Content Note*
Archivist’s Toolkit Output
AT Output

• EAD is one of several options for export from AT database
• NWDA browsing terms available to import to AT for use
• Output does not fully comply with NWDA best practices
• OSU has produced a script (AT2NWDA) for post-processing and shared with all NWDA members on the utility site
Encoding Software
XML Encoding Software

• Need software for most encoding paths
• Oxygen
  – $64 for Editor 9 with 1 year maintenance
  – NWDA provides setup instructions
• XMetaL
  – First used under grants
  – Now academic license for $395
  – NWDA provides setup instructions but less supported
• EAD Cookbook/NoteTab
  – Not recommended, not native XML
Software Documentation

- XMetal Documentation (Revised 2010-12)
- Oxygen Documentation (Revised 2012-06)

Helper files for use with XMetal or Oxygen (right click to download and save locally):
- ead.dtd
- ead.css
- ead.tbr
- ead.ctm
- NWDA Encoding Template (Revised 2011-05-11)

NWDA Standards WG Excel-to-EAD workflow and tools for encoding container lists using an Excel template (under revision; will be available again soon):
- Instructions
- Excel template
<!DOCTYPE ead PUBLIC "-//ISO 1-93166-00-8//DTD ead.dtd (Encoded Archival Description (EAD) Version 2002)//EN" "ead.dtd">

<!--Template updated 20060408 by J. Allison-Bunnell-->

<!--Remember to name and save documents using the OCLC code + local filename. Documents that are revised/updated after initial submission should be named with a numbering system attached to the original name (e.g., roth01.xml).-->

<!--The following section is header information that describes the finding aid.-->

<eadheader langencoding="iso639-2b" scriptencoding="iso15924" relatedencoding="dc" repositoryencoding="iso15511" countryencoding="iso3166-1" dateencoding="iso8801" id="06" edid countrycode="us" encodinganalog="identifier" edid="06" edid="06">Enter here the unique filename for this finding aid; attributes also enter required value from MARC code list for organizations in MAINAGENCYCODE and assigned NMNARK in IDENTIFIER. Required-->

<ledes>

<titlestmt>

<titleproper encodinganalog="title">Guide to the <!--Collection title; required--> date encodinganalog="date"<! Insert inclusive date(s), eg., 1944-1995; required--></titleproper>

<titleproper type="filing" altrender="nodisplay"><!--Filing title of collection, eg. Adams (Glen R.) Papers; required-->

<author encodinganalog="creator">Finding aid prepared by <!--Name of the author(s) of the finding aid--> </author>

<pubstmt>

<!--To link to your logo, click on the diamond in the <extptr> tag below and enter the full URL of the digital logo file in the HREF attribute. Describe image in TITLE attribute, eg., University of Oregon logo-->  

<publisher encodinganalog="publisher"><!--Name of the publisher of the finding aid; required-->

<extptr actuate="onload" show="embed" role="image/jpeg"></publisher>

<date encodinganalog="date"> <!--Year published and/or copyrighted; also enter normalized date in NORMAL attribute; required--> </date>

<address>

<addressline> <!--1st line of publisher's address. Use as many addressline elements as needed; OK to include phone, fax, email, URLs; required-->

</address>
Encoding Software: Oxygen
Software Documentation

- XMetaL Documentation (Revised 2010-12)
- Oxygen Documentation (Revised 2012-06)

Helper files for use with XMetaL or Oxygen (right click to download and save locally):
- ead.dtd
- ead.css
- ead.tbr
- ead.ctm
- NWDA Encoding Template (Revised 2011-05-11)

NWDA Standards WG Excel-to-EAD workflow and tools for encoding container lists using an Excel template (under revision; will be available again soon):
- Instructions
- Excel template
Northwest Digital Archives
Oxygen Installation and Setup Instructions
J. Allison-Bunnell
2011 March 16

NB: These instructions were created using Oxygen XML Editor Version 12.1 for the Mac. Other versions of the software, particularly those for PCs, may have slight differences.

Download Oxygen XML Editor
Oxygen is available from http://www.oxygenxml.com/. Licenses are $64 as of this writing for XML Editor Academic with 1-year maintenance pack, which gives you access to periodic upgrades; otherwise upgrades are available for $38. Terms of the software user agreement are located at http://www.oxygenxml.com/eula.html.

There are discounts for bulk purchases.

Purchase and download are handled online; the first time you open the software, you’ll need to paste in your license key and register your software. Follow the vendor’s instructions and your institution’s purchase procedures.
<xml version="1.0" encoding="utf-8"?>
<xml-stylesheet type="text/xsl" href="http://nda-db.wsulibs.wsu.edu/xsl/project.xsl"/>
<!DOCTYPE ead PUBLIC "//ISBN 1-931660-00-8//DTD ead.dtd (Encoded Archival Description (EAD))"
1-Template updated 2000-04-08 by J. Allison-Bunnell>
1-Remember to name and save documents using the OCLC code + local filename. Documents that
7-The following section is header information that describes the finding aid-->
8-<eadheader langencoding="iso639-2b"
9-scriptencoding="iso15924" relatedencoding="dc" repositoryencoding="iso15511"
10-countryencoding="iso3166-1" dataencoding="iso8859-1" id="a00">
11-<eadid countrycode="us" encodinganalog="identifier"><?xml:namespace prefix="x:content" ns="http://ead.org/ead2002"
12-uname "" xmlns:ead="http://ead.org/ead2002"
13-unique filename for this finding aid; attributes: also enter required value from MARC
14-MAINAGENCYCODE and assigned NWDA ARK in IDENTIFIER. Required?></eadid>
15-<filedesc>
16-<titlestmt>
18-<date encodinganalog="date">?xml:namespace prefix="x:content" ns="http://ead.org/ead2002"
20-<publicationstmt>
22-<date encodinganalog="date">?xml:namespace prefix="x:content" ns="http://ead.org/ead2002"
23-<publisher encodinganalog="publisher">?xml:namespace prefix="x:content" ns="http://ead.org/ead2002"
24-<date encodinganalog="date">?xml:namespace prefix="x:content" ns="http://ead.org/ead2002"
25-<address>
26-<address>
<titlestmt>
  <titleprope encodinganalog="title">Guide to the Carita Gertrude Smith Papers</titleprope>
  <date encodinganalog="date" normal="1912/1942">1912-1942</date>
</titlestmt>
<titleprope type="filling" altrender="modisplay">Smith (Carita Gertrude) Papers</titleprope>
<author encodinganalog="creator">Finding aid prepared by Jodi Allison-Burnnell</author>
Encoding Software: XMetaL
Software Documentation

- XMetal Documentation (Revised 2010-12)
- Oxygen Documentation (Revised 2012-06)

Helper files for use with XMetal or Oxygen (right click to download and save locally):
- ead.dtd
- ead.css
- ead.tbr
- ead.ctm
- NWDA Encoding Template (Revised 2011-05-11)

NWDA Standards WG Excel-to-EAD workflow and tools for encoding container lists using an Excel template (under revision; will be available again soon):
- Instructions
- Excel template
XMetaL installation and setup instructions
J. Allison-Bunnell, revising instructions by Marsha Maguire
2010-12-12

Note: As of April 2008, Northwest Digital Archives no longer trains new and continuing members on XMetaL. Since the majority of the members have acquired and set up workflows around XMetaL, NWDA will continue to support members’ use to the best of our abilities.

Download XMetaL
XMetaL is available at [http://na.justsystems.com/content-xmetal](http://na.justsystems.com/content-xmetal). As of this writing, XMetaL Author Essential Edition (Academic) 6.0 is $395 per license. Purchase by contacting sales_na_team@justsystems.com

The first time you open the software, you’ll need to paste in your license key and register your software. Follow the vendor’s instructions and your institution’s purchase procedures.

Note that the default installation of XMetaL places the program on the C: drive of your computer. In 'Start', 'All Programs', 'XMetaL', 'XMetaL 6.2'. Click the 'Register' button to register your software.
Encoding Container Lists
Encoding Container Lists

• If new encoding, use tools to convert from Word/Excel or Access
• If currently in Excel or Access, use tools
• By hand in Oxygen or XMetaL
Software Documentation

Software Documentation

- XMetal Documentation (Revised 2010-12)
- Oxygen Documentation (Revised 2012-06)

Helper files for use with XMetal or Oxygen (right click to download and save locally):
- ead.dtd
- ead.css
- ead.tbr
- ead.ctm
- NWDA Encoding Template (Revised 2011-05-11)

NWDA Standards WG Excel-to-EAD workflow and tools for encoding container lists using an Excel template (under revision; will be available again soon):
- Instructions
- Excel template
- Plain text replace table

NWDA Web Encoding Template (Version 2.0, 2011 September)
- Instructions (Revised 2011-09-07)
- Link to Template (Utility Site; must be a NWDA member with login and password to access)

NWDA's Encoding Decisions Flowchart (Beta version, 2011 January 24)
<!DOCTYPE dita PUBLIC "-//Dublin Core//DTD Dublin Core//EN" "http://dublincore.org/documents/dcq/_1.dtd">

<dsc type="combined" id="a23">

<!--At each <dxb> level, be certain that you have chosen the appropriate LEVEL attribute!!-->

<!-- <dxb level="series">!

<did>

<unitid encodinganalog="099">!!--Unique identifying number or code-->

</unitid>

</did>

<container>!!--Enter container number if applicable at this level; use TYPE attribute for type of container-->

</container>

<origination>!!--Use nested persname or corpname to give name of creator if different from parent-level creator-->

</origination>

<unititle encodinganalog="2455a">!!--Title of component-->

</unititle>

<unitdate type="inclusive" encodinganalog="2455f">!!--Date or range of dates of component material, or "undated"; repeatable-->

</unitdate>

<physdesc>!!--Quantity of component material-->

</physdesc>

<physfacet encodinganalog="3005b">!!--Appearance, materials, or techniques if applicable-->

</physfacet>

<dimensions encodinganalog="3005c">!!--Dimensions if applicable-->

</dimensions>

<langmaterial>!!--Language(s) of the materials if different from collection level-->

</langmaterial>

<did>

<scopecontent encodinganalog="5202">!!--Brief description of component being described, such as series-->

</scopecontent>

</did>

<scopecontent>!!--Describe arrangement of component materials-->

</scopecontent>

</physdesc>

</physfacet>

</dsc>
I’ve Encoded. Now What?
NWDA Utility Site
Other Encoding Support

NWDA Resources

- How many of your institution's finding aids were retrieved last month? Find out at the Database Reports Site.

- The NWDA Utility Site is your destination for getting ARKs, using the compile and submit your finding aids to the database. (You must be a NWDA member with a login and password to access this site.)

- Doing a presentation? Use the NWDA General Powerpoint for an overview of the program; customize it to fit your needs.

Converting EAD Finding Aids into MARCXML:

- Mark Carlson's tool at the University of Washington

- Terry Reese's tool at Oregon State University The stylesheet needed for this program is at http://marcedit.reeset.net/downloads

Other Resources:
NWDA Management Tools

Login Required

Username
jodiab

Password
******

Login
NWDA Management Tools

Document Submission Tools

- NWDA Compliance Checker
- NWDA EAD Web Template
- NWDA Archivists' Toolkit EAD Converter
- Document Validation
- ARK Request
- Document Submission
NWDA Management Tools

Document Submission Tools

- NWDA Compliance Checker
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- ARK Request
- Document Submission
NWDA Management Tools

ARK Request

Number of arks to be requested

Request ARKS
NWDA Management Tools

ARK Request

Number of arks to be requested

1

Request ARKS

Back to Main
## ARK Request

<table>
<thead>
<tr>
<th>Count</th>
<th>Ark ID</th>
<th>Url</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>80444/xv27310</td>
<td><a href="http://nwdadb.orbiscascade.org/findaid/ark:/80444/xv27310">http://nwdadb.orbiscascade.org/findaid/ark:/80444/xv27310</a></td>
</tr>
</tbody>
</table>

**Number of arks to be requested**

1

[Request ARKS](https://nwdadb.orbiscascade.org/findaid/ark:/80444/xv27310)
<xml version="1.0" encoding="utf-8"/>
<xml-stylesheet type="text/xsl" href="http://nmda-db.wsulibs.wsu.edu/xsl/project.xsl"/>
<1DOCTYPE ead PUBLIC "-//ISO 1-39166-00-8//DTD ead.dtd (Encoded Archival Description (ead) Version 2002)//EN" "ead.dtd">
<!--Template updated 2008/08 by J. Allison-Bunnell-->
<!--Remember to name and save documents using the OCLC code + local filename. Documents that are revised/updated after initial submission much be submitted with precisely the same filename.-->
<ead>
<!--The following section is header information that describes the finding aid-->
<eadheader language="iso8859-2"
    scriptencoding="iso15924" relatedencoding="dc" repositoryencoding="iso15838"
    countryencycodelist="iso3166-1" dateencoding="iso8601" id="00">
    <eadid countrycode="us" encodinganalog="identifier" identifier="80444/xv27310"
        url="http://nmda-db.orbisscasecode.org/findaid/ark:/80444/xv27310">!!--Enter here the unique filename for this finding aid; attributes also enter required value from MARC code list for organizations in MAINAGENCYCODE and assigned NMDA ARK in IDENTIFIER. Required--></eadid>
    <filedesc>
        <titlestmt>
            <title proper encodinganalog="title">Guide to the</title>
                required-->
            <creator encodinganalog="date"></creator>
                required-->
            <date encodinganalog="date"></date>
            required-->
        </titlestmt>
        <filing title="filing title of collection, eg., Adams (Glen R.) Papers; required">
            <creator encodinganalog="creator">Finding aid prepared by</creator>
                required-->
            <name encodinganalog="creator">Name of the author(s) of the finding aid--></name>
                required-->
        </filing>
        <publicationstmt>
            <full encodinganalog="full">
                enter the full URL of the digital logo file in the HREF attribute. Describe image in TITLE attribute, eg., University of Oregon logo-->
            </full>
        </publicationstmt>
    </filedesc>
</ead>
"
Compliance

• Complies with EAD DTD=valid document
• Complies with NWDA Best Practices=compliant document
• A valid document can be significantly out of compliance!
This is Valid EAD..but won’t be accepted in NWDA database

<ead>
<eadheader><eadid>
<filedesc><titlestmt><titleproper>
<archdesc level= ><did>
<dsc><c0x><did>
Valid Documents

• Xmetal or Oxygen will:
  – Not let you save/close an invalid document
  – Tell you what’s wrong from a DTD standpoint
  – Not give you any information about NWDA compliance or document contents
Compliant Documents

• Know and Love your Best Practices
• Have institutional review procedures
  – Institutional template/procedures
  – Multiple eyes
• Use the compliance checker
• Don’t use stylesheet preview to check compliance!
Using the NWDA Compliance Checker

• Provides objective feedback about the presence/absence of elements
• No feedback about content of elements; some feedback about content of attributes
NWDA Management Tools

Document Submission Tools

- NWDA Compliance Checker
- NWDA EAD Web Template
- NWDA Archivists' Toolkit EAD Converter
- Document Validation
- APK Request
- Document Submission
This is the NWDA's EAD Compliance Checker, which is based upon the RLG EAD Report Card software.

A few notes before you get started.

The report card expects your files to be in XML and to be encoded in EAD DTD Version 2002.

First use the Browse button to locate an EAD file on your hard drive.

Next, select the report you want to receive: one that checks just for "Required" as well as "Mandatory if applicable" elements and attributes identified in RLG's best practice guidelines, or one that looks at all elements and attributes in the guidelines, including those that are "Recommended" and "Optional."

Then just press the Start button.

When the report on your document is ready it will appear here, with your EAD source file below it. In many cases you can click on the "View Context" link to display the encoded element in question in context.
NWDA Compliance Checker

This is the NWDA's EAD Compliance Checker, which is based upon the RLG EAD Report Card software.

A few notes before you get started.

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Then just press the Start button.

When the report on your document is ready it will appear here, with your EAD source file below it. In many cases you can click on the "View Context" link to display the encoded element in question in context.
Report for Guide to the Carita Gertrude Smith Papers 1912-1942

Reporting Only Mandatory Guidelines

NWDA Best Practice Guidelines (version 3.1) for Encoded Archival Description

**Table 1 <ead>, <eadheader>, <frontmatter>**

<table>
<thead>
<tr>
<th>Element Location</th>
<th>Attributes or Child Elements</th>
<th>Status</th>
<th>Comments/Application Notes</th>
<th>Possible Values</th>
</tr>
</thead>
</table>

**Finding Aid Source Document**

```xml
<?xml-stylesheet type="text/xsl" href="http://nwdadb.wsulibs.wsu.edu/xsl/nwda_0.1.xsl"?>
<ead> <!--The following section is header information that describes the finding aid-->
<eadheader lang="en" scriptencoding="iso8859-1" relatedencoding="dc" repositoryencoding="iso15511" countryencoding="iso3166-1"

dateencoding="iso8601" id="a0">
<eadid countrycode="us" encodinganalogue="identifier" mainagencycode="mtlph" url="http://nwdadb.wsulibs.wsu.edu/documents/retrieve.asp?MtLPHMss002.xml">MtLPHMss002.xml</eadid>
<titlestmt>
<titleproper encodinganalogue="title">Guide to the Carita Gertrude Smith Papers</titleproper>
```
```
Table 2 <archdesc>

<table>
<thead>
<tr>
<th>Element Location</th>
<th>Attributes or Child Elements</th>
<th>Status</th>
<th>Comments/Application Notes</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>ead/eadheader/eadid</td>
<td>identifier= Â</td>
<td>Req Â</td>
<td>Missing @identifier</td>
<td>Â</td>
</tr>
</tbody>
</table>

Finding Aid Source Document

```xml
<?xml-stylesheet type="text/xsl" href="http://nwdadb.wsulibs.wsu.edu/xsl/nwda_0.1.xsl"?>
<ead>
  <!-- The following section is header information that describes the finding aid-->
  <eadheader langencoding="iso639-2b" scriptencoding="iso15924" relatedencoding="dc" repositoryencoding="iso15511" countryencoding="iso3166-1" dateencoding="iso8601" id="a0">"nwdadb.wsulibs.wsu.edu/documents/retrieve.asp?MtLPHMss002.xml">MtLPHMss002.xml</eadheader>
  <titlestmt>
    <titleproper encodinganalog="title">Guide to the Carita Gertrude Smith Papers</titleproper>
  </titlestmt>
</ead>
```
Table 2 <archdesc>

<table>
<thead>
<tr>
<th>Element Location</th>
<th>Attributes or Child Elements</th>
<th>Status</th>
<th>Comments/Application Notes</th>
<th>Possible Values</th>
</tr>
</thead>
<tbody>
<tr>
<td>ead/eadheader/eadid</td>
<td>identifier= Â</td>
<td>Req Â</td>
<td>Missing @identifier View Context View Comments/Application Notes Â</td>
<td>Â</td>
</tr>
</tbody>
</table>

Finding Aid Source Document

<eadheader langencoding="iso639-2b" scriptencoding="iso15924" relatedencoding="dc" repositoryencoding="iso15511" countryencoding="iso3166-1" dateencoding="iso8601" id="a0">  
<eadid countrycode="us" encodinganalog="identifier" mainagencycode="mtlph" url="http://nwda-db.wsulibs.wsu.edu/documents/retrieve.asp?MtlPHMss002.xml">MtLPHMss002.xml</eadid>  
<filedesc>  
<titlestmt>  
titleproper encodinganalog="title">Guide to the Carita Gertrude Smith Papers  
<date encodinganalog="date" normal="1912/1942">1912-1942</date>  
</titleproper>
Comments/Application Notes for ead/eadheader/eadid

The <eadid> element must include a unique ARK (Archival Resource Key) in the IDENTIFIER attribute. An ARK is a machine-readable, persistent, and unique identifier. In the spring of 2006, the NWDA implemented the ARK system. Washington State University retroactively assigned ARKs to finding aids already included in the NWDA union database; the university also provided a web-based mechanism by which institutions may obtain ARKs for assignment to new finding aids as part of the finding aid encoding process.

ARKs may be obtained either individually or in batches from the ARK web form on the NWDA website; an ARK may not be formulated locally. Direct your browser to: https://nwda-db.wsulibs.wsu.edu/nwda_util/request_ark.pl

Provide your user name and password, and click on the login button. (If you do not have an institutional user name and password, or if you cannot successfully access the ARK website, please contact Al Cornish at cornish@wsu.edu or 509.335.1895.) In the next screen, enter the number of ARKs you would like to receive and submit the request.

The resulting screen will present a table containing the number of ARKs requested in your query. For each ARK, the ARK itself is displayed in the Ark ID column; copy this value into the IDENTIFIER attribute in <eadid>.

The complete NWDA URL for the finding is displayed in the URL column. This URL may be copied to the URL attribute in the <eadid> element (although this is not required). The URL may also be used in EAD linking elements, such as in linking from one finding aid to another in the NWDA database, and in the 856 field of a MARC catalog record, for linking from the catalog record to the finding aid.

Note: If your institution requests ARKs in batches, make sure to keep track of your ARKs as they are assigned to your institution's finding aids. Do not assign any one ARK to more than one finding aid. You may request ARKs from the NWDA ARK site as often as needed.
Submitting a Finding Aid to the NWDA Database
NWDA Management Tools

Document Submission Tools

- NWDA Compliance Checker
- NWDA EAD Web Template
- NWDA Archivists' Toolkit EAD Converter
- Document Validation
- ARK Request
- Document Submission

Logged in as nwdawtmn (Logout)
NWDA Management Tools

Document Submission

Use this interface to upload documents to the NWDA database.

Browse...  Add

Preview Selected
Delete Selected
Upload Selected
NWDA Management Tools

Document Submission

Use this interface to upload documents to the NWDA database.

/BUsers/jodi/Desktop/ocl_LC  Browse...  Add

Preview Selected
Delete Selected
Upload Selected

Back to Main
NWDA Management Tools

Document Submission

Use this interface to upload documents to the NWDA database.

Browse...  Add

olc_LCA201101.xml

Preview Selected
Delete Selected
Upload Selected
NWDA Management Tools

Document Submission

Use this interface to upload documents to the NWDA database.

- olc_LCA201101.xml

Buttons:
- Preview Selected
- Delete Selected
- Upload Selected
NWDA Management Tools

Document Submission

Use this interface to upload documents to the NWDA database.

The following documents are currently uploading:

- oic_LCA201101.xml

Check Status

Note: Files may take several minutes to upload depending on the filesize and document structure.
NWDA Management Tools

Document Submission

Use this interface to upload documents to the NWDA database.

Upload complete!

[Input field for file upload] [Browse] [Add]

[Buttons: Preview Selected, Delete Selected, Upload Selected]
**Barrow (Mike) Papers 1945-2011**

Repository: Linfield College Archives

Summary: Documents and photographs from the life of Private Mike Edward Barrow, an important Linfield College student and football player who died in 1969 during the Vietnam War. He earned a purple heart among many other important medals as detailed in the collection.

Document size: 21.42 KB
Barrow (Mike) Papers
1945-2011

Overview of the Collection

Creator: Barrow, Mike Edward, Private, 1945-1969
Title: Mike Barrow Papers
Dates: 1945-2011 (inclusive)
Quantity: 1.5 linear feet (3 document boxes)
Collection Number: LCA
Summary: Documents and photographs from the life of Private Mike Edward Barrow, an important Linfield College student and football player who died in 1969 during the Vietnam War. He earned a purple heart among many other important medals as detailed in the collection.

Repository: Linfield College
Linfield College Archives
Jereld R. Nicholson Library
900 SE Baker Street
McMinnville, OR, 97128
503-883-2734
archives@linfield.edu
Encode the Smith Papers
Homework:
Encode Sample Finding Aid (from your institution)
Prepare for Discussion on Workflows at Your Institution