UTAH MANUSCRIPTS ASSOCIATION

ENCODED ARCHIVAL DESCRIPTION BEST PRACTICE GUIDELINES, VERSION 1.2
(CONDENSED VERSION)

Best Practices Working Group Members
J. Gordon Daines, III, Brigham Young University
Cheryl Walters, Utah State University
Sam Passey, University of Utah
Sarah Langsdon, Weber State University
Linda Thatcher, Utah State Historical Society
Melissa Ferguson, Utah State Historical Society
Gina Strack, Utah State Archives and Records Service
Dan Davis, Utah State University

INTRODUCTION

This condensed version of the Utah Manuscripts Association (UMA) Encoded Archival Description (EAD) Best Practices Guidelines (BPG) is meant to provide an alternate means of understanding and applying the UMA BPG to the creation of descriptive archival records. This version contains a subset of the full BPG, focusing primarily on those elements required in the UMA core finding aid requirements. By following the rules presented in this version UMA staff will be able to meet professional standards and consortial needs for small or minimally processed collections.

As this is only a limited document, UMA members are encouraged to familiarize themselves with the full UMA BPG and other support documents. The Society of American Archivists (SAA) and the Library of Congress (LC) maintain official documentation at the EAD Version 2002 Web site, however, the UMA BPG should be consulted for the application of any element not included in this condensed guide. For instructions on element content, please see *Describing Archives: A Content Standard*.

This condensed guide also includes a Minimum Requirements template for EAD documents, which is found in Appendix A of this document.

Please note: Elements and related attributes included in the following guidelines are presented in the order in which they are used in an EAD encoded finding aid. A hierarchical representation of "parent" tags is provided beneath most element headings, to assist the user in orienting him- or herself within the finding aid.

Attribution note: The condensed version of the UMA Best Practice Guidelines is based on the University of Minnesota Libraries' *Best Practices and Application Guidelines for Creating EAD Finding Aids at the University of Minnesota Libraries*, version 2.1.

<titlestmt><titleproper encodinganalog="title">Inventory of the Brigham Young College records</titleproper><titlestmt>

Example

- **Tag:** refers to the XML markers that enclose an element's data value (i.e., <…> and </…>

- **Element:** refers to an individual EAD datum, representing in markup by a start tag <…> and end tag </…>

- **Child element:** refers to any element nested within another element.

- **Attribute:** refers to named properties of an element that may have different values; attributes qualify elements. The relationship between an attribute name and the information (or "value") it contains is show by an equals sign =. Quotation marks surround the data value. (i.e. source="lcsh" where "source" is the attribute name and "lcsh" is the attribute value)

- **Content:** refers to the information that goes between the beginning and ending tags of an element.

encodinganalog Encoding Analog Attribute

The encoding analog attribute is used throughout the EAD finding aid to indicate a field or element in another descriptive encoding system to which an EAD element is comparable. For UMA finding aids, encodinganalog is used throughout the finding aid to indicate the corresponding Dublin Core element. These attribute values should be the same for every finding aid and are included as part of the Minimal Requirements template in Appendix A.

<ead>

This element and its related attributes must be included exactly as shown in the Minimum Requirements template (see Appendix A).

<eadheader> EAD Header

<ead><eadheader>

This is the first section of an EAD encoded finding aid. Most of the information in the **<eadheader>**, its child elements, and particularly its attributes, is standard and need not be changed for each finding aid. Therefore, units using a template for EAD encoding should include this information in the template so that it need not be manually entered each time.

Attributes for <eadheader>:
- langencoding="iso639-2b"
- scriptencoding="iso15924"
- relatedencoding="dc"
- repositoryencoding="iso15511"
- countryencoding="iso3166-1"
- dateencoding="iso8601"

<eadid> EAD Identifier

<ead><eadheader><eadid>

Attributes for <eadid>:
- countrycode="US"
- mainagencycode="US-[MARC Repository Code]"
- publicid="-//[Name of Institution]::[Name of Subdivision]//TEXT (US::[MARC Repository Code]::[uniquefilename].xml::[Name of collection])//EN"
- encodinganalog="identifier"

The publicid attribute value must be formed **exactly** as noted above, filling in the name of the unit, the unique file name for the finding aid, and the name of the collection in the places indicated above (without the square brackets).

Creating unique filenames:

Each document must have a unique filename. The UMA has established the following file naming requirements for finding aid files submitted to the consortium's union database:

- Filenames consist of the repository's MARC repository code, followed by the repository collection number (find your institution's MARC code at http://www.loc.gov/marc/organizations/orgshome.html#searches).

- Filenames should end with an .xml extension (XMetaL supplies this)

- Filenames should contain no spaces or dashes

- Filenames may include upper and lowercase letters, numbers, and underscores

Filename examples:

UU_Ms0517.xml   UU is the MARC code for the University of Utah, Ms0517 is the collection number assigned to the collection by the University of Utah Special Collections

UPB_UA1030.xml   UPB is the MARC code for Brigham Young University, UA1030 is the collection number assigned to the collection by the L. Tom Perry Special Collections

The full filename has the extension .xml, which should be used in the publicid attribute (see above example). However, do not include the .xml extension in the text between the opening and closing **<eadid>** tags. Note that these two occurrences of the eadid number (in the publicid attribute and in the text of the <**eadid**> element) should be the same except for the .xml extension in the full filename as it appears in the publicid attribute. However, the <**unitid**> that appears in the <**archdesc**><**did**> may be in a different format than the <**eadid**>. For example, the <**eadid**> may be: UPB_MSS1970 and the <**unitid**> may be MSS 1970.

Example

<eadid countrycode="US" mainagencycode="UPB" publicid="-//University of Utah::Marriott Library Special Collections//TEXT (US::UU::UU_Ms0517.xml::Maurice Abravanel papers)//EN" encodinganalog="identifier">UU_Ms0517</eadid>

<titleproper> Title Proper of the Finding Aid

<ead><eadheader><filedesc><titlestmt><titleproper>

Attributes for <titleproper>:
encodinganalog="title"

This is the title of the finding aid, **not** the title of the collection. It may include the collection dates wrapped in a date tag.

Example

<titleproper encodinganalog="title">Inventory of the Ernest L. Wilkinson papers</titleproper>

<titleproper encodinganalog="title">Inventory of the Brigham Young University Department of History records, <date era="ce" calendar="gregorian" normal="1970/1990" encodinganalog="date">1970-1990</date></titleproper>

Additionally, UMA includes a filing title in a second <**titleproper**> tag that is used for browse displays. Encode the *filing title* of the collection being described. Note that the filing title is a modified form of the title used for sorting lists of collection titles.

For papers created by, collected around, or associated with an individual, the filing title should begin with that person's last name, followed by the first name and optional middle initial surrounded by parentheses. When the collection is named for two individuals who share the same name, place the last name at the beginning of the filing title, and list both names and, optionally, a middle initial in parentheses. For individuals who do not share a last name, list the most appropriate name first, with corresponding first name following in parentheses, and then the second last name with its corresponding first name in another set of parentheses. Corporate names and family names should generally be listed just as they are.

Filing titles should not include dates. The attribute *type* should be given the value "filing", and *altrender* to "nodisplay".

Example

<titleproper type="filing" altrender="nodisplay">Wilkinson (Ernest L.) papers</titleproper>

<titleproper type="filing" altrender="nodisplay">Harris (Franklin S. and Estelle) papers</titleproper>

<titleproper type="filing" altrender="nodisplay">Weber State University Department of History records</titleproper>

<author> Author

<ead><eadheader><filedesc><titlestmt><author>

Name of the person(s) or institution(s) responsible for the intellectual content of the encoded finding aid.

Example

<author encodinganalog="creator">James Smith</sponsor>

<sponsor> Sponsor

<ead><eadheader><filedesc><titlestmt><sponsor>

Name(s) of institution(s) or individual(s) who endorsed, financed, or arranged the acquisition, appraisal, and processing of the described materials or the preparation and distribution of the finding aid.

Example

<sponsor encodinganalog="contributor">Library Services and Technology Act (LSTA) grant, 2007-2008</sponsor>

<publicationstmt> Publication Statement

<ead><eadheader><filedesc><publicationstmt>

This element refers to the "publisher" of the finding aid, i.e., the institution responsible for making the EAD document available. It is not necessary to identify the individual unit at this point. With the exception of the year of publication for the finding aid (encoded in the <**date**> sub-element), the information in the <**publicationstmt**> is boilerplate text which can be incorporated into each unit's template.

<langusage> Language Usage

<ead><eadheader><profiledesc><langusage>

This element indicates the language of the *Finding Aid*, not the language of the materials in the collection. Please see <**langmaterial**> **Language Material** for information on describing the language of the materials in the collection.

The sub-element <**language**> must be used within the <**langusage**> element.

Attributes for <language>:
- encodinganalog="language"
- langcode="eng"
- scriptcode="Latn"

As the majority of finding aids produced by UMA institutions are written in English, the value of the attribute langcode will most often be "eng". For finding aids in other languages, use the three-letter code from the ISO 839-2b list for languages to identify the code for the language of the finding aid. If no one language is predominant, use "mul" (multiple).

Example

<langusage>Finding aid written in <language encodinganalog="language" langcode="eng" scriptcode="Latn">English</language> in Latin script.</langusage>

<archdesc> Archival Description

<ead><archdesc>

This is the second major section of an EAD encoded finding aid.

Attributes:
- level="[Level of Description]"

    EAD is capable of describing resources at various levels, from collection to item-level. Possible values of this attribute include: "collection", "recordgrp", "series", "subgrp", "subseries", "file", and "item".

- type="inventory"

    Value of this attribute may also be set to "accession".

- relatedencoding="dc"

<did> Descriptive Identification

<ead><archdesc><did>

The <**did**> element, when used as a direct child element of <**archdesc**>, functions as a container for a group of elements which together provide a summary bibliographic description of the collection as a whole.

<respository> Repository

<ead><archdesc><did><repository><corpname>

Name of UMA institution in its Library of Congress Name Authority form. As this will be standard for each institution, it can be incorporated into each institution's template.

Attributes:
- encodinganalog="publisher"

<unitid> ID of the Unit

<ead><archdesc><did><unitid>

The call number or collection number. Corresponds to the number used in the [uniquefilename], part of the publicid attribute in the **<eadid>**. Note that these two elements do not need to be formatted exactly the same. See discussion regarding <eadid> for clarification.

Attributes:
- encodinganalog="identifier"
- countrycode="US"
- repositorycode="US-[MARC Repository Code]"

Example

<eadid countrycode="US" mainagencycode="UPB" publicid="-//Brigham Young University::L. Tom Perry Special Collections//TEXT (US::UPB::UPB_MSS1970.xml::Thomas Alexander papers)//EN" encodinganalog="identifier">UPB_MSS1970</eadid>

<unitid encodinganalog="identifier" countrycode="US" repositorycode="US-UPB">MSS 1970</unitid>

<unittitle> Title of the Unit
<ead><archdesc><did><unittitle>

Attributes:
- encodinganalog="title"

Content:
Title of the collection described in the finding aid, not including the dates of the collection. Use AACR2 capitalization rules (i.e. capitalize the first word and proper nouns only).

<unitdate> Date of the Unit

<ead><archdesc><did><unitdate>

Attributes:
- normal="[normalized dates of the collection]"

See the full UMA BPG (p. 2-4) for information on normalizing dates (see also example below). Normalization of <unitdate> elements will allow for consistent searching of dates.

- type="bulk" and type="inclusive"

    Most collections will have a single date range, representing the inclusive date range of materials in the collection. However, some collections may also include bulk dates, indicating that a majority of the material is from a more limited time span. For collections with bulk as well as inclusive dates, *two* **<unitdate>** elements should be included, the first with attribute **type="inclusive"** and the second with **type="bulk"**. The label attribute should be used only in the inclusive **<unitdate>** element (see example below).

Example

<unitdate type="inclusive" era="ce" calendar="gregorian" normal="1915/1960" encodinganalog="date">1915-1960</unitdate>

<unitdate type="bulk" era="ce" calendar="gregorian" normal="1950/1960" encodinganalog="date">(bulk 1950-1960)</unitdate>

<physdesc> Physical Description

<ead><archdesc><did><physdesc><extent>

Description of the extent or size of the collection. Can be in linear feet, cubic feet, number of boxes, etc. No one format is recommended; each unit should follow their own practice. It is recommended, however, that both an indication of linear feet and the number of containers be included, if practical.

Example

<physdesc><extent encodinganalog="format">6 boxes (3 linear ft.)</extent></physdesc>

Abstract

<ead><archdesc><did>

Use for a very brief summary of collection contents (2-3 sentences) at the highest level (Use <scopecontent> for a fuller description). The text in the top-level element is displayed in search result lists presented in the UMA finding aids database. The abstract should provide the user with enough information to make a decision of whether or not to view the complete finding aid.

Attributes:
- encodinganalog="description"

<langmaterial> Language of the Material

<ead><archdesc><did><langmaterial>

This is the where the language(s) of the materials in the collection is/are identified. Please see **<langusage> Language Usage** for information on describing the language of the finding aid.

The child element **<language> Language** must be used within **<langmaterial>**, unless the collection consists completely of non-textual materials.

Attributes for <language>:
- langcode="[ISO 639-2b language code]"

  Use the three-letter code from the ISO 839-2b list for languages to identify the language of the majority of the materials in the collection. The code for English is "eng". If no one language is predominant, use "mul" (multiple).

- encodinganalog="language"

Content:
A prose statement naming the language(s) of the materials in the collection or unit. One or more language name(s) are enclosed in nested <language> tags.

Example

<langmaterial>Collection materials are in <language langcode="eng" encodinganalog="language">English</language>.</langmaterial>

Where the majority of the material is in English:
<langmaterial>Most of the collection is in <language langcode="eng" encodinganalog="language">English</langauge>, with some material in French and Latin.</langmaterial>

Where two languages are used roughly equally:
<langmaterial>Collection materials are in <language langcode="mul" encodinganalog="language">Russian and Ukrainian</language>.</langmaterial> [the Russian and Ukrainian components of the collection are roughly equal]

Where the collection consists completely of non-textual materials:
<langmaterial>No textual or other language materials are included in the collection.</langmaterial>

<scopecontent> Scope and Content

<ead><archdesc><scopecontent>

An often detailed narrative regarding the materials in the collection. Should not be used for biographical or historical information; use **<bioghist>** for that purpose. In new finding aids, biographical/historical information **<bioghist>** and scope and content information **<scopecontent>** should be as separate as is practical, to facilitate searching in the online environment.

However, legacy finding aids may have both biographical/historical information and scope and content information in one long narrative. Due to the amount of work required, institutions may decline to separate the biographical/historical information from the scope and content information when reformatting finding aids. In this case, this information should be included as a scope and content note.

<accessrestrict> Conditions Governing Access

<ead><archdesc><accessrestrict>

Used to describe any specific restrictions to the collection or parts of the collection. Do not use this element simply to state that the materials are non-circulating.

<accessrestrict encodinganalog="rights"><p>Privacy restricted until 2025; permission to use

materials must be obtained from the Supervisor of Reference Services.</p></accessrestrict>

<accessrestrict encodinganalog="rights"><p>Condition restricted.</p></accessrestrict>

Example

<subject> Subject

<ead><archdesc><controlaccess><subject>

Includes subject terms representing the content of the materials described in the finding aid. Terms are taken from the UMA subject browse lists.

Attributes for <subject>:
- altrender="nodisplay"
- source
    The source attribute may be set to either *umabroad* or *umanarrow* depending on the origin of the term.

Example

<subject altrender="nodisplay" source="umabroad">Social Life and Customs</subject>

<subject altrender="nodisplay" source="umanarrow">City and Town Life</subject>

<dsc> Description of Subordinate Components

<ead><archdesc><dsc>

This is the third section of an EAD encoded finding aid, often called the Container List. Use of the **<dsc>** is optional; however, many finding aids will include this type of information.

Attributes:
- type="[Type of Component Description]"

    While UMA does not prescribe a particular type of component part presentation, it strongly encourages repositories to use the "combined" approach, where each major subdivision is described and immediately followed by a container list at one or more narrower levels. "Combined" facilitates stylesheet manipulation of multi-level finding aids. For finding aids that include a narrative description of major subdivisions, such as series and subseries, but that lack an item-level container list, use "analyticover". For finding aids that lack any major subdivisions and consist only of a high-level description followed by an item-level container list, use "in-depth".

<c0x> Component levels

<ead><archdesc><dsc><c01>

Each component element **<c0x>** is repeatable an infinite number of times within the level directly above it hierarchically. For example, an unlimited number of **<c01>** elements can occur within the **<dsc>**, each **<c01>** can have an unlimited number of **<c02>**'s (or none), and so on. However, strict hierarchy must be followed; **<c03>** cannot exist directly within **<c01>**.

Attributes:
- level="[Level of Collection Described]"

    Each **<c0x>** must have a level attribute indicating the hierarchical level of the part of the collection described in that <c0x> element. Level attribute values should be applied as consistently as possible. Options for level attribute values are listed in the EAD Tag Library. Level attribute values include:

    - file
    - item
    - series
    - subseries
    - collection
    - recordgrp
    - subgrp
    - otherlevel

    If an appropriately named level isn't in the approved list, the value otherlevel should be used, in conjunction with the otherlevel attribute. The name for the level used must be entered free-text into the attribute value. Possible otherlevel values include "accession", "sub-subseries", and "sub-file".

     <c01 level="series">

    <c01 level="otherlevel" otherlevel="accession">

<container> Container
<ead><archdesc><dsc><c01><did><container>

Each item in a **<c0x>** that has the type of "file" or "item" should have a container element. Each **<container>** tag should have a **type** attribute.

Attributes:
- type="[Type of Container]"

    Possible values for the "type" attribute include:
    - box
    - carton
    - folder
    - box-folder
    - item
    - frame
    - reel
    - reel-frame
    - oversize
    - volume
    - album
    - map-case
    - folio
    - verticalfile

    type attributes should be applied as consistently as possible.

<unittitle><unitdate> Component-level Dates & Titles

<ead><archdesc><dsc><c01><did><c02><did><unittitle>
<ead><archdesc><dsc><c01><did><c02><did><unitdate>

All component levels must have a <**unittitle**>. If the title of a component level consists only of the dates of its contents, do not enter the date(s) as the text of the <**unittitle**>. Instead, create a <**unittitle**>. For example, the text in the <**unittitle**> of the parent component could be repeated in the <**unittitle**>.

For example, in the case where you have a series consisting of folders of correspondence, and the only titles on the folders are the dates of the correspondence, format the section as follows (assume additional <**c02**> components formatted like this one):

Example

```
<c01 level="series">
    <did>
        <unittitle encodinganalog="title">Correspondence</unittitle>
        <unitdate encodinganalog="date" normal="1924/1984">1924-1984</unitdate>
    </did>
    <c02 level="file">
        <did>
            <container type="box">1</container>
<unittitle encodinganalog="title">Correspondence</unittitle>
```

```
                        <unitdate encodinganalog="date" normal="1924/1930">1924-
1930</unitdate>
          <physdesc><extent encodinganalog="format">7 folders</extent></physdesc>
               </did>
          </c02>
     </c01>
```

Appendix A: Minimum Requirements for EAD Finding Aids at UMA Institutions

Template for Minimum Level Mark-up:

Key to color coding for minimum level mark-up:
Text in blue = XML mark-up required Text in red = XML mark-up required if applicable Text in black = Content required Text in gray = Content required if applicable

```
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="[name of stylesheet].xsl"?>
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" xsi:schemaLocation="urn:isbn:1-931666-22-9
http://www.loc.gov/ead/ead.xsd">
    <eadheader
                langencoding="iso639-2b"
                scriptencoding="iso15924"
                relatedencoding="dc"
                    repositoryencoding="iso15511"
                countryencoding="iso3166-1"
                dateencoding="iso8601">

    <eadid
                countrycode="US"
                mainagencycode="US-[MARC Repository Code]"
                publicid="-//[Name of Institution]::[Name of Subdivision]//TEXT
                (US::[MARC Repository Code]::[uniquefilename].xml::[Name of
Collection])//EN" encodinganalog="identifier">
        [uniquefilename]
    </eadid>

    <filedesc>
        <titlestmt>
            <titleproper encodinganalog="title">
                [Title of Finding Aid]
            </titleproper>
            <titleproper type="filing" altrender="nodisplay">
                [Filing Title of Finding Aid]
            </titleproper>
            <author encodinganalog="creator">
                [Finding Aid Author]
            <sponsor encodinganalog="contributor">
                [Sponsor of Finding Aid Encoding/Content]
            </sponsor>
        </titlestmt>
        <publicationstmt>
```

```xml
            <publisher encodinganalog="publisher">
                    [Name of Institution]
            </publisher>
            <address>
                <addressline>[Address of Institution]</addressline>
                <addressline>[Additional Address Information]</addressline>
                <addressline>[Phone Number of Institution]</addressline>
                <addressline>[Email Address of Institution]</addressline>
            </address>
            <date era="ce" calendar="gregorian" normal="YYYY" encodinganalog="date">[Year of
Publication of the Finding Aid]</date>
        </publicationstmt>
    </filedesc>

    <profiledesc>
        <langusage>Finding aid written in
            <language encodinganalog="language" langcode="eng" sciptcode="Latn">
                English
            </language> in Latin script.
        </langusage>
    </profiledesc>

</eadheader>

<archdesc level="[Level of Description]" type="inventory" relatedencoding="dc">

    <did>
        <repository>
            <corpname encodinganalog="publisher">[Name of Institution]</corpname>
        </repository>
        <unitid
                encodinganalog="identifier"
                countrycode="US"
                repositorycode="US-[MARC Repository Code]">
            [Call Number or Collection ID Number assigned by Institution]
        </unitid>
        <unittitle encodinganalog="title">
            [Title of Collection]
        </unittitle>
        <unitdate
                type="inclusive"
                era="ce"
                calendar="gregorian"
                normal="YYYY/YYYY"
                encodinganalog="date">
            [Inclusive Dates of Collection]
        </unitdate>
        <physdesc>
            <extent encodinganalog="format">
                [Size of Collection in Number of Boxes or Folders and/or in linear feet, e.g.:
                6 boxes (3 linear ft.)]
            </extent>
        </physdesc>
```

```xml
            <abstract encodinganalog="description">
                [Three or Four Sentence Description of Collection]
            </abstract>
            <langmaterial>
                <language langcode="[ISO 639-2b Code]" encodinganalog="language">
                    [Language of Collection Material]
                </language>
            </langmaterial>
        </did>

        <scopecontent encodinganalog="description">
            <p>[Narrative Summary of the Contents of the Collection]</p>
        </scopecontent>
        <accessrestrict encodinganalog="rights">
            <p>[Narrative Description of any Restrictions on Access]</p>
        </accessrestrict>


        <controlaccess>
            <subject altrender="nodisplay" source="[Source of Term]">[Subject Term from UMA
Browse Vocabulary]</subject>
        </controlaccess>

    </archdesc>

</ead>
```

Examples of Encoding for <dsc> at UMA Institutions:

Key to color coding for <dsc> mark-up:

Text in blue =	XML mark-up required if <dsc> is used
Text in red =	XML mark-up optional
Text in black =	Content required if <dsc> is used
Text in gray =	Content optional

Note: Use of the <dsc> is optional. However, if a <dsc> is used, the examples below provide guidelines for minimal required and suggested optional mark-up in order to ensure that finding aids are displayed and searched correctly in the UMA finding aid database.

Example 1: Collection has no series (simple folder list)

```
<dsc type="in-depth">
    <c01 level="file">
        <did>
            <container type="box">[Box Number]</container>
            <container type="folder">[Folder Number]</container>
            <unittitle encodinganalog="title">
                [Title of Folder]
            </unittitle>
            <unitdate encodinganalog="date">
                [Inclusive Dates of Folder Contents]
            </unitdate>
            <physdesc>
                <extent encodinganalog="format">
                    [Number of Folders (if more than one), volume, or other items]
                </extent>
            </physdesc>
        </did>
        <scopecontent encodinganalog="description">
            <p>[Summary of folder contents]</p>
        </scopecontent>
    </c01>
</dsc>
```

Example 2: Collection is organized into series

```
<dsc type="combined">
    <c01 level="series">
        <did>
            <unittitle encodinganalog="title">
                [Title of Series]
            </unittitle>
            <unitdate encodinganalog="date">
                [Inclusive Dates of Series]
            </unitdate>
        </did>
        <scopecontent encodinganalog="description">
            <p>[Summary of Series]</p>
        </scopecontent>

        <c02 level="file">
            <did>
                <container type="box">[Box Number]</container>
                <container type="folder">[Folder Number]</container>
                <unittitle encodinganalog="title">
                    [Title of folder],
                </unittitle>
                <unitdate encodinganalog="date">
                    [Inclusive Dates of Folder Contents]
                </unitdate>
                <physdesc>
                    <extent encodinganalog="format">
                        [Number of Folders (if more than one), volume, or other items]
                    </extent>
                </physdesc>
            </did>
            <scopecontent encodinganalog="description">
                <p>[Summary of Folder Contents]</p>
            </scopecontent>
        </c02>
    </c01>
</dsc>
```

Note: The examples above are not intended to be exhaustive but merely to illustrate a general pattern and indicate the minimum set of tags that should be used if a <dsc> is included in the finding aid. In more complex collections, <c02> may be a subseries, rather than a file, and each <c02> may contain one or more <c03> elements which may be subseries or files.

Appendix B: Example Finding Aids

Example 1: Minimum-Level Finding Aid With No Container List

```xml
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="sample.xsl"?>
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
    <eadheader
                langencoding="iso639-2b"
                scriptencoding="iso15924"
                relatedencoding="dc"
            repositoryencoding="iso15511"
                countryencoding="iso3166-1"
                dateencoding="iso8601">

        <eadid
                    countrycode="US"
                    mainagencycode="US-UPB"
                    publicid="-//Brigham Young University::L. Tom Perry Special Collections//TEXT
                    (US::UPB::UPB_VMSS777.xml::Abraham O. Woodruff diaries and correspondence)//EN"
                    encodinganalog="identifier">
                UPB_VMSS777
        </eadid>

        <filedesc>
            <titlestmt>
                <titleproper encodinganalog="title">
                    Register of the Abraham O. Woodruff diaries and correspondence
                </titleproper>
                <titleproper type="filing" altrender="nodisplay">
                    Woodruff (Abraham O.) diaries and correspondence
                </titleproper>
                <author encodinganalog="creator">
                    David Whittaker
                </author>
                <sponsor encodinganalog="contributor">
                    Library Services and Technology Act (LSTA) grant, 2007-2008
                </sponsor>
            </titlestmt>
            <publicationstmt>
                <publisher encodinganalog="publisher">
                    L. Tom Perry Special Collections
                </publisher>
                <address>
                    <addressline>Harold B. Lee Library</addressline>
                    <addressline>Brigham Young University</addressline>
                    <addressline>Provo, Utah  84602</addressline>
                    <addressline>Phone: 801/422-3175</addressline>
                    <addressline>Email: specialcollections@byu.edu</addressline>
                </address>
                <date era="ce" calendar="gregorian" normal="2003" encodinganalog="date">2003</date>
            </publicationstmt>
        </filedesc>

        <profiledesc>
            <langusage>Finding aid written in
```

```
                    <language encodinganalog="language" langcode="eng" sciptcode="Latn"> English
                    </language> in Latin script.
                </langusage>
            </profiledesc>

        </eadheader>

        <archdesc level="collection" type="inventory" relatedencoding="dc" >

            <did>
                <repository>
                    <corpname encodinganalog="publisher">L. Tom Perry Special Collections</corpname>
                </repository>
                <unitid
                        encodinganalog="identifier"
                        countrycode="US"
                        repositorycode="US-UPB">
                    Vault MSS 777
                </unitid>
                <unittitle encodinganalog="title">
                    Abraham O. Woodruff diaries and correspondence
                </unittitle>
                <unitdate
                        type="inclusive"
                        era="ce"
                        calendar="gregorian"
                        normal="1894/1904"
                        encodinganalog="date">
                    1894-1904
                </unitdate>
                <physdesc>
                    <extent encodinganalog="format">
                        3 boxes
                    </extent>
                    <extent encodinganalog="format">
                        (3 linear ft.)
                    </extent>
                </physdesc>
                <abstract encodinganalog="description">
                    Abraham O. Woodruff (1872-1904) was a missionary and an apostle in the Church of Jesus Christ of Latter-day
Saints. Collection includes diaries and correspondence from when Woodruff was serving on a mission to Germany. Also included is
extensive correspondence between Woodruff and other apostles and church leaders.
                </abstract>
                <langmaterial>
                    Collection materials are in <language langcode="eng" encodinganalog="language">English</language> and
<language langcode="ger" encodinganalog="language">German</language>.
                </langmaterial>
            </did>

        <scopecontent encodinganalog="description">
                <p>The Abraham Owen Woodruff Collection consists of journals, notebooks, letters, and other miscellaneous items. The
journals deal primarily with Woodruff's service as a missionary to Germany between 1894 and 1896. Other journals document his life
after his return to Utah. The letters include correspondence between Woodruff and other family members, including correspondence
from his time as a missionary. Some of this correspondence is written in German.</p>
                <p>The collection also includes a number of items created by Helen Winter, Woodruff's first wife, including dried
plants, a book of music, and a notebook.</p>
```

```
            <p>Woodruff's writings document the history of the Church of Jesus Christ of Latter-day Saints in Germany at the close
of the 19th century. It also includes various letters from Church leaders written during his service as an apostle, which include
correspondence dealing with efforts to settle Mormons in the Big Horn Basin of Wyoming.</p>
        </scopecontent>
        <accessrestrict encodinganalog="rights">
            <p>Open for public research.</p>
        </accessrestrict>


        <controlaccess>
            <subject altrender="nodisplay" source="umabroad">Religion</subject>
            <subject altrender="nodisplay" source="umanarrow">Mormonism (Church of Jesus Christ of Latter-day
Saints</subject>
        </controlaccess>

    </archdesc>

</ead>
```

Example 2: Minimum-Level Finding Aid With Container List

```xml
<?xml version="1.0" encoding="UTF-8"?>
<?xml-stylesheet type="text/xsl" href="sample.xsl"?>
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xmlns:xlink="http://www.w3.org/1999/xlink" xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
    <eadheader
                langencoding="iso639-2b"
                scriptencoding="iso15924"
                relatedencoding="dc"
            repositoryencoding="iso15511"
                countryencoding="iso3166-1"
                dateencoding="iso8601">

        <eadid
                countrycode="US"
                mainagencycode="US-UPB"
                publicid="-//Brigham Young University::L. Tom Perry Special Collections//TEXT
                (US::UPB::UPB_VMSS777.xml::Abraham O. Woodruff diaries and correspondence)//EN"
                encodinganalog="identifier">
            UPB_VMSS777
        </eadid>

        <filedesc>
            <titlestmt>
                <titleproper encodinganalog="title">
                    Register of the Abraham O. Woodruff diaries and correspondence
                </titleproper>
                <titleproper type="filing" altrender="nodisplay">
                    Woodruff (Abraham O.) diaries and correspondence
                </titleproper>
                <author encodinganalog="creator">
                    David Whittaker
                </author>
                <sponsor encodinganalog="contributor">
                    Library Services and Technology Act (LSTA) grant, 2007-2008
                </sponsor>
            </titlestmt>
            <publicationstmt>
                <publisher encodinganalog="publisher">
                    L. Tom Perry Special Collections
                </publisher>
                <address>
                    <addressline>Harold B. Lee Library</addressline>
                    <addressline>Brigham Young University</addressline>
                    <addressline>Provo, Utah  84602</addressline>
                    <addressline>Phone: 801/422-3175</addressline>
                    <addressline>Email: specialcollections@byu.edu</addressline>
                </address>
                <date era="ce" calendar="gregorian" normal="2003" encodinganalog="date">2003</date>
            </publicationstmt>
        </filedesc>

        <profiledesc>
            <langusage>Finding aid written in
                <language encodinganalog="language" langcode="eng" sciptcode="Latn"> English
                </language> in Latin script.
            </langusage>
```

```xml
        </profiledesc>

    </eadheader>

    <archdesc level="collection" type="inventory" relatedencoding="dc" >

        <did>
            <repository>
                <corpname encodinganalog="publisher">L. Tom Perry Special Collections</corpname>
            </repository>
            <unitid
                    encodinganalog="identifier"
                    countrycode="US"
                    repositorycode="US-UPB">
                Vault MSS 777
            </unitid>
            <unittitle encodinganalog="title">
                Abraham O. Woodruff diaries and correspondence
            </unittitle>
            <unitdate
                    type="inclusive"
                    era="ce"
                    calendar="gregorian"
                    normal="1894/1904"
                    encodinganalog="date">
                1894-1904
            </unitdate>
            <physdesc>
                <extent encodinganalog="format">
                    3 boxes
                </extent>
                <extent encodinganalog="format">
                    (3 linear ft.)
                </extent>
            </physdesc>
            <abstract encodinganalog="description">
                Abraham O. Woodruff (1872-1904) was a missionary and an apostle in the Church of Jesus Christ of Latter-day
Saints. Collection includes diaries and correspondence from when Woodruff was serving on a mission to Germany. Also included is
extensive correspondence between Woodruff and other apostles and church leaders.
            </abstract>
            <langmaterial>
                Collection materials are in <language langcode="eng" encodinganalog="language">English</language> and
<language langcode="ger" encodinganalog="language">German</language>.
            </langmaterial>
        </did>


        <scopecontent encodinganalog="description">
            <p>The Abraham Owen Woodruff Collection consists of journals, notebooks, letters, and other miscellaneous items. The
journals deal primarily with Woodruff's service as a missionary to Germany between 1894 and 1896. Other journals document his life
after his return to Utah. The letters include correspondence between Woodruff and other family members, including correspondence
from his time as a missionary. Some of this correspondence is written in German.</p>
            <p>The collection also includes a number of items created by Helen Winter, Woodruff's first wife, including dried
plants, a book of music, and a notebook.</p>
            <p>Woodruff's writings document the history of the Church of Jesus Christ of Latter-day Saints in Germany at the close
of the 19th century. It also includes various letters from Church leaders written during his service as an apostle, which include
correspondence dealing with efforts to settle Mormons in the Big Horn Basin of Wyoming.</p>
        </scopecontent>
        <accessrestrict encodinganalog="rights">
```

```xml
            <p>Open for public research.</p>
        </accessrestrict>

        <controlaccess>
            <subject altrender="nodisplay" source="umabroad">Religion</subject>
            <subject altrender="nodisplay" source="umanarrow">Mormonism (Church of Jesus Christ of Latter-day
Saints</subject>
        </controlaccess>

        <dsc type="in-depth">
            <c01 level="file">
                <did>
                    <container type="box">1</container>
                    <container type="folder">1</container>
                    <unittitle encodinganalog="title">
                        Journal
                    </unittitle>
                    <unitdate encodinganalog="date" normal="1894-01-23/1894-10-31">
                        1894 January 23-October 31
                    </unitdate>
                    <physdesc>
                        <extent encodinganalog="format">
                            1 v.
                        </extent>
                    </physdesc>
                </did>
                <scopecontent encodinganalog="description">
                    <p>Journal includes his arrival in Germany and work in and around Berlin.</p>
                </scopecontent>
            </c01>
            <!-- Container list could continue below -->
        </dsc>

    </archdesc>

</ead>
```