

LIS 705: Principles and Practices in Archival Description: DACS and EAD

Rick J. Block

Summer 2013

SYLLABUS

Course Description: Explores the principles of archival description as expressed in *Describing Archives: A Content Standard*. Implementation of those principles through Encoded Archival Description (EAD) and MARC structures will form the largest portion of the semester. Other practices will include authority and subject analysis work. Other topics, issues, and technologies include related standards, the history and development of archival description, the uses of description, and an introduction to Encoded Archival Context-Corporate Bodies, Persons, and Families (EAC-CPF).

Objectives of the Course:

- Provide an introduction to the application of the rules in *Describing Archives: A Content Standard* (DACS).
- Provide practical experience in using DACS to create finding aids and MARC bibliographic records
- Provide an introduction to Encoded Archival Description (EAD), including the context out of which EAD emerged.
- Provide practical experience in encoding finding aids in EAD
- Provide an introduction to Encoded Archival Context-Corporate Bodies, Persons, and Families (EAC-CPF)
- Provide practical experience in encoding EAC-CPF records
- Provide advice on the integration of content standards into basic archival processing

Course grade:	DACS Assignment	20% (DUE: June 25, 2013)
	MARC Record Assignment	20% (DUE: July 2, 2013)
	EAD Assignment	20% (DUE: July 16, 2013)
	EAC-CPF Assignment	20% (DUE: July 26, 2013)
	Exercises and discussion boards participation	20% (DUE dates in calendar in Blackboard)

Instructor: Rick J. Block
Metadata Librarian
Liaison Librarian for International Studies and Political Science
Seattle University
Lemieux Library and McGoldrick Learning Commons
901 12th Avenue
Seattle, WA 98122-1090
Voice: 206-296-6208
Fax: 206-296-2572
Email: blockr@seattleu.edu

SCHEDULE AND READINGS

Week of May 20: Module 1 (Overview of Archival Description and Introduction to DACS (Complete DACS Exercise 1)

Overview of Archival Organization and Description

Standards for Archival Description

Principles of Archival Description

Background for DACS (APPM, CUSTARD)

Introduction to DACS

Read:

DACS, p. v-vii, xi-xxi, 3-11 (preliminaries and chapter 1)

Whittaker, Beth M. "DACS and RDA: Insights and Questions from the New Archival Descriptive Standard." *Library Resources & Technical Services*. 51:no. 2 p. 98-105.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/whittaker.pdf>

Browse:

ISAD(G): General International Standard Archival Description

[http://www.icacds.org.uk/eng/ISAD\(G\).pdf](http://www.icacds.org.uk/eng/ISAD(G).pdf)

Glossary of Archival and Records Terminology

<http://www.archivists.org/glossary/>

Week of May 27 and June 3: Module 2 (DACS: Describing Archival Materials) (Complete DACS Exercises 2, 3 and 4)

DACS: Describing Archival Materials

Read:

DACS, p. 13-82 (chapter 2-8)

Optionally read:

Greene, Mark and Dennis Meissner. "More Product, Less Process: Revamping Traditional Archival Processing." *American Archivist*. Vol. 68 (Fall/Winter 2005): p. 208-263.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/greene.pdf>

Van Ness, Carl. "Much Ado about Paper Clips: 'More Product, Less Process' and the Modern Manuscript Repository." *American Archivist*. Vol. 73 (Spring/Summer 2010): p. 129-145.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/ness.pdf>

Greene, Mark. "MPLP: It's Not Just for Processing Anymore." *American Archivist*. Vol. 73 (Spring/Summer 2010): p. 175-203.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/mplp.pdf>

Rush, Michael. "Applying DACS to Finding Aids: Case Studies from Three Diverse Repositories." *American Archivist*. 71: no. 1 p. 210-227.

<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/rush.pdf>

Furrie, Betty. *Understanding MARC Bibliographic*. 8th ed. (Washington, D.C.: Library of Congress, 2009). For review of the MARC format.

<http://lcweb.loc.gov/marc/umb/>

Browse:

Rules for Archival Description (Canadian standard)

http://www.edncouncilarchives.ca/RAD/RADComplete_July2008.pdf

**Week of June 10 and 17 Module 3 (Describing Creators and Formulating Names)
(Complete DACS Exercises 5 and 6)**

DACS: Describing Creators

DACS: Forms of Names

Authority Control

Read:

DACS, p. 85-197 (chapters 9-14)

Maguire, Marsha and Adam Schiff. "What's in a (Family) Name?: DACS, LCSH and Mixed-Standard Catalogs."

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/FamilyName.pdf>

Optionally read:

Weimer, Larry. "Pathways to Provenance: DACS and Creator Descriptions." *Journal of Archival Organization*. Vol. 5, no. 1/2:33-48.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/Weimer.pdf>

Vitali, Stefano. "Authority Control of Creators and the Second Edition of ISAAR(CPF), International Standard Archival Authority Record for Corporate Bodies, Persons, and Families." *Cataloging & Classification Quarterly*. Vol. 38, no. 3/4.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/vitali.pdf>

Browse:

International Standard Archival Authority Record for Corporate Bodies, Persons, and Families (ISAAR(CPF) Second edition.

[http://www.icacds.org.uk/eng/ISAAR\(CPF\)2ed.pdf](http://www.icacds.org.uk/eng/ISAAR(CPF)2ed.pdf)

International Standard for Describing Functions (ISDF)

<http://www.wien2004.ica.org/sites/default/files/ISDF%20ENG.pdf>

Week of June 24 Module 4 (Subject Analysis) (Complete DACS Exercise 7)

Subject Analysis

Read:

"The Metadata IS the Interface: Better Description for Better Discovery of Archives and Special Collections"

<http://www.oclc.org/programs/publications/reports/2009-06.pdf>

Week of July 1 and 8: Module 5 (EAD) (Complete EAD Exercise)

Introduction to XML

Introduction to EAD

EAD Tags and Best Practices

Style sheets

Implementing EAD in a Repository

Archival Management Systems

Read:

Pitti, Daniel V. "Encoded Archival Description: An Introduction and Overview."

<http://www.dlib.org/dlib/november99/11pitti.html>

Thurman, Alexander C. "Metadata Standards for Archival Control: An Introduction to EAD and EAC." *Cataloging and Classification Quarterly*. Vol. 40, no. ¾: p. 183-212.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/Thurman.pdf>

Meissner, Dennis. "First Things First: Reengineering Finding Aids for Implementation of EAD." *American Archivist*. Vol. 60, no. 4 (Fall 1997): p. 372-387.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/reengineering.pdf>

Redding, Clay. "Reengineering Finding Aids Revisited: Current Archival Practice and Its Effects on EAD Implementation." *Journal of Archival Organization*. Vol. 1(3):35-50.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/Redding.pdf>

Hensen, Steven L. "Archival Cataloging and the Internet: the Implications and Impact of EAD." *Journal of Internet Cataloging* Vol. 4, no. ¾: p. 75-95.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/hensen.pdf>

Fox, Michael J. "Stargazing: Locating EAD in the Descriptive Firmament." *Journal of Internet Cataloging* Vol. 4, no. ¾: p. 61-74.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/fox.pdf>

Optionally read:

Pitti, Daniel V. "Introduction to XML"
<http://jefferson.village.virginia.edu/~dvp4c/xmlintro.html>

Yott, Patrick. "Introduction to XML." *Cataloging and Classification Quarterly*. Vol. 40, no. ¾, p. 213-235.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/yott.pdf>

Ruth, Janice E. "The Development and Structure of the Encoded Archival Description (EAD) Document Type Definition." *Journal of Internet Cataloging* Vol. 4, no. ¾: p. 27-59.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/ruth.pdf>

Haworth, Kent M. "Archival Description: Content and Context in Search of Structure." *Journal of Internet Cataloging* Vol. 4, no. ¾: p. 7-26.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/haworth.pdf>

Elings, Mary W. "Pictorial Archives and EAD: Indexing Collections for Online Access." *Art Documentation*. Vol. 19, no. 2.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/elings.pdf>

Yaco, Sonia. "It's Complicated: Barriers to EAD Implementation." *American Archivist*. Vol. 71: p. 456-474.
<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/Yaco.pdf>

Over, Under, Around, and Through: Getting Around Barriers to EAD Implementation
<http://www.oclc.org/research/publications/library/2010/2010-04.pdf>

Westbrook, Bradley D. et al. "The Archivists' Toolkit: Another Step Toward Streamlined Archival Processing." *Journal of Archival Description*. Vol. 4, no. 1/2 (2006): p. 229-253.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/westbrook.pdf>

Carini, Peter and Kelcy Shepherd. "The MARC Standard and Encoded Archival Description." *Library Hi Tech*. Vol. 22, no. 1 (2004), p. 18-27.

<http://www.columbia.edu/cu/libraries/inside/units/bibcontrol/osmc/carini.pdf>

McCrary, Amy and Beth M. Russell. "Crosswalking EAD: Collaboration in Archival Description." *Information Technology and Libraries*. Vol. 24, no. 3 (Sept. 2005): p. 99-106.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/mccrary.pdf>

Wisser, Katherine M. and Jennifer O'Brien Roper. "Maximizing Metadata: Exploring the EAD-MARC Relationship." *Library Resources and Technical Services*. Vol. 47, no. 2 (Apr. 2003) p. 71-76.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/wisser.pdf>

Browse:

EAD Home Page

<http://www.loc.gov/ead/>

EAD Tag Library

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

SAA EAD Roundtable Home Page

<http://www.archivists.org/saagroups/ead/>

RLG EAD Best Practice Guidelines

<http://www.oclc.org/programs/ourwork/past/ead/bpg.pdf>

Online Archive of California Best Practice Guidelines for Encoded Archival Description

<http://www.cdlib.org/inside/diglib/guidelines/bpgead/>

Bentley Library EAD 2002 Tag Set (Best Practices)

<http://bentley.umich.edu/EAD/bhltags.php>

Spiro, Lisa. "Archival Management Software: a Report for the Council on Library and Information Resources."

<http://clir.org/pubs/reports/spiro2009.html>

Wisser, Katherine M. "EAD Tools Survey."

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/wisser2.pdf>

Archivists' Toolkit

<http://archiviststoolkit.org/>

Archon: The Simple Archival Information System

<http://www.archon.org/>

ArchivesSpace

<http://www.archivesspace.org/>

EAD Application Guidelines for Version 1.0

<http://www.loc.gov/ead/ag/aghome.html>

Week of July 15 and 22: Module 6 (EAC-CPF) (Complete EAC-CPF Exercise)

EAC-CPF (Encoded Archival Context-Corporate Bodies, Persons and Families)

Pitti, Daniel V. "Creator Description: Encoded Archival Context." *Cataloging & Classification Quarterly*. Vol. 38, no. ¾.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/pittieac.pdf>

Szary, Richard V. "Encoded Archival Context (EAC) and Archival Description: Rationale and Background." *Journal of Archival Organization*. Vol. 3, no.2/3: p. 217-227.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/szary.pdf>

Introducing EAC-CPF 2010

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/EAC-CPFarticle.pdf>

Introducing EAC-CPF 2010 (Example)

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/EAC-CPFex.pdf>

Optionally read:

Dewhurst, Basil. "People Australia: a Topic-Based Approach to Resource Discovery."

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/dewhurst.pdf>

Dryden, Jean. "From Authority Control to Context Control." *Journal of Archival Organization*. Vol. 5, no.1/2:1-13.

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/Dryden.pdf>

Hadley, Nancy. "Everything about This Person: Name-Based Access to Multiple Resources Using EAC."

<http://www.columbia.edu/cu/libraries/inside//units/bibcontrol/osmc/Hadley.pdf>

Browse:

Encoded Archival Context –Corporate Bodies, Persons, and Families (EAC-CPF)

<http://eac.staatsbibliothek-berlin.de/index.php>