

Texas Archival Resources Online (TARO)

Encoded Archival Description (EAD)

Best Practice Guidelines (BPG) Version 3.0

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Prepared and maintained by the TARO Standards Subcommittee

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TARO History

Texas Archival Resources Online (TARO) (<http://www.lib.utexas.edu/taro/index.html>) was established in 1999 as a forerunner in the implementation of Encoded Archival Description (EAD) in Texas. Repositories joining TARO submitted legacy finding aids for outsourced conversion to EAD. New finding aids were hand-coded by individual repositories using the original EAD DTD and were then submitted to TARO for

presentation on its website beginning in 2002. The original funding for TARO was grant-based and provided for the initial website, outsourced encoding, and training for member repositories.

From 2002 onward, TARO has grown in repository membership and number of hosted files. The EAD standard was revised from version 1.0 to version 2002 with TARO adopting the new standard by the end of 2003. As EAD developed from a DTD to a Schema standard, and repositories worldwide moved toward the Schema standard, it became evident that TARO needed to move as well to enable growth and functionality for TARO, current and future member repositories, and current and future users.

A National Endowment for the Humanities 21st Century Collaborative Planning Project Grant, awarded to TARO in 2015, allowed for the evaluation of researcher needs and improved intellectual access to TARO holdings by adoption of EAD 2002 Schema. These Best Practice Guidelines (BPGs) seek to encourage better compliance with encoding standards and provide improvement of quality search results.

Revision History

TARO's original encoding guidelines were created in 2001 for the EAD 1.0 DTD standard and were updated in 2003 to conform to the EAD 2002 DTD standard. During TARO's NEH planning grant period (September 2015 to August 2016), its Standards subcommittee wrote a revision of the guidelines to conform to the EAD 2002 Schema standard for TARO repositories to use starting in 2016, when TARO completed its conversion to that standard. Grant consultant Jodi Allison-Bunnell will create a version of these guidelines to conform to the EAD3 Schema standard, which TARO will convert to in the future.

Legacy Finding Aids

TARO initially limited the file size to 500 kilobytes (K) for finding aids uploaded to the server hosted by the University of Texas Libraries. If a member repository had a finding aid that exceeded the file size, the finding aid was divided into parts. This is no longer

the case; as of April 2011 member repositories can contribute finding aids that exceed 500K. Member repositories are encouraged to discontinue the practice of splitting files.

Chapter 1: Introduction

The TARO Encoded Archival Description (EAD) Best Practice Guidelines, Version 3.0 (EAD BPG) must be followed when contributing EAD finding aids to the Texas Archival Resources Online (TARO) database.

Purpose

The purpose of the EAD Best Practice Guidelines (BPG) is to:

- Ensure basic uniformity when encoding finding aids for inclusion in TARO;
- Provide clear uploading procedures to the TARO website for all complying Texas repositories;
- Enhance functionality and increased access to archival finding aid content from all TARO repositories to end users;
- Encourage increased membership by interested repositories through improved access and interoperability.

Context

The EAD BPG is based on the EAD 2002 Schema

(<http://www.loc.gov/ead/eadschema.html>) for archival finding aids published by the Society of American Archivists (SAA), and is designed for use in conjunction with the EAD Tag Library Version 2002 (<http://www.loc.gov/ead/tglib/>) and the second edition of Describing Archives: A Content Standard (DACS) (http://files.archivists.org/pubs/DACS2E-2013_v0315.pdf). Refer to these publications for official definitions of EAD elements and attributes, lists of attribute values, and recommended general applications.

This BPG is created with substantial guidance from other repository BPGs, notably Archives West, formerly Northwest Digital Archives, (<https://www.orbiscascade.org/best-practices-for-ead>), Arizona Archives Online

(http://www.azarchivesonline.org/xtf/AAO_best_practices_v3.1.pdf), and the Online Archive of California (http://www.cdlib.org/services/access_publishing/dsc/contribute/docs/oacbpgead_v2-0.pdf). TARO BPGs serve to define practices for encoding EAD elements for use in finding aids contributed to TARO, and ensure the interoperability of finding aids from diverse institutions in the database. Elements treated as optional in the BPG are considered a matter of individual institutional policy and are not required.

Multilevel Description

Along with having specialized tags and elements, EAD addresses the need for a flexible hierarchical structure in archival description, corresponding with the various levels of description used in archival practice, and codified in standards like *Describing Archives: a Content Standard* (DACS) and *General International Standard Archival Description* (ISAD-G).

As DACS' Principle 7 states, "Archival descriptions may be presented at varying levels of detail to produce a variety of outputs," and thus require flexibility in how they are presented. EAD addresses this need with numbered component (<c##>) tags. <c01> refers to the highest hierarchical level, with successive numbers respectively designating lower levels.

Chapter 2: General Encoding Guidelines

XML and EAD definitions

eXtensible Markup Language (XML) was derived from SGML and first launched in 1998. It depends principally on elements and tags, where elements are specific concepts, and tags are a shorthand form of the element in question, enclosed in angle brackets. XML's reliance on tags is similar to that of HTML, but XML is "extensible" in that tags can be created according to the user's specific needs. Tags in XML get their meaning through reference to a Document Type Definition (DTD) or XML Schema Definition (XSD).

Encoded Archival Description (EAD) pre-dates XML, having first relied on SGML (Standard Generalized Markup Language) when it began as a project of the University of California at Berkeley in 1993. The Society of American Archivists describes EAD as "a non-proprietary standard for the encoding of finding aids for use in a networked (online) environment." The SAA's Technical Subcommittee for Encoded Archival Description oversees development, while the Library of Congress hosts documentation for it. EAD 1.0 was released in 1999. Feedback regarding EAD 1.0 was incorporated in the revision released shortly thereafter, in EAD 2002.

The contents of EAD are based on the General International Standard Archival Description, or ISAD(G). EAD contains 146 different elements, represented by their respective tags. An EAD document consists of three segments which correspond to familiar components in a non-encoded finding aid:

<eadheader>contains information about the document itself.

<frontmatter>contains prefatory information about the collection.

<archdesc> describes the actual contents of the collection.

It is important to note that the tags are nested, so that a tag begun within another tag—say, inside <eadheader>—must begin and end before the closing </eadheader> tag.

Explanation of EAD 2002 Schema standards

Document Type Definition (DTD) was the first means for telling XML what to do with a given set of elements and tags, but DTD-compliant EAD has been gradually superseded by Schema-compliant EAD. TARO transitioned to Schema-compliance in 2016 in order to keep up with progress in the EAD field, to prepare for design updates to TARO that will require that our files be Schema-compliant, and to align with the current generation of finding aid platforms that export Schema-compliant EAD files.

Schema-compliant (also known as XSD-compliant) XML is namespace aware, meaning it imposes more restrictions and offers more detailed enforcement on values (date, language, and repository encodings, for example). Being namespace aware means that an XML file can refer to standard structured vocabularies (identified by a URI) where they exist rather than relying on internal standards; this supports large-scale interoperability and data synchronization. The XLink capacities of XSD-compliant documents also allow for more complex links between digital objects.

More information on the subjects above from the W3C website:

An explanation of XML Schema: <https://www.w3.org/TR/xmlschema11-1/>

An explanation of namespaces: <https://www.w3.org/TR/REC-xml-names/>

An explanation of XLink: <https://www.w3.org/TR/xlink/>

As TARO is modernizing, EAD is also in transition. EAD3, the next generation of the standard, has been a work in progress for several years, and EAD3 1.0 was released in August 2015. A migration stylesheet is currently in beta release.

Terminology and Standards

The following tables explain important terminology used throughout this guide.

Table 1. Common terms used in encoding EAD	
Tag	XML markers that enclose <i>elements</i> and name their type. A tag has two parts, which delimit an element: start tag <code><...></code> and end tag <code></...></code>
Element	An individual <i>EAD</i> datum, represented in mark-up by a <i>start tag</i> <code><...></code> and <i>end tag</i> <code></...></code> The value within the tags identifies the element's type: <code><language></language></code>

Attribute	Information within a <i>start tag</i> that qualifies or modifies an <i>element</i> . They are rendered using lowercase letters, followed by an "=" and the <i>data value</i> in quotation marks: <code><language attribute="..."></language></code>
Data Value	The content encoded within an <i>element</i> : <code><language>English</language></code> or an <i>attribute</i> : <code><language langcode="eng" scriptcode="Latn">English</language></code>
Encodinganalog	An attribute that maps an element to the analogous element in another metadata schema, such as Dublin Core or MARC 21. <code><language encodinganalog="546\$a">English</language></code>

Certain elements and attributes are required at various levels by the EAD Schema, and some are recommended by TARO to enhance user access. The status of an element or attribute reflects whether it is required or preferred by TARO at a given level.

Table 2. Element or Attribute Requirement Status	
Required	This EAD tag is required at this level.
Mandatory if Applicable	This EAD tag is mandatory at this level when the information is available or discernible.
Preferred	This EAD tag is preferred to facilitate user access.
Optional	This EAD tag may be used if desired.

Baseline Requirements

Beyond including Required and Mandatory elements, EAD finding aids submitted to TARO must meet the following minimum standards before they will be published:

- Well-formed XML: Finding aid adheres to all XML syntax rules;
- Valid XML: XML must successfully validate against the EAD 2002 Schema. TARO will use the W3C Schema (XSD) syntax;
- Valid File Name;
- Valid attributes in <eadheader> and <eadid>;
- Only one <unittitle> in the top-level <did>;
- If used, normal attribute values in <date> or <unitdate> must be ISO 8601-compliant;
- No unnumbered (recursive) <c> in the <dsc>;
- No tabular markup (<drow>/<dentry>) in the <dsc>.

In addition, repositories are strongly encouraged to submit EAD finding aids to TARO that meet these criteria:

- Valid attributes in <archdesc>;
- Have the top-level <unitdate>, within <did>, encoded outside of <unittitle>;
- Valid *repositorycode* and *countrycode* attributes in the top-level <unitid>, within <did>;
- ISO compliant *scriptcode* and *langcode* attributes in <language>.

Order of Elements

The EAD Schema requires that certain elements be encoded in a particular sequence. Additionally, this guide suggests TARO's preferred order of elements, but the database will accept finding aids with any alternative order that complies with the EAD Schema.

However, consistency in the ordering of elements is recommended to assist with repository encoding workflow and to avoid confusion for encoders who inherit files created by others. For a template that includes TARO's preferred order of elements, see Appendix A of this guide.

Recursion and Repeatability of Elements

The EAD Schema allows most elements to be repeated, though some may only be encoded once. This guide lays out additional constraints beyond those laid out in the Schema. The status of an element's repeatability is indicated in the third column of the Guideline Tables.

Dates

In order to facilitate searching TARO, dates should be normalized according to the International Standard Organization (ISO) 8601:2004 (http://www.iso.org/iso/home/store/catalogue_ics/catalogue_detail_ics.htm?csnumber=40874) standard. TARO recommends that all <unitdate> Date elements above the <dsc> Description of Subordinate Components element contain the NORMAL attribute for encoding normalized dates. The range of years accepted as valid in EAD 2002 is -2999 (equates to 3000 BCE) through 2999 CE.

DACS recommends that all terms reflecting estimation be spelled out rather than abbreviated. For unknown or undetermined dates, consider using collection inclusive dates. Note that normalized dates do not display to the user.

Examples:

Single date

- <unitdate normal="1964">1964</unitdate>

Date spans

- <unitdate normal="1956-01/1956-07">1956 January-1956 July</unitdate>
[use ISO 8601:2004 date intervals]

- `<unitdate type="bulk" normal="1900/1950">(bulk 1900-1950)</unitdate>`

Broken date spans (e.g., "1924, 1956-1975")

- `<unitdate normal=1924>1924, </unitdate><unitdate type="inclusive" normal="1956/1975">1956-1975</unitdate>` [encode dates in separate `<unitdate>` tags]

Open date spans

Open dates are not permitted by DACS (see DACS 2.4.8). If additional material is expected, record the inclusive dates pertaining to the current holdings (using the `<accruals>` element to describe expected accruals). When the accruals are received, the dates should be revised accordingly.

- `<unitdate normal="1911/1953">1911-1953</unitdate>`
[not 1911- or 1911--(ongoing)]

Approximate dates (e.g., "circa 1950")

- `<unitdate certainty="approximate" normal="1950" >circa 1950</unitdate>`
[normalize as an interval to express an appropriate date range and use CERTAINTY attribute]
- `<unitdate certainty="approximate" normal="1980/1989">1980s</unitdate>`
[use an interval to indicate every year of the decade]
- `<unitdate certainty="approximate" normal="1801/1900">19th century</unitdate>`

Undated material

- `<unitdate normal="1920/1957">undated</unitdate>` [normalize as an interval (as with approximate dates), perhaps using the collection dates, or life of creator, etc.]
- `<unitdate normal="1935/1965">undated: circa mid 20th century</unitdate>` [if a document is undated this can be stated, but provide an estimate if possible; normalize as an interval, perhaps using the collection dates, or life of creator, etc.]

Subject Headings and <controlaccess> Section

TARO strongly encourages repositories to use <controlaccess> elements in their finding aids:

- To indicate a personal, family, corporate, or place name with major representation in the materials being described. Names may represent either *co-creators* of the collection (in addition to the main creator named in <origination>) or *subjects* of the collection; and
- To indicate major topics, occupations, functions, or described titles in a collection. Assign as many controlled access points as needed to represent the names, topics, places, etc., that are determined to be significant in the collection. Controlled subheadings, such as those approved for use with LC subject headings, may be added as needed, separated by a double hyphen-- (with no spaces between heading terms and hyphens).

Note: <controlaccess></controlaccess> must be used repeatedly as subelements nested within an overall <controlaccess></controlaccess> for each set of entries identified by a <head>.

A single <controlaccess> element will not be displayed by the stylesheet in use by TARO.

The first <controlaccess> element should have <head>Index Terms</head>.

When adding <controlaccess> elements with new <head> tags, existing entries, which may need to be revised and re-tagged, must then be repositioned within each appropriate added <controlaccess> element.

Possible head texts include:

Correspondents, Organizations, Subjects, Places, Document Types, Titles, Names, Subjects (Persons), Subjects (Organizations), Other Authors, Collectors (in this category, attribute: ROLE may be entered as collector).

If a MARC catalog record is available for the collection, make and code entries for all the subject (MARC 6XX) and added name (MARC 7XX) entries. Follow the established authoritative forms, omitting subfield codes and (optionally) ending periods. If a MARC record for the collection is not available or when entries for names are not in authoritative form or distinguished as subject or other entries, do not attempt to add attributes of source and encoding analog to these entry elements.

Note on checking and setting source attribute for entries: If there is a reasonably small number of entries, check if they are in authoritative form by referring to an available MARC record for the collection, or by searching Library of Congress Name and Subject Authorities (<http://authorities.loc.gov/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>) or other authority files listed here:

FAST (Faceted Application of Subject Terminology)

<http://www.oclc.org/research/themes/data-science/fast.html>

VIAF (Virtual International Authority File)

<https://viaf.org/>

CONA (Cultural Objects Name Authority)

<http://www.getty.edu/research/tools/vocabularies/cona/>

AAT (Art and Architecture Thesaurus)

<http://www.getty.edu/research/tools/vocabularies/aat/index.html>

MESH (Medical Subject Headings)

https://www.nlm.nih.gov/mesh/intro_preface.html

LCTGM (Library of Congress Thesaurus for Graphic Materials)

<https://www.loc.gov/rr/print/tgm1/>

RBMS (ACRL Rare Books and Manuscripts Section controlled vocabularies)

<http://rbms.info/vocabularies/>

Set the appropriate source attributes. If there are many unauthenticated names, do not attempt to verify them and either set attribute as local or omit setting this attribute.

If personal or organization names have been entered with a <subject> tag, re-enter them in <persname> or <corpname> elements with appropriate MARC encoding analog attribute (600 or 610).

If a family name was entered in an element other than <famname>, reinput in that element with encodinganalog 600.

If there are multiple entries of one type to be added, insert the first element of the type and set its attributes, then copy it (use Ctrl-c or other method) and, with the cursor following the first element inserted, paste (use Ctrl-v or other method) as many copies of the element as are needed before typing (or moving) entries. This practice helps to ensure that elements have attributes set as intended and are not inadvertently left blank.

Examples of encoding index terms

```
<head>Index Terms</head>
```

Use this as the <head>element in the first <controlaccess> element.

```
<controlaccess><head>Personal Names</head>
```

```
  <persname source="lcnaf" (or) "local"  
  encodinganalog="700">entry</persname></controlaccess>
```

```
<controlaccess><head>Corporate Names</head>
```

```
  <corpname source="lcnaf" (or) "local"  
  encodinganalog="710">entry</corpname></controlaccess>
```

```
<controlaccess><head>Subjects (Persons)</head>
```

```
  <persname source="lcnaf" (or) "local"  
  encodinganalog="600">entry</persname></controlaccess>
```

<controlaccess><head>Subjects (Organizations)</head>
 <corpname source="lcnaf" (or) "local"
 encodinganalog="610">entry</corpname></controlaccess>

<controlaccess><head>Subjects</head>
 <subject source="lcsb" (or) "local"
 encodinganalog="650">entry</subject></controlaccess>

<controlaccess><head>Places</head>
 <geogname source="lcnaf" (or) "local"
 encodinganalog="651">entry</geogname></controlaccess>

<controlaccess><head>Correspondents</head>
 <persname source="lcnaf" (or) "local"
 encodinganalog="700">entry</persname></controlaccess>

<controlaccess><head>Other Names</head>
 <persname source="lcnaf" (or) "local"
 encodinganalog="700">entry</persname></controlaccess>

<controlaccess><head>Organizations</head>
 <corpname source="lcnaf" (or) "local"
 encodinganalog="710">entry</corpname></controlaccess>

<controlaccess><head>Document Types</head> (or) <head>Genres</head>
 <genreform source="aat"
 encodinganalog="655">entry</genreform></controlaccess>

<controlaccess><head>Titles</head>
 <title source="lcnaf" (or) "local"
 encodinganalog="730">entry</title></controlaccess>

<controlaccess><head>Occupations</head>


```
<occupation source="aat"
encodinganalog="656">entry</occupation></controlaccess>
```

```
<controlaccess><head>Functions</head>
<function source="aat"
encodinganalog="657">entry</function></controlaccess>
```

Internal and External Linking

All internal linking within the EAD document should be encoded using <ptr> Pointer or <ref> Reference tags with a TARGET attribute to establish a source for a link; the TARGET value must match the NAME value of the <a> Anchor tag generated by the stylesheet for the HTML rendering of the file. For instance, each <c01> (usually level="series") in a file is assigned an Anchor tag in numerical order according to its position in the file. The first <c01> will be assigned , and so on. Note that <ptr> is an empty tag, and <ref> can include text and subelements that identify or describe the referenced object.

Example:

```
<arrangement encodinganalog="351">
<p>Arranged in two series: <ref target="series1">1. Correspondence</ref>;
2. Subject files</p>
</arrangement>
```

The coding above will result in an internal link to the first <c01> in the file represented below; note that this linking is not dependent on the ID or LEVEL attribute values of <c01>.

```
<c01 id="ser1" level="series">
<did><unittitle>Correspondence</unittitle></did>
</c01>
```

To link to a specific series in a separate finding aid, use the following format of URL as the HREF attribute in <archdesc> (where ##### is the unique file number):

```
<archref href="http://www.lib.utexas.edu/taro/tslac/#####/tsl-#####.html#series1"
show="new" actuate="onrequest">[Series title, dates, extent]</archref>
```

With the exception of links to digital objects at the collection or component level, all external linking should be encoded using <extptr> Extended Pointer, <extref> Extended Reference, <bibref> Bibliographic Reference, or <archref> Archival Reference tags with the HREF attribute. <extptr> is an empty external linking tag, and <extref> can include text and subelements as part of its reference to an electronic object external to the finding aid. Use the HREF attribute for the target URL; the ACTUATE attribute to indicate whether the link activates automatically or must be requested by the user; and the SHOW attribute to indicate whether the target resource should replace the existing resource or appear in a new window (see the descriptions of these attributes in the EAD Tag Library for additional options).

Example of an external link to a website in a <relatedmaterial> note:

```
<relatedmaterial encodinganalog="544">
<p> <extref xlink:href="http://hdl.loc.gov/loc.mss/eadmss.ms006016"
xlink:actuate="onrequest" xlink:type="simple" xlink:show="new">Lucy Kroll papers,
Library of Congress
</extref>
</relatedmaterial>
```

Describing and Linking to Digital Items from the Collection

<dao>

A Digital Archival Object is a linking element that uses the attribute HREF to connect the finding aid information to electronic representations of the described materials. The <dao> element allows digital representations including graphic images, audio or video clips, images of text pages, and electronic transcriptions of text to be incorporated in the finding aid.

Use the Extended Pointer <extptr> element to link the finding aid to electronic objects that are not part of the described materials.

Linking attributes to use for TARO collections

ACTUATE tells the browser when to show the linked content; SHOW tells the browser what to do when a link is activated.

ACTUATE=

A control that defines whether a link occurs automatically or must be requested by the user. It is used in conjunction with the SHOW attribute to determine link behavior.

Values are:

- onload (element is displayed automatically)
- onrequest (element is displayed if user requests)

HREF=

The locator for a remote resource in a simple or extended link. An HREF takes the form of a Uniform Resource Identifier (URI). If no URI is specified, the locator is assumed to be within the document that contains the linking element.

SHOW=

A control that defines whether a remote resource that is the target of a link appears at the point of the link, replaces the existing link, or appears in a new window. It is used in conjunction with the ACTUATE attribute to determine link behavior.

Values are:

- embed (the target resource displays at the point of the link)
- new (the target resource appears in a new window)
- replace (the target resource replaces the local resource that initiated the link)

TITLE=

Information that serves as a viewable caption and appears when the mouse hovers over the link. This caption explains to users the part that a resource plays in a link.

Examples

At the head of the EAD file, remember to include the namespace declaration:

```
<ead xmlns:xlink="http://www.w3.org/1999/xlink/">
```

For simple images that you want to appear within the HTML, use:

```
<dao xlink:type="simple" xlink:href="http://imgs.ud.edu/archives/image/f12001_1.jpg"
xlink:actuate="onload" xlink:show="embed">
```

For a link to the image, use "onrequest" for ACTUATE instead of "onload" and "new" for SHOW instead of "embed" (the link will be the HREF value):

```
<dao xlink:type="simple" xlink:href="http://imgs.ud.edu/archives/image/f12001_1.jpg"
xlink:actuate="onrequest" xlink:show="new">
```

If you want a title instead of the link to display, add a title:

```
<dao xlink:type="simple" xlink:title="This is the title"
xlink:href="http://imgs.ud.edu/archives/image/f12001_1.jpg" xlink:actuate="onrequest"
xlink:show="new">
```

Component Tags

The component tag is a wrapper element used to encode hierarchical organization and description. It is always nested within a Description of Subordinate Components <dsc>. TARO encoders are required to use numbered component tags, from one <c01> to a possible twelve nested levels <c12>. Do not use unnumbered <c> component tags. For a flat collection arrangement, use <c01> tags to describe each unit.

A LEVEL attribute is preferred in all component tags to distinguish hierarchical organization of the collection. Use standard archival units for this attribute: collection, record group, subgroup, series, subseries, file, and item.

A TYPE attribute is required in all <container> elements, and this attribute value will be displayed by TARO's style sheet as the heading of the column where the text entered in <container> will appear. Component tags used as headings within the inventory should not contain a <container> element, while each component tag that represents a portion of the materials being described must contain a <container> element.

Repositories may create their own list of possible TYPE attribute values for <container>, keeping in mind that no whitespace (space between characters) is allowed in this attribute value. The TYPE attribute value used needs to pair logically with the text entered in <container>. Two <container> elements may be used within a component tag to show a second level of container location. Possibilities for a single container inventory include: box, oversize-box, volume, reel, microfiche, map-case, audio, video, artifact. Inventories using two <container> elements within a component tag might use these combinations: box, folder; box, photo; map-case, folder. A TYPE attribute value can refer to a digital repository as well, as in UT-Digital-Repository or Texas-Digital-Archive, for inventories that list digital materials. It is at the discretion of each repository whether to capitalize the TYPE attribute value or not.

Examples:

Flat arrangement

```
<c01 level="item">
```

```
  <did><container type="box">1</container><container  
type="folder">2</container><unittitle> Articles in preparation,  
1964-1967</unittitle></did>
```

```
  <did><container type="box">1</container><container  
type="folder">3</container><unittitle> Astronomy, 1967-1981</unittitle></did>  
</c01>
```

Hierarchical arrangement:

```
<c01 level="series" id="ser1">  
  <did><unitid audience="external">Series 1:</unitid><unittitle>Connie  
Mack, </unittitle> <unitdate  
normal="1900/2010">undated-2000s</unitdate></did>  
  <c02 level="file"><did><unittitle>Pitchers</unittitle></did></c02>  
  <c02 level="file"><did><unittitle>East Brookfield</unittitle></did></c02>  
</c01>
```

Character Encoding

For all special characters encoded in XML (broadly defined as any non-Latin character that you want to include in an XML file), encode using Unicode hexadecimal character references. Note that all hexadecimal character references should begin with an ampersand, pound sign, and lower- or uppercase "x", and end with a semicolon (use the syntax "&#xH;" or "&#XH;" where H is a hexadecimal number); see the Unicode Code Charts (<http://unicode.org/charts/PDF/U0000.pdf>) for hexadecimal character reference codes. For more detailed information on XML, UTF-8, and special character encoding, see the W3C/Unicode Consortium document Unicode in XML and other Markup Languages (<https://www.w3.org/TR/2016/NOTE-unicode-xml-20160503/>). The following is an example using UTF-8 Unicode hexadecimal character references to express the term "émigrés":

**The papers also document trends in high school and university education among Russian
émigrés.**

Note: "é" the UTF-8 Unicode hexadecimal character reference used to encode the letter "é" in the word "émigrés," is derived from the Unicode Latin-1 Supplement code chart.

Characters reserved for XML markup delimiters (ampersand, left angle bracket, and right angle bracket) need to be replaced with the following character references:

Character	Character Name	Character Entity
&	Ampersand	&
<	Left angle bracket	<
>	Right angle bracket	>

Note that some XML authoring programs (e.g. Oxygen) provide Unicode functionality, allowing the encoder to choose the desired special character from a chart.

Be aware that cutting and pasting from a Microsoft Word document (or any word processing program that applies formatting) that contains special characters or formatting may cause problems. Using a program such as Notepad to strip formatting is a solution.

Headings, Labels, Punctuation, White Space, and Empty Elements

The TARO stylesheet has taken into consideration requests from member institutions in regard to decisions about presentation but may not accommodate all local preferences. Use of headings, labels, punctuation and white space is a matter of local choice and practice and repositories may have to implement a separate stylesheet for presenting their finding aids in their own local system or hard copies used onsite.

Empty tags and extraneous white space should be removed before submission to the TARO server.

Special Formatting

The style sheet prescribed by TARO will provide formatting of headings, labels, etc. for consistent display of finding aids on the World Wide Web. Bold, underline, italic and other similar kinds of formatting (see instructions for Titles below) for other selected text should be represented using the <emph> tag with RENDER attribute set accordingly.

Encoders may wish to preview the finding aid through the TARO stylesheet before deciding to format specific text strings with the <emph> element. At no time should TARO members encode to create a particular presentation.

Capitalization: Do not use all caps to set off text in a finding aid.

Titles (Publications, Proper Nouns): Format book, periodical and other titles (anything that would normally be italicized or underlined) by enclosing the title within <title> tags. Set the RENDER attribute to "italic". Newspaper or magazine article titles are still enclosed in quotation marks (using <emph>) following accepted title punctuation practice.

Exception: The <titleproper> element in the <eadheader> may not contain a <title> element. Use the <emphasis> element with the RENDER attribute set to italic.

Lists: Lists should be represented using the EAD <list> tag or the EAD <chronlist> tag with nested <item>, <defitem>, <chronitem> tags for each entry in the list.

The choices for <list> are: "simple", "deflist", "marked", and "ordered". In a "simple" list, <item>s are not numbered or bulleted. In a "deflist" or definition list, each <defitem> pairs a <label> with a corresponding <item> containing the text that defines, describes, or explains the term or other text tagged as the <label>. In a "marked" list, the sequence of the list items is not critical, and a bullet, box, dash, or other character is displayed at the beginning of each <item>. In an "ordered" list, the sequence of the list <item>s is important, and each list <item> is lettered or numbered.

A <chronlist> is a wrapper element for designating the temporal sequence of significant past events associated with the entity or material described. It most often appears as part of the <bioghist> but is available for use in other sections. The <chronlist> also provides a structured display to list these dates and events.

Each <chronlist> contains Chronology Items <chronitem>s that pair a <date> or date range with a brief description of an associated <event> or events <eventgrp>.

Web display of all list types is governed by TARO stylesheets. The List and Chronology List element examples in the EAD Tag Library (http://www.loc.gov/ead/tglib/element_index.html) include tagged examples of these list types.

Tables: In general the use of tables in your finding aid should be avoided. However, if none of the <list> types can accommodate the data that needs to be displayed the EAD <table> element can be used. Please refer to the EAD Tag Library (http://www.loc.gov/ead/tglib/element_index.html) for more detailed information.

Text Used in Attributes: Enter attribute values according to the rules for each attribute that may be used for specific elements in the EAD Tag Library (http://www.loc.gov/ead/tglib/element_index.html). For example, no blank spaces are allowed in ID attribute values or for attributes that are NMTOKEN (name token) data type, as is the case for the TYPE attribute for the container element

Publication and Display

The TARO Best Practice Guidelines mandates encoding that is largely independent of a particular online or printed display. TARO-compliant encoding can be manipulated and repurposed through the application of customized stylesheets, such as a local stylesheet, in order to achieve local display needs and formatting preferences.

File Naming and Saving

It is good practice to save a newly created finding aid file immediately after opening it, to ensure that a unique filename is reserved for it and that the file is saved in the correct local folder/directory designated for your repository's edited EAD files. Name the file with a five-digit number unique for your repository (from 00000.xml to 99999.xml, no

other characters allowed). TARO maintains a separate directory for each repository's uploaded files, so duplication of file names among the various repositories is not an issue. When TARO presents the files online (in HTML, raw XML, and print-formatted versions), a unique repository code is used in the URL so that no duplication of URLs among the different repositories occurs.

Saving your files on a network is essential. Make sure that the network is backed up frequently. Although TARO provides backup redundancy for all the repositories' XML files and can always supply repositories with copies of files in the case of data loss, the original finding aid created by the repository is considered the record copy.

Download the ead.xsd file from the EAD 2002 Official Site (<http://www.loc.gov/ead/eadschema.html>). Right-click and "save link as" in the same folder as the folder where your EAD Schema finding aid files will be saved. This file takes the place of the ead.dtd file used for DTD-compliant EAD as well as the ead.ctm, ead2.mcr, and eadcharentmap.xml files. You also do not need the ead.css or eadcb2.xsl files because those relate to stylesheet transformations from DTD. TARO will use different stylesheet files to transform Schema-compliant files.

If a finding aid file is edited or updated and resubmitted to TARO and you intend it to replace the previous version of the file, do not assign a new file name to the revised file. It must have exactly the same file name.

TARO recommends that repositories keep a log (spreadsheet or database) of their file numbers to track which numbers are assigned to which finding aids. Record actions taken with each finding aid file (for example: edit, review, upload, quality control check on TARO, revision, review, re-upload, and so on) and any other data that is useful for your repository to track.

Long Finding Aids

As of April 2011, TARO does not place a limit on finding aid file size. From 2003-2004 to April 2011, TARO required newly uploaded files to be 500 kilobytes (K) or less. To adhere to that limitation, repositories divided finding aids over 500 K into two or more

parts. See <http://www.lib.utexas.edu/taro/admin/howdoi/filesize.html> for the previous instructions for splitting large finding aids into smaller ones, which is no longer recommended for repositories. This information is provided as an explanation to current encoders who may wonder why files were split into parts in the past when they would not be split now.

Component-level Description of Minimally Processed / Unprocessed Collections

TARO encourages repositories to create EAD finding aids with minimal inventory description if doing so assists those repositories with making their archival holdings more discoverable, especially when adhering to the principles of More Product, Less Process (commonly referred to as MPLP; Greene, Mark A.; Dennis Meissner (2005). "More Product, Less Process: Revamping Traditional Archival Processing". *American Archivist* 68: 208–263.). Processing materials to series-level can also adhere to MPLP principles, depending on the complexity of the materials being described.

For series-level description with no file- or item-level description, use `<dsc type="analyticcover">`.

If file- or item-level description is without series/subseries, use `<dsc type="in-depth">`.

TARO encourages the use of the LEVEL attribute at file- or item-level numbered component elements (`<c01>`, `<c02>`, etc.).

For box-level description without series, contiguous boxes with the same `<unittitle>` should not be encoded in separate `<c01>`s, but encoded as one `<c01>` with multiple containers. The primary focus of a numbered component element should be on intellectual content and form, even when the content does not reflect careful arrangement, rather than on the boxes in which the materials have been placed.

Chapter 3: Moving Files to Server

This chapter contains workflow information that repositories will need in order to contribute files to TARO, including how to upload finding aids to the TARO server.

Using SSH

Transferring finished XML files to server with SSH

TARO's server is currently hosted by the University of Texas Libraries. To upload files to the server, repositories will need to use secure shell (SSH) file transfer encryption software. Repositories contributing finding aids to TARO have been using SSH since approximately 2004 when UT Libraries migrated all its server communications to this more secure form. The end result is a set of servers less prone to attack, thereby indirectly supporting uninterrupted and uncompromised access to the repositories' data.

Installing SSH for the first time

Download SSH from here:

www.lib.utexas.edu/taro/admin/howdoi/SSHSecureShellClient-3.2.9.exe

Note: This is a large file and may take a while to download.

- This direct link to the software (SSHSecureShellClient-3.2.9.exe) will give a prompt to either save or open (i.e. install) the file.
- Repository staff with administrator permissions to install software can click "Open" to install the product (follow all defaults). Otherwise click "Save" when prompted, save file to the desktop, and get a systems administrator or other IT personnel with the appropriate permissions to install SSH.

Configuring SSH for the first time

SSH can be customized to automatically open to a specific TARO XML directory. Follow the steps below to learn how to connect to the TARO server and save this information as a profile for future transfers.

- If SSH is not open, open SSH Secure File Transfer Client now.
- A "defaultstftp" box appears, click File--Quick Connect to create a new connection.
- In the "Host Name" field type the name of the Web server to which you will be uploading your files. For TARO the Host Name is dev.lib.utexas.edu.
- Enter your logon id in the "User Name" box.
- Select the "Connect" button.

- When connecting to a remote host computer for the first time, the host sends the local computer its public key in order to identify itself. This first connection is very important. Click “Yes” to accept. This pops up the Password box. Contact Minnie Rangel, mrangel@austin.utexas.edu, if you don't have a password.
- Once you are connected, a listing of your files opens. The left side is your desktop and the right is the remote server.
- Save this connection information to a profile. Go to: File--Profiles--Add Profile. This will pop-up an "Add Profile" box. Type something like Taro-FTP and select "Add to Profiles". A profile saves all of the information needed to connect to a particular computer and gives that set of information a name.
- To save an arrangement or layout as displayed, go to File--Save Layout.
- SSH client configuration is now complete and repository staff can start uploading files or exit.

Uploading Instructions

Submit files within two weeks of completing them

In order to both minimize the time it takes to process new materials and the chance that new content will be inadvertently overwritten with old, TARO's scripts will only compare and process file submissions with datestamps within the last two weeks. What this means for you is that a file you finished and last touched in December 2015 but submitted to TARO in February 2016 would be ignored--not processed--by the TARO server.

It is therefore important for repositories to either promptly submit completed work to the TARO server, or in the absence of that, open and resave files a final time just prior to submitting them.

The instructions below work under the premise that repositories have valid XML files ready for upload, i.e., the files were created using an XML text editor (Notetab, Oxygen, etc.) and/or have been exported from the content management system used by the repository (e.g. ArchivesSpace, Archon, Archivists Toolkit, CuadraStar).

Finding aids created using an XML text editor

- Open the SSH Secure File Transfer Client.
- Provided that SSH is already configured as described above, select your profile from File--Profile--Taro_FTP (or the name you used).
- Enter your password in the "Password" pop-up and click "OK".
- A repository's local files will be on the left window-pane.
- SSH's right window-pane (remote Web server) should display the appropriate directory location for your repository. It is crucial that you are in the correct directory/subdirectory before going to the next step. Click inside the pull_down menu (highlighted in dark blue) and make sure that home/username (tslac, uthr, uhme, etc.) appears in the box.
- New repositories will find the right window-pane empty with maybe a "bin" directory only, for established TARO repositories it will contain previously uploaded xml files.
- Once the appropriate directory has been selected, use the Operation menu and locate the "Upload Dialog". This pops up an "upload window." Navigate to the appropriate directory where TARO files are saved. Select the file(s) to upload (press down the control key to need to select more than one). The files will appear grayed out in the "filename box" once you have all the files selected click the upload button and they will be uploaded.
- Repository staff may also drag and drop to transfer files from the local directory (left side of the window pane) to the TARO server (right side of the window pane).
- Uploading is complete. Quit SSH.

Note: When replacing XML files with an updated EAD finding aid, a window will pop up asking if you are sure you want to continue. Select "Yes" or "Yes to all" if replacing multiple files.

Finding aids created using ArchivesSpace

- Create finding aid in ArchivesSpace.
 - In the section "Finding Aid Data", the <eadid> element entry should follow this pattern: urn:taro:[yourrepositorycode]:#####

- For example, at Rice University's Woodson Research Center for filename 00845 it would be *urn:taro:rice.wrc.00845*
 - Or for Lamar University for filename 00012.xml, it would be *urn:taro:lamar.00012*
 - More info on what your TARO-specific repository code is and how TARO filenames work is at <http://www.lib.utexas.edu/taro/admin/howdoi/namefiles.html>.
- The file will appear best in TARO if the container list ("components" in ArchivesSpace) has a series as the top level of the hierarchy, instead of starting with files or items which are not grouped in a series.
- Export the file from ArchivesSpace by clicking "export — download EAD" with the box checked for "use numbered <c> tags".
- Open the file in an XML editor such as Oxygen or XMetaL. Check to see that the file is valid, and if not, fix the problems.
- Open the converted file in your XML editor and add the following attributes to the tag <eadid>:
 - <eadid countrycode="US" mainagencycode="your-MARC-agency-code-here"> For example at Rice University, it would be <eadid countrycode="US" mainagencycode="TxHR">. This is not the same as your TARO-specific repository code which is used in the <eadid> tag. MARC agency codes can be found here: <http://www.loc.gov/marc/organizations/org-search.php>
- Confirm that the filename matches the <eadid> value.
 - For example, for filename 00845.xml at Rice University, the <eadid> value should be *urn:taro:rice.wrc.00845*
- Exported finding aids will need some data clean-up because ArchivesSpace automatically assigns ID, LABEL, and PARENT attributes. The ID attribute appears throughout the XML file, while the LABEL and PARENT attributes appear in the <dsc> Description of Subordinate Components portion of the file, specifically the <container> element. Bear in mind that an assigned ID attribute for <container> will prevent that element from being displayed by TARO's stylesheet and therefore must be removed. While the ID, LABEL, and PARENT attributes will not cause validation errors, repositories are encouraged to remove

all of those attributes when performing data clean-up of files exported from ArchivesSpace or another archival management system to allow for greater conformity of XML files in TARO.

- Submit the file to TARO.
 - Use the SSH file transfer software configured for TARO.
 - Use your repository username and password to access your directory in SSH, then upload the file.

Chapter 4: Guideline Tables

Elements and attributes are designated as belonging to one of the following four categories. Files submitted to TARO must comply with certain Baseline Requirements (pp. 8-9) and are encouraged to comply with all "Required" and "Mandatory if applicable" elements and attributes.

Required	Required at this level.
Mandatory if applicable	Mandatory when the information is available at this level.
Preferred	Preferred in order to facilitate end-user access.
Optional	May be used if desired.

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
<?xml version="1.0" encoding="UTF-8"?>	Required	N		XML declaration.	
<ead>	Required	N		Outermost wrapping element for an EAD-encoded finding aid.	
xmlns="urn:isbn:1-931666-22-9"	Required				
xmlns:xsi="http://www.w3.org/2001/XMLSchema=instance"	Required				
xsi:schemaLocation="urn:isbn:1-931666-22-9 ead.xsd"	Required				
relatedencoding="MARC21"	Required			MARC 21 Format for Bibilographic Data	
<eadheader>	Required	N		Wrapper element for information about the finding aid document, rather than the archival materials being described in the bulk of the finding aid.	
langencoding="iso639-2b"	Required			Refers to the standard being used for language codes.	
findaidstatus="edited-full-draft"	Optional			Enter a descriptive term for the status of the finding aid. If using multiple words, use hyphens between them (no spaces allowed).	
audience="internal"	Required				
scriptencoding="iso15924"	Required			Refers to the standard being used for script codes.	
dateencoding="iso8601"	Required			Refers to the standard being used for authoritative date formats.	
countryencoding="iso3166-1"	Required			Refers to the standard being used for authoritative country codes	
repositoryencoding="iso15511"	Required			Refers to the standard being used for authoritative organization code for the repository.	
<eadid>	Required	N		urn:taro:[TARO username].[file name] Encode your repository's TARO username. Encode the file name for the finding aid as a five-digit number assigned as a unique sequential file name within your repository.	DACS 2.1
countrycode="US"	Required			Use uppercase "US" for Schema-compliance. Or is this now "xxu" as MARC Code List for Countries has had since March 1988? http://www.loc.gov/marc/countries/countries_code.html	DACS 2.1

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
mainagencycode=	Required			Encode your repository code supplied by the Library of Congress (must begin with uppercase "US-"). Ask the Library of Congress to establish a repository code if none exists. Repository codes and instructions for requesting a new code may be found on the Library of Congress MARC Code List for Organizations web page, http://www.loc.gov/marc/organizations/ .	DACS 2.1
publicid=	Optional			Recommended practice is to encode a Formal Public Identifier (FPI) for the finding aid. Any TARO repositories using this?	
identifier=	Optional			Recommended practice is to encode a machine-readable unique identifier for the finding aid. Any TARO repositories using this?	
<filedesc>	Required	N		Wrapper element	
<titlestmt>	Required	N		Wrapper element	
<titleproper>	Required	N		Encode the <i>formal title</i> of the finding aid itself and not the title of the fonds or record group being described. This will be used to display the title of the finding aid and for fielded searching via a dc.title HTML metatag. Other EAD consortia use a second <titleproper> (with type="filing") as a <i>filing title</i> in abbreviated form to appear in consortia browsing lists (with proper names in indirect order to alphabetize by last name).	
<subtitle>	Optional	N		Usually formed as: An Inventory of [creator] [record type] at the [repository]. This is also used to display the finding aid title.	
<author>	Required	N		Encode the name of the person(s) or institution (s) responsible for the intellectual content of the encoded finding aid.	DACS 8.1
<sponsor>	Mandatory if applicable	N	536	Encode a statement acknowledging a donor or granting organization whose financial support helped to create the finding aid. Or, may use a generic statement such as, "This EAD finding aid was created in cooperation with Texas Archival Resources Online."	
<publicationstmt>	Required	N		Wrapper element	
<publisher>	Required	Y		Encode the name of your repository.	
<date>	Required	Y		Encode the date the finding aid was published.	
era="ce"	Required				

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
calendar="gregorian"	Required				
<profiledesc>	Preferred	N		Wrapper element	
<creation>	Preferred	N		Encode a statement about the encoding of the finding aid.	DACS 8.1
<date>	Preferred	Y		Encode the date of the <i>initial</i> encoding into EAD.	
era="ce"	Preferred				
calendar="gregorian"	Preferred				
<langusage>	Preferred	N		Use one <language> tag to encode language (s) significantly represented in the text of the finding aid. Do not confuse this with the <langmaterial> tag, which is used to specify the language(s) significantly represented within collection materials.	
<language>	Preferred	Y		Use as many <language> tags as necessary to encode languages predominantly represented in the text of the finding aid.	
langcode="eng"	Preferred			English language is used here as an example.	
scriptcode="Latn"	Preferred	N		Script name must be capitalized to be Schema-compliant. The code for Latin is used here to match with the example of the English language.	
<descrules>	Preferred	N		Identifies the rules used in preparing the finding aid. TARO recommends the following wording/tagging: <descrules>Finding aid based on DACS (<title render="italic">Describing Archives: A Content Standard</title>) Not mandatory in legacy finding aids if the descriptive rules used by the original author(s) are not known.	
<revisiondesc>	Preferred	N		Used to record information about significant changes or alterations that have been made to the encoded finding aid after its initial EAD encoding. It is not used to note insignificant changes such as correction of typos, spelling, etc. The revisions should be recorded as a series of <change> elements, each containing a <date> and an <item> element.	DACS 8.1
<change>	Preferred	Y		Wrapper that holds information about notable change to a finding aid; contains <date> and <item> elements. Use one <change> element set for each change described.	
<date>	Preferred	N		Date of change.	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
era="ce"					
calendar="gregorian"					
<item>	Preferred	N		Brief narrative description of change.	
Close <eadheader>.					
<archdesc>	Required	N		Use one <archdesc> tag.	
level="collection fonds class recordgrp series subfonds subgrp subseries file item otherlevel"	Preferred			Use one of the following terms in the attribute: "collection" "recordgrp" "series" "subgrp" "subseries" "otherlevel" The TARO encoding template defaults to "collection" but this may be changed to another term.	DACS Part I. Chapter 1
type="inventory"	Preferred			Use one of the following terms in the attribute: "guide" "inventory" "register" or "accession". The TARO encoding template defaults to "inventory" but this may be changed to another term.	
audience="external"	Preferred				
<did>	Required	N		Wrapper element for core information about the described collection/record group. <did> may be used at the top-level <archdesc> or at any component level <c0x>.	
<head>	Required	N		Overview	
<repository>	Required	N		Wrapper for the institution or agency responsible for providing intellectual access to the materials being described.	DACS 2.2
label="Repository:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
encodinganalog="852\$a"	Required		852\$a		
<extref>	Required	N		Top-level name of the repository.	
xmlns:xlink="http://www.w3.org/1999/xlink"	Required				
xlink:type="simple"	Required				
xlink:show="new"	Required				
xlink:actuate="onRequest"	Required				
xlink:href=	Required			Enter the URL for the repository web page that users should be directed to for more information about the repository.	
<origination>	Required	N		Creator	DACS 2.6 and Part II. Chapters 9-12

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
label="Creator:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
<persname>	Mandatory if applicable	Y	100		
<famname>	Mandatory if applicable	Y	100		
<corpname>	Mandatory if applicable	Y	110	May also be MARC field 111 for meeting names.	
encodinganalog=	Required			Enter as appropriate depending on whether <persname>, <famname>, or <corpname> is used.	
source=	Required			Enter authority source code.	
<subarea>	Mandatory if applicable	Y		Can occur within <corpname> to indicate a secondary or subsidiary level within the organization name.	
<unittitle>	Required	N		Encode the collection title, formulated according to DACS 2.3. Use one <unittitle> tag.	DACS 2.3
label="Title:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
encodinganalog="245"	Required		245		
<unitdate>	Required	Y		Use at least one tag for single or inclusive dates for the collection. Repeat the tag if both inclusive and bulk dates are given. Encode outside of <unittitle>.	DACS 2.4
label="Dates:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
encodinganalog="245f"	Required		245f		
type="inclusive"	Required				
era="ce"	Required				
calendar="gregorian"	Required				

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
normal=	Preferred			If you also use a "normal" attribute in this tag, comply with the ISO 8601 standard for forming the date information. The date format inside this attribute can be: "YYYY" or "YYYY/YYYY" or "YYYY-MM" or "YYYY-MM-DD", but it cannot be blank like this: "/" and it cannot have a simple run of unpunctuated numbers like this: normal="YYYYMMDD" or this: normal="YYYYMM". The range of years accepted as valid in EAD 2002 is -2999 (equates to 3000 BCE) through 2999 CE.	
<unitdate>	Optional	Y			DACS 2.4
label="Dates (Bulk):"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice. Prior to 2017, when (Bulk) was added to the default label, repositories preceded the date text entry with "bulk" to differentiate it from the inclusive dates.	
encodinganalog="245\$g"	Required		245\$g		
type="bulk"	Required				
era="ce"	Required				
calendar="gregorian"	Required				
normal=	Preferred			If you also use a "normal" attribute in this tag, the date format inside that attribute can be: "YYYY" or "YYYY/YYYY" or "YYYY-MM" or "YYYY-MM-DD", but it cannot be blank like this: "/" and it cannot have a simple run of unpunctuated numbers like this: normal="YYYYMMDD" or this: normal="YYYYMM". The range of years accepted as valid in EAD 2002 is -2999 (equates to 3000 BCE) through 2999 CE.	
<unitid>	Required	Y		Use to encode the unique identifier for the material being described, in alphanumeric format. For example, a collection code or number, or accession or call number(s).	DACS 2.1
label="Identification:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice unless a more specific value is appropriate, such as Accession No., OCLC Record No., Record Group No., etc.	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
repositorycode=	Required			Must be in the same format as mainagencycode to be Schema-compliant. Specifies the ISO 15511 code for the institution that has custody of the materials described.	
countrycode=	Required			Provides the ISO 3166-1 code for the country in which the institution that has custody of the materials described is located.	
encodinganalog=	Preferred		099	Use 099 if the value is a local free-text call number. If using a value that correlates to another MARC field, use the appropriate field code, such as 001 for an OCLC Record Control Number.	
identifier=	Optional			A machine-readable unique identifier containing a value similar to the text in the <unitid> element.	
type=	Optional			May be used to indicate the system from which the <unitid> was derived, e.g., accessioning system, record group classification scheme, records retention scheduling system, etc.	
<abstract>	Required	N			DACS 3.1
label="Abstract:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
encodinganalog="520\$a"	Required		520\$a		
<physdesc>	Required	N			DACS 2.5
label="Quantity:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
encodinganalog="300\$a"	Required		300\$a		
<extent>	Required	Y		Use as child of <physdesc>.	DACS 2.5
<genreform>	Optional	Y		Use as child of <physdesc>.	DACS 2.5
<physloc>	Optional	N			DACS 4.2
<langmaterial>	Required	N			DACS 4.5
label="Language:"	Preferred			TARO's stylesheet will supply this label attribute value by default if the repository does not enter a different value. Entering the default value is preferred practice.	
encodinganalog="546\$a"	Required		546\$a		
<language>	Required	Y			DACS 4.5
langcode=	Required			Use three-letter ISO 639-2 language code.	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
scriptcode=	Preferred	N		Script name must be capitalized to be Schema-compliant. Use four-letter ISO 15924 script code.	
Close <did>.					
<bioghist>	Preferred	Y; to include link for each instance on TARO's navigation sidebar, assign unique id attribute (e. g., bio1, bio2) to each element.	545	DACS Ch. 11 also applies	DACS 2.7
<head>				Biographical Sketch, Organizational History, or as appropriate	
<scopecontent>	Required	Y	520\$b		DACS 3.1
<head>				Scope and Contents Note	
<arrangement>	Mandatory if applicable	N	351		DACS 3.2
<head>				Arrangement (or) Organization of the Papers/Records/Collection, as appropriate	
<accessrestrict>	Required	N	506		DACS 4.1
<head>				Restrictions on Access	
<userrestrict>	Required	N	540		DACS 4.4
<head>				Restrictions on Use	
<phystech>	Optional	N	340		DACS 4.3
<head>				Technical Requirements	
<controlaccess>	Required	Y		This is a wrapper tag for various index term elements, each type of which is also wrapped in a <controlaccess> element nested within this one.	DACS Ch. 9 thru 13
<head>				Index Terms	
<persname>	Mandatory if applicable	Y			as above
<head>				Correspondents (or) Other Names (or) Personal Names	
encodinganalog="700"	Required		700		
source=	Required			See list of allowed authorities for codes.	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
<famname>	Mandatory if applicable	Y			as above
<head>				Family Names	
encodinganalog="700"	Required		700		
source=	Required			See list of allowed authorities for codes.	
<corpname>	Mandatory if applicable	Y			as above
<head>				Corporate Names (or) Organizations	
encodinganalog="710"	Required		710		
source=	Required			See list of allowed authorities for codes.	
<corpname>	Mandatory if applicable	Y			as above
<head>				Meeting Names	
encodinganalog="711"	Required		711		
source=	Required			See list of allowed authorities for codes.	
<persname>	Mandatory if applicable	Y			as above
<head>				Subjects (Persons)	
encodinganalog="600"	Required		600		
source=	Required			See list of allowed authorities for codes.	
<famname>	Mandatory if applicable	Y			as above
<head>				Subjects (Families)	
encodinganalog="600"	Required		600		
source=	Required			See list of allowed authorities for codes.	
<corpname>	Mandatory if applicable	Y			as above
<head>				Subjects (Organizations)	
encodinganalog="610"	Required		610		
source=	Required			See list of allowed authorities for codes.	
<corpname>	Mandatory if applicable	Y			as above
<head>				Subjects (Meetings)	
encodinganalog="611"	Required		611		
source=	Required			See list of allowed authorities for codes.	
<subject>	Mandatory if applicable	Y			as above
<head>				Subjects	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
encodinganalog="650"	Required		650		
source=	Required			See list of allowed authorities for codes.	
<geogname>	Mandatory if applicable	Y			as above
<head>				Places	
encodinganalog="651"	Required		651		
source=	Required			See list of allowed authorities for codes.	
<genreform>	Mandatory if applicable	Y			as above
<head>				Document Types	
encodinganalog="655"	Required		655		
source=	Required			See list of allowed authorities for codes.	
<occupation>	Mandatory if applicable	Y			as above
<head>				Occupations	
encodinganalog="656"	Required		656		
source=	Required			See list of allowed authorities for codes.	
<title>	Mandatory if applicable	Y			as above
<head>				Titles	
encodinganalog="630"	Required		630		
source=	Required			See list of allowed authorities for codes.	
<function>	Mandatory if applicable	Y			as above
<head>				Functions	
encodinganalog="657"	Required		657		
source=	Required			See list of allowed authorities for codes.	
<relatedmaterial>	Mandatory if applicable	Y	544 1	DACS Ch.14 also applies	DACS 6.3
<head>				Related Materials	
<descgrp>	Optional	N		This is a wrapper tag for various administrative information elements that follow.	
<prefercite>	Required	N	524		DACS 7.1.5
<head>				Preferred Citation	
<acqinfo>	Required	N	541		DACS 5.2
<head>				Accession Information	
<processinfo>	Required	N	583		DACS 8.1.5

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
<head>				Processing Information	
<altformavail>	Mandatory if applicable	N	530		DACS 6.2
<head>				Other Forms Available	
<appraisal>	Mandatory if applicable	N	583		DACS 5.3
<head>				Appraisal Information	
<accruals>	Mandatory if applicable	N	584		DACS 5.4
<head>				Accruals	
<separatedmaterial>	Mandatory if applicable	N	544 0		
<head>				Separated Material	
<bibliography>	Mandatory if applicable	N	510	or 581	
<head>				Bibliography	
<index>	Mandatory if applicable	N			
<head>				Index	
<odd>	Mandatory if applicable	N	500		
<head>				Form heading as appropriate.	
<dsc>	Mandatory if applicable	N		A wrapper element that bundles information about the hierarchical arrangement of the materials being described. The <dsc> element surrounds all other (subordinate) elements in the Description of Component Parts section of the finding aid. A single <dsc> should be used with nested components in which descriptions for subgrp, series, subseries, file, item, and other level (as reflected in the intellectual arrangement of the collection) are placed at the appropriate level in the component hierarchy.	
type=	Required			Value is in-depth or combined (verify this attribute value and change to combined when combining multiple <dsc> elements).	
<c01>	Mandatory if applicable	Y		Numbered <c01> through <c12> components are required; do not use the unnumbered <c> component. Nested <c0x>s should be used as needed to reflect the intellectual structure of the archival materials. The full suite of subelements and attributes described are available at each component.	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
level=	Preferred			Component levels should generally be subordinate to the level set in <archdesc>.	Ch. 1
id=	Optional			For each <c> component with attribute level: series, id attributes may be added, for example: ser1, ser2, in numerical order to aid in encoding workflow; or another system of the repository's choosing.	
<did>	Mandatory if applicable	N		A required wrapper element that bundles other elements identifying core information about the described materials.	
<container>	Mandatory if applicable	Y		Use one or more. If <c01> is above file level, then normally <container> will first be used at <c02> level, or lower.	
type=	Mandatory if applicable			If <container> elements are used of two types: Box and Folder, in order to display the correct sequence of box and folder numbers, it is necessary to repeat the <container> element with attribute type=Box for each <container> with attribute type=Folder within that box.	
<unitid>	Optional	N		Use to encode the unique identifier for the material being described, in alphanumeric format. For example, a collection code or number, or accession or call number(s).	DACS 2.1
audience=	Required	N		Required: Use "external" as the attribute value if the information in <unitid> is intended for public viewing. Recommended but not required: Use "internal" as the attribute value if the information in <unitid> is not intended for public viewing; be aware that the information will still be visible in the Raw XML online file.	
<unittitle>	Required	N			DACS 2.3
<unitdate>	Required	Y			DACS 2.4
<physdesc>	Mandatory if applicable	N			DACS 2.5
<extent>	Required	Y			
<scopecontent>	Mandatory if applicable	N	520		DACS 3.1
<arrangement>	Mandatory if applicable	N	351		DACS 3.2
<head>				Arrangement or Organization, as appropriate	
<prefercite>	Mandatory if applicable	N	524		DACS 7.1.5
<head>				Preferred Citation	

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
<acqinfo>	Mandatory if applicable	N	541		DACS 5.2
<altformavail>	Mandatory if applicable	N	530		DACS 6.2
<head>				Other Forms Available	
<acqinfo>	Required	N	541		DACS 5.2
<head>				Accession Information	
<accessrestrict>	Mandatory if applicable	N	506		DACS 4.1
<head>				Restrictions on Access	
<userrestrict>	Mandatory if applicable	N	540		DACS 4.4
<head>				Restrictions on Use	
<phystech>	Mandatory if applicable	N	340		DACS 4.3
<head>				Technical Requirements	
<c02>	Mandatory if applicable	Y		Numbered <c02> through <c12> components are required; do not use the unnumbered <c> component. Nested <c0x>s should be used as needed to reflect the intellectual structure of the archival materials. The full suite of subelements and attributes described are available at each component.	
level=	Preferred			Component levels should generally be subordinate to the level set in <archdesc>.	
<did>	Mandatory if applicable	N		A required wrapper element that bundles other elements identifying core information about the described materials.	
<container>	Mandatory if applicable	Y		Use one or more. Do not assign an ID attribute to <container> since doing so will prevent display of this element by TARO's stylesheet.	
type=	Mandatory if applicable			If <container> elements of two types are used, Box and Folder, in order to display the correct sequence of box and folder numbers, it is necessary to repeat the <container> element with attribute type=Box for each <container> with attribute type=Folder within that box.	
<unitid>	Optional	N		Use to encode the unique identifier for the material being described, in alphanumeric format. For example, a collection code or number, or accession or call number(s).	DACS 2.1

Elements and Attributes	Status	Repeatable?	MARC field	Comments / Application notes	DACS 2nd edition (revised March 2015)
audience=	Required	N		Required: Use "external" as the attribute value if the information in <unitid> is intended for public viewing. Recommended but not required: Use "internal" as the attribute value if the information in <unitid> is not intended for public viewing; be aware that the information will still be visible in the Raw XML online file.	
<unittitle>	Preferred	N		It is strongly recommended that titles be used at the component level. If a title is not provided because it has already been stated in a previous entry (and is meant to be "inherited" by succeeding entries), but dates are provided, a <unittitle> element is not required; rather, it is acceptable to place the date(s) inside <unitdate>. E.g., for a series entitled "Correspondence," subseries titles are not required if "Correspondence" is assumed to apply to all entries in the series. Dates or date spans would be encoded in <unitdate> at the subseries level. To insure compliance with ISAD(G), do not nest <unitdate> inside <unittitle>.	DACS 2.3
<unitdate>	Preferred	Y		Strongly recommended if a more specific creation date can be provided for a component than given in its parent description. Such entries provide a fuller description of a unit for researchers and improve searching by date. If multiple date ranges are present, each should be encoded with its own <unitdate>. If no date is available or applicable for a particular component, use the term "undated" inside the <unitdate> tags. Where no <unittitle> content exists (or if a <unittitle> is meant to be "inherited" by succeeding entries), but dates are provided, do not include a <unittitle> element; instead, simply place the date(s) inside <unitdate>. To insure compliance with ISAD(G), do not nest <unitdate> inside <unittitle>.	DACS 2.4

Appendices

Appendix A: EAD 2002 Schema template

(This template is also available as an XML file and an HTML file.)

```
<?xml version="1.0" encoding="UTF-8"?>

<ead xmlns="urn:isbn:1-931666-22-9"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 ead.xsd" relatedencoding="MARC21">

<eadheader langencoding="iso639-2b" audience="internal"
repositoryencoding="iso15511" countryencoding="iso3166-1"
scriptencoding="iso15924" dateencoding="iso8601">

<eadid countrycode="US" mainagencycode="US-XXXX">urn:taro:<!-- Enter TARO
repository code -->.<!-- five-digit number unique for your repository (from 00000 to
99999 --></eadid>
<filedesc>
<titlestmt>
<titleproper><!-- Enter collection title --><date era="ce" calendar="gregorian"
type="inclusive" normal="0000"><!-- Enter normalized date --></date>
</titleproper>
<author><!-- Enter repository name responsible for intellectual content of the finding
aid --></author>
<sponsor><!--Encode a statement acknowledging a donor or granting organization
whose financial support helped to create the finding aid.--></sponsor>
</titlestmt>
<publicationstmt>
<publisher><!-- Enter name of your repository--></publisher>
<date era="ce" calendar="gregorian"><!-- Encode the date the finding aid was
published (i.e. added to TARO server) --></date>
</publicationstmt>
</filedesc>
<profiledesc>
<creation><!-- Enter a statement about the encoding of the finding aid (name of
encoder) --><date><!-- Date of the initial encoding --></date>
```

```

</creation>
<language>Finding aid written in <language langcode="eng"
scriptcode="Latn">English.</language>
</language>
<desrules>Describing Archives: A Content Standard (DACS)</desrules>
</profiledesc>
<revisiondesc>
  <!-- Used to keep track of changes and updates to the finding aid; not applicable
if creating new finding aid -->
  <change>
    <date normal="0000" era="ce" calendar="gregorian"><!-- Enter date of change
--></date>
    <item><!-- Enter information about changes to finding aid --></item>
  </change>
</revisiondesc>
</eadheader>
<archdesc level="collection" type="inventory" audience="external">
  <did>
    <head>Collection Summary</head>
    <!-- Alternate: <head>Descriptive Summary</head> -->
    <origination label="Creator:"><!-- Enter either a Personal Name <persname>,
Family Name <famname> OR a Corporate Name <corpname> -->
    <persname source="lcnaf" encodinganalog="100"><!-- Enter name of individual
(a person's name) --></persname>
    <corpname source="lcnaf" encodinganalog="110"><!-- Enter corporate name
--></corpname>
    </origination>
    <unittitle label="Title:" encodinganalog="245$a"><!-- Enter Collection Title
--></unittitle>
    <unitdate label="Dates:" type="inclusive" encodinganalog="245$f"
normal="0000/0000" era="ce" calendar="gregorian"><!-- Enter dates --></unitdate>
    <unitdate label="Dates (Bulk):" type="bulk" encodinganalog="245$g"
normal="0000/0000" era="ce" calendar="gregorian"><!-- Enter bulk dates --></unitdate>
    <unitid label="Identification:" countrycode="US" repositorycode="US-XXXX"
encodinganalog="099"><!-- Enter collection identification --></unitid>
    <physdesc label="Quantity:" encodinganalog="300$a"><extent><!-- Enter the
extent --></extent></physdesc>
    <repository label="Repository:" encodinganalog="852$a">

```



```

        <extref xmlns:xlink="http://www.w3.org/1999/xlink" xlink:type="simple"
xlink:show="new"
        xlink:actuate="onRequest" xlink:href="http://www">
        <corpname><subarea><!-- Enter secondary administrative level within a
repository --></subarea>, <!-- Enter repository name --></corpname>
        </extref>
</repository>

```

```

<abstract label="Abstract:" encodinganalog="520$a"><!-- Enter an abstract or
collection summary --></abstract>

```

```

<langmaterial label="Language:" encodinganalog="546$a">
    <language langcode="eng" scriptcode="Latn">English</language>
</langmaterial>

```

```

<!--

```

Other language codes:

```

    <language langcode="spa" scriptcode="Latn">Spanish</language>
    <language langcode="por" scriptcode="Latn">Portuguese</language>
    <language langcode="fre" scriptcode="Latn">French</language>

```

```

-->

```

```

</did>

```

```

<bioghist encodinganalog="545"><head>Biographical Sketch</head><!-- OR Historical
Note -->

```

```

    <p><!-- Enter biographical information about the individual(s) or the
administrative history of a corporate body represented in the collection --></p>
</bioghist>

```

```

<scopecontent encodinganalog="520$b"><head>Scope and Contents Note</head>

```

```

    <!-- Text in the <head> can be changed to the repositories preference -->

```

```

    <p><!-- Enter scope and content note; multiple paragraphs can be entered
--></p>

```

```

--></p>

```

```

</scopecontent>

```

```

<accessrestrict encodinganalog="506">

```

```

    <head>Access Restrictions</head>

```

```

    <p><!-- Enter access restrictions if applicable; if no restrictions then enter
"Unrestricted." --></p>

```

```

</accessrestrict>

```

```

<userrestrict encodinganalog="540">
  <head>Use Restrictions</head>
  <p><!-- Enter use restrictions if applicable --></p>
</userrestrict>

<controlaccess><head>Index Terms</head>
  <!-- Change the SOURCE attribute if applicable. See list of preferred authority
sources in the TARO encoding guidelines -->
  <controlaccess>
    <head>Subjects (Persons)</head>
    <persname source="lcnaf" encodinganalog="600"><!-- Enter Library of Congress
name authority --></persname>
    <persname source="lcnaf" encodinganalog="600"><!-- Enter Library of Congress
name authority --></persname>
  </controlaccess>
  <controlaccess>
    <head>Subjects (Organizations)</head>
    <corpname source="lcnaf" encodinganalog="610"><!-- Enter Library of Congress
corporate name authority --></corpname>
    <corpname source="lcnaf" encodinganalog="610"><!-- Enter Library of Congress
corporate name authority --></corpname>
  </controlaccess>
  <controlaccess>
    <head>Subjects</head>
    <!-- Change the SOURCE attribute if applicable -->
    <subject source="lcsh" encodinganalog="650"><!-- Enter Library of Congress
subject heading --></subject>
    <subject source="lcsh" encodinganalog="650"><!-- Enter Library of Congress
subject heading --></subject>
  </controlaccess>
  <controlaccess>
    <head>Places</head>
    <geogname source="lcsh" encodinganalog="651"><!-- Enter Library of Congress
subject heading for places --></geogname>
    <geogname source="lcsh" encodinganalog="651"><!-- Enter Library of Congress
subject heading for places --></geogname>
  </controlaccess>
  <controlaccess>

```

```

        <head>Document Types</head><!-- OR <head>Genres</head> -->
        <genreform source="aat" encodinganalog="655"><!-- Enter genre form here
--></genreform>
        <genreform source="aat" encodinganalog="655"><!-- Enter genre form here
--></genreform>
    </controlaccess>
    <controlaccess>
        <head>Occupation</head>
        <occupation source="aat" encodinganalog="656"><!-- Enter occupation
--></occupation>
        <occupation source="aat" encodinganalog="656"><!-- Enter occupation
--></occupation>
    </controlaccess>
    <head>Function</head>
    <function source="aat" encodinganalog="657"><!-- Enter function --></function>
    <function source="aat" encodinganalog="657"><!-- Enter function --></function>
</controlaccess>
</controlaccess>
<controlaccess>
    <head>Other Names</head><!-- 700 Added Entry-Personal Name used as an
access point -->
    <persname source="lcnaf" encodinganalog="700"><!-- Enter Library of Congress
name authority for added author --></persname>
    <persname source="lcnaf" encodinganalog="700"><!-- Enter Library of Congress
name authority for added author --></persname>
</controlaccess>
<controlaccess>
    <head>Corporate Names</head><!-- 710 Added Entry-Corporate Name used as
an access point -->
    <corpname source="lcnaf" encodinganalog="710"><!-- Enter Library of Congress
corporate name authority --></corpname>
    <corpname source="lcnaf" encodinganalog="710"><!-- Enter Library of Congress
corporate name authority --></corpname>
</controlaccess>
<controlaccess><head>Titles</head><!-- 730 Added Entry-Uniform Title, A preferred
title used as an access point. -->
    <title source="lcnaf" encodinganalog="730"><!-- Enter Library of Congress
authority title--></title>

```

```

        <title source="lcnaf" encodinganalog="730"><!-- Enter Library of Congress
authority title--></title>
    </controlaccess>
</controlaccess>

<prefercite encodinganalog="524">
    <head>Preferred Citation</head>
    <p><!-- Enter preferred citation --></p>
</prefercite>

<processinfo encodinganalog="583">
    <head>Processing Information</head>
    <p><!-- Optional per repository policy; enter processing information if applicable
--></p>
</processinfo>

<relatedmaterial encodinganalog="544">
    <head>Related Material</head>
    <p><!-- Enter information about related material/collections and the name of the
holding-repository if applicable --></p>
</relatedmaterial>

<accruals encodinganalog="584">
    <head>Additions</head>
    <p><!-- Enter information about anticipated additions to the collection --></p>
</accruals>

<!-- Begin Description of Subordinate Components -->
<dsc type="combined">
    <head>Detailed Description of the Collection</head>

    <c01 id="ser1" level="series">
<!-- Enter appropriate LEVEL (e.g. "series" "file" or "item" -->
        <did>
            <unittitle><!-- Enter unit title --></unittitle>
            <unitdate><!-- Enter unit date --></unitdate>
        </did>
        <c02 level="file">
            <did>

```

```

        <container type="box"><!-- Enter box number --></container>
        <container type="folder"><!-- Enter folder number --></container>
        <unittitle><!-- Enter unit title --></unittitle>
        <unitdate><!-- Enter unit date --></unitdate>
        </did>
    </c02>
<!-- Add other component levels as appropriate -->
</c01>
</dsc>
<!-- End Description of Subordinate Components -->
</archdesc>
</ead>

```

Appendix B: EAD 2002 Schema finding aid examples

Example 1: UT Austin School of Architecture Student Work

(This finding aid example is also available as an XML file.)

```

<?xml version="1.0" encoding="UTF-8"?>
<ead xmlns="urn:isbn:1-931666-22-9"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 ead.xsd" relatedencoding="MARC21">

  <eadheader langencoding="iso639-2b" audience="internal"
repositoryencoding="iso15511"
countryencoding="iso3166-1" scriptencoding="iso15924"
dateencoding="iso8601">
    <eadid countrycode="US"
mainagencycode="US-TxAUUA">urn:taro:utexas.aaa.00010</eadid>
    <filedesc>
        <titlestmt>
            <titleproper>University of Texas at Austin, School of Architecture, Student
Work:</titleproper>
            <subtitle>An Inventory of Selected Design Studies Produced by the Students, <date
era="ce" calendar="gregorian" type="inclusive" normal="1915">1915-current</date>
            </subtitle>

```

<author>Inventory prepared by Chris Means, Beth Dodd, and Wai-Yin
Kwan</author>
</titlestmt>

<publicationstmt>

<publisher>The University of Texas at Austin. University of Texas Libraries.
Alexander Architectural Archives.</publisher>

<date era="ce" calendar="gregorian">2000</date>

</publicationstmt>

</filedesc>

<profiledesc>

<creation>Text converted and initial EAD tagging provided by Apex Data
Services, <date era="ce" calendar="gregorian">May 2001.</date>

</creation>

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

</profiledesc>

<revisiondesc>

<change>

<date normal="2002-07-12" era="ce" calendar="gregorian">July 12, 2002</date>

<item>Edited in XmetaL 3.0 by Kristy Sorensen, according to instructions in <title
xmlns:xlink="http://www.w3.org/1999/xlink" xlink:type="simple" xlink:href="">Editing
TARO EAD XML Finding Aids with XMetaL.</title>

</item>

</change>

<change>

<date>Tue Jul 22 15:01:06 CDT 2003</date>

<item>urn:taro:utexas.aaa.00010 converted from EAD 1.0 to 2002 by v1to02.xsl
(20030505).</item>

</change>

</revisiondesc>

</eadheader>

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

<did>

<head>Collection Summary</head>

<origination label="Creator:">

<corpname source="lcnaf" encodinganalog="110">University of Texas at Austin.
 School of Architecture.</corpname>
 </origination>
 <unittitle label="Title:" encodinganalog="245\$a">University of Texas at Austin, School
 of Architecture Student Work Drawings, Selected design studies produced by the
 students.</unittitle>
 <unitdate type="inclusive" encodinganalog="245\$f" normal="1915" era="ce"
 calendar="gregorian" label="Dates:">1915 - current</unitdate>
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 <physdesc label="Quantity:" encodinganalog="300\$a">45 + drawings (as of
 2001)</physdesc>
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 xlink:show="new"
 xlink:actuate="onRequest" xlink:href="http://www.lib.utexas.edu/apl/aaa/">
 <corpname><subarea>Alexander Architectural Archives, </subarea> University
 of Texas Libraries, The University of Texas at Austin.</corpname>
 </extref>
 </repository>

 <abstract label="Abstract:" encodinganalog="520\$a">The School of Architecture
 Student Work collection includes a selection of coursework produced by University of
 Texas Architecture students in design studios from 1915 to the present. The projects
 include drawings of buildings, objects and human figures.</abstract>

 <langmaterial label="Language:">Materials are in <language langcode="eng"
 scriptcode="Latn">English</language>.</langmaterial>
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 <scopecontent encodinganalog="520\$b">
 <head>Scope and Content of the collection</head>
 <p>The School of Architecture Student Work collection consists primarily of
 course work produced throughout the years by students in design studios of the School
 of Architecture. For course work that is documentary or for historic research (Measured
 Drawings or Historic Documentation class) see the University of Texas at Austin, School
 of Architecture, Texas Architecture Archive collection.</p>
 </scopecontent>

 <otherfindaid encodinganalog="555">

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    <head>Other Finding Aids</head>
    <p> Unpublished inventory in Archive.</p>
</otherfindaid>

<controlaccess>
    <head>Index Terms</head>
    <p>This collection is indexed under the following headings in the University of
    Texas Online Catalog. Researchers desiring materials about related topics, persons, or
    places should search the catalog using these headings.</p>
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plans.</subject>
    <subject encodinganalog="650" source="local">Beaux-Arts buildings.</subject>
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drawings.</genreform>
    <genreform source="gmGPC" encodinganalog="655">Renderings.</genreform>
    <genreform source="gmGPC" encodinganalog="655">Student
drawings.</genreform>
    <genreform source="gmGPC" encodinganalog="655">Student
works.</genreform>
    <genreform source="gmGPC" encodinganalog="655">Watercolor
drawings.</genreform>
</controlaccess>
</controlaccess>

<accessrestrict>
    <head>Restrictions on Access</head>
    <p>This collection is open for research. Researchers must register and agree to
copyright and privacy laws before using archival materials. As all or portions of this
collection may be housed off-site, advance notice of at least three working days is
required for retrieval. Certain items may require additional time for flattening or
humidifying before they can be viewed. Access is by appointment only. Please contact
the archives' reference staff for further information.</p>
</accessrestrict>

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<userrestrict>

<head>Restrictions on Use</head>

<p>Permission for publication is given on behalf of the University of Texas as the owner of the collection and is not intended to include or imply permission of the copyright holder which must be obtained by the researcher. For more information please see the Alexander Architectural Archives' Use Policy.</p>

</userrestrict>

<accessrestrict>

<head>Policies Governing Use</head>

<p>Manuscript collections and archival records may contain materials with sensitive or confidential information that is protected under federal or state right to privacy laws and regulations. Researchers are advised that the disclosure of certain information pertaining to identifiable living individuals without the consent of those individuals may have legal ramifications (e.g., a cause of action under common law for invasions of privacy may arise if facts concerning an individual's private life are published that would be deemed highly offensive to a reasonable person).</p>

<p>The Alexander Architectural Archives operate in accordance with applicable federal or state laws and regulations, providing unrestricted access to university records not covered by state and federal right to privacy acts.</p>

<p>The Alexander Architectural Archives, The University of Texas Libraries, and The University of Texas at Austin, assume no responsibility for infringement of literary property rights and copyright or for liability to any person for defamation or invasion of privacy that results from a researcher's use of collections.</p>

<p>Researchers agree to indemnify and hold harmless The University of Texas at Austin, and their officers, employees, and agents from and against all suits, claims, actions, and expenses arising out of use of collections held by the libraries. Please alert staff if anything inappropriate is found during research.</p>

</accessrestrict>

<prefercite encodinganalog="524">

<head>Preferred Citation</head>

<p>University of Texas at Austin, School of Architecture Student Work, Drawings, 1915-current, Selected design studies produced by the students, Alexander Architectural Archives, University of Texas Libraries, the University of Texas at Austin</p>

</prefercite>

<processinfo>

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    <head>Processing Information</head>
    <p>Drawings processed by: Chris Means; Beth Dodd; Wai-Yin Kwan, 2000</p>
    <p>Processing is not completed. Please see Archive's staff for more
information.</p>
</processinfo>

<relatedmaterial>
    <head>Related Material</head>
    <p>Seventeen photographs of UT Architecture student drawings are part of the
University of Texas Campus-Old Main Building Collection (Discrete Collection 66) in the
Harry Ransom Humanities Research Center Photography Collection at the University of
Texas at Austin.</p>
</relatedmaterial>

<dsc type="combined">
    <head>Detailed Description of the Collection</head>
    <p> The following section contains a detailed listing of the materials in the
collection.</p>

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        <unittitle>Drawings Series</unittitle>
    </did>
    <scopecontent><head>Series Abstract</head>
        <p>Entries are indexed chronologically by the date listed on the drawings. Dates
are offered if they can be derived from the drawings or gathered from other authoritative
sources. Many drawings are not dated. This collection spans from 1915 - current.
The collection is continuously added to and is not completely processed. For more
information, please contact Archives staff.</p>
        <p>Entries without dates are sorted by Project Name and listed before those that
provide dates. Project names are supplied by the cataloger, as title blocks on the
drawings prove to be inconsistent and many drawings are not labeled. If available, the
student's name and class information are provided in the <emph render="italic">Notes
        </emph>field.</p>
        <p>The term "drawing" includes both original works (such as pencil on trace
paper, or ink on tracing cloth) as well as copies (such as sepia prints, blue line prints,
etc.).</p>
    </scopecontent>
</c01>

```

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    <did>
    <unittitle>Dishes.</unittitle>
    <note>
    <p>Notes: Drawing by Craig Allen</p>
    </note>
    </did>
</c02>
<c02>
    <did>
    <unittitle>Dome of Florence Cathedral.</unittitle>
    <note>
    <p>Notes: Drawing by Richard Dolros. Architect in 15th century was Fillipo
Brunelleschi.</p>
    </note>
    </did>
</c02>
<c02>
    <did>
    <unittitle>Figure drawing - Male.</unittitle>
    <note>
    <p>Notes: Drawing by Wolf Jessen, 19[?] September 28.</p>
    </note>
    </did>
</c02>
<c02>
    <did>
    <unittitle>Figure Drawing - male.</unittitle>
    <note>
    <p>Notes: Drawing by J.H. Fisher</p>
    </note>
    </did>
</c02>
<c02>
    <did>
    <unittitle>Figure Drawings.</unittitle>
    <note>
    <p>Notes: Drawing by Leslie McKay</p>
    </note>
    </did>

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```

</c02>
<c02>
  <did>
    <unittitle>Foot Bridge. First Analytique.</unittitle>
    <note>
      <p>Notes: Drawing by Charles M. Morton - UT, class B</p>
    </note>
  </did>
</c02>
<c02>
  <did>
    <unittitle>Fruit Dish.</unittitle>
    <note>
      <p>Notes: Drawing by J. Ewing</p>
    </note>
  </did>
</c02>
<c02>
  <did>
    <unittitle>Kitchen objects.</unittitle>
    <note>
      <p>Notes: Drawing by Talley</p>
    </note>
  </did>
</c02>
<c02>
  <did>
    <unittitle>Kitchen objects.</unittitle>
    <note>
      <p>Notes: Drawing by Bob Quensel</p>
    </note>
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</c02>
<c02>
  <did>
    <unittitle>School Chapel.</unittitle>
    <note>
      <p>Notes: Drawing by Charles Morton - UT, 2nd year design</p>
    </note>
  </did>
</c02>

```

```

    </did>
</c02>
<c02>
    <did>
    <unittitle>Tea Kettle.</unittitle>
    <note>
    <p>Notes: Drawing by J. Scoggins, 19[?] November 26.</p>
    </note>
    </did>
</c02>
<c02>
    <did>
    <unittitle>Vases and Bowls.</unittitle>
    <note>
    <p>Notes: Drawing by Carrotti?</p>
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    </did>
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<c02>
    <did>
    <unittitle>Vases, Dishes.</unittitle>
    <note>
    <p>Notes: Drawing by Linden</p>
    </note>
    </did>
</c02>
<c02>
    <did>
    <unittitle>Vases, Pots.</unittitle>
    <note>
    <p>Notes: Drawing by Liz Leasure</p>
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    <did>
    <unittitle>Classical Orders.</unittitle>
    <unitdate era="ce" calendar="gregorian">1915</unitdate>
    <note>

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<p>Notes: Drawing by W.G.W., 1915 September.</p>
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 <unittitle>Air transport terminal.</unittitle>
 <unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>
 <p>Notes: Drawing by Paul E. Pressler. Pressler attended school between
 1929-1933. Class A V project. 38 × 61-3/4.</p>
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 </c02>
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 <unittitle>Architectural Terra Cotta Plant.</unittitle>
 <unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>
 <p>Notes: Drawing by Paul E. Pressler. Pressler attended school between
 1929-1933. Class A II project mention. 29-1/2 × 40"</p>
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 </c02>
 <c02>
 <did>
 <unittitle>Grand Stair Hall with elevation mural.</unittitle>
 <unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>
 <p>Notes: Drawing by Paul E. Pressler. Pressler attended school between
 1929-1933. 2nd mention. 29-1/8 × 40-1/2"</p>
 </note>
 </did>
 </c02>
 <c02>
 <did>
 <unittitle>Greek temple.</unittitle>
 <unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>

<p>Notes: Drawing by Paul E. Pressler. Pressler attended school between 1929-1933. Class All archeology. 37-1/2 × 58-1/2.</p>

</note>

</did>

</c02>

<c02>

<did>

<unittitle>Marine Museum (oceanside aquarium).</unittitle>

<unitdate era="ce" calendar="gregorian">1929-1933</unitdate>

<note>

<p>Notes: Drawing by Paul E. Pressler. Pressler attended school between 1929-1933. Class B III Project that received the Honorable Mention for the Beaux-Arts competition. 37-1/2 × 27"</p>

</note>

</did>

</c02>

<c02>

<did>

<unittitle>Outdoor fountain and plaza.</unittitle>

<unitdate era="ce" calendar="gregorian">1929-1933</unitdate>

<note>

<p>Notes: Drawing by Paul E. Pressler. Pressler attended school between 1929-1933. Mention 3.23 × 29".</p>

</note>

</did>

</c02>

<c02>

<did>

<unittitle>Seaside recreation center.</unittitle>

<unitdate era="ce" calendar="gregorian">1929-1933</unitdate>

<note>

<p>Notes: Drawing by Paul E. Pressler. Pressler attended school between 1929-1933. Class A Minor project, 2nd Medal. 40-1/2 × 29-1/16"</p>

</note>

</did>

</c02>

<c02>

<did>

<unittitle>Spanish facade.</unittitle>

<unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>
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 1929-1933. Mention 3? 23 × 29".</p>
 </note>
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 </c02>
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 <unittitle>Suburban residence.</unittitle>
 <unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>
 <p>Notes: Drawing by Paul E. Pressler. Pressler attended school between
 1929-1933. Submitted by Decorator. 26-3/4 × 38-1/2".</p>
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 </c02>
 <c02>
 <did>
 <unittitle>Town hall.</unittitle>
 <unitdate era="ce" calendar="gregorian">1929-1933</unitdate>
 <note>
 <p>Notes: Drawing by Paul E. Pressler. Pressler attended school between
 1929-1933. Class BII project. 27-1/8 × 37-1/4"</p>
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 <unittitle>Waterworks and grounds with colossal guardian beasts.</unittitle>
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 <note>
 <p>Notes: Drawing by Paul E. Pressler. Pressler attended school between
 1929-1933. 40 × 58-3/4"</p>
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 </c02>
 <c02>
 <did>

<unittitle>Refreshment stand.</unittitle>
 <unitdate era="ce" calendar="gregorian">1931</unitdate>
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 1929-1933. A minor project. 37×28".</p>
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 <unittitle>Recreation Center on an Island.</unittitle>
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 <p>Notes: Drawing by Nancy M. TacQuand, 4th year design, 1932 April 29</p>
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 <unittitle>Orphanage.</unittitle>
 <unitdate era="ce" calendar="gregorian">1937</unitdate>
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 <p>Notes: Drawing by Douglas Yater, 5th year design, 1937 November.</p>
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 <unittitle>Reflection.</unittitle>
 <unitdate era="ce" calendar="gregorian">1937</unitdate>
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 <p>Notes: Drawing by W. Callister</p>
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 <unittitle>Figure Drawing - Male, Female Statues.</unittitle>
 <unitdate era="ce" calendar="gregorian">1938</unitdate>

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    <note>
    <p>Notes: Drawing by Ed Reichert, 1938 November 8.</p>
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    <unittitle>Small Residence.</unittitle>
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    <p>Notes: Drawing by Douglas L. Yater, 1938 September.</p>
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    <unittitle>Flower in a Vase.</unittitle>
    <unitdate era="ce" calendar="gregorian">1939</unitdate>
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    <p>Notes: Drawing by Bill Pickle</p>
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  </did>
</c02>
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  <did>
    <unittitle>Municipal Air Terminal for Austin, Texas</unittitle>
    <unitdate era="ce" calendar="gregorian">1939</unitdate>
    <note>
    <p>Notes: Drawing by Joseph W. Baxter, 5th year, 1939 May 19.2 renderings
and 3 sheets of specs.</p>
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</c02>
<c02>
  <did>
    <unittitle>Restaurant with Outside Counter Service.</unittitle>
    <unitdate era="ce" calendar="gregorian">1939</unitdate>
    <note>
    <p>Notes: Drawing by Edward Reichter, 4th year design</p>

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        </note>
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    </c02>
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      <did>
        <unittitle>State Capitol Building for Texas.</unittitle>
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          <p>Notes: Drawing by W. R. Lane Jr., 5th year design, 1940 May 21.</p>
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        <unittitle>Memorial Hall.</unittitle>
        <unitdate era="ce" calendar="gregorian">1942</unitdate>
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          <p>Notes: Drawing by Ned A Cole</p>
        </note>
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    <c02>
      <did>
        <unittitle>Retirement Center for the Future.</unittitle>
        <unitdate era="ce" calendar="gregorian">1942</unitdate>
        <note>
          <p>Notes: Drawing by Mims Jackson, 5th year, 1942 December.</p>
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      <did>
        <unittitle>Zoological Garden, Aviary.</unittitle>
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          <p>Notes: Drawing by Joseph R. Coleman, ARC 526, 1946 July 24</p>
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<c02>
  <did>
    <unittitle>Dishes.</unittitle>
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      <p>Notes: Drawing by Meredith, 1947 February 2</p>
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    <unittitle>Dormitory for a Prep School in a Small Texas Village.</unittitle>
    <unitdate era="ce" calendar="gregorian">1947</unitdate>
    <note>
      <p>Notes: Drawing by Joe T. Pursell, 1947 July 30</p>
    </note>
  </did>
</c02>
<c02>
  <did>
    <unittitle>Kettles, Vases.</unittitle>
    <unitdate era="ce" calendar="gregorian">1947</unitdate>
    <note>
      <p>Notes: Drawing by K.D. Vinson Jr.</p>
    </note>
  </did>
</c02>
<c02>
  <did>
    <unittitle>Vases, Dishes.</unittitle>
    <unitdate era="ce" calendar="gregorian">1948</unitdate>
    <note>
      <p>Notes: Drawing by John R. Mayner Jr., 1948 March 16</p>
    </note>
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<c02>
  <did>
    <unittitle>Apartments in Arrid Climate Thesis?</unittitle>

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        <unitdate era="ce" calendar="gregorian">1950</unitdate>
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    </c02>
    <c02>
        <did>
        <unittitle>Public Schools in Northeast Texas.</unittitle>
        <unitdate era="ce" calendar="gregorian">1950</unitdate>
        <note>
        <p>Notes: Drawing by Harold Box</p>
        </note>
        </did>
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</c01>
</dsc>
</archdesc>
</ead>

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Example 2: Texas School for the Blind and Visually Impaired Meeting Files

(This finding aid example is also available as an XML file.)

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findaidstatus="edited-full-draft" scriptencoding="iso15924"
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mainagencycode="US-tx">urn:taro:tslac.30156</eadid>
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                <titleproper>Texas School for the Blind and Visually
Impaired:</titleproper>

```

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        <subtitle>An Inventory of School for the Blind and Visually
Impaired Meeting Files at the Texas State Archives, <date type="inclusive" era="ce"
calendar="gregorian">1856-1919, 1979-2015</date>
        </subtitle>
        <author>Finding aid by Tony Black and Anna M. Reznik</author>
        <sponsor encodinganalog="536$a">This EAD finding aid was
created in cooperation with Texas Archival Resources Online.</sponsor>
        </titlestmt>
        <publicationstmt>
            <publisher>Texas State Library and Archives
Commission</publisher>
            <date era="ce" calendar="gregorian">June 2015</date>
        </publicationstmt>
    </filedesc>
    <profiledesc>
        <creation>Finding aid encoded by Tony Black in EAD Version 2002 as
part of the TARO project, <date era="ce" calendar="gregorian">May 2008.</date>
        </creation>
        <language>Finding aid written in <language langcode="eng"
scriptcode="Latn">English.</language></language>
        <desrules>Description based on <emph
render="italic">DACS</emph>.</desrules>
    </profiledesc>
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was done, who did it, and when -->
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        <change>
            <date era="ce" calendar="gregorian">September 2015.</date>
            <item>Revised by Anna M. Reznik,</item>
        </change>
        <change>
            <date era="ce" calendar="gregorian">June 2015.</date>
            <item>Revised by Anna M. Reznik,</item>
        </change>
    </revisiondesc>
</eadheader>
<archdesc level="subgrp" type="inventory" audience="external">
    <!--{Be sure level attribute is correct.}-->
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xlink:actuate="onRequest" xlink:show="new"
xlink:href="http://www.tsl.state.tx.us/arc/index.html" xlink:type="simple">Texas State
Archives</extref></repository>
  <origination label="Creator:">
    <corpname encodinganalog="110" source="lcnaf">Texas School
for the Blind and Visually Impaired.</corpname>
  </origination>
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Visually Impaired meeting files</unittitle>
  <unitdate label="Dates:" encodinganalog="245$f" type="inclusive"
era="ce" calendar="gregorian">1856-1919, 1979-2015</unitdate>
  <unitid label="OCLC Record No.:" encodinganalog="001"
countrycode="US" repositorycode="US-tx">ocn952118254</unitid>
  <abstract label="Abstract:" encodinganalog="520$a">The Texas School
for the Blind and Visually Impaired is a public school district that provides specialized
services that focus on the learning needs of primary and secondary students with visual
impairments, including those with additional disabilities. Records include agenda,
minutes, and agenda attachments of meetings of the board of trustees and date from
1856 to 1919 and 1979 to 2015. Subjects include the results of student testing,
administration of the school district, employee benefits and expectations, support
activities for blind and visually impaired students, and various school district
policies.</abstract>
  <langmaterial label="Language:" encodinganalog="546$a">These
materials are written predominately in <language langcode="eng"
scriptcode="Latn">English</language> with scattered <language langcode="spa"
scriptcode="Latn">Spanish</language> throughout.</langmaterial>
  <physdesc label="Quantity:" encodinganalog="300$a"><extent>9.3 cubic
ft.</extent></physdesc>
</did>
<accessrestrict encodinganalog="506">
  <head>Restrictions on Access</head>
  <p>Materials do not circulate, but may be used in the State Archives
search room.

  Materials will be retrieved from and returned to storage areas by
staff members.</p>
</accessrestrict>

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<userrestrict encodinganalog="540">
 <head>Restrictions on Use</head>
 <p>Most records created by Texas state agencies are not copyrighted.
State records also include materials received by, not created by, state agencies.
Copyright remains with the creator. The researcher is responsible for complying with
U.S. Copyright Law (Title 17 U.S.C.).</p>
</userrestrict>

<phystech encodinganalog="340">
 <head>Technical Requirements</head>
 <p>None.</p>
</phystech>
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 <head>Agency History</head>
 <p>The Texas School for the Blind and Visually Impaired (TSBVI) was
established by the 6th Texas Legislature as the Asylum for the Blind (Chapter CVIII,
August 16, 1856). In January 1857, the first student was admitted to the institution. The
first classes of students met in a rented residence in Austin. The Asylum for the Blind
eventually moved into a building on 19th Street and East Avenue. This site was
transferred to the University of Texas in 1925, becoming the <emph
render="doublequote">Little Campus.</emph> The Asylum for the Blind became known
as the Texas Institution for the Blind (also referred to as the Blind Institute) in 1905 and
the Texas School for the Blind in 1915. In this latter year, the legislature appropriated
funds to build a new campus on 73 acres of land in northwest Austin, donated by the
citizens. This land, located at 1100 West 45th Street, was occupied by the school in
1917. In 1919, the 36th Legislature created the Board of Control (Senate Bill 147,
Regular Session). This three-member board replaced the boards of governors of each
of the state's eleemosynary institutions, including the board of trustees of the School for
the Blind. In 1951, the 52nd Legislature placed the School for the Blind under the Board
for Texas State Hospitals and Special Schools (House Bill 378, Regular Session). The
53rd Legislature transferred the School for the Blind to the State Board of Education
(Senate Bill 119/House Bill 128, Regular Session). In 1965, the legislature placed the
School for the Blind under the direction of a Central Services Agency for Special
Schools for the Blind and the Deaf, under the State Board of Education, which became
the Texas Education Agency (House Bill 377, 59th Legislature, Regular Session). The
name of the School for the Blind was changed in 1989 to the TSBVI to better reflect the
population it serves. The TSBVI is an independent school district, which covers
kindergarten through twelfth grade education, and provides residential services for the
blind and multihandicapped blind students. TSBVI also provides technical assistance to

teachers, other professionals, and parents in local Texas communities to better serve blind and visually impaired students in the students' home districts.

Concurrently, visually-impaired African American youths were taught at a similar institution. In 1887, the 20th Legislature created the Texas Institute for Deaf, Dumb and Blind Colored Youths, to occupy a 100-acre tract four miles northwest of the State Capitol, just east of what became Camp Mabry (House Bill 445, 20th Legislature, Regular Session). The first class had nine blind students and eight deaf students, taught by one teacher apiece. Enrollment had climbed to 125 by 1912, with a faculty of 11. The governing body was a three-person board of trustees. In 1930, orphans began to be admitted to the newly designated Deaf, Dumb and Blind Asylum for Colored Youths and Colored Orphans (House Bill 154, 41st Legislature, 5th Called Session). Three more name changes followed: in 1943, to the State School for Deaf and Blind Negro Children; in 1947, to the Texas Blind, Deaf and Orphan School; and in 1965, to the Texas Blind and Deaf School (finally placed under the Texas Education Agency). With desegregation in 1966, black students were merged with white students in the TSBVI and the Texas School for the Deaf.

The TSBVI is overseen by a nine-member board appointed by the governor for overlapping six-year terms. Public meetings of the board are held five to six times per year. Three of the members must be blind or visually impaired, three must be parents of blind or visually impaired persons, and three must have had experience in working with the blind or visually impaired. The board is the equivalent of the board of trustees of an independent school district: it appoints an executive director or superintendent to administer the school, and all actions of the board may be appealed to the State Board of Education (Texas Education Code, Sections 11.06 through 11.091). The board has three standing committees: audit, compliance, and management review; finance; and programs.

(Sources include: *Guide to Texas State Agencies*, 11th edition (2001); James W. Markham and Paulette Delahoussaye, <http://www.w3.org/1999/xlink> "Texas School for the Blind and Visually Impaired,"

Handbook of Texas Online; and TSBVI's website (<http://www.w3.org/1999/xlink> <http://www.tsbvi.edu>), all accessed June 30, 2015.)

</bioghist>

<scopecontent encodinganalog="520\$b">

<head>Scope and Contents of the Records</head>

<p>The Texas School for the Blind and Visually Impaired is a public school district that provides specialized services that focus on the unique learning needs of primary and secondary students with visual impairments, including those with additional disabilities. Records consist of agenda, minutes and agenda attachments (including reports, correspondence, policies, and directives) for the meetings of the board of trustees and date from 1856 to 1919 and 1979 to 2015. Subjects include the results of student testing, administration of the school district, employee benefits and expectations, support activities for blind and visually impaired students attending school in his or her home district, staff policies (leave time and rights), education policies, and student discipline and welfare policies. Earlier minutes, dating 1856-1919, apparently complete for the first 64 years of the school's existence, are handwritten for the 19th century, and typewritten and pasted into the ledger for the early 20th century. In addition to minutes, these earlier minutes contain regulations, duties, and inventories of property. Agenda inform the public as to what will be discussed and/or decided at each meeting. Minutes document in a thorough but summary fashion the official actions of the board in its meetings. Researchers should note that minutes are approved at the following meeting, so records document the business of the previous meeting.</p>

<p>To prepare this inventory, the described materials were cursorily reviewed to delineate series, to confirm the accuracy of contents lists, to provide an estimate of dates covered, and to determine record types.</p>

</scopecontent>

<arrangement encodinganalog="351">

<head>Arrangement of the Records</head>

<p>These records are arranged in chronological order.</p>

</arrangement>

<controlaccess>

<head>Index Terms</head>

<p><emph render="italic">The terms listed here were used to catalog the records. The terms can be used to find similar or related records.</emph></p>

<controlaccess>

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<corpname source="lcnaf" encodinganalog="710">Texas State Asylum for the Blind.</corpname>

<corpname source="lcnaf" encodinganalog="710">Texas Institution for the Blind.</corpname>

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children--Institutional care--Texas.</subject>
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(administrative records)--Texas--Blind--1979-2015.</genreform>
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and visually impaired.</function>
        </controlaccess>
    </controlaccess>
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        <p><emph render="italic">The following materials are offered as possible
sources of further information on the agencies and subjects covered by the records. The
listing is not exhaustive. </emph></p>
        <relatedmaterial>
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Archives</emph></repository></p>
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the Blind records, 1871-1989, 14.71 cubic ft.</archref>
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xlink:href="http://www.lib.utexas.edu/taro/tslac/50074/tsl-50074.html">Texas
 Commission for the Blind records, 1932-2003, undated, 19.75 cubic ft.</archref>
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 xlink:href="http://www.lib.utexas.edu/taro/tslac/20062/tsl-20062.html">Texas State
 Board of Control, Records, 1854, 1885-1890, 1909-1979, undated (bulk 1935-1953),
 103.47 cubic ft.</archref>
 <archref xmlns:xlink="http://www.w3.org/1999/xlink"
 xlink:type="simple" xlink:show="new" xlink:actuate="onRequest"
 xlink:href="http://www.lib.utexas.edu/taro/tslac/90027/tsl-90027.html">Blueprints and
 drawings collection, 1854-1984, undated, 41.21 cubic. ft. [See series Texas School for
 the Blind and Visually Impaired, 1902-1903, 1911-1912, undated; and Fireproofing and
 Fire Protection, 1896, 1912-1913, undated.]</archref>
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 <p>(Identify the item), Texas School for the Blind and Visually
 Impaired meeting files. Archives and Information Services Division, Texas State Library
 and Archives Commission.</p>
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 Black, March 1998</p>
 <p>New accessions added by Tony Black, May 1998, September
 1998, October 1999, October 2000, November 2001, October 2002, September 2003,
 October 2004, September 2005, September 2006, and January 2008</p>
 <p>Finding aid encoded by Tony Black in EAD Version 2002, May
 2008</p>
 <p>New accessions added by Tony Black, September 2008,
 March 2010</p>
 <p>Updates to description, DACS-compliance, and six new
 accessions added by Anna M. Reznik, June 2015</p>
 <p>Minutes removed from the TSBVI records finding aid and
 added to this inventory by Anna M. Reznik, September 2015</p>
 </processinfo>
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<head>Accession Information</head>

<p>Accession numbers: 1989/073, 1998/115, 1999/012, 2000/053, 2001/037, 2002/068, 2003/045, 2004/026, 2005/053, 2006/013, 2007/014, 2008/075, 2009/030, 2010/079, 2011/006, 2011/343, 2011/344, 2012/007, 2013/010, 2014/011, 2015/024, 2015/224</p>

<p>These records were transferred to the Archives and Information Services Division of the Texas State Library and Archives Commission by the Texas School for the Blind on December 14, 1988; by the Texas School for the Blind and Visually Impaired on May 19 and September 29, 1998; October 29, 1999; October 18, 2000; November 7, 2001; October 21, 2002; September 29, 2003; October 28, 2004; September 15, 2005; September 15, 2006; January 22 and September 24, 2008; March 3 and September 13, 2010; September 15, 2011; September 13, 2012; September 16, 2013; and October 2, 2014; and by the Legislative Reference Library on February 17, 2011 and December 13, 2012.</p>

</acqinfo>

<originalsloc encodinganalog="535">

<head>Location of Originals</head>

<p>The record copies of meeting agenda and minutes are maintained by the Texas School for the Blind and Visually Impaired.</p>

</originalsloc>

<altformavail encodinganalog="530">

<head>Other Formats for the Records</head>

<p>The School for the Blind and Visually Impaired maintains current and archived minutes and agenda on its website (<extref xmlns:xlink="http://www.w3.org/1999/xlink" xlink:type="simple" xlink:show="new" xlink:actuate="onRequest" xlink:href="http://www.tsbvi.edu/board-of-trustees-info-and-minutes-items">http://www.tsbvi.edu/board-of-trustees-info-and-minutes-items</extref>).</p>

</altformavail>

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<head>Accruals</head>

<p>The Texas School for the Blind and Visually Impaired transfers copies of meeting records to the Texas State Archives regularly.</p>

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</descgrp>

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This series has subsequent <c03> levels that were limited here to save on length for the
purposes of the TARO encoding guidelines, June 2016.
-->
    </c02>
  </c01>
</dsc>
</archdesc>
</ead>

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Example 3: Pallas Athene Literary Society Records

(This finding aid example is also available as an XML file.)

This finding aid was created using ArchivesSpace. Finding aids exported from ArchivesSpace will need some data clean-up because that system automatically assigns ID, LABEL, and PARENT attributes. The ID attribute appears throughout the XML file, while the LABEL and PARENT attributes appear in the <dsc> Description of Subordinate Components portion of the file, specifically the <container> element. Bear in mind that an assigned ID attribute for <container> will prevent that element from being displayed by TARO's stylesheet and therefore must be removed. While the ID, LABEL, and PARENT attributes will not cause validation errors, repositories are encouraged to remove all of those attributes when performing data clean-up of files

exported from ArchivesSpace or another archival management system to allow for greater conformity of XML files in TARO.

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<ead xmlns="urn:isbn:1-931666-22-9" xmlns:xlink="http://www.w3.org/1999/xlink"
xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
findaidstatus="completed" langencoding="iso639-2b" repositoryencoding="iso15511">
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mainagencycode="US-txhr">urn:taro:rice:wrc.00682</eadid>
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    <titlestmt>
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<num>UA 212</num></titleproper>
    </titlestmt>
    <publicationstmt>
    <publisher>Woodson Research Center, Rice University, Houston,
Texas</publisher><p><date>2011</date></p>
    <address>
    <addressline>Fondren Library MS-44, Rice University</addressline>
    <addressline>6100 Main St. </addressline>
    <addressline>Houston, Texas 77005</addressline>
    <addressline>woodson@rice.edu</addressline>
    <addressline>URL: <extptr xlink:href="http://woodson.rice.edu" xlink:show="new"
xlink:title="http://woodson.rice.edu" xlink:type="simple"/></addressline>
    </address>
    </publicationstmt>
    <notestmt>
    <note><p>Stored onsite at the Woodson Research Center.</p></note>
    </notestmt>
    </filedesc>
    <profiledesc>
    <creation>This finding aid was produced using ArchivesSpace on
<date>2016-06-24 11:30:24 -0500</date>.</creation>
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Texas</corpname>
    </repository>
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    </origination>
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212</unitid>
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    <unitdate normal="1919/1968" type="inclusive">1919-1968</unitdate>
    <abstract label="Abstract:" encodinganalog="520$a">The Pallas Athene Literary
Society (PALS) was formed in 1919 when the Elizabeth Baldwin Literary Society (EBLS)
split and was an active organization at Rice until 1966 when it disbanded. The records
consist of a ledger book containing minutes of the society's meetings (September 23,
1924 – May 14, 1929), newspaper clippings pertaining to various members and
alumnae, and several programs and pamphlets of the society's activities.</abstract>
  </did>
  <bioghist>
    <head>Historical Note</head>
    <p>The Pallas Athene Literary Society (PALS) was formed in 1919 when the
Elizabeth Baldwin Literary Society (EBLS) split and was an active organization at Rice
until 1966 when it disbanded.</p>
  </bioghist>

  <scopecontent encodinganalog="520$b">
    <head>Scope and Contents</head>
    <p>The records consist of a ledger book containing minutes of the society's meetings
(September 23, 1924 – May 14, 1929), newspaper clippings pertaining to various

```

members and alumnae, and several programs and pamphlets of the society's activities.</p>

</scopecontent>

<accessrestrict>

<head>Access Restrictions</head>

<p>This material is open for research.</p>

</accessrestrict>

<prefercite>

<head>Preferred Citation</head>

<p>Pallas Athene Literary Society Records (UA 212), Woodson Research Center, Fondren Library, Rice University</p>

</prefercite>

<acqinfo>

<head>Acquisition Information</head>

<p>Gifts of Mrs. Albert Bell Fay, et al.</p>

</acqinfo>

<userrestrict>

<head>Conditions Governing Use</head>

<p>Permission to publish from this material must be facilitated through the Woodson Research Center.</p>

</userrestrict>

<controlaccess>

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<genreform source="aat">Photographs</genreform>

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