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# <EAD> ENCODED ARCHIVAL DESCRIPTION

**EAD as used within the Archives Portal Europe for  
finding aids and holdings guides –  
Description and best practice guide**

May 2013

## Document history

Date	Version	Description	Author/Collaborator
2011-01-17	1.1	Revision of former documents on APEnet EAD format with regard to its current implementation in the pilot installation of the Archives Portal Europe	Kerstin Arnold
2012-10-17	1.2	Revision regarding schema and table	
2013-05-29	1.3	Revision regarding layout and schema documentation	Silke Jagodzinski

## Contents

<b>I. Preface</b>	<b>13</b>
<b>II. The EAD target profiles for online finding aids and holdings guides</b>	<b>14</b>
<b>III. First hierarchical level – The root element with its attributes</b>	<b>15</b>
<ead> – EAD finding aid (1/1)	15
@xmlns – EAD namespace (1/1) – "urn:isbn:1-931666-22-9"	15
@xmlns:xlink – xmlns:xlink (1/1) – "http://www.w3.org/1999/xlink"	15
@xmlns:xsi – schema instance (1/1) – "http://www.w3.org/2001/XMLSchema-instance"	15
@xsi:schemaLocation – schema location (1/1) – "urn:isbn:1-931666-22-9 ead.xsd http://www.archivesportaleurope.eu/profiles/APEnet_EAD.xsd http://www.w3.org/1999/xlink http://www.loc.gov/standards/xlink/xlink.xsd"	15
@audience – published finding aid (0/1) – "external"	15
<b>IV. Second hierarchical level – Document's header and bibliographic information</b>	<b>17</b>
<eadheader> – descriptive information (1/1)	17
@countryencoding – country encoding (1/1) – "iso3166-1"	17
@dateencoding – date encoding (1/1) – "iso8601"	17
@langencoding – language encoding (1/1) – "iso639-2b"	17
@repositoryencoding – repository encoding (1/1) – "iso15511"	17
@scriptencoding – script encoding (1/1) – "iso15924"	17
@relatedencoding – related encoding system (0/1) – "MARC21"	17
<eadid> – identifier (1/1)	18
@countrycode – country (1/1)	19
@identifier – ID of the finding aid (1/1)	19
@mainagencycode – ID of the maintenance agency (1/1)	19
@url – URL of the online finding aid (0/1)	19
<filedesc> – bibliographic information (1/1)	19
<titlestmt> – frontpage (1/1)	20
<titleproper> –title (1/*)	20
@type – language (0/1)	20
@encodinganalog – MARC21 encoding (0/1) – "245"	20
<lb> – line break (0/*)	20
<emph render="bold"> – markup / bold (0/*)	20
<emph render="italic"> – markup / italic (0/*)	20
<subtitle> – subtitle (0/*)	20
<lb> – line break (0/*)	21
<emph render="bold"> – markup / bold (0/*)	21
<emph render="italic"> – markup / italic (0/*)	21
<author> – editor (0/1)	21
@encodinganalog – MARC21 encoding (0/1) – "245\$c"	21
<publicationstmt> – publication (0/1)	21
<publisher> – editing institution / publisher (0/*)	21
@encodinganalog – MARC21 encoding (0/1) – "260\$b"	21
<date> – year of publication (0/1)	21
@calendar – calendar (0/1) – "gregorian"	22

@era – era (0/1) – "ce"	22
@normal – normalised date (0/1)	22
@encodinganalog – MARC21 encoding (0/1) – "260\$c"	22
<address> – address (0/1)	22
<addressline> – place of publication (1/*)	22
<seriesstmt> – serial (0/1)	22
<titleproper> – title (0/*)	22
@type – language (0/1)	23
@encodinganalog – MARC21 encoding (0/1) – "245"	23
<lb> – line break (0/*)	23
<emph render="bold"> – markup / bold (0/*)	23
<emph render="italic"> – markup / italic (0/*)	23
<profiledesc> – creation of the finding aid (0/1)	23
<creation> – editor of the online finding aid (0/1)	23
<date> – publication date (0/*)	23
@calendar, @era and @normal –	24
<language> – languages of the finding aid (0/1)	24
<language> – language (0/*)	24
@langcode – language code (0/1)	24
@scriptcode – script code (0/1)	24
@encodinganalog – MARC21 encoding (0/1) – "041"	24
<descrules> – descriptive rules (0/1)	24
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.7.2"	24
<revisiondesc> – revision description (0/1)	24
<change> – change of the online finding aid (1/*)	25
<date> – date of the change described (1/1)	25
@calendar, @era and @normal –	25
<item> – description of the change (0/*)	25

## V. Second hierarchical level – Content and description of the online finding aid 27

<archdesc> – archival description (1/1)	27
@level – hierarchical level (1/1) – "fonds"	27
@type – type of the finding aid (0/1) – "inventory"	27
@relatedencoding – related encoding system (0/1) – "ISAD(G)v2"	27
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"	27
<did> – content of the finding aid (1/1)	27
<unitid> – reference number (0/1)	28
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"	28
<unittitle> – title of the described fonds (0/1)	29
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"	29
<unitdate> – date of creation (0/1)	29
@calendar, @era and @normal –	29
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.3"	29
<origination> – origination (0/*)	29
@label –	29
final provenance (0/1) – "final"	29
former provenance (0/1) – "pre"	29
unit of organisation (0/1) – "organisational unit"	29
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.1"	29
<corpname> – name of a corporation (0/*)	29

@authfilenumber – number of authority file (0/1)	30
<persname> – name of a person (0/*)	30
@authfilenumber – number of authority file (0/1)	30
<famname> – name of a family (0/*)	30
@authfilenumber – number of authority file (0/1)	30
<name> – name of the provenance (0/*)	30
@authfilenumber – number of authority file (0/1)	30
<langmaterial> – languages of the described materials (0/1)	30
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.3"	30
<language> – language (0/*)	31
@langcode – language code (0/1)	31
@scriptcode – script code (0/1)	31
<repository> – repository (0/*)	31
<address> – address (0/1)	31
<addressline> – addressline (0/1)	31
<extref> – extended reference (0/1)	31
@xlink:href – filename (1/1)	31
@xlink:title – labelling (0/1)	32
<physloc> – physical location (0/1)	32
@label – place of use (0/1)	32
<materialspect> – material specific details (0/1)	32
<physdesc> – appearance of the material (0/1)	32
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.5"	32
<physfacet> – condition (0/*)	33
@type –	33
preservation (0/1) – "condition"	33
damages (0/1) – "damage"	33
<extent> – extent (0/*)	33
@unit – unit of measurement (0/1)	33
<genreform> – genre of the fonds (0/*)	33
<dimensions> – dimensions (0/*)	33
@type – type (0/1)	33
@unit – unit of measurement (0/1)	33
<dao> – digital object (0/1)	34
@xlink:href – filename (1/1)	34
@xlink:title – labelling (0/1)	34
<note> – general notes (0/1)	34
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.6.1"	34
@label – header (0/1)	34
<p> – paragraph (1/*)	34
<lb> – line break (0/*)	34
<emph render="bold"> – markup / bold (0/*)	34
<emph render="italic"> – markup / italic (0/*)	34
<abbr> – abbreviation (0/*)	34
@expan – full form (0/1)	35
<expan> – full form (0/*)	35
@abbr – abbreviation (0/1)	35
<extref> – extended reference (0/*)	35
@xlink:href – filename (1/1)	35
@xlink:title – labelling (0/1)	35

<appraisal> – appraisal information (0/1)	36
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.2"	36
<head> – header (0/1)	36
<p> – paragraph (0/*)	36
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	36
<list> – list (0/*)	37
@type – listing (0/1) – "marked"	37
@type – enumeration (0/1) – "ordered"	37
@numeration – numeration (0/1) – "arabic"	37
<item> – item (0/*)	37
<table> – table (0/*)	37
<thead> – header (0/1)	37
<tgroup> – table (0/*)	37
@cols – number of columns (1/1) – "3"	37
<thead> – header of the table (0/1)	38
<row> – row with column headers (0/1)	38
<entry> – column header (0/*)	38
<tbody> – body of the table (0/*)	38
<row> – single row (0/*)	38
<entry> – entry (0/*)	38
<processinfo> – processing information (0/1)	40
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.7.1"	40
<head> – header (0/1)	40
<p> – paragraph (0/*)	40
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	40
<list> – list (0/*)	40
@type, @numeration and <item> –	40
<table> – table (0/*)	40
<thead> and <tgroup> –	40
<custodhist> – custodial history (0/1)	41
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.3"	41
<head> – header (0/1)	41
<p> – paragraph (0/*)	41
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	41
<list> – list (0/*)	41
@type, @numeration and <item> –	41
<table> – table (0/*)	42
<thead> and <tgroup> –	42
<bioghist> – history of the originator (0/1)	42
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.2"	42
<head> – header (0/1)	42
<p> – paragraph (0/*)	42
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	42
<list> – list (0/*)	42
@type, @numeration and <item> –	43
<table> – table (0/*)	43

<head> and <tgroup> –	43
<dao> – digital object (0/*)	43
@xlink:href and @xlink:title –	43
<arrangement> – arrangement (0/1)	44
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.4"	44
<head> – header (0/1)	44
<p> – paragraph (0/*)	44
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	44
<list> – list (0/*)	44
@type, @numeration and <item> –	44
<table> – table (0/*)	44
<head> and <tgroup> –	44
<fileplan> – reference to file plan (0/1)	45
<head> – header (0/1)	45
<p> – paragraph (0/*)	45
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	45
<list> – list (0/*)	45
@type, @numeration and <item> –	45
<table> – table (0/*)	45
<head> and <tgroup> –	46
<accruals> – accruals (0/1)	46
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.3"	46
<head> – header (0/1)	46
<p> – paragraph (0/*)	46
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	47
<list> – list (0/*)	47
@type, @numeration and <item> –	47
<table> – table (0/*)	47
<head> and <tgroup> –	47
<acqinfo> – acquisition information (0/1)	47
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.4"	48
<head> – header (0/1)	48
<p> – paragraph (0/*)	48
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	48
<list> – list (0/*)	48
@type, @numeration and <item> –	48
<table> – table (0/*)	48
<head> and <tgroup> –	48
<altformavail> – alternative form available (0/1)	49
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.2"	49
<head> – header (0/1)	49
<p> – paragraph (0/*)	49
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	49
<list> – list (0/*)	49
@type, @numeration and <item> –	49

<table> – table (0/*)	49
<head> and <tgroup> –	49
<relatedmaterial> – related material (0/1)	50
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.3"	50
<head> – header (0/1)	50
<p> – paragraph (0/*)	50
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	50
<list> – list (0/*)	50
@type, @numeration and <item> –	50
<table> – table (0/*)	51
<head> and <tgroup> –	51
<separatedmaterial> – separated material (0/1)	51
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.3"	51
<head> – header (0/1)	51
<p> – paragraph (0/*)	51
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	51
<list> – list (0/*)	52
@type, @numeration and <item> –	52
<table> – table (0/*)	52
<head> and <tgroup> –	52
<originalsloc> – location of originals (0/1)	52
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.1"	52
<head> – header (0/1)	52
<p> – paragraph (0/*)	53
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	53
<list> – list (0/*)	53
@type, @numeration and <item> –	53
<table> – table (0/*)	53
<head> and <tgroup> –	53
<prefercite> – preferred citation (0/1)	53
<head> – header (0/1)	54
<p> – paragraph (0/*)	54
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	54
<list> – list (0/*)	54
@type, @numeration and <item> –	54
<table> – table (0/*)	54
<head> and <tgroup> –	54
<otherfindaid> – other finding aids (0/1)	55
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.5"	55
<head> – header (0/1)	55
<p> – paragraph (0/*)	55
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	55
<list> – list (0/*)	55
@type, @numeration and <item> –	55
<table> – table (0/*)	55



<head> and <tgroup> –	55
<accessrestrict> – conditions governing access (0/1)	56
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.1"	56
<head> – header (0/1)	56
<p> – paragraph (0/*)	56
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	56
<list> – list (0/*)	56
@type, @numeration and <item> –	56
<table> – table (0/*)	56
<head> and <tgroup> –	57
<userrestrict> – conditions governing use (0/1)	57
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.2"	57
<head> – header (0/1)	57
<p> – paragraph (0/*)	57
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	57
<list> – list (0/*)	58
@type, @numeration and <item> –	58
<table> – table (0/*)	58
<head> and <tgroup> –	58
<phystech> – physical characteristics (0/1)	58
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.4"	58
<head> – header (0/1)	58
<p> – paragraph (0/*)	59
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	59
<scopecontent> – content summary (0/*)	59
@encodinganalog – summary (1/1) – "summary"	59
<head> – header (0/1)	59
<p> – paragraph (0/*)	59
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	59
<list> – list (0/*)	60
@type, @numeration and <item> –	60
<table> – table (0/*)	60
<head> and <tgroup> –	60
<dao> – digital object (0/*)	60
@xlink:href and @xlink:title –	60
<bibliography> – bibliography (0/*)	61
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.4"	61
<head> – header (0/1)	61
<p> – alternative bibliography (0/*)	61
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	61
<bibref> – bibliographic reference (0/*)	61
@xlink:href – URL (0/1)	61
<name> – author (0/*)	61
<title> – title (0/*)	61
<imprint> – edition (0/*)	62

<publisher> – publisher (0/*)	62
<geogname> – place of publication (0/*)	62
<date> – year of publication (0/*)	62
<scopecontent> – preface (0/1)	63
@encodinganalog – preface (1/1) – "preface"	63
<head> – header (0/1)	63
<p> – paragraph (0/*)	63
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	63
<list> – list (0/*)	64
@type, @numeration and <item> –	64
<table> – table (0/*)	64
<head> and <tgroup> –	64
<odd> – other descriptive data (0/*)	64
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.6.1"	64
<head> – header (0/1)	64
<p> – paragraph (0/*)	64
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	64
<list> – list (0/*)	65
@type, @numeration and <item> –	65
<table> – table (0/*)	65
<head> and <tgroup> –	65
<controlaccess> – controlled access headings (0/1)	65
<head> – header (0/1)	65
<p> – paragraph (0/*)	65
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	65
<name> – index of names (0/*)	65
<geogname> – index of places (0/*)	66
<famname> – index of families (0/*)	66
<subject> – index of subjects (0/*)	66
<corpname> – index of corporations (0/*)	66
<persname> – index of persons (0/*)	66
<occupation> – index of occupations (0/*)	66
<function> – index of functions (0/*)	66
<title> – index of titles (0/*)	67
<genreform> – index of materials (0/*)	67
<b>VI. Third hierarchical level – Detailed descriptions</b>	<b>69</b>
<dsc> – detailed descriptions (0/1)	69
@type – type of the finding aid (0/1) – "othertype"	69
<head> – header (0/1)	69
<p> – general comment (0/*)	69
<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –	69
<b>VII. Fourth and following hierarchical levels – Detailed description of one archival fonds</b>	<b>70</b>
<c> – fonds (0/*)	70
@level – description level (1/1) – "fonds"	70

@id – ID (0/1)	70
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"	70
<did> – identification of the fonds (1/1)	70
<unitid> – reference number (0/1)	71
@type – call number (1/1) – "call number"	71
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"	71
<unittitle>, <unitdate>, <origination>, <langmaterial>, <repository>, and <physloc> –	71
<container> – container (0/1)	71
@type – type of device (0/1) – "box"	71
<materialsdesc>, <physdesc>, <dao>, and <note> –	71
<appraisal>, <processinfo>, <custodhist>, <bioghist>, <arrangement>, <file-plan>, <accruals>, <acquinfo>, <altformavail>, <relatedmaterial>, <separated-material>, <originalsloc>, <prefercite>, <otherfindaid>, <accessrestrict>, <use-restrict>, <phystech>, <scopecontent@summary>, <bibliography>, <odd>, and <controlaccess> – controlled access headings	72
<b>VIII. Fourth and following hierarchical levels – Detailed description of one classification group, one group of files, one file, or one item</b>	<b>73</b>
<c> – classification group / group of files / file / item (0/*)	73
@level – description level (0/1) – "series" / "subseries" / "file" / "item"	73
@id – ID (0/1)	73
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"	73
<did> –	
content of the described classification group / group of files / file / item (1/1)	74
<unitid> – reference number (0/1)	75
@type – call number (1/1) – "call number"	75
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"	75
<extptr> – external pointer (0/1)	75
@xlink:href – reference (1/1)	75
@xlink:title – labelling (0/1)	75
<unittitle> – title (0/1)	75
@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"	75
<abbr> – abbreviation (0/*)	75
@expan – full form (0/1)	75
<expan> – full form (0/*)	75
@abbr – abbreviation (0/1)	75
<unitdate> and <dao>	76
<unitid> – former call number (0/*)	76
@type – former call number (1/1) – "former call number"	76
<title> – annotation (0/1)	76
<unitid> – file reference (0/*)	76
@type – file reference (1/1) – "file reference"	76
<physdesc>, <langmaterial>, <repository>, <physloc>, <container>, <material-spec>, <origination>, and <note> –	76
<scopecontent@summary>, <appraisal>, <processinfo>, <custodhist>, <biog-hist>, <accruals>, <altformavail>, <relatedmaterial>, <accessrestrict>, <use-restrict>, <phystech>, <odd>, <bibliography>, and <controlaccess> –	77
<b>Annex A: Exemplary EAD finding aid</b>	<b>80</b>
<b>Annex B: Finding aid examples transformed into APEnet EAD</b>	<b>97</b>

Inventaris van de verzameling Ernsting afkomstig uit de provincie Zuid-Holland (Nationaal Archief, The Hague)	97
Sekretariat Helmut Lehmann im ZK der SED (Bundesarchiv, Berlin)	107
<b>Annex C: Crosswalks</b>	<b>112</b>
C.1. ISAD(G)v2 to EAD	113
C.2. EAD to ISAD(G)v2	113
C.3. MARC21 to EAD	114
C.4. EAD to MARC21	114
<b>Annex D: Exemplary EAD holdings guide</b>	<b>115</b>

## I. Preface

This guide explains the target subset of EAD elements, attributes and their possible standard values for the use in online finding aids and online holdings guides within the pilot installation of the Archives Portal Europe<sup>1</sup>. It has been developed on the basis of the existing national EAD profiles already used by some of the partner institutions of the APEnet project for their own online finding aids. As technical implementation of this APEnet EAD profile, a subset of the official EAD schema<sup>2</sup> has been installed, which will be used throughout the project as a basis for transformation and validation of the data to be provided by the partners.

**Note:**

The APEnet EAD profile might be adapted and developed further in the course of the project, following the continuous work with more and new samples from the partner institutions.

The profile mainly concentrates on elements and attributes

- displayed in the individual documents and sufficient for the presentation of an union finding aid, that allows cross searching and browsing,
- needed to identify the EAD documents themselves as well as their different levels,
- needed to provide information about international standards used according to the EAD tag library and
- needed to give information about analog encodings of selected elements in these alternative standards.

Additionally there is a range of optional elements included, that can be used for a more detailed description, f.i. of the custodial history of the fonds, their arrangement or the processes of determining the archival value of the materials as well as preparing them for research use.

The following guide provides information about what is captured within a certain element as well as this element's possible labelling within the framework of an online finding aid. Please note that within the framework of an online holdings guide these labels would probably be different. Furthermore it is specified

- how the elements and attributes could be used (referring to the question whether they are repeatable or not), and
- which contents the elements and attributes are normally used for within a finding aid (see examples related to the single descriptions or exemplary documents in Annex A and Annex B). Correspondent information on content given in the EAD elements and attributes when used within a holdings guide can be found in Annex D.

If there is nothing mentioned specifically, the use of the elements and attributes described is the same within a finding aid and within a holdings guide. Any possible differences are clearly designated.

**Note:**

Repeatedly and identically used elements and attributes are only described in full detail when mentioned for the first time.

---

<sup>1</sup> Online at [www.archivesportaleurope.eu](http://www.archivesportaleurope.eu).

<sup>2</sup> Official EAD schema at <http://www.loc.gov/ead/ead.xsd>, subset as used within the Archives Portal Europe at [http://www.archivesportaleurope.eu/profiles/APEnet\\_EAD.xsd](http://www.archivesportaleurope.eu/profiles/APEnet_EAD.xsd).

## II. The EAD target profiles for online finding aids and holdings guides

The following guide names the EAD elements in the very order of their appearance in the EAD profiles defined for online finding aids and holdings guides in the APEnet project, that is without using a special formatting to show the hierarchical structure of the XML files (therefore see Annex A, B and D). Attributes used with an element are named directly engaged beneath it.

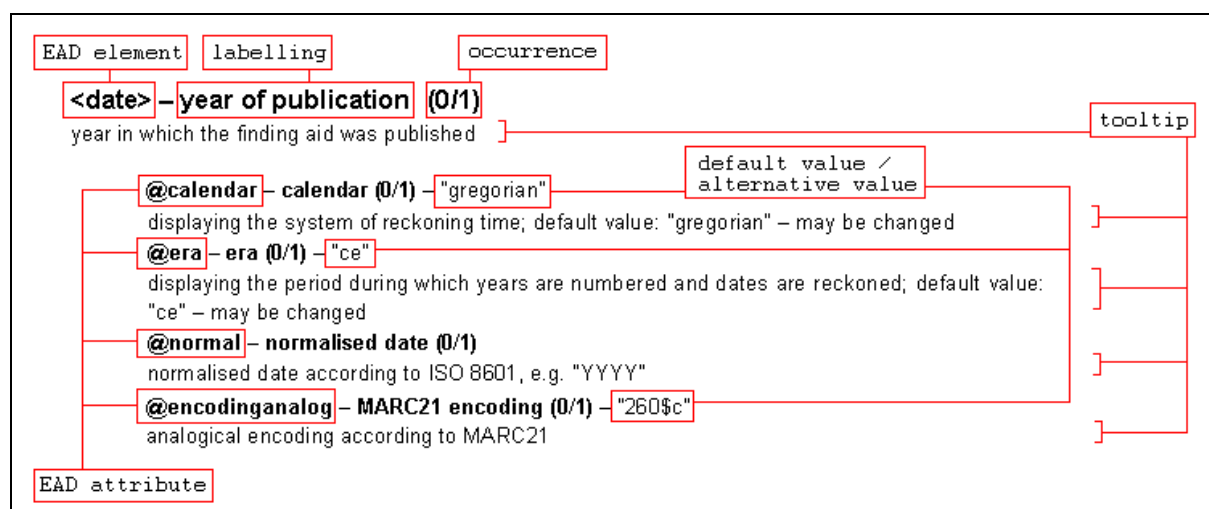
Besides the EAD elements and attributes their possible labelling is shown. Speaking of the attributes there are also default values or alternatively used values listed.

The use of both elements and attributes is described by a tooltip, that also provides information about

- whether it is mandatory (encoded "1/1" or "1/\*") or
- whether it can be used repeatedly (encoded "0/\*" or "1/\*").

Elements and attributes encoded "0/1" can be used once, but they are not mandatory within the profile.

### Example:



For some elements exemplary extracts from a finding aid formatted in EAD are added. All these extracts are taken from the official EAD Tag Library<sup>3</sup>, so they mainly refer to American archival institutions and their holdings. Since the combination of different elements in one example shown in this guide could be based on different finding aids, there may be some breaks in the inner context. This is due to the fact, that not every possible EAD element is always used in one finding aid.

Screenshots show the current HTML display of elements within the pilot installation of the Archives Portal Europe. For this a default document has been used showing the label plus the tag name for each element.

<sup>3</sup> Available online <http://www.loc.gov/ead/tglib/index.html>.

### III. First hierarchical level – The root element with its attributes

#### <ead> – EAD finding aid (1/1)

mandatory root element – indicates a finding aid or holdings guide formatted in XML and encoded according to the EAD standard

**@xmlns – EAD namespace (1/1)** – "urn:isbn:1-931666-22-9"

default value linking to the EAD namespace location; mandatory

**@xmlns:xlink – xlink (1/1)** – "http://www.w3.org/1999/xlink"

default value linking to the xlink namespace; mandatory

**@xmlns:xsi – schema instance (1/1)** – "http://www.w3.org/2001/XMLSchema-instance"

default value linking to the EAD schema instance; mandatory

**@xsi:schemaLocation – schema location (1/1)** –

"urn:isbn:1-931666-22-9 ead.xsd http://www.archivesportaleurope.eu/profiles/APENet\_EAD.xsd

http://www.w3.org/1999/xlink http://www.loc.gov/standards/xlink/xlink.xsd"

default value linking to the schema locations for EAD and xlink; mandatory

**@audience – published finding aid (0/1)** – "external"

finding aid or holdings guide that is available; automatically preset value – alternatively "internal" would be possible

#### Example:

```
<ead audience="external" 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 ead.xsd
http://www.archivesportaleurope.eu/profiles/APENet_EAD.xsd
http://www.w3.org/1999/xlink http://www.loc.gov/standards/xlink/xlink.xsd">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b" relatedencoding="MARC21"
repositoryencoding="iso15511" scriptencoding="iso15924">
    <eadid countrycode="US" identifier="US-txu-hu_MS-R72"
mainagencycode="US-txu-hu" url="www.lib.utexas.edu/">MS-R72</eadid>
    <filedesc>
      <titlestmt>
        <titleproper type="eng" encodinganalog="245">
          Tom Stoppard</titleproper>
        <subtitle>An Inventory of His Papers at the Harry Ransom
          Humanities Research Center</subtitle>
        <author encodinganalog="245$c">Finding aid written by Katherine
          Mosley</author>
      </titlestmt>
      <publicationstmt>
        <publisher encodinganalog="260$b">The Bancroft Library
        </publisher>
        <date calendar="gregorian" era="ce" normal="1995"
encodinganalog="260$c">1995</date>
        <address>
          <addressline>Berkeley, California 94720-6000</addressline>
        </address>
      </publicationstmt>
      <seriesstmt>
        <titleproper>Observatories of the Carnegie Institution of
          Washington Collection</titleproper>
    </filedesc>
  </eadheader>
  <eadbody>
  </eadbody>
</ead>
```

```
</seriesstmt>
</filedesc>
<profiledesc>
  <creation>Machine-readable finding aid and skeletal markup derived
  via a macro from WordPerfect file; markup checked and completed by
  Sarah Taylor.
    <date calendar="gregorian" era="ce" normal="1995-04-23">April
    23, 1995</date>
  </creation>
  <language>Bilingual finding aid written in
    <language langcode="fre" scriptcode="Latn"
    encodinganalog="041">French</language>
    and <language langcode="eng" scriptcode="Latn"
    encodinganalog="041">English.</language>
  </language>
</profiledesc>
</eadheader>
<archdesc level="fonds" type="inventory" relatedencoding="ISAD(G) v2"
encodinganalog="3.1.4">
  [...]
</archdesc>
</ead>
```



## IV. Second hierarchical level – Document's header and bibliographic information

### <eadheader> – descriptive information (1/1)

bibliographic and descriptive information to identify the finding aid or holdings guide document; mandatory

**@countryencoding – country encoding (1/1) – "iso3166-1"**

international standard used to encode the countries named within the document, default value; mandatory

**@dateencoding – date encoding (1/1) – "iso8601"**

international standard used to encode the dates named within the document, default value; mandatory

**@langencoding – language encoding (1/1) – "iso639-2b"**

international standard used to encode the languages named within the document, default value; mandatory

**@repositoryencoding – repository encoding (1/1) – "iso15511"**

international standard used to encode the repositories named within the document, default value; mandatory

**@scriptencoding – script encoding (1/1) – "iso15924"**

international standard used to encode the scripts named within the document, default value; mandatory

**@relatedencoding – related encoding system (0/1) – "MARC21"**

reference to a descriptive encoding system, to which certain of the following elements are mapped

#### Example:

```
<eadheader countryencoding="iso3166-1" dateencoding="iso8601"
langencoding="iso639-2b" relatedencoding="MARC21"
repositoryencoding="iso15511" scriptencoding="iso15924">
  <eadid countrycode="US" identifier="US-txu-hu_MS-R72"
mainagencycode="US-txu-hu" url="www.lib.utexas.edu/">MS-R72</eadid>
  <filedesc>
    <titlestmt>
      <titleproper type="eng" encodinganalog="245">
        Tom Stoppard</titleproper>
      <author encodinganalog="245$c">Finding aid written by Katherine
        Mosley</author>
    </titlestmt>
    <publicationstmt>
      <publisher encodinganalog="260$b">The Bancroft Library</publisher>
      <date calendar="gregorian" era="ce" normal="1995"
encodinganalog="260$c">1995</date>
      <address>
        <addressline>Berkeley, California 94720-6000</addressline>
      </address>
    </publicationstmt>
  </filedesc>
  <profiledesc>
```

```

<creation>Machine-readable finding aid and skeletal markup derived
via a macro from WordPerfect file; markup checked and completed by
Sarah Taylor.
  <date calendar="gregorian" era="ce" normal="1995-04-23">April
    23, 1995</date>
</creation>
<language>Bilingual finding aid written in
  <language langcode="fre" scriptcode="Latn" encodinganalog="041">
    French</language>
  and <language langcode="eng" scriptcode="Latn"
    encodinganalog="041">English.</language>
</language>
</profiledesc>
<revisiondesc>
  <change>
    <date calendar="gregorian" era="ce" normal="1998-06-17">June 17,
      1998</date>
    <item>This electronic finding aid was updated to current markup
      standards by Sarah Taylor using a perl script. Updates included:
      eadheader, eadid, arrangement of did elements and their labels.
    </item>
  </change>
</revisiondesc>
</eadheader>

```

## <eadid> – identifier (1/1)

identification of the EAD finding aid document; must not be empty; mandatory

### **Note 1:**

Should <eadid> in local systems be used without content, one will be asked during conversion to add text to <eadid> in order to be able to create valid APENet EAD documents. It is recommended to f.i. use <archdesc><did><unitid> or the filename as possible entry.

### **Note 2:**

Within the Archives Portal Europe the value of <eadid> is also relevant for the linking between the single finding aids and the holdings guide of the archival institution. It is used within the element <c level="subseries" resp. "file" resp. "item"><otherfindaid><p><extref xlink:href="" /> of the holdings guide, where the fonds is shortly described. F.i.:

```

[...]
<c level="file">
  <did>
    <unitid type="call number">MS-R72</unitid>
    <unittitle>Richard Egan manuscript maps of Orange County
    </unittitle>
    [...]
  </did>
  <otherfindaid>
    <p>
      <extref xlink:href="MS-R72" xlink:title="" />
    </p>
  </otherfindaid>
</c>
[...]

```

**@countrycode – country (1/1)**

country name encoded according to ISO 3166-1, e.g. "DE" for "Germany", "GB" for "Great Britain", "FR" for "France"; mandatory within the framework of the Archives Portal Europe for managing reasons as well as for use with certain search functionalities, therefore the tools provided include a possibility to add the country code if it is not already used within the original data by the content providers

**@identifier – ID of the finding aid (1/1)**

unique code identifying the EAD finding aid document; mandatory within the framework of the Archives Portal Europe for managing reasons, therefore the tools provided will automatically create a value for IDENTIFIER if it is not already used within the original data by the content providers

**Note:**

This global identifier will be created by combining the MAINAGENCYCODE, ie the identifier of the archival institution maintaining the provided material plus the content of <eadid>. So, if the identifier of the finding aid given in <eadid> would be MS-R72 and the identifier of the maintenance agency would be US-txu-hu, one would create the unique identifier "US-txu-hu\_MS-R72" for this very EAD document.

**@mainagencycode – ID of the maintenance agency (1/1)**

unique code identifying the archival institution maintaining the described collection; encoded according to ISO 15511 (ISIL); mandatory within the framework of the Archives Portal Europe for managing reasons as well as for use with certain search functionalities, therefore the tools provided include a possibility to add the code for the maintenance agency if it is not already used within the original data by the content providers

**@url – URL of the online finding aid (0/1)**

URL of the online finding aid in the home presentation

**Example:**

```
<eadid countrycode="US" identifier="US-txu-hu_MS-R72"
mainagencycode="US-txu-hu" url="www.lib.utexas.edu/">MS-R72</eadid>
```

**<filedesc> – bibliographic information (1/1)**

bibliographic information referring to the finding aid; mandatory

**Example:**

(including the following elements <titlestmt>, <editionstmt>, <publicationstmt>, <seriesstmt> and <notestmt> as well as their subelements)

```
<filedesc>
  <titlestmt>
    <titleproper type="eng" encodinganalog="245">
      Tom Stoppard</titleproper>
    <subtitle>An Inventory of His Papers at the Harry Ransom
      Humanities Research Center</subtitle>
    <author encodinganalog="245$c">Finding aid written by Katherine
      Mosley</author>
```

```

</titlestmt>
<publicationstmt>
  <publisher encodinganalog="260$b">The Bancroft Library
  </publisher>
  <date calendar="gregorian" era="ce" normal="1995"
  encodinganalog="260$c">1995</date>
  <address>
    <addressline>Berkeley, California 94720-6000</addressline>
  </address>
</publicationstmt>
<seriesstmt>
  <titleproper>Observatories of the Carnegie Institution of
  Washington Collection</titleproper>
</seriesstmt>
</filedesc>

```

### **<titlestmt> – frontpage (1/1)**

information shown on the front page of the finding aid; mandatory

*Example see above (<filedesc>)*

### **<titleproper> –title (1/\*)**

title proper of the finding aid; repeatedly used the element offers the opportunity to give the title in different languages; mandatory

#### **@type – language (0/1)**

giving the language of the title for international data exchange; language encoded according to ISO 639-2b ("eng" for "english", "spa" for "spanish", "fre" for "french", "ger" for "german" etc.)

#### **@encodinganalog – MARC21 encoding (0/1) – "245"**

analogical encoding according to MARC21

#### **<lb> – line break (0/\*)**

single-spaced line break; may be repeated

#### **<emph render="bold"> – markup / bold (0/\*)**

markup; may be repeated

#### **<emph render="italic"> – markup / italic (0/\*)**

markup; may be repeated

*Example see above (p. 19, <filedesc>)*

### **<subtitle> – subtitle (0/\*)**

secondary or subsidiary name of the finding aid; may be repeated

**<lb> – line break (0/\*)**

single-spaced line break; may be repeated

**<emph render="bold"> – markup / bold (0/\*)**

markup; may be repeated

**<emph render="italic"> – markup / italic (0/\*)**

markup; may be repeated

*Example see above (p. 19, <filedesc>)*

**<author> – editor (0/1)**

first and surname of the person in charge for editing the finding aid

**@encodinganalog – MARC21 encoding (0/1) – "245\$c"**

analogical encoding according to MARC21

*Example see above (p. 19, <filedesc>)*

**<publicationstmt> – publication (0/1)**

further information referring to the publication and/or distribution of the finding aid

*Example see above (p. 19, <filedesc>)*

**<publisher> – editing institution / publisher (0/\*)**

name of the editing institution or the publishing company; may be repeated

**@encodinganalog – MARC21 encoding (0/1) – "260\$b"**

analogical encoding according to MARC21

*Example see above (p. 17, <filedesc>)*

**<date> – year of publication (0/1)**

year in which the finding aid was published

**@calendar – calendar (0/1) – "gregorian"**

displaying the system of reckoning time; default value: "gregorian" – may be changed

**@era – era (0/1) – "ce"**

displaying the period during which years are numbered and dates are reckoned; default value: "ce" – may be changed

**@normal – normalised date (0/1)**

normalised date according to ISO 8601, e.g. "YYYY"

**Note:**

The attributes CALENDAR, ERA and NORMAL are identically used with all following <date> and <unitdate> elements.

**@encodinganalog – MARC21 encoding (0/1) – "260\$c"**

analogical encoding according to MARC21

*Example see above (p. 19, <filedesc>)*

**<address> – address (0/1)**

contact details of the editing institution/publisher

**<addressline> – place of publication (1/\*)**

place of publication or further contact details of the editing institution/publisher; mandatory, if <address> is used; may be repeated

*Example for <address><addressline> see above (p. 19, <filedesc>)*

**<seriesstmt> – serial (0/1)**

further information about the published monographic serial

*Example see above (p. 19, <filedesc>)*

**<titleproper> – title (0/\*)**

title of the serial; may be repeated

*Example see above (p. 19, <filedesc>)*

**@type – language (0/1)**

giving the language of the title for international data exchange; language encoded according to ISO 639-2b ("eng" for "english", "spa" for "spanish", "fre" for "french", "ger" for "german" etc.)

**@encodinganalog – MARC21 encoding (0/1) – "245"**

analogical encoding according to MARC21

**<lb> – line break (0/\*)**

single-spaced line break; may be repeated

**<emph render="bold"> – markup / bold (0/\*)**

markup; may be repeated

**<emph render="italic"> – markup / italic (0/\*)**

markup; may be repeated

**<profiledesc> – creation of the finding aid (0/1)**

further information about the creation of the encoded version of the finding aid

Example:

(including the following elements <creation>, <language> and <descrules> as well as their subelements)

```
<profiledesc>
  <creation>Machine-readable finding aid and skeletal markup derived via a
  macro from WordPerfect file; markup checked and completed by Sarah
  Taylor.
    <date calendar="gregorian" era="ce" normal="1995-04-23">April 23,
    1995</date>
  </creation>
  <language>
    <language langcode="eng" scriptcode="Latn" encodinganalog="041">
    English</language>
  </language>
  <descrules encodinganalog="3.7.2">Finding aid prepared using Rules for
  Archival Description
  </descrules>
</profiledesc>
```

**<creation> – editor of the online finding aid (0/1)**

first and surname of the editor of the encoded online finding aid

**<date> – publication date (0/\*)**

publication date of the encoded version of the online finding aid

**@calendar, @era and @normal –**

For further information about the use of these attributes see <filedesc><publicationstmt><date> (p. 21).

*Example for <creation> and <date> see above (p. 22, <profiledesc>)*

**<langusage> – languages of the finding aid (0/1)**

statement about the language(s) used in the online finding aid

**<language> – language (0/\*)**

displaying one of the languages used within the finding aid, e.g. "german", "english", "french"; may be repeated

**@langcode – language code (0/1)**

language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

**@scriptcode – script code (0/1)**

script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyril" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"

**@encodinganalog – MARC21 encoding (0/1) – "041"**

analogical encoding according to MARC21

*Example for <langusage> and <language> see above (p. 22, <profiledesc>)*

**<descrules> – descriptive rules (0/1)**

statement about the rules or standards used for the creation of the finding aid

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.7.2"**

analogical encoding according to ISAD(G)v2

*Example for <descrules> see above (p. 22, <profiledesc>)*

**<revisiondesc> – revision description (0/1)**

information about changes or alterations that have been made to the encoded finding aid



**Example:**

(including the following element <change> and its subelements)

```
<revisiondesc>
  <change>
    <date calendar="gregorian" era="ce" normal="1998-06-17">June 17,
    2010</date>
    <item>This electronic finding aid was updated to current markup
    standards by Sarah Taylor using a perl script. Updates included:
    eadheader, eadid, arrangement of did elements and their labels.
    </item>
  </change>
</revisiondesc>
```

**Note:**

When converting local data formats to APEnet EAD with the [Standalone conversion tool](#) as provided by the APEnet project, the element <revisiondesc> will be used to state, that this file has already been converted to APEnet EAD. This allows content providers to skip one step within the Dashboard of the Archives Portal Europe, when uploading their data later on.

**<change> – change of the online finding aid (1/\*)**

wrapper element for information on the date of a change and a more detailed description of the change itself; mandatory, if <revisiondesc> is used; may be repeated

**<date> – date of the change described (1/1)**

date of additions to or the recoding of the online finding aid; mandatory, if <change> is used

**@calendar, @era and @normal –**


For further information about the use of these attributes see <filedesc><publicationstmt>  
<date> (p. 21).

**<item> – description of the change (0/\*)**

description of additions to or the recoding of an EAD document

**Example for <change> with subelements <date> and <item> see above (p. 24, <revisiondesc>)**





archdesc-unitid  
**titleproper**  
after a single line break with some text in **bold** and some in *italic*

**titleproper (repeated)**

*subtitle*  
after a single line break with some text in **bold** and some in *italic*

*subtitle (repeated)*

author  
publicationstmt-date  
publicationstmt-date (repeated)  
publisher  
publisher (repeated)  
(addressline, addressline (repeated)) (addressline 2, addressline 2 (repeated))  
seriesstmt-titleproper  
after a single line break with some text in **bold** and some in *italic*  
seriesstmt-titleproper (repeated)  
language: language 1 and language 2 .

---

**Creation of the online finding aid**

creation creation-date  
[View in original presentation](#)

Subelements from the <eadheader> as currently displayed within the Archives Portal Europe as title page information (right) and first levels of the navigation tree structure (left).

## V. Second hierarchical level – Content and description of the online finding aid

### <archdesc> – archival description (1/1)

general information about the content, context, and extent of the described archival materials;  
mandatory

**@level – hierarchical level (1/1) – "fonds"**

default value displaying the hierarchical level of the materials described below; mandatory

**@type – type of the finding aid (0/1) – "inventory"**

default value

**Note:**

To differentiate between finding aids and holdings guides for data processing within the Archives Portal Europe, there are different values expected in APEnet EAD for this TYPE attribute. While finding aids are used with type="inventory", holdings guides are used with type="holdings\_guide".

**@relatedencoding – related encoding system (0/1) – "ISAD(G)v2"**

displaying a descriptive encoding system, to which certain of the following elements are mapped

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"**

analogical encoding according to ISAD(G)v2

Example:

```
<archdesc encodinganalog="3.1.4" level="fonds" relatedencoding="ISAD(G)v2" type="inventory">
  [...]
```

**Note:**

Due to the fact that <archdesc> is just a wrapping element, that does not contain any value itself, there is no detailed example given at this point. The contents used in the subelements of <archdesc> are explained below.

### <did> – content of the finding aid (1/1)

overall information about the content of the archival materials described; mandatory

Example:

(including the following elements <unitid>, <unittitle>, <unitdate>, <origination>, <langmaterial>, <repository>, <physloc>, <materialspec>, <physdesc>, <dao>, and <note> as well as their subelements and attributes)

```
<archdesc encodinganalog="3.1.4" level="fonds" relatedencoding="ISAD(G)v2" type="inventory">
  <did>
```

```

<unitid encodinganalog="3.1.1">MS-R72</unitid>
<unittitle encodinganalog="3.1.2">Richard Egan manuscript maps
of Orange County</unittitle>
<unitdate calendar="gregorian" era="ce" normal=
"1878/1879" encodinganalog="3.1.3">Circa 1878-1879</unitdate>
<origination label="final">Egan, Richard, 1842-1923
</origination>
<langmaterial encodinganalog="3.4.3">Correspondence in
  <language langcode="fre" scriptcode="Latn">French</language>,
  <language langcode="ger" scriptcode="Latn">German</language>, and
  <language langcode="eng" scriptcode="Latn">English</language>.
</langmaterial>
<repository>University of California, Irvine
  <address>
    <addressline>Library. Special Collections and Archives
    </addressline>
  </address>
</repository>
<physloc label="reading room">112.I.8.1B-2</physloc>
<materialspect>Universal transverse Mercator projection</materialspect>
<physdesc encodinganalog="3.1.5">
  <physfacet type="condition">hand colored</physfacet>
  <extent unit="linear foot">1</extent>
  <extent unit="box">1</extent>
  <extent unit="digitised images">5</extent>
  <genreform>Architectural drawings</genreform>
  <genreform>Photographs</genreform>
  <dimensions>approximately 180 mm x 150 mm</dimensions>
</physdesc>
<dao xlink:href="hb3z09n8cd.jpg" xlink:title="Manuscript map of
Mission San Juan Capistrano"/>
<note encodinganalog="3.6.1" label="Further Information">
  <p>For information about Prints and Photographs Division
collections and services, see the Prints and Photographs
Division's Reading Room Home Page.</p>
</note>
</did>
[...]
```

### <unitid> – reference number (0/1)

reference number or other identifier of the described fonds

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"**  
 analogical encoding according to ISAD(G)v2

**Example see above (p. 26/27, <archdesc><did>)**

**<unittitle> – title of the described fonds (0/1)**

title or name of the described fonds

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.2"**  
 analogical encoding according to ISAD(G)v2

*Example see above (p. 26/27, <archdesc><did>)*

**<unitdate> – date of creation (0/1)**

naming the year(s), month(s), or day(s) the described materials have been created

**@calendar, @era and @normal –**

For further information about the use of these attributes see <filedesc><publicationstmt>  
 <date> (p. 21).

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.3"**  
 analogical encoding according to ISAD(G)v2

**Note:**

The attribute ENCODINGANALOG is identically used with all following <unitdate> elements.

*Example see above (p. 26/27, <archdesc><did>)*

**<origination> – origination (0/\*)**

institution or person responsible for the creation, accumulation, or assembly of the described materials

**@label –**

**final provenance (0/1) – "final"**

specification: immediate source of archival acquisition

**former provenance (0/1) – "pre"**

specification: previous owner or original creator of the described materials

**unit of organisation (0/1) – "organisational unit"**

specification: organisational unit of an administrative body as originator of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.1"**  
 analogical encoding according to ISAD(G)v2

**Note:**

The attributes LABEL and ENCODINGANALOG are identically used with all following  
 <origination> elements.

*Example see above (p. 26/27, <archdesc><did>)*

**<corpname> – name of a corporation (0/\*)**

specifying the name of the provenance as the name of a corporation

**@authfilenumber – number of authority file (0/1)**

number that identifies a correspondent authority file; may be used as a link to this authority file

**<persname> – name of a person (0/\*)**

specifying the name of the provenance as the name of a person

**@authfilenumber – number of authority file (0/1)**

number that identifies a correspondent authority file; may be used as a link to this authority file

**<famname> – name of a family (0/\*)**

specifying the name of the provenance as the name of a family

**@authfilenumber – number of authority file (0/1)**

number that identifies a correspondent authority file; may be used as a link to this authority file

**<name> – name of the provenance (0/\*)**

specifying the name of the provenance as the name of a corporation

**@authfilenumber – number of authority file (0/1)**

number that identifies a correspondent authority file; may be used as a link to this authority file

**Note:**

The subelements <corpname>, <persname>, <famname>, and <name> along with the attribute AUTHFILENUMBER can be identically used with all following <origination> elements.

**Example:**

```
<origination>  
  <corpname authfilenumber="SE/HLA/1015">Alfta församling</corpname>  
</origination>
```

**<langmaterial> – languages of the described materials (0/1)**

statement about the language(s) the described materials are written in

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.3"**

analogical encoding according to ISAD(G)v2

**<language> – language (0/\*)**

displaying one of the languages the described materials are written in, e.g. "german", "english", "french"

**@langcode – language code (0/1)**

language encoded according to ISO 639-2b, e.g. "ger" for "german", "eng" for "english", "fre" for "french"

**@scriptcode – script code (0/1)**

script encoded according to ISO 15924, e.g. "Latn" for "Latin", "Cyrl" for "Cyrillic", "Grek" for "Greek", "Hebr" for "Hebrew", "Arab" for "Arabic"

**Note:**

The attribute ENCODINGANALOG as well as the element <language> with its attributes LANGCODE and SCRIPTCODE are identically used with all following following <langmaterial> elements.

*Example for <langmaterial> and <language> see above (p. 26/27, <archdesc><did>)*

**<repository> – repository (0/\*)**

archival institution or agency providing access to the described materials; may be repeated

**<address> – address (0/1)**

mailing address of the repository

**<addressline> – addressline (0/1)**

addressline referring to the repository

**<extref> –extended reference (0/1)**

link to EAG archival information page used within the Archives Portal Europe

**@xlink:href – filename (1/1)**

identifier of the EAG document

**@xlink:title – labelling (0/1)**

labelling for the link address shown in the online finding aid

**Note:**

Use either <address> or <extref> as subelement of <repository>

The subelements <address> with its subelement <addressline> and <extref> with its the attributes XLINK:HREF and XLINK:TITLE are identically used with all following <repository> elements.

*Example for <repository>, <address> and <addressline> see above (p. 26/27, <archdesc><did>)*

**<physloc> – physical location (0/1)**

place where the described materials are stored

**@label – place of use (0/1)**

place where access to the described materials is granted, that differs from its physical location

*Example see above (p. 26/27, <archdesc><did>)*

**<materialspec> – material specific details (0/1)**

detailed data, that are unique to the described materials

*Example see above (p. 26/27, <archdesc><did>)*

**<physdesc> – appearance of the material (0/1)**

element grouping information about the appearance, condition, and extent of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.5"**

analogical encoding according to ISAD(G)v2

**Note:**

The attribute ENCODINGANALOG is identically used with all following <physdesc> elements.

*Example see above (p. 26/27, <archdesc><did>)*



**<physfacet> – condition (0/\*)**

information about the condition of the described materials; may be repeated

**@type –****preservation (0/1) – "condition"**

information about the preservation of the described materials; automatically preset value since none other is chosen

**damages (0/1) – "damage"**

information about possibly existent damages on the described materials

*Example see above (p. 26/27, <archdesc><did>)*

**<extent> – extent (0/\*)**

information about the extent of the described materials, specified by using the additional unit of measurement; may be repeated

**@unit – unit of measurement (0/1)**

archival measurements used to specify the extent of the described materials

*Example see above (p. 26/27, <archdesc><did>)*

**<genreform> – genre of the fonds (0/\*)**

information about specific types of archival materials, e.g. collections, or about specific physical characteristics; may be repeated

*Example see above (p. 26/27, <archdesc><did>)*

**<dimensions> – dimensions (0/\*)**

information about the size of the described materials (length x width); may be repeated

**@type – type (0/1)**

specification of the type of the described format

**@unit – unit of measurement (0/1)**

archival measurements used to specify the dimensions of the described materials, e.g. "format length x width (cm)"

*Example see above (p. 26/27, <archdesc><did>)*

**Note:**

The elements <physfacet> including the attribute TYPE, <extent> including the attribute UNIT, <genreform> as well as <dimensions> including the attributes TYPE and UNIT are identically used with all following <physdesc> elements.

**<dao> – digital object (0/1)**

link to an image corresponding to the fonds described

**@xlink:href – filename (1/1)**

address or name of the linked image; mandatory

**@xlink:title – labelling (0/1)**

labelling for the link address shown in the online finding aid

**Note:**

The attributes XLINK:HREF and XLINK:TITLE are identically used with all following <dao> elements.

*Example see above (p. 26/27, <archdesc><did>)*

**<note> – general notes (0/1)**

general remarks on the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.6.1"**

analogical encoding according to ISAD(G)v2

**@label – header (0/1)**

header related to the following paragraph

**<p> – paragraph (1/\*)**

free text – may be used various times; mandatory

**<lb> – line break (0/\*)**

single-spaced line break; may be repeated

**<emph render="bold"> – markup / bold (0/\*)**

markup; may be repeated

**<emph render="italic"> – markup / italic (0/\*)**

markup; may be repeated

**<abbr> – abbreviation (0/\*)**

abbreviation shown in the online finding aid; may be repeated

**@expan – full form (0/1)**

full form of an abbreviation

**<expan> – full form (0/\*)**

full form shown in the online finding aid; may be repeated

**@abbr – abbreviation (0/1)**

abbreviation of a full form

**<extref> – extended reference (0/\*)**

link to an electronic object that is external to the EAD document like an online publication or another online finding aid; may be repeated

**@xlink:href – filename (1/1)**

address or name of the online publication

**@xlink:title – labelling (0/1)**

labelling for the link address

**Note:** The markup elements <lb> and <emph> including the attribute RENDER with the alternative values "bold" resp. "italic", the elements <abbr> including the attribute EXPAN and <expan> including the attribute ABBR as well as the element <extref> with the attributes XLINK:HREF and XLINK:TITLE are – unless stated otherwise – identically used with all following <p> elements.

**Example for <note><p> see above (p. 26/27, <archdesc><did>)**

archdesc-unitid  
**archdesc-unittitle with a linebreak**  
*archdesc-unitdate*

Print 

---

▼ **Language of the material**  
 archdesc-langmaterial language 1 , language 2 and language 3 .

---

▶ **Records creator**

---

▼ **Content provider**  
 archdesc-repository (archdesc-repository-addressline)  
 archdesc-repository (repeated) (archdesc-repository-addressline)

---

▼ **Place of use**  
 archdesc-physloc-label

---

▼ **Material specific details**  
 archdesc-materialspec

---

▼ **Condition of the material**  
 archdesc-physfacet-conditionarchdesc-physfacet-damage

---

▼ **Extent**  
 archdesc-extentarchdesc-extent (repeated)


---

▼ **Genre of the material**  
 archdesc-genreform archdesc-genreform (repeated)

---

▼ **Dimensions**  
 archdesc-dimensionsarchdesc-dimensions (repeated)

---

▼ **Digital objects**  


Subelements from <archdesc><did> as currently displayed within the Archives Portal Europe.

### <appraisal> – appraisal information (0/1)

information about the process of determining the archival value of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.2"**

analogical encoding according to ISAD(G)v2

### <head> – header (0/1)

header related to the following paragraph concerning the appraisal information

### <p> – paragraph (0/\*)

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,

**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type – listing (0/1) – "marked"**

simple listing

**@type – enumeration (0/1) – "ordered"**

automatically numerated list

**@numeration – numeration (0/1) – "arabic"**

type of numeration; default value: "arabic" – may be changed

**<item> – item (0/\*)**

list entry; mandatory, if <list> is used; may be repeated

**Note:**

The attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION as well as the subelement <item> are identically used with all following <list> elements.

**<table> – table (0/\*)**

creating a table; may be repeated

**<thead> – header (0/1)**

title or name for the table

**<tgroup> – table (0/\*)**

structuring element with information e.g. concerning the number of columns

**@cols – number of columns (1/1) – "3"**

default value "3" – may be changed

**<thead> – header of the table (0/1)**

header of the table

**<row> – row with column headers (0/1)**

row with column headers

**<entry> – column header (0/\*)**

header for one column; may be repeated

**<tbody> – body of the table (0/\*)**

structuring element for the body of the table; may be repeated

**<row> – single row (0/\*)**

single row of the table; may be repeated

**<entry> – entry (0/\*)**

single entry; may be repeated

**Note:**

The elements <thead> and <tgroup> including the attribute COLS and its subelements <thead> and <tbody> are identically used with all following <table> elements.

**Example for <appraisal>:**

```
[...]  
<appraisal encodinganalog="3.3.2">  
  <p>The records of the Mid-Ocean Dynamics Experiment came to the Insti-  
tute Archives in two accessions in 1980 and 1982. During processing the  
collection was reduced from fifteen cubic feet to four by discarding  
duplicate materials, financial records, and publications not authored by
```

MODE participants. Forty charts and six inches of raw data presented the primary appraisal issues. The raw data consisted of bulletins and reports referring to float positions, moorings, isotherms, geostrophic velocity calculations, ships' summaries, and work proposed and work carried out during the MODE-I experiment. As this raw data was recapitulated in weekly MODE Hot Line Bulletins, only a sampling was retained in the collection. Also discarded were ten charts for which there were no descriptions of indicated data points, nor were dates or test site locations provided.

Six inches of materials pertaining to the POLYMODE project, 1973 to 1980, were added to the Institute Archives POLYMODE collection.

The appraisal of this collection was carried out in consultation with Robert Heinmiller, a research associate at Woods Hole Oceanographic Institution during MODE.

</appraisal>

[...]

#### Example for <table>:

[...]

<table>

<thead>The Albemarle</thead>

<tgroup cols="3">

<thead>

<row>

<entry>Major Family Members</entry>

<entry>Spouses</entry>

<entry>Children</entry>

</row>

</thead>

<tbody>

<row>

<entry>John Albermarle (1760-1806)</entry>

<entry>Mary Frances Delaney (1769-1835)</entry>

<entry>John Delaney Albermarle (1787-1848)</entry>

</row>

<row>

[...]

</row>

[...]

</tbody>

</tgroup>

</table>

[...]

### **<processinfo> – processing information (0/1)**

overall information about preparing the described materials for research use

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.7.1"**

analogical encoding according to ISAD(G)v2

### **<head> – header (0/1)**

header related to the following paragraph concerning the processing information

### **<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>, <emph render="bold">, <emph render="italic">, <abbr expand=" ">, <expand abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –**

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### **<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### **<table> – table (0/\*)**

creating a table; may be repeated

**<thead> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).



Example:

```
[...]
<processinfo encodinganalog="3.7.1">
  <head>Processing Information</head>
  <p>These records were organised and catalogued in 1977 by Lydia Lucas.
  </p>
</processinfo>
[...]
```

**<custodhist> – custodial history (0/1)**

information about the custody and formation of the fonds

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.3"**  
 analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the custodial history

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expand=" ">**,  
**<expand abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –  
 Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**  
 Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<thead> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

Example:

```
[...]
<custodhist encodinganalog="3.2.3">
  <p>The George Franklin Papers were maintained by the staff of the
  Mayor's Office, City of Irvine, California, in the records storage
  facility at City Hall from the time of Franklin's death in 1972 until
  they were transferred, at his family's request, to Special Collections
  and Archives, The UC Irvine Libraries, in 1988.</p>
</custodhist>
[...]
```

**<bioghist> – history of the originator (0/1)**

information about the creation and the creator(s) of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.2"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the history of the originator

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,

**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**<dao> – digital object (0/\*)**

link to a file, image or digital record; may be repeated

**@xlink:href and @xlink:title –**

Concerning the attributes XLINK:HREF and XLINK:TITLE see <archdesc><did><dao> (p. 31).

Example:

```
[...]
<bioghist encodinganalog="3.2.2">
  <head>Administrative History</head>
  <p>In October 1964 the incoming Labour government created new office of Secretary of State for Economic Affairs (combined with First Secretary of State) and set up the Department of Economic Affairs under the Ministers of the Crown Act 1964 to carry primary responsibility for long term economic planning.</p>
  <p>Under the Act the posts of Economic Secretary to the Treasury and Secretary of State for Industry, Trade and Regional Development were abolished.</p>
  <p>George Brown was appointed as First Secretary of State and Secretary of State for Economic Development Council (NEDC).</p>
  <p>Composition of DEA: most of Treasury's National Economy Group (excluding the short term forecasting team); economic planning staff from the National Economic Development Office (NEDO); the regional policy divisions from the Board of Trade; a team of industrial experts.</p>
  <p>DEA charged with duty of formulating, with both sides of industry, a National Plan (published in September 1965), co-ordinating the work of other departments in implementing policies of economic growth, particularly in the fields of industry, the regions, and prices and incomes.</p>
</bioghist>
[...]
```

**<arrangement> – arrangement (0/1)**

information about the principle characteristics of the internal structure, identifying the physical or logical groupings within the hierarchy of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.4"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the arrangement

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>, <emph render="bold">, <emph render="italic">, <abbr expans=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –**

**Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).**

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

Example:

```
[...]
<arrangement encodinganalog="3.3.4">
  <head>Arrangement of the Collection</head>
```

```

<p>The filing system for the Braman Collection has been kept substan-
tially in its original form. That is, original folders and their titles
have been retained. The processor devised the basic organisation scheme
for the collection and, where necessary, reorganised the papers within
the various component groups.</p>
</arrangement>
[...]
```

### **<fileplan> – reference to file plan (0/1)**

information about the classification scheme used for arranging and retrieving the described materials by the originator(s)

### **<head> – header (0/1)**

header related to the following paragraph concerning the reference to a file plan

### **<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### **<list> – list (0/\*)**

composing a list; may be repeated

**@type**, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### **<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc>  
<appraisal><table> (p. 37/38).

**Example:**

```
[...]
<fileplan>
  <head>File List</head>
  <p>The list below outlines the classification system used for the cen-
  tral files of Vice President Mondale's office. This structure assigned
  alpha-numeric codes to primary subjects and to secondary and tertiary
  subdivisions thereunder.</p>
  <p><emph render="bold">AGRICULTURE (AG)</emph></p>
  <list numeration="arabic" type="ordered">
    <item>Home Economics</item>
    <item>Horticulture</item>
    <item>Marketing</item>
    <item>Price Support</item>
  </list>
  <p><emph render="bold">ARTS (AR)</emph></p>
  <list numeration="arabic" type="ordered">
    <item>Languages</item>
    <item>Museums</item>
    <item>Music</item>
    <item>Painting/Drawing</item>
  </list>
</fileplan>
[...]
```

**<accruals> – accruals (0/1)**

information about anticipated additions to the described materials, that can indicate quantity and frequency

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.3.3"**  
analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the accruals

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### **<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### **<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

### Examples:

```
[...]
<accruals encodinganalog="3.3.3">
  <p>No further materials are expected for this collection.</p>
</accruals>
[...]
```

```
[...]
<accruals encodinganalog="3.3.3">
  <p>Noncurrent additions to this Record Group are transferred from the
  Development Department annually at the end of the fiscal year in June.
  </p>
</accruals>
[...]
```

### **<acqinfo> – acquisition information (0/1)**

information about the immediate source of the described materials and the circumstances under which they were received

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.2.4"**  
 analogical encoding according to ISAD(G)v2

### **<head> – header (0/1)**

header related to the following paragraph concerning the acquisition information

### **<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### **<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### **<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

#### Examples:

```
[...]
<acqinfo encodinganalog="3.2.4">
  <p>Transfer from National Park Service, 1945. Accession number
  45.22.</p>
</acqinfo>
[...]
```

```
[...]
<acqinfo encodinganalog="3.2.4">
```



```
<p>Source unknown. Originally deposited in University Library,
transferred to Department of Palaeography, 24th April 1958.</p>
</acqinfo>
[...]
```

### **<altformavail> – alternative form available (0/1)**

reference to alternatively available forms of the described materials, e.g. microfilms or digital reproductions

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.2"**  
 analogical encoding according to ISAD(G)v2

### **<head> – header (0/1)**

header related to the following paragraph concerning the alternative forms available

### **<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### **<list> – list (0/\*)**

composing a list; may be repeated

**@type**, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### **<table> – table (0/\*)**

creating a table; may be repeated

**<head>** and **<tgroup>** –

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

Example:

```
[...]
<altformavail encodinganalog="3.5.2">
  <head>Alternate Form of Material</head>
  <p>This collection has been microfilmed and is available on three reels
  MF1993-034:1 to MF1993-034:3.</p>
  <p>Researchers interested in purchasing microfilm copies should contact
  the repository.</p>
</altformavail>
[...]
```

**<relatedmaterial> – related material (0/1)**

information about other archival materials that are related to the described ones in regards of content or origination, but not included

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.3"**  
 analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the related materials

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –  
 Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type**, **@numeration** and **<item>** –  
 Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**Example:**

```
[...]
<relatedmaterial encodinganalog="3.5.3">
  <head>Related Correspondence</head>
  <p>Researchers should note that a significant amount of the corres-
  pondence between Franklin Wigglethorpe and Nellie Forbush is extant.
  In addition to the incoming letters in this collection from
  Mr. Wigglethorpe to Miss Forbush, the letters written to Mr. Wiggle-
  thorpe by Miss Forbush are available to researchers at the Mainline
  University Special Collections Library.</p>
  <p>Franklin Wigglethorpe Papers, 1782-1809. MSS 00143.</p>
  <p>An online guide to the Wigglethorpe Papers is available.</p>
</relatedmaterial>
[...]
```

**<separatedmaterial> – separated material (0/1)**

information about materials that are associated by provenance to the described ones, but have been physically separated or removed

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.3"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the separated materials

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

Example:

```
[...]
<separatedmaterial encodinganalog="3.5.3">
  <p>Photographs and sound recordings have been transferred to the
  appropriate custodial divisions of the Library where they are identified
  as part of these papers. Among the sound recordings are the following
  broadcasts:</p>
  <p>Other papers of Earl Warren, which relate chiefly to his early years
  and public service in California, are held by the California State
  Archives in Sacramento.</p>
</separatedmaterial>
[...]
```

**<originalsloc> – location of originals (0/1)**

information about the existence, location, and availability of originals where the described materials contain copies

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.1"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the location of originals

### <p> – paragraph (0/\*)

free text – may be used various times

<lb>, <emph render="bold">, <emph render="italic">, <abbr expand=" ">, <expand abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### <list> – list (0/\*)

composing a list; may be repeated

@type, @numeration and <item> –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### <table> – table (0/\*)

creating a table; may be repeated

<thead> and <tgroup> –

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

#### Examples:

```
[...]
<originalsloc encodinganalog="3.5.1">
  <p>Collection contains photocopies of originals still held by the
  donor.</p>
</originalsloc>
[...]
```

```
[...]
<originalsloc encodinganalog="3.5.1">
  <p>Originals destroyed after microfilming, 1981.</p>
</originalsloc>
[...]
```

### <prefercite> – preferred citation (0/1)

information about how the described materials should be identified in published credits

**<head> – header (0/1)**

header related to the following paragraph concerning the preferred citation

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type**, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head>** and **<tgroup>** –

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

Example:

```
[...]
<prefercite>
  <head>Preferred Citation</head>
  <p>[Identification of item], Arequipa Sanatorium Records, BANC MSS
    92/894c, The Bancroft Library, University of California, Berkeley.</p>
</prefercite>
[...]
```

**<otherfindaid> – other finding aids (0/1)**

reference to other finding aids or guides to the described materials, e.g. card files, inventories, or lists created by the originator

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.5"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the other finding aids

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>, <emph render="bold">, <emph render="italic">, <abbr expand=" ">, <expn abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –**

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

Example:

[...]

```
<otherfindaid encodinganalog="3.4.5">
```

```
  <p>The Society has published an expanded guide to this collection: Guide to the Records of the American Crystal Sugar Company. Compiled by David
```

Carmichael; assisted by Lydia A. Lucas and Marion E. Matters. St. Paul.  
Division of Archives and Manuscripts. Minnesota Historical Society.  
1985.</p>  
</otherfindaid>  
[...]

### <accessrestrict> – conditions governing access (0/1)

information about the conditions that affect the availability of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.1"**

analogical encoding according to ISAD(G)v2

### <head> – header (0/1)

header related to the following paragraph concerning the conditions governing access

### <p> – paragraph (0/\*)

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expand=" ">**,

**<expand abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

### <list> – list (0/\*)

composing a list; may be repeated

**@type**, **@numeration** and **<item>** –

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

### <table> – table (0/\*)

creating a table; may be repeated



**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**Examples:**

```
[...]
<accessrestrict encodinganalog="3.4.1">
  <p>There are no access restrictions on this collection.</p>
</accessrestrict>
[...]
```

```
[...]
<accessrestrict encodinganalog="3.4.1">
  <p>University records are public records and once fully processed are
  generally open to research use. Records that contain personally identi-
  fiable information will be closed to protect individual privacy. The
  closure of university records is subject to compliance with applicable
  laws.</p>
</accessrestrict>
[...]
```

**<userrestrict> – conditions governing use (0/1)**

information about limitations, regulations, or special procedures that affect the use of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.2"**  
analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph concerning the conditions governing use

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<thead> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**Example:**

```
[...]  
<userrestrict encodinganalog="3.4.2">  
  <p>Until 2015 permission to photocopy some materials from this collec-  
    tion has been limited at the request of the donor. Please ask repository  
    staff for details if you are interested in obtaining photocopies from  
    Series 1: Correspondence.</p>  
</userrestrict>  
[...]
```

**<phystech> – physical characteristics (0/1)**

description of physical conditions or characteristics that affect the storage, preservation, or use of the material

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.4.4"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph summarising the physical characteristics of the described materials

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

Examples:

```
[...]
<phystech encodinganalog="3.4.4">
  <p>Some oxydisation of the aluminium layer.</p>
</phystech>
[...]
```

```
[...]
<phystech encodinganalog="3.4.4">
  <head>System Requirements</head>
  <p>48K RAM; Apple Disk II with controller; colour monitor</p>
</phystech>
[...]
```

**<scopecontent> – content summary (0/\*)**

short abstract summarising the topical coverage of the described materials; may be repeated

**@encodinganalog – summary (1/1) – "summary"**  
default value

**<head> – header (0/1)**

header related to the following paragraph summarising the content of the described materials

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<thead> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**<dao> – digital object (0/\*)**

link to a file, image or digital record

**@xlink:href and @xlink:title –**

Concerning the attributes xlink:href and xlink:title see <archdesc><did><dao> (p. 31).

**Example:**

```
[...]
<scopecontent encodinganalog="summary">
  <head>Scope and Content Note</head>
  <p>The papers of university professor and economist Mark Perlman span the dates 1952-1994, with most of the papers being dated between 1967 and 1989. The papers consist chiefly of professional correspondence to and from Perlman, indexes to these letters and a small number of subject files, but include none of his personal papers. The collection documents Perlman's career as an economist and author at Cornell, Johns Hopkins, and the University of Pittsburgh and reflects his interest in work arbitration, trade unions, and the economics of public health. Among correspondents are many noted economists, including Moses Abramovitz, Martin Shubik, and Martin Bronfenbrenner. While many of the letters are personal in nature, others contain considerable information about Perlman's work, particularly in the years around the publication of his works Judges in Industry: A Study of Labor Arbitration in Australia (1954) and Spatial, Regional, and Population Economics: Essays in Honor of Edgar M. Hoover (1972). Additional correspondence relates to the publication of the Journal of Economic Literature.</p>
</scopecontent>
[...]
```

**<bibliography> – bibliography (0/\*)**

citations to books, articles, web sites, or other forms of information that are based on, about, or of special value when using the described materials; may be repeated

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.5.4"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header for an alternative bibliography

**<p> – alternative bibliography (0/\*)**

free text; may be repeated

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<bibref> – bibliographic reference (0/\*)**

bibliographic information about a single publication

**@xlink:href – URL (0/1)**

link to online publications

**<name> – author (0/\*)**

first and surname(s) of the author(s) or editor(s)

**<title> – title (0/\*)**

title of the publication

**<imprint> – edition (0/\*)**

serial number of the edition cited

**<publisher> – publisher (0/\*)**

name of the publishing company

**<geogname> – place of publication (0/\*)**

place of publication

**<date> – year of publication (0/\*)**

year in which the cited work was published

Examples:

```
[...]
<bibliography encodinganalog="3.5.4">
  <head>Publications</head>
  <p>Affiches americaines. San Domingo: Imprimerie royale du Cap, 1782.
  Nos. 30, 35.</p>
  <p>Ardouin, Charles Nichpolas Celigny. Essais sur l'histoire d'Haiti.
  Port-au-Prince, 1865.</p>
  <p>Bastien, Remy. Anthologie du folklore haitien, Proverbes. Mexico,
  1946. pp. 83-91.</p>
  <p>Bellegarde, Dantes. Dessaline a parle. Port-au-Prince, 1948. Chap.
  IV: pp. 47-54.</p>
</bibliography>
[...]
```

```
[...]
<bibliography encodinganalog="3.5.4">
  <head>Bibliography</head>
  <p>Sources consulted by John Kobler.</p>
  <p><emph render="bold">Monographs</emph></p>
  <bibref>
    <title>Affiches americaines</title>
    <imprint>
      <publisher>Imprimerie royale du Cap</publisher>
      <geogname>San Domingo</geogname>
      <date>1782</date>
    </imprint>
  </bibref>
</bibliography>
```

```

</bibref>
<bibref>
  <name>Ardouin, Charles Nicholas Celigny</name>
  <title>Essais sur l'histoire d'Haiti</title>
  <imprint>
    <geogname>Port-au-Prince</geogname>
    <date>1865</date>
  </imprint>
</bibref>
<bibref>
  <name>Bastien, Remy</name>
  <title>Anthologie du folklore haitien</title>
  <imprint>
    <geogname>Mexico</geogname>
    <date>1946</date>
  </imprint>
</bibref>
<bibref>
  <name>Bellegarde, Dantes</name>
  <title>Dessalines a parle</title>
  <imprint>
    <geogname>Port-au-Prince</geogname>
    <date>1948</date>
  </imprint>
</bibref>
</bibliography>
[...]
```

### <scopecontent> – preface (0/1)

preface to the online finding aid

**@encodinganalog – preface (1/1) – "preface"**  
default value

### <head> – header (0/1)

header related to the preface

### <p> – paragraph (0/\*)

free text – may be used various times

**<lb>**, **<emph render="bold">**, **<emph render="italic">**, **<abbr expan=" ">**,  
**<expan abbr=" ">**, and **<extref xlink:href=" " xlink:title=" ">** –

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**<odd> – other descriptive data (0/\*)**

further information concerning some special types of archival material such as historical public records or bulla, that cannot be tagged in any other element

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.6.1"**

analogical encoding according to ISAD(G)v2

**<head> – header (0/1)**

header related to the following paragraph

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –**

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).



**<list> – list (0/\*)**

composing a list; may be repeated

**@type, @numeration and <item> –**

Concerning the attribute TYPE with the alternative values "marked" resp. "ordered", the attribute NUMERATION and the element <item> see <archdesc><appraisal><list> (p. 36).

**<table> – table (0/\*)**

creating a table; may be repeated

**<head> and <tgroup> –**

Concerning the named elements including their subelements and attributes see <archdesc><appraisal><table> (p. 37/38).

**<controlaccess> – controlled access headings (0/1)**

wrapper element to designate key terms for the described material grouped according to special purposes (places, persons' names, corporations' names, etc.)

**<head> – header (0/1)**

header related to the controlled access headings (overall)

**<p> – paragraph (0/\*)**

free text – may be used various times

**<lb>, <emph render="bold">, <emph render="italic">, <abbr expan=" ">, <expan abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –**

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

**<name> – index of names (0/\*)**

list of personal names, meaning the proper noun or noun phrase designation for an entity that could not easily be tagged more specifically

**<geogname> – index of places (0/\*)**

list of geographic names, including names for places, natural features, or political jurisdictions

**<famname> – index of families (0/\*)**

list of family names; in contrast to the index of persons used when tagging the name(s) of a group of persons closely related to one another or persons who form a household

**<subject> – index of subjects (0/\*)**

list of subjects; topics associated with or covered by the described materials

**<corpname> – index of corporations (0/\*)**

list of corporations or groups, including names of associations, institutions, business firms, or nonprofit enterprises as well as names of projects, programmes, exhibitions, or athletic contests

**<persname> – index of persons (0/\*)**

list of persons, including e.g. individual's first and surnames, honoric titles, and added names

**<occupation> – index of occupations (0/\*)**

list of occupations; terms identifying a type of work, profession, or avocation

**<function> – index of functions (0/\*)**

list of functions describing the activities and processes that generated the described materials

**<title> – index of titles (0/\*)**

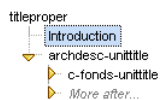
list of titles

**<genreform> – index of materials (0/\*)**

list of materials, genre forms, or physical characteristics

**Example:**

```
[...]  
<controlaccess>  
  <head>Index Terms</head>  
  <p>These records are indexed under the following headings in the  
  catalogue of the Minnesota Historical Society. Researchers wishing to  
  find related materials should search the catalogue under these index  
  terms.</p>  
  <corpname>Board of Game and Fish Commissioners of Minnesota</corpname>  
  <subject>Fishery law and legislation - Minnesota</subject>  
  <subject>Game-law - Minnesota</subject>  
  <subject>Law enforcement - Minnesota</subject>  
  <function>Law enforcing</function>  
  <function>Convicting</function>  
  <geogname>Minnesota</geogname>  
</controlaccess>  
[...]
```



eadid-with-lb

Print 

**titleproper**

after a single line break with some text in bold and some in *italic*

**titleproper (repeated)**

*Introduction*

- ▶ **Scope and content**
- ▶ **Records creator's history**
- ▶ **Archival history**
- ▶ **Appraisal**
- ▶ **Processing information**
- ▶ **Accruals**
- ▶ **System of arrangement**
- ▶ **Filing plan**
- ▶ **Conditions governing access**
- ▶ **Conditions governing reproduction**
- ▶ **Physical characteristics and technical requirements**
- ▶ **Other finding aids**
- ▶ **Related material**
- ▶ **Separated material**
- ▶ **Existence and location of copies**
- ▶ **Existence and location of originals**
- ▶ **Publication note**
- ▶ **Preferred citation**
- ▶ **General remarks**
- ▶ **Other descriptive information**
- ▶ **Keywords**

Subelements from <archdesc><did> as currently displayed within the Archives Portal Europe as introduction of a finding aid or holdings guide.

## VI. Third hierarchical level – Detailed descriptions

### **<dsc> – detailed descriptions (0/1)**

information about the single hierarchical groupings within the described materials, including a detailed description of the fonds, classes and files

**@type – type of the finding aid (0/1) – "othertype"**  
default value

### **<head> – header (0/1)**

header related to the following paragraph

### **<p> – general comment (0/\*)**

general comment on the detailed descriptions; may be repeated

**<lb>, <emph render="bold">, <emph render="italic">, <abbr expand=" ">, <expand abbr=" ">, and <extref xlink:href=" " xlink:title=" "> –**

Concerning the named elements and attributes see <archdesc><did><note><p> (p. 33/34).

## VII. Fourth and following hierarchical levels – Detailed description of one archival fonds

### Note:

The APEnet EAD profile uses <c> elements to represent the classification of a finding aid. These <c> elements come with a LEVEL attribute designating their level of description: either "fonds", "series", "subseries", "file", or "item". Depending on the kind of finding aid in question, the highest level <c> element can have

- the level "fonds" – when a finding aid combines the description of several fonds or collections,
- the level "series" – as the probably most common case of finding aids describing one fonds or collection with its classification,
- the level "subseries", "file", or "item" – used f.i. with relatively small fonds, where no classification is needed to structure the materials.

The <c> elements can be arbitrarily nested within each other, the <c> elements with the levels "fonds", "series", and "subseries" can as well be nested within themselves. The lowest level always represents a single descriptive unit, i.e. a file, an image, a map, a charter etc.

### Nesting possibilities:

<c@fonds> can contain <c@fonds>, <c@series>, <c@subseries>, <c@file>, <c@item>.

<c@series> can contain <c@series>, <c@subseries>, <c@file>, <c@item>.

<c@subseries> can contain <c@subseries>, <c@file>, <c@item>.

<c@file> can contain <c@item>.

### **<c> – fonds (0/\*)**

detailed description of one archival fonds; only to be used, if there are more than one fonds or collections described within one EAD finding aid; may be repeated

**@level – description level (1/1) – "fonds"**

identifying the hierarchical level of description (here collection or fonds); mandatory

**@id – ID (0/1)**

identifies the described fonds for external access

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.4"**

analogical encoding according to ISAD(G)v2

### **<did> – identification of the fonds (1/1)**

overall information to identify the described fonds; mandatory

**<unitid> – reference number (0/1)**

reference number or otherwise uniquely identifying number of the described fonds

**@type – call number (1/1) – "call number"**

default value

**@encodinganalog – ISAD(G)v2 encoding (0/1) – "3.1.1"**

analogical encoding according to ISAD(G)v2

**<unittitle>, <unitdate>, <origination>, <langmaterial>, <repository>, and <physloc> –**

Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 27 – 31). The repeated use of these elements on this hierarchical level provides the opportunity for adding divergent information at this place.

**<container> – container (0/1)**

locates the described materials by indicating the devices holding them including any sequential numbers assigned to those devices

**@type – type of device (0/1) – "box"**

giving the nature of the storage device, f.i. box, folder, reel; default value may be changed

**<materialspec>, <physdesc>, <dao>, and <note> –**

Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 31 – 34). The repeated use of these elements on this hierarchical level provides the opportunity for adding divergent information at this place.

**<appraisal>, <processinfo>, <custodhist>, <bioghist>, <arrangement>, <file-plan>, <accruals>, <acquinfo>, <altformavail>, <relatedmaterial>, <separated-material>, <originalsloc>, <prefercite>, <otherfindaid>, <accessrestrict>, <use-restrict>, <phystech>, <scopecontent@summary>, <bibliography>, <odd>, and <controlaccess> – controlled access headings**

Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 36 – 80). The repeated use of these elements on this hierarchical level provides the opportunity for adding divergent information at this place.



## VIII. Fourth and following hierarchical levels – Detailed description of one classification group, one group of files, one file, or one item

### Note:

The APENet EAD profile uses <c> elements to represent the classification of a finding aid. These <c> elements come with a LEVEL attribute designating their level of description: either "fonds", "series", "subseries", "file", or "item". Depending on the kind of finding aid in question, the highest level <c> element can have

- the level "fonds" – when a finding aid combines the description of several fonds or collections,
- the level "series" – as the probably most common case of finding aids describing one fonds or collection with its classification,
- the level "subseries", "file", or "item" – used f.i. with relatively small fonds, where no classification is needed to structure the materials.

The <c> elements can be arbitrarily nested within each other, the <c> elements with the levels "fonds", "series", and "subseries" can as well be nested within themselves. The lowest level always represents a single descriptive unit, i.e. a file, an image, a map, a charter etc.

The <c> elements with the levels "series", "subseries", "file", and "item" currently all can be used with the same set of subelements. Therefore they are only listed once in this guide.

### **<c> – classification group / group of files / file / item (0/\*)**

detailed description of one classification group, one group of files, one file, or one item

**@level – description level (0/1)** – "series" / "subseries" / "file" / "item"

identifying the hierarchical level of description

**@id – ID (0/1)**

identifies the described materials for external access

**@encodinganalog – ISAD(G)v2 encoding (0/1)** – "3.1.4"

analogical encoding according to ISAD(G)v2

### Example:

```
[...]
<c level="series" encodinganalog="3.1.4">
  <did>
    <unittitle encodinganalog="3.1.2">Outgoing Correspondence
    </unittitle>
  </did>
  <c level="file" encodinganalog="3.1.4">
    <did>
      <unitid type="call number" encodinganalog="3.1.1">1</unitid>
      <unittitle>Abbingner-Aldrich</unittitle>
      <unitdate calendar="gregorian" era="ce" normal="1833/1995"
      encodinganalog="3.1.3">19th-20th century</unitdate>
    </did>
    <scopecontent encodinganalog="summary">
```

```

    <p>Papers of the Lewis family, 19th-20th cent., mainly letters to:
    Elizabeth, Lady Lewis (1844-1931), with a few to her husband Sir
    George Lewis, 1st Bart. (1833-1911); to one of their daughters,
    Katherine Elizabeth Lewis (d. 1961), with a few to their son Sir
    George Lewis, 2nd Bart. (1868-1927); and to their grand-daughter
    Elizabeth Lewis, later Wansbrough (d. 1995). Many of the letters
    are undated; some can be dated from the postmark on the envelope,
    but several letters were kept in the wrong envelopes; most of
    Paderewski's and Whistler's letters had become separated from
    their envelopes.</p>
  </scopecontent>
</c>
<c level="file" encodinganalog="3.1.4">
  <did>
    <unitid type="call number" encodinganalog="3.1.1">2</unitid>
    <unittitle>Aldrich-Ayers</unittitle>
  </did>
</c>
<c>[...]</c>
</c>
[...]
```

**<did> –****content of the described classification group / group of files / file / item (1/1)**

overall information about the content of the described classification group, group of files, file, item;  
mandatory

**Example:**

```

[...]
```

```

<c level="file" id="US-txu-hu_MS-R72_3" encodinganalog="3.1.4">
  <did>
    <unitid type="call number" encodinganalog="3.1.1">3</unitid>
    <unittitle encodinganalog="3.1.2">Pardon Records</unittitle>
    <unitdate calendar="gregorian" era="ce" normal="1852/1857"
    encodinganalog="3.1.3">1852-1857</unitdate>
    <dao xlink:href="MS-R72/mets/MS-R72_03/index.htm" xlink:title="see
    file"/>
    <unitid type="former call number">9B</unitid>
    <unitid type="file reference">Pardons 9B</unitid>
    <langmaterial encodinganalog="3.4.3">
      <language langcode="eng" scriptcode="Latn">English</language>
    </langmaterial>
    <repository>Minnesota Historical Society
      <address>
        <addressline/>
      </address>
    </repository>
    <physloc>115.I.19.9B</physloc>
    <origination>Agency: Minnesota. Govenor (1853-1857: Gorman)
    </origination>
    <physdesc encodinganalog="3.1.5">
      <extent unit="items">21</extent>
    </physdesc>
    <note label="Arrangement" encodinganalog="3.6.1">
```

```

    <p>Arranged alphabetically by topic; thereunder chrono-
    nologically within each folder.</p>
  </note>
</did>
[...]
```

### **<unitid> – reference number (0/1)**

reference number or otherwise uniquely identifying number of the described materials

**@type – call number (1/1)** – "call number"

default value

**@encodinganalog – ISAD(G)v2 encoding (0/1)** – "3.1.1"

analogical encoding according to ISAD(G)v2

*Example see above (<did>)*

### **<extptr> – external pointer (0/1)**

link to the presentation of an archival unit within its original context at the content provider's website

**@xlink:href – reference (1/1)**

identifier or name of the archival unit in its original context

**@xlink:title – labelling (0/1)**

labelling for the link address shown in the online finding aid

### **<unittitle> – title (0/1)**

title or name of the described materials

**@encodinganalog – ISAD(G)v2 encoding (0/1)** – "3.1.2"

analogical encoding according to ISAD(G)v2

**<abbr> – abbreviation (0/\*)**

abbreviation shown in the online finding aid

**@expan – full form (0/1)**

full form of an abbreviation

**<expan> – full form (0/\*)**

full form shown in the online finding aid

**@abbr – abbreviation (0/1)**

abbreviation of a full form

*Example see above (p. 88, <did>)*

**<unitdate> and <dao>**

Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 25 and 31). The repeated use of these elements on this hierarchical level provides the opportunity for adding divergent information at this place.

**<unitid> – former call number (0/\*)**

former call number

**@type – former call number (1/1) – "former call number"**  
default value; mandatory

**<title> – annotation (0/1)**

detailed information about the origin of the former reference number

**<unitid> – file reference (0/\*)**

former file reference used by the originator

**@type – file reference (1/1) – "file reference"**  
default value; mandatory

**<title> – annotation (0/1)**

detailed information about the origin of the former file reference

**<physdesc>, <langmaterial>, <repository>, <physloc>, <container>, <material-spec>, <origination>, and <note> –**

Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 27 – 34) and of <c@fonds> (p. 84). The repeated use of these elements on this hierarchical level provides the opportunity for adding divergent information at this place.

**<scopecontent@summary>, <appraisal>, <processinfo>, <custodhist>, <bioghist>, <accruals>, <altformavail>, <relatedmaterial>, <accessrestrict>, <userestrict>, <phystech>, <odd>, <bibliography>, and <controlaccess> –**

Concerning the named elements see the detailed description of the identical subelements of <archdesc> (p. 36 – 80). The repeated use of these elements on this hierarchical level provides the opportunity for adding divergent information at this place.



c-file-unitid  
**c-file-unittitle**  
 with a linebreak  
 c-file-unitdate

Print 

[View in original presentation](#)

**Scope and content**

c-file-scopecontent1-p

after a single line break with some text in **bold** and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [c-file-scopecontent1-p-extref](#) [c-file-scopecontent1-p-extref](#) .

c-file-scopecontent1-p (repeated)

after a single line break with some text in **bold** and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [c-file-scopecontent1-p-extref](#) [c-file-scopecontent1-p-extref](#) .

- c-file-scopecontent1-item 1 in a simple list
- c-file-scopecontent1-item 2 in a simple list
- c-file-scopecontent1-item 3 in a simple list

1. c-file-scopecontent1-item 1 in an enumeration
2. c-file-scopecontent1-item 2 in an enumeration
3. c-file-scopecontent1-item 3 in an enumeration

*c-file-scopecontent1-table-head*

**c-file-scopecontent1-table-thead-entry 1** **c-file-scopecontent1-table-thead-entry 2** **c-file-scopecontent1-table-thead-entry 3**

c-file-scopecontent1-table-tbody-row 1-entry 1 c-file-scopecontent1-table-tbody-row 1-entry 2 c-file-scopecontent1-table-tbody-row 1-entry 3

c-file-scopecontent1-table-tbody-row 2-entry 1 c-file-scopecontent1-table-tbody-row 2-entry 2 c-file-scopecontent1-table-tbody-row 2-entry 3

c-file-scopecontent1-table-tbody-row 3-entry 1 c-file-scopecontent1-table-tbody-row 3-entry 2 c-file-scopecontent1-table-tbody-row 3-entry 3

c-file-scopecontent2-p

after a single line break with some text in **bold** and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [c-file-scopecontent2-p-extref](#) [c-file-scopecontent2-p-extref](#) .

c-file-scopecontent2-p (repeated)

after a single line break with some text in **bold** and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [c-file-scopecontent2-p-extref](#) [c-file-scopecontent2-p-extref](#) .

- c-file-scopecontent2-item 1 in a simple list
- c-file-scopecontent2-item 2 in a simple list
- c-file-scopecontent2-item 3 in a simple list

1. c-file-scopecontent2-item 1 in an enumeration
2. c-file-scopecontent2-item 2 in an enumeration
3. c-file-scopecontent2-item 3 in an enumeration

Subelements of an archival unit (here: c-level "file") as currently displayed in the Archives Portal Europe (part 1)

o-file-origination (organisational unit)  
 o-file-origination-corpname (organisational unit)  
 o-file-origination-name (organisational unit)  
 o-file-origination  
 o-file-origination-corpname  
 o-file-origination-name  
 o-file-origination-petsname  
 o-file-origination-famname

#### Language of the material

o-file-langmaterial language 1 , language 2 and language 3 .

#### Content provider

o-file-repository (o-file-repository-addressline) o-file-repository-extref-title  
 o-file-repository (o-file-repository-addressline) o-file-repository-extref-title

#### Place of use

o-file-physloc-label

#### Material specific details

o-file-materialspec

#### Physical description

o-file-physdesc with subelements: o-file-physfacet-condition o-file-physfacet-damage o-file-extent o-file-extent (repeated) o-file-genreform o-file-genreform (repeated) o-file-dimensions o-file-dimensions (repeated)

#### General remarks

o-file-note-p

after a single line break with some text in bold and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [o-file-note-p-extref](#)

[o-file-note-p-extref](#) .

o-file-note-p (repeated)

after a single line break with some text in bold and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [o-file-note-p-extref](#)

[o-file-note-p-extref](#) .

#### Digital objects



#### Appraisal

o-file-appraisal-p

after a single line break with some text in bold and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [o-file-appraisal-p-extref](#) [o-file-appraisal-p-extref](#) .

o-file-appraisal-p (repeated)

after a single line break with some text in bold and some in *italic*. It is furthermore poss. to use abbreviations or to link to a related [o-file-appraisal-p-extref](#) [o-file-appraisal-p-extref](#) .

- o-file-appraisal-item 1 in a simple list
- o-file-appraisal-item 2 in a simple list

Subelements of an archival unit (here: c-level "file") as currently displayed in the Archives Portal Europe (part 2)

## Annex A: Exemplary EAD finding aid

The following example shows a finding aid encoded in EAD as used within the APENet project, where all available elements are used at least once. Repeatedly usable elements, that would be implemented identically on different levels are only displayed in full detail when mentioned first. The identical use is signified through "[...]". Concerning the nesting possibilities of <c> elements, this example starts with <c@fonds> and leads along <c@series>, <c@subseries>, and <c@file> to <c@item> on the lowest level of description. As content for most of the elements shown in this example their possible labelling within an EAD editor is used.

```

<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
  http://www.archivesportaleurope.eu/profiles/APENet_EAD.xsd
  http://www.w3.org/1999/xlink
  http://www.loc.gov/standards/xlink/xlink.xsd"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  audience="external">
  <eadheader
    countryencoding="iso3166-1"
    dateencoding="iso8601"
    langencoding="iso639-2b"
    repositoryencoding="iso15511"
    scriptencoding="iso15924"
    relatedencoding="MARC21">
    <eadid
      countrycode="DE"
      identifier="DE-BA_20100330_default_finding_aid"
      mainagencycode="DE-BA"
      url="http://www.apenet.eu">identifier for the EAD finding aid
    </eadid>
    <filedesc>
      <titlestmt>
        <titleproper
          type="eng"
          encodinganalog="245">title of the finding aid
          <lb/>after a single line break
        </titleproper>
        <titleproper
          type="ger"
          encodinganalog="245">repeated title of the finding aid
        </titleproper>
        <subtitle>subtitle of the finding aid<lb/>
        after a single line break</subtitle>
        <subtitle>repeated subtitle of the finding aid<lb/>
        after a single line break</subtitle>
        <author encodinganalog="245$c">editor of the finding aid
        </author>
      </titlestmt>
      <publicationstmt>
        <publisher
          encodinganalog="260$b">editing institution
        </publisher>
        <publisher encodinganalog="260$b">publisher</publisher>
        <date
          calendar="gregorian"

```



```

        era="ce"
        normal="2010-03-30"
        encodinganalog="260$c">date of publication (date)
    </date>
    <address>
        <addressline>place of publication</addressline>
    </address>
</publicationstmt>
<seriesstmt>
    <titleproper>title of a publication series</titleproper>
    <titleproper>repeated title of a publication series
    </titleproper>
</seriesstmt>
</filedesc>
<profiledesc>
    <creation>This finding aid has been created as an example in March
        <date
            calendar="gregorian"
            era="ce"
            normal="2010">
            2010</date>.
    </creation>
    <language>This finding aid is written in
        <language
            langcode="eng"
            scriptcode="Latn"
            encodinganalog="041"> english</language>
        and
        <language
            langcode="ger"
            scriptcode="Latn"
            encodinganalog="041"> german</language>
        .
    </language>
    <descrules>descriptive rules</descrules>
</profiledesc>
</eadheader>
<archdesc
    level="fonds"
    type="inventory"
    encodinganalog="3.1.4"
    relatedencoding="ISAD(G) v2">
    <did>
        <unitid
            encodinganalog="3.1.1">reference number of the fonds
        </unitid>
        <unittitle
            encodinganalog="3.1.2">title of the fonds
        </unittitle>
        <unitdate
            calendar="gregorian"
            era="ce"
            normal="2010"
            encodinganalog="3.1.3">
            dates of creation of the fonds</unitdate>
        <origination
            encodinganalog="3.2.1">
            origination without any specifications</origination>
        <origination
            label="pre"
            encodinganalog="3.2.1">former provenance without any
            specifications</origination>

```

```

<origination
  label="final"
  encodinganalog="3.2.1">final provenance without any
  specifications</origination>
<origination
  label="organisational unit"
  encodinganalog="3.2.1">
  organisational unit as provenance without any specifications
</origination>
<origination
  encodinganalog="3.2.1">
  <corpname
    authfilenumber="DE/BA/BA_1">corporation</corpname>
</origination>
<origination
  label="pre"
  encodinganalog="3.2.1">
  <corpname
    authfilenumber="DE/BA/BA_2">corporation as former
    provenance</corpname>
</origination>
<origination
  label="final"
  encodinganalog="3.2.1">
  <corpname
    authfilenumber="DE/BA/BA_3">corporation as final
    provenance</corpname>
</origination>
<origination
  label="organisational unit"
  encodinganalog="3.2.1">
  <corpname
    authfilenumber="DE/BA/BA_4">organisational unit of a
    corporation as provenance</corpname>
</origination>
<origination
  encodinganalog="3.2.1">
  <name
    authfilenumber="DE/BA/BA_5">provenance</name>
</origination>
<origination
  label="pre"
  encodinganalog="3.2.1">
  <name
    authfilenumber="DE/BA/BA_6">former provenance</name>
</origination>
<origination
  label="final"
  encodinganalog="3.2.1">
  <name
    authfilenumber="DE/BA/BA_7">final provenance</name>
</origination>
<origination
  label="organisational unit"
  encodinganalog="3.2.1">
  <name
    authfilenumber="DE/BA/BA_8">organisational unit as
    provenance</name>
</origination>
<origination
  encodinganalog="3.2.1">
  <persname

```

```

      authfilenumber="DE/BA/BA_9">person</persname>
</origination>
<origination
  label="pre"
  encodinganalog="3.2.1">
  <persname
    authfilenumber="DE/BA/BA_10">person as former provenance
  </persname>
</origination>
<origination
  label="final"
  encodinganalog="3.2.1">
  <persname
    authfilenumber="DE/BA/BA_11">person as final provenance
  </persname>
</origination>
<origination
  encodinganalog="3.2.1">
  <famname
    authfilenumber="DE/BA/BA_12">family</famname>
</origination>
<origination
  label="pre"
  encodinganalog="3.2.1">
  <famname
    authfilenumber="DE/BA/BA_13">family as former provenance
  </famname>
</origination>
<origination
  label="final"
  encodinganalog="3.2.1">
  <famname
    authfilenumber="DE/BA/BA_14">family as final provenance
  </famname>
</origination>
<langmaterial
  encodinganalog="3.4.3">The archival material is in
  <language
    langcode="eng"
    scriptcode="Latn">english
  </language>,
  <language
    langcode="fre"
    scriptcode="Latn">french
  </language> and
  <language
    langcode="ger"
    scriptcode="Latn">german
  </language>.
</langmaterial>
<repository>name of the repository
  <address>
    <addressline>with postal address details</addressline>
  </address>
</repository>
<physloc
  label="place of use">physical location</physloc>
<materialspect>specifications on the material</materialspect>
<physdesc
  encodinganalog="3.1.5">
  <physfacet
    type="condition">condition of the material</physfacet>

```

```

<physfacet
  type="damage">damages of the material</physfacet>
<extent
  unit="unit of measurement">extent</extent>
<genreform>genre of the fonds</genreform>
<dimensions
  type="specified type"
  unit="unit of measurement">dimensions</dimensions>
</physdesc>
<dao
  xlink:href="apenet.gif"
  xlink:title="labelling"/>
<note
  encodinganalog="3.6.1"
  label="header">
  <p>notes on the fonds in general<lb/>
  after a single line break with
  <emph render="bold">some word printed bold</emph>
  and
  <emph render="italic">some printed italic</emph>
  . It is furthermore
  <abbr expan="possible">poss.</abbr>
  to use
  <expan abbr="abbr.">abbreviations</expan>
  or to link to a related
  <extref
    xlink:href="http://www.apenet.eu"
    xlink:title="labelling">online publication
  </extref>
  .</p>
</note>
</did>
<appraisal
  encodinganalog="3.3.2">
<head>header</head>
<p>free text<lb/>
  after a single line break with
  <emph render="bold">some word printed bold</emph>
  and
  <emph render="italic">some printed italic</emph>
  . It is furthermore
  <abbr expan="possible">poss.</abbr>
  to use
  <expan abbr="abbr.">abbreviations</expan>
  or to link to a related
  <extref
    xlink:href="http://www.apenet.eu"
    xlink:title="labelling">online publication
  </extref>
.</p>
<list
  type="marked">
  <item>item 1 in a simple list</item>
  <item>item 2 in a simple list</item>
  <item>item 3 in a simple list</item>
</list>
<list
  type="ordered"
  numeration="arabic">
  <item>item 1 in an enumeration</item>
  <item>item 2 in an enumeration</item>
  <item>item 3 in an enumeration</item>

```

```

</list>
<table>
  <thead>a table's header</thead>
  <tgroup
    cols="3">
    <thead>
      <row>
        <entry>column's header 1</entry>
        <entry>column's header 2</entry>
        <entry>column's header 3</entry>
      </row>
    </thead>
    <tbody>
      <row>
        <entry>entry column 1, row 1</entry>
        <entry>entry column 2, row 1</entry>
        <entry>entry column 3, row 1</entry>
      </row>
      <row>
        <entry>entry column 1, row 2</entry>
        <entry>entry column 2, row 2</entry>
        <entry>entry column 3, row 2</entry>
      </row>
      <row>
        <entry>entry column 1, row 3</entry>
        <entry>entry column 2, row 3</entry>
        <entry>entry column 3, row 3</entry>
      </row>
    </tbody>
  </tgroup>
</table>
</appraisal>
<processinfo
  encodinganalog="3.7.1">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</processinfo>
<custodhist
  encodinganalog="3.2.3">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]

```

```

    </table>
  </custodhist>
  <bioghist
    encodinganalog="3.2.2">
    <head>header</head>
    <p>free text
      [...]
    </p>
    <list type="marked">
      [...]
    </list>
    <list type="ordered" numeration="arabic">
      [...]
    </list>
    <dao
      xlink:href="apenet.gif"
      xlink:title="labelling"/>
    <table>
      [...]
    </table>
  </bioghist>
  <arrangement
    encodinganalog="3.3.4">
    <head>header</head>
    <p>free text
      [...]
    </p>
    <list type="marked">
      [...]
    </list>
    <list type="ordered" numeration="arabic">
      [...]
    </list>
    <table>
      [...]
    </table>
  </arrangement>
  <fileplan>
    <head>header</head>
    <p>free text
      [...]
    </p>
    <list type="marked">
      [...]
    </list>
    <list type="ordered" numeration="arabic">
      [...]
    </list>
    <table>
      [...]
    </table>
  </fileplan>
  <accruals
    encodinganalog="3.3.3">
    <head>header</head>
    <p>free text
      [...]
    </p>
    <list type="marked">
      [...]
    </list>
    <list type="ordered" numeration="arabic">

```

```

    [...]
  </list>
  <table>
    [...]
  </table>
</accruals>
<acqinfo
  encodinganalog="3.2.4">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</acqinfo>
<altformavail
  encodinganalog="3.5.2">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</altformavail>
<relatedmaterial
  encodinganalog="3.5.3">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</relatedmaterial>
<separatedmaterial
  encodinganalog="3.5.3">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]

```

```

</list>
<list type="ordered" numeration="arabic">
  [...]
</list>
<table>
  [...]
</table>
</separatedmaterial>
<originalsloc
  encodinganalog="3.5.1">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</originalsloc>
<prefercite>
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</prefercite>
<otherfindaid
  encodinganalog="3.4.5">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</otherfindaid>
<accessrestrict
  encodinganalog="3.4.1">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">

```



```

    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</accessrestrict>
<userrestrict
  encodinganalog="3.4.2">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</userrestrict>
<phystech
  encodinganalog="3.4.4">
  <head>header</head>
  <p>free text
    [...]
  </p>
</phystech>
<scopecontent
  encodinganalog="summary">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <dao
    xlink:href="apenet.gif"
    xlink:title="labelling"/>
  <table>
    [...]
  </table>
</scopecontent>
<bibliography
  encodinganalog="3.5.4">
  <head>header</head>
  <p>simple bibliographical reference
  with the possibility to link to a related
    <extref
      xlink:href="http://www.apenet.eu"
      xlink:title="labelling">online publication
    </extref>.
  </p>
  <bibref

```

```

xlink:href="http://www.apenet.eu">elaborated bibliographic
reference with included link to an online publication,
giving the data in separated elements as follows
<name>author's name</name>
<title>publication's title</title>
<imprint>imprint information
  <publisher>publisher</publisher>
  <geogname>place of publication</geogname>
  <date>date of publication</date>
</imprint>
</bibref>
</bibliography>
<scopecontent
  encodinganalog="preface">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</scopecontent>
<odd
  encodinganalog="3.6.1">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">
    [...]
  </list>
  <table>
    [...]
  </table>
</odd>
<controlaccess>
  <head>header</head>
  <p>free text
    [...]
  </p>
  <name>name</name>
  <name>name</name>
  <geogname>name of a place</geogname>
  <geogname>name of a place</geogname>
  <famname>name of a family</famname>
  <famname>name of a family</famname>
  <subject>subject</subject>
  <subject>subject</subject>
  <corpname>name of a corporation</corpname>
  <corpname>name of a corporation</corpname>
  <persname>name of a person</persname>
  <persname>name of a person</persname>
  <occupation>occupation</occupation>

```

```

    <occupation>occupation</occupation>
    <function>function</function>
    <function>function</function>
    <title>title</title>
    <title>title</title>
    <genreform>material</genreform>
    <genreform>material</genreform>
  </controlaccess>
  <dsc
    type="othertype">
    <head>header</head>
    <p>free text
      [...]
    </p>
    <c
      level="fonds"
      encodinganalog="3.1.4"
      id="DE-BA_20100330_default_finding_aid_123">
    <did>
      <unitid
        type="call number"
        encodinganalog="3.1.1">123</unitid>
      <unittitle
        encodinganalog="3.1.2">title</unittitle>
      <unitdate
        calendar="gregorian"
        era="ce"
        normal="2010"
        encodinganalog="3.1.3">dates of creation</unitdate>
      <origination encodinganalog="3.2.1">
        [...]
      </origination>
      <langmaterial encodinganalog="3.4.3">
        [...]
      </langmaterial>
      <repository>
        [...]
      </repository>
      <physloc label="place of use">physical location</physloc>
      <container
        type="box">container</container>
      <materialspect>specifications on the material</materialspect>
      <physdesc encodinganalog="3.1.5">
        [...]
      </physdesc>
      <dao
        xlink:href="apenet.gif"
        xlink:title="labelling"/>
      <note encodinganalog="3.6.1" label="header">
        [...]
      </note>
    </did>
    <appraisal encodinganalog="3.3.2">
      [...]
    </appraisal>
    <processinfo encodinganalog="3.7.1">
      [...]
    </processinfo>
    <custodhist encodinganalog="3.2.3">
      [...]
    </custodhist>
    <bioghist encodinganalog="3.2.2">

```

```

<head>header</head>
<p>free text
  [...]
</p>
<list type="marked">
  [...]
</list>
<list type="ordered" numeration="arabic">
  [...]
</list>
<table>
  [...]
</table>
</bioghist>
<arrangement encodinganalog="3.3.4">
  [...]
</arrangement>
<fileplan>
  [...]
</fileplan>
<accruals encodinganalog="3.3.3">
  [...]
</accruals>
<acqinfo encodinganalog="3.2.4">
  [...]
</acqinfo>
<altformavail encodinganalog="3.5.2">
  [...]
</altformavail>
<relatedmaterial encodinganalog="3.5.3">
  [...]
</relatedmaterial>
<separatedmaterial encodinganalog="3.5.3">
  [...]
</separatedmaterial>
<originalsloc encodinganalog="3.5.1">
  [...]
</originalsloc>
<prefercite>
  [...]
</prefercite>
<otherfindaid encodinganalog="3.4.5">
  [...]
</otherfindaid>
<accessrestrict encodinganalog="3.4.1">
  [...]
</accessrestrict>
<userrestrict encodinganalog="3.4.2">
  [...]
</userrestrict>
<phystech encodinganalog="3.4.4">
  [...]
</phystech>
<scopecontent encodinganalog="summary">
  <head>header</head>
  <p>free text
    [...]
  </p>
  <list type="marked">
    [...]
  </list>
  <list type="ordered" numeration="arabic">

```

```

    [...]
  </list>
  <table>
    [...]
  </table>
</scopecontent>
<bibliography encodinganalog="3.5.4">
  [...]
</bibliography>
<odd encodinganalog="3.6.1">
  [...]
</odd>
<controlaccess>
  [...]
</controlaccess>
<c
  level="series"
  encodinganalog="3.1.4"
  id="DE-BA_20100330_default_finding_aid_123_1">
  <did>
    <unitid
      type="call number"
      encodinganalog="3.1.1">123/1</unitid>
    <unittitle
      encodinganalog="3.1.2">title with the
      <abbr expan="possibility">poss.</abbr>
      to use <expan abbr="abbr.">abbreviations</expan>.
    </unittitle>
    <unitdate
      calendar="gregorian"
      era="ce"
      normal="2010"
      encodinganalog="3.1.3">dates of creation</unitdate>
    <dao
      xlink:href="apenet.gif"
      xlink:title="c@series/did/dao"/>
    <unitid
      type="former call number">former call number
      <title> with an annotation</title>
    </unitid>
    <unitid
      type="file reference">file reference
      <title> with an annotation</title>
    </unitid>
    <physdesc encodinganalog="3.1.5">
      [...]
    </physdesc>
    <langmaterial encodinganalog="3.4.3">
      [...]
    </langmaterial>
    <repository>
      [...]
    </repository>
    <physloc label="place of use">physical location</physloc>
    <container type="box">container</container>
    <materialspec>specifications on the material
    </materialspec>
    <origination encodinganalog="3.2.1">
      [...]
    </origination>
    <note encodinganalog="3.6.1" label="header">
      [...]

```

```

    </note>
  </did>
  <scopecontent
    encodinganalog="summary">
    [...as for <c level="fonds">]
  </scopecontent>
  <appraisal encodinganalog="3.3.2">
    [...]
  </appraisal>
  <processinfo encodinganalog="3.7.1">
    [...]
  </processinfo>
  <custodhist encodinganalog="3.2.3">
    [...]
  </custodhist>
  <bioghist encodinganalog="3.2.2">
    [...as for <c level="fonds">]
  </bioghist>
  <accruals encodinganalog="3.3.3">
    [...]
  </accruals>
  <altformavail encodinganalog="3.5.2">
    [...]
  </altformavail>
  <accessrestrict encodinganalog="3.4.1">
    [...]
  </accessrestrict>
  <userrestrict encodinganalog="3.4.2">
    [...]
  </userrestrict>
  <phystech encodinganalog="3.4.4">
    [...]
  </phystech>
  <odd encodinganalog="3.6.1">
    [...]
  </odd>
  <controlaccess>
    [...]
  </controlaccess>
  <c
    level="subseries"
    encodinganalog="3.1.4"
    id="DE-BA_20100330_default_finding_aid_123_1-11">
    <did>
      [...as for <c level="series">]
    </did>
    <scopecontent
      encodinganalog="summary">
      [...as for <c level="fonds">]
    </scopecontent>
    <appraisal encodinganalog="3.3.2">
      [...]
    </appraisal>
    <processinfo encodinganalog="3.7.1">
      [...]
    </processinfo>
    <custodhist encodinganalog="3.2.3">
      [...]
    </custodhist>
    <bioghist encodinganalog="3.2.2">
      [...as for <c level="fonds">]
    </bioghist>

```

```

<accruals encodinganalog="3.3.3">
  [...]
</accruals>
<altformavail encodinganalog="3.5.2">
  [...]
</altformavail>
<accessrestrict encodinganalog="3.4.1">
  [...]
</accessrestrict>
<userrestrict encodinganalog="3.4.2">
  [...]
</userrestrict>
<phystech encodinganalog="3.4.4">
  [...]
</phystech>
<odd encodinganalog="3.6.1">
  [...]
</odd>
<controlaccess>
  [...]
</controlaccess>
<c
  level="file"
  encodinganalog="3.1.4"
  id="DE-BA_20100330_default_finding_aid_123_1-111">
  <did>
    [...as for <c level="series">]
  </did>
  <scopecontent
    encodinganalog="summary">
    [...as for <c level="fonds">]
  </scopecontent>
  <appraisal encodinganalog="3.3.2">
    [...]
  </appraisal>
  <processinfo encodinganalog="3.7.1">
    [...]
  </processinfo>
  <custodhist encodinganalog="3.2.3">
    [...]
  </custodhist>
  <bioghist encodinganalog="3.2.2">
    [...as for <c level="fonds">]
  </bioghist>
  <accruals encodinganalog="3.3.3">
    [...]
  </accruals>
  <altformavail encodinganalog="3.5.2">
    [...]
  </altformavail>
  <accessrestrict encodinganalog="3.4.1">
    [...]
  </accessrestrict>
  <userrestrict encodinganalog="3.4.2">
    [...]
  </userrestrict>
  <phystech encodinganalog="3.4.4">
    [...]
  </phystech>
  <odd encodinganalog="3.6.1">
    [...]
  </odd>

```

```

<controlaccess>
  [...]
</controlaccess>
<c
  level="item"
  encodinganalog="3.1.4"
  id="DE-BA_20100330_default_finding_aid_123_1-1111">
<did>
  [...as for <c level="series">]
</did>
<scopecontent
  encodinganalog="summary">
  [...as for <c level="fonds">]
</scopecontent>
<appraisal encodinganalog="3.3.2">
  [...]
</appraisal>
<processinfo encodinganalog="3.7.1">
  [...]
</processinfo>
<custodhist encodinganalog="3.2.3">
  [...]
</custodhist>
<bioghist encodinganalog="3.2.2">
  [...as for <c level="fonds">]
</bioghist>
<accruals encodinganalog="3.3.3">
  [...]
</accruals>
<altformavail encodinganalog="3.5.2">
  [...]
</altformavail>
<accessrestrict encodinganalog="3.4.1">
  [...]
</accessrestrict>
<userrestrict encodinganalog="3.4.2">
  [...]
</userrestrict>
<phystech encodinganalog="3.4.4">
  [...]
</phystech>
<odd encodinganalog="3.6.1">
  [...]
</odd>
<controlaccess>
  [...]
</controlaccess>
</c>
</c>
</c>
</c>
</c>
</dsc>
</archdesc>
</ead>

```



## Annex B: Finding aid examples transformed into APENet EAD

The following examples show one Dutch and one German finding aid in their transformed version. To be not too extended for the presentation as part of this guide, the lower levels are just represented by a few files. Omissions are signified through "[...]". Please note, that these are one of the first transformation results, so there might not every aspect be fixed.

### Inventaris van de verzameling Ernsting afkomstig uit de provincie Zuid-Holland (Nationaal Archief, The Hague)

```
<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 http://spacemomo.no-ip.org/Data/schema/APENet_EAD.xsd http://www.w3.org/1999/xlink
  http://www.loc.gov/standards/xlink/xlink.xsd"
  audience="external">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
  langencoding="iso639-2b" repositoryencoding="iso15511"
  scriptencoding="iso15924">
    <eadid identifier="identifiser" countrycode="NL"
    mainagencycode="NL-HaNA">4.ZHPB4</eadid>
    <filedesc>
      <titlestmt>
        <titleproper>Inventaris van de verzameling Ernsting afkomstig
        uit de provincie Zuid-Holland</titleproper>
        <author encodinganalog="245$c">Donkersloot-de Vrij, Dr. Y.M.
        </author>
      </titlestmt>
      <publicationstmt>
        <publisher>Nationaal Archief, Den Haag</publisher>
        <date calendar="gregorian" era="ce" normal="1998">(c)
        1998</date>
      </publicationstmt>
    </filedesc>
    <profiledesc>
      <creation>Deze digitale toegang is in 2006 vervaardigd door het
      Nationaal Archief op basis van de richtlijn Het gebruik van
      Encoded Archival Description op het Nationaal Archief versie 1.7.1
      . Eindredactie: Gijsbert Kruithof, 24 januari 2007
      <date calendar="gregorian" era="ce" normal="2006">2006</date>
      </creation>
      <language>This finding aid is written in
      <language langcode="dut" scriptcode="Latn">Dutch</language>.
      </language>
      <descrules audience="internal">Deze toegang is vervaardigd met
      inachtneming van de volgende richtlijnen: Leidraad bij de lessen
      in het ordenen en beschrijven van archieven , geheel herziene
      editie, Stichting Archiefschool, 's-Gravenhage 1983 ; Lexicon der
      Nederlandse Archief termen , Stichting Archiefpublicaties, 's-
      Gravenhage 1983 .</descrules>
    </profiledesc>
  </eadheader>
  <archdesc level="fonds" type="inventory" encodinganalog="3.1.4"
  relatedencoding="ISAD(G)v2">
    <did>
      <unittitle encodinganalog="3.1.2">ZHPB4 Provinciaal Bestuur Zuid-
```

```

Holland: Kaartencollectie Ernsting, voor 1850</unittitle>
<unittitle encodinganalog="3.1.2">Prov. Bestuur ZH / Kaarten
Ernsting</unittitle>
<unitdate calendar="gregorian" era="ce" encodinganalog="3.1.3">
  1570-1961</unitdate>
<unitid encodinganalog="3.1.1">4.ZHPB4</unitid>
<physdesc encodinganalog="3.1.5">
  <extent unit="files">207 inventarisnummers</extent>
</physdesc>
<langmaterial encodinganalog="3.4.3">Het merendeel der stukken is
in het
  <language langcode="dut" scriptcode="Latn">Nederlands
  </language>
. Enkele stukken zijn gesteld in het
  <language langcode="fre" scriptcode="Latn">Frans</language>
en in het
  <language langcode="ger" scriptcode="Latn">Duits</language>
, een aantal stukken heeft een kaarttitel in het
  <language langcode="lat" scriptcode="Latn">Latijn</language>
.</langmaterial>
<materialspect>Normale geschreven en gedrukte documenten, geen
bijzondere handschriften. Het betreft een kaartenverzameling
waarbij verschillende technieken zijn gebruikt zoals steendruk en
koperdiepdruk op linnen. Veel kaarten zijn met de hand ingekleurd
en soms opgeplakt op linnen. Enkele kaarten zijn gebonden in een
leren band.</materialspect>
<repository>Nationaal Archief, Den Haag</repository>
<origination encodinganalog="3.2.1" label="Archiefvormers: ">
  <corpname>Provinciale Staten van Zuid-Holland</corpname>
</origination>
<origination encodinganalog="3.2.1">
  <corpname>Staten van Holland en West-Friesland</corpname>
</origination>
</did>
<scopecontent encodinganalog="summary">
  <p>Het archief is gevormd door de provincie Zuid-Holland en bevat
gedrukte wandkaarten, atlassen, chorografische- en topografische
kaarten van Nederland, België en Luxemburg van voor 1850. Voorts
waterschaps- en hoogheemraadschapskaarten van polders,
droogmakerijen, eilanden en waarden in het Rijnland en in Zuid-
Holland. In de verzameling treft men ook kaarten aan van de grote
Nederlandse rivieren Rijn, Maas en Waal en van de Lek ,de Linge en
de Merwede. Stadskaarten zijn er onder meer van Delft, Den Haag,
Leiden en Rotterdam. Een topstuk is het kaartboek van Voorne,
Goeree en Overflakkee uit 1701, gebonden in leer en met
ingekleurde kaartbladen, gehooft in goud. Het betreft voornamelijk
gedrukte kaarten, maar ook herdrukken en manuscript kaarten. Het
archief is oorspronkelijke beschreven in de Catalogus van de
kaarten vÃ³r 1850 berustend in het archief ter Provinciale
Griffie van Zuid-Holland, vervaardigd door P. Ernsting, 1960.</p>
</scopecontent>
<bioghist encodinganalog="3.2.2">
  <head>Geschiedenis van de archiefvormer</head>
  <p>Om welke soort kaarten gaat het nu eigenlijk als we naar de
herkomst kijken? Daar is slechts globaal antwoord op te geven.</p>
  <p>Direct na de Franse Tijd was reeds sprake van een 'verzameling'
oude kaarten. Dit is althans te concluderen uit aantekeningen die
verwijzen naar de notulen van Gedeputeerde Staten van 29 september
en 24 oktober 1815, aan te treffen op de achterzijde van een
aantal kaarten of voorin bij enkele, in atlassen gebonden,
waterschapskaarten (zie onder andere catalogusnrs 84, 103 en
162).</p>

```

<p>Het is een nogal heterogene groep. Grotendeels betreft het kaarten van het grondgebied van de provincie Zuid-Holland, die soms verband houden met de vroegere ruimtelijke problematiek waarbij het bestuur van de provincie direct of indirect betrokken was. Enerzijds is er bijvoorbeeld sprake van kaarten, gemaakt in opdracht van de Staten van Holland en West-Friesland, zoals de zogenaamde resolutiekaarten - die meestal relatie hebben met waterstaatswerken - en kaarten gemaakt in verband met grensregelingen. En anderzijds gaat het om kaarten die als geschenk in bezit van de provincie zijn gekomen, zoals bijvoorbeeld de 17de en 18de-eeuwse waterschapskaarten en enkele stadskaarten. Tot deze laatste groep behoren onder andere de grote, deels gemonteerde en op linnen geplakte kaarten, die bestaan uit meerdere deelbladen met decoratieve randlijsten en ook kaarten, gebonden in prachtige oude leren banden met daarin veelal de deelkaartbladen fraai ingekleurd en met goud gehoogd. Dit zijn toppers uit de verzameling, zoals bijvoorbeeld ook het zogenaamde Kaartboek van Voorne, Goeree en Overflakkee uit 1701 (nr 115).</p>

<p>In esthetisch opzicht wellicht minder indrukwekkend zijn vele andere kaarten, maar die hebben onmiskenbaar informatieve en historisch-kartografische waarde. Zonder volledig te zijn, kunnen bijvoorbeeld genoemd worden: de kaart van de Merwede van Nicolaas Cruquius uit 1729-1730 (nrs 144-146), Krayenhoffs kaart van de Noordelijke Nederlanden uit 1809-1823 (nr 9) en de gedetailleerde rivierkaarten op schaal 1:10.000 uit de periode 1835-1842, vervaardigd onder leiding van B.H. Goudriaan (nr 126 en 127, helaas niet geheel compleet).</p>

<p>Hoewel de collectie kaarten bevat uit de 16de tot en met de 19de eeuw (facsimilekaarten meegerekend), dateren de meeste kaarten uit de periode 1740 tot 1840. Het betreft voornamelijk gedrukte kaarten, maar ook bevat de collectie ruim 30 manuscriptkaarten. Tot deze laatste groep behoren onder andere de fraaie kaarten van de Noord-, Zuid- en Westpolder bij Berkel en Rodenrijs uit 1777, gemaakt kort nadat dit gebied werd drooggemalen (nr 85 en 86). En voorts twee manuscriptkaarten die opvallen door hun zeer grote afmetingen (tot een lengte van meer dan 4,5 meter!). Het zijn de kaarten die in de jaren twintig van de vorige eeuw zijn gemaakt in verband met de aanleg van het Zederik Kanaal (nrs 181 en 182).</p>

</bioghist>

<acqinfo encodinganalog="3.2.4">

<p>Overigens dient bedacht dat het vervolg van deze kaartencollectie van Zuid-Holland zich in het Algemeen Rijksarchief (nu Nationaal Archief) in Den Haag bevindt. Het gaat hierbij om kaarten vanaf midden vorige eeuw tot 1975, die nauw aansluiten bij de archieven van de provincie (R.M. Haubourdin en A.H. Simons maakten hiervan in 1991 een beschrijving). De archieven zijn indertijd in het kader van de archiefwet naar het rijksarchief overgebracht.</p>

</acqinfo>

<scopecontent encodinganalog="summary">

<head>Inhoud</head>

<p>Zoals uit de inhoudsopgave blijkt. komen er ook kaarten in de verzameling voor die het gehele land weergeven en kaarten die betrekking hebben op gebieden buiten de provincie.</p>

<p>Bij de overzichtskaart van het gehele land is onder andere de fraaie en vrij zeldzame wandkaart van de Zeventien Verenigde Nederlanden uit circa 1685 van Visscher/Allard aan te treffen (nr 5).</p>

<p>Wat betreft de al genoemde resolutiekaarten gaat het voor een groot deel ook om (gedeelten van) rivieren buiten Zuid-Holland. De grote rivieren in Midden-Nederland gaven met name vanaf begin 18de

eeuw veel zorgen door de frequente dijkdoorbraken en overstromingen. Deze kaarten werden door landmeters gemaakt in verband met het rivierbeheer en de uit te voeren waterstaatsprojecten en riviercorrecties.

Algemeen geldt dat het doel van de vervaardiging bepalend is voor de kaartinhoud. Daar hangt de betrouwbaarheid en gedetailleerdheid van de verschillende kaarten voor een groot deel van af. Een belangrijke factor hierbij is natuurlijk ook de vakbekwaamheid van de kaartmaker.

Van een aantal kaarten uit de collectie kan gezegd worden dat ze een vrij goed, tot uitstekend, beeld geven van de historische structuur van het landschap van (delen van) Zuid-Holland in de verschillende tijdvakken. Door onderlinge vergelijking van de kaarten wordt ook de verandering die daarin optrad zichtbaar. Gewezen kan bijvoorbeeld worden op de verveningen, de daarbij ontstane plassen en de meestal daarop volgende droogmakerijen uit de voorbije eeuwen. Maar ook op de terugwijkende kustlijn, veranderingen bij de rivierlopen, het graven van kanalen, de aanleg van wegen, enzovoorts.

Kortom, de collectie is belangrijk voor kaarthistorici, maar ook voor degenen die zich bezighouden met de geschiedenis van het landschap.

Dr. Y.M. Donkersloot-de Vrij

Odijk, februari 1998

</scopecontent>

<processinfo encodinganalog="3.7.1">

<head>Verantwoording van de bewerking</head>

Een eerdere beschrijving van de oude kaarten die in het provinciehuis van Zuid-Holland aanwezig zijn, is in 1960 gemaakt. Deze is van de hand van P. Ernsting, de toenmalige klerk bij de 6de afdeling van de Griffie (bureau Archief), en draagt de titel Catalogus van de kaarten vÃ³r 1850 berustend in het archief ter Provinciale Griffie van Zuid-Holland.

Nu, bijna veertig jaar later, werd de behoefte gevoeld deze catalogus te herzien, voornamelijk omdat in de afgelopen periode heel wat publicaties zijn verschenen die het mogelijk maken tot betere kaartbeschrijvingen te komen.

De kaarten zijn recent gerestaureerd en zoveel mogelijk in melinex-hoezen opgeborgen, waardoor een goede conservering gewaarborgd is. Hiermee is de grote waarde van deze collectie kaarten terecht onderkend.

In de inleiding die Ernsting in zijn catalogus schreef komt naar voren dat reeds omstreeks 1895 een 'kleine gedrukte catalogus' werd uitgegeven en dat de verzameling sindsdien flink groeide. Daarover worden door hem verder geen mededelingen gedaan, maar zeker is dat Å©n van de laatste schenkingen van 1951 dateert (zie catalogusnr 98).

De verschillende nummers die op de achterzijde van de kaarten staan - soms helaas ook ontsierend op de voorkant - maken duidelijk dat er al meerdere keren pogingen werden gedaan om de kaarten te ordenen en te beschrijven. Ernsting heeft opnieuw nummers met potlood achter op de kaart geplaatst, die overeenkomen met de volgnummers van zijn catalogus (hoofdletters A t/m J, gevolgd door een cijfer. Om de verwarring niet groter te maken is op de kaarten zelf nu geen nieuw nummer toegevoegd.

Door de andere rangschikking van de kaarten, die onvermijdelijk was, waren natuurlijk wel nieuwe catalogusvolgnummers noodzakelijk. In feite zijn de, op de achterkant van de kaarten gehandhaafde, nummers van Ernsting nu de opbergnummers geworden; zie concordantietabel achterin deze catalogus.

De gebruiker van de catalogus zal voor het vinden van kaarten van bepaalde gebieden de inhoudsopgave moeten raadplegen. De

rangschikking van de kaarten binnen de onderscheiden regio's is alfabetisch op het eerste toponiem en vervolgens chronologisch. Om de toegankelijkheid te vergroten is naast de auteursindex, nu ook een zakenregister toegevoegd, waarmee men meer zicht kan krijgen op de kaarten die zo verschillend van inhoud zijn. Ook is een nieuwe literatuurlijst gemaakt. Naast enkele algemene publicaties staat daarin met name natuurlijk de literatuur die rechtstreeks betrekking heeft op de kaarten in deze catalogus. Voor verdere informatie verwijs ik naar de voortreffelijke Bibliografie van de geschiedenis van de cartografie in de Nederlanden onder redactie van Peter van der Krogt, c.s. (uitgeverij HES, Utrecht 1993).

Opmerkingen bij de in druk uitgegeven catalogus, najaar 1998: Nadat de hercatalogisering was voltooid, kwamen er in juni 1998 verhuizing naar het nieuwe provinciehuis nog enkele kaarten te voorschijn. Deze zijn alsnog beschreven en opgenomen in de catalogus.

</processinfo>

<arrangement encodinganalog="3.3.4">

<head>Ordering van het archief</head>

<p>Voor het beschrijven van de kaarten zijn de algemeen geldende regels in acht genomen.</p>

<p>De volgorde in deze catalogus is:</p>

<list type="marked">

<item>catalogusnummer - eigentijdse titel en jaartal</item>

<item>oorspronkelijke titel (indien aanwezig) / auteursnamen en jaartallen</item>

<item>uitgever. plaats en jaartal</item>

<item>schaal; orientatie (als het noorden niet boven is)</item>

<item>kaartblad(en), gebruikte techniek, inkleuring, afmetingen</item>

<item>annotatie (waarin diverse gegevens: opdrachtgevers, kaartinhoud enzovoort)</item>

<item>literatuur</item>

<item>nummer in de catalogus Ernsting (= opbergnummer in de metalen ladenkasten van de bibliotheek in het provinciehuis)</item>

</list>

<p>Hierbij geldt dat een erg lange titel is afgekort met [ ... ]. Jaartallen en namen van auteurs en uitgevers staan tussen teksthaken [ ] , wanneer deze gegevens op de kaart zelf ontbreken.</p>

<p>Wat de schaal betreft: op de kaart is meestal een oude maateenheid bij een schaalstok vermeld. Bij de beschrijving is het aantal centimeters van die schaalstok opgegeven. Bij grootschalige kaarten is veelal als oude maateenheid de (Rijnlandse) roede gebruikt, die afgerond 3.7 m is. Bij kleinschalige kaarten is daarentegen dikwijls de Duitse mijl van 15 in een graad gehanteerd, die overeenkomt met 7407 m.</p>

<p>Van de kaart is de bladafmeting en - als die er is - ook de lengte van de kaderlijn vermeld, afgerond in hele centimeters (hoogte x breedte).</p>

</arrangement>

<accessrestrict encodinganalog="3.4.1">

<head>Openbaarheidsbeperkingen</head>

<p>Alle archiefbescheiden behorend tot het archiefblok zijn volledig openbaar.</p>

<p>Overbrenging van een overheidsarchief</p>

</accessrestrict>

<userrestrict encodinganalog="3.4.5">

<head>Beperkingen aan het gebruik</head>

<p>Reproductie van originele bescheiden uit dit archief is, behoudens de algemene regels die gelden voor het kopiëren van

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stukken, niet aan beperkingen onderhevig. Er zijn geen beperkingen
krachtens het auteursrecht.</p>
</userrestrict>
<odd encodinganalog="3.6.1">
  <head>Aanvraaginstructie</head>
  <p>Archiefstukken kunnen worden aangevraagd of gereserveerd via de
  terminals in de studiezaal van het Nationaal Archief te Den Haag.
  U dient daarbij de volgende gegevens in te vullen:Reserveren kunt
  u ook online door gebruik te maken van het
    <extref xlink:href="http://www.nationaalarchief.nl/collectie/
    bestellen/resarchiefstuk.asp">digitale reserverings-
    formulier</extref>.
  </p>
  <list type="ordered" numeration="arabic">
    <item>uw bezoekersnummer,</item>
    <item>uw tafelnummer,</item>
    <item>het nummer van de toegang van het archief (ook de puntjes
    overnemen), nl.: 4.ZHPB4 ,</item>
    <item>en het inventarisnummer, het oranje nummer voor de
    beschrijving van de archiefstukken.</item>
  </list>
</odd>
<prefercite>
  <head>Citeerinstructie</head>
  <p>Bij het citeren in annotatie en verantwoording dient het
  archief tenminste éénmaal volledig en zonder afkortingen te
  worden vermeld. Daarna kan worden volstaan met verkorte
  aanhaling.</p>
  <p>VOLLEDIG: <lb/> Nationaal Archief, Den Haag, ZHPB4 Provinciaal
  Bestuur Zuid-Holland: Kaartencollectie Ernsting, voor 1850, nummer
  toegang 4.ZHPB4, inventarisnummer ...</p>
  <p>VERKORT: <lb/> NL-HaNA, Prov. Bestuur ZH / Kaarten Ernsting,
  4.ZHPB4, inv.nr. ...</p>
</prefercite>
<altformavail encodinganalog="3.5.2">
  <head>Beschikbaarheid van kopie<«n</head>
  <p/>
  <p>Vanaf maart 2007 is een groot deel van de kaarten te raadplegen
  in de Beeldbank van het Nationaal Archief en via de website van
  PHC Zuid-Holland.</p>
</altformavail>
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      <unitid type="series_code" encodinganalog="3.1.1">I</unitid>
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    </did>
    <c level="subseries" encodinganalog="3.1.4">
      <did>
        <unittitle>NOORDELIJKE en ZUIDELIJKE NEDERLANDEN
        </unittitle>
      </did>
      <c level="file" encodinganalog="3.1.4">
        <did>
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          </unitid>
          <unitid type="former call number"
          encodinganalog="3.1.1">A 25</unitid>
          <unittitle>Noordelijke Nederlanden</unittitle>
          <unitdate era="ce" calendar="gregorian">[1568 -
          1573]</unitdate>
        </did>
      </c>
    </c>
  </dsc>

```

```

<physdesc encodinganalog="3.1.5">17 kaarten (in een
map)
  <physfacet>zwart-wit reproducties op ware
  grootte;</physfacet>
  <dimensions type="measurements">Afmetingen 62 x 71
  cm</dimensions>
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1:80.000]</materialspec>
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<bioghist encodinganalog="3.2.2">
  <p>Christiaan Sgrooten 's kaarten van de Nederlanden
in reproductie uitgegeven onder auspiciën van het
Koninklijk Nederlands Aardrijkskundig Genootschap /
met een inleiding door S.J. Fockema Andrea en B. van
't Hoff</p>
  <p>E.J. Brill, Leiden 1961</p>
</bioghist>
<scopecontent encodinganalog="summary">
  <p>Kaarten nr 6, 12 en 13 hebben betrekking op Zuid-
Holland.</p>
</scopecontent>
<bioghist encodinganalog="3.2.2">
  <p>Christiaan Sgrooten karteerde de Nederlanden in
opdracht van Philips II. De kaarten waren bedoeld voor
militair gebruik.</p>
</bioghist>
<scopecontent encodinganalog="summary">
  <p>in blauw kartonnen map</p>
</scopecontent>
<phystech encodinganalog="3.4.4">
  <p>kaart nr 6 ontbreekt</p>
</phystech>
</c>
<c level="file" encodinganalog="3.1.4">
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    </unitid>
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    encodinganalog="3.1.1">A1</unitid>
    <unittitle>De Zeventien Verenigde Nederlanden
    </unittitle>
    <unitdate era="ce" calendar="gregorian"
    normal="1606">1606</unitdate>
    <physdesc encodinganalog="3.1.5">1 blad
    <physfacet>koperdiepdruk</physfacet>
    <dimensions type="measurements">Afmetingen 42 (41)
    x 57 (56) cm</dimensions>
    </physdesc>
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    mijlen = 4,3cm</materialspec>
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    na:coll:dat514294" xlink:title="reference"/>
  </did>
  <bioghist encodinganalog="3.2.2">
    <p>Inferioris Germaniae Provinciarum Nova Descriptio /
    door Ioan. Bapt. Vrintsius [= Johannes Baptista
    Vrients ] - Theodorus Gallaeus [= Theodoor Galle ],
    Antwerpen 1606</p>
  </bioghist>

```

```

<scopecontent encodinganalog="summary">
  <p>het noorden rechts</p>
</scopecontent>
<scopecontent encodinganalog="summary">
  <p>Opgedragen aan F. Sweerts te Antwerpen. Titel en
  opdracht gevat in decoratieve cartouche met de wapens
  van de Zeventien Verenigde Nederlanden.</p>
</scopecontent>
</c>
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    </unitid>
    <unitid type="former call number"
    encodinganalog="3.1.1">A 2-1</unitid>
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    </unittitle>
    <unitdate era="ce" calendar="gregorian"
    normal="1608">[1608]</unitdate>
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      <physfacet>koperdiepdruk, ingekleurd</physfacet>
      <dimensions type="measurements">Afmetingen 51 (40)
      x 60 (50) cm</dimensions>
    </physdesc>
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    mijlen = 6,8 cm</materialspec>
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  </did>
  <bioghist encodinganalog="3.2.2">
    <p>Novus XVII Inferioris Germaniae Provinciarum Typus
    de integro multis in locis emendatus /door Guliel.
    [=Willem Jansz.] Blaeu; gegraveerd door Josua van den
    Ende, [1608] - Amsterdam, Willem [Jansz.] Blaeu, [ca
    1635 of later]</p>
  </bioghist>
  <scopecontent encodinganalog="summary">
    <p>het noorden rechts</p>
  </scopecontent>
  <bioghist encodinganalog="3.2.2">
    <p>Deze kaart werd oorspronkelijk in 1608 uitgegeven
    met privilege van de Staten Generaal voor zes jaar en
    vervaardigd in Amsterdam in het bedrijf van Willem
    Jansz. Blaeu , de stichter van de beroemde drukkerij.
    Later - vanaf begin jaren dertig van de 17de eeuw - is
    de kaart opgenomen in de atlanten die de firma uitgaf.
    De tekst op de achterzijde wijst daarop.Het
    bovenbeschreven exemplaar is afkomstig uit een Duitse
    editie.</p>
  </bioghist>
</c>
<c level="file" encodinganalog="3.1.4">
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    </unitid>
    <unittitle>De Zeventien Verenigde Nederlanden
    </unittitle>
    <unitdate era="ce" calendar="gregorian"
    normal="1608">[1608]</unitdate>
    <physdesc encodinganalog="3.1.5">

```



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    <physfacet>koperdiepdruk, ongekleurd</physfacet>
    <dimensions type="measurements">Afmetingen 54 (40)
    x 64 (50) cm</dimensions>
  </physdesc>
  <materialspec>Schaal [circa 1:980.000], 9 Duitse
  mijlen = 6,8 cm</materialspec>
</did>
<scopecontent encodinganalog="summary">
  <p>Op de achterzijde Nederlandse tekst, hetgeen er op
  wijst dat dit exemplaar afkomstig is uit een
  Nederlandstalige editie van een Blaeu-atlas.</p>
</scopecontent>
</c>
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    </unitid>
    <unitid type="former call number"
    encodinganalog="3.1.1">A 3 /1-9</unitid>
    <unittitle>Wandkaart van de Zeventien Verenigde
    Nederlanden</unittitle>
    <unitdate era="ce" calendar="gregorian">[tussen 1682 -
    1691]</unitdate>
    <physdesc encodinganalog="3.1.5">9 bladen
    <physfacet>koperdiepdruk</physfacet>
    <dimensions type="measurements">Afmetingen elk blad
    47 x 58 cm, totale afmeting na montage circa 130 x
    165 cm</dimensions>
    </physdesc>
    <materialspec>Schaal [circa 1:230.000]</materialspec>
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    na:coll:dat514328" xlink:title="reference"/>
  </did>
  <bioghist encodinganalog="3.2.2">
    <p>Germaniae Inferioris Novissima Descriptio / 'ex
    recentione Hugonis Allardi'; gegraveerd door I. Troyen
    - Hugo Allard , Amsterdam [tussen 1682 - 1691]</p>
  </bioghist>
  <scopecontent encodinganalog="summary">
    <p>het noorden rechts</p>
  </scopecontent>
  <bioghist encodinganalog="3.2.2">
    <p>Deze wandkaart is voor het eerst op de markt
    gebracht door Nicolaas Visscher, kort na 1682 en
    vervolgens ongewijzigd opnieuw uitgegeven door Hugo
    Allard, niet later dan 1691 (= het jaar waarin hij
    overleed).</p>
  </bioghist>
  <scopecontent encodinganalog="summary">
    <p>De kaart is opgedragen aan Prins Willem III; een
    portret van hem komt voor op blad 9 (rechtsonder). De
    titel met uitbundige decoratie staat op blad 3
    (rechtsboven).</p>
    <p>Zuid-Holland komt voor op blad 5.</p>
  </scopecontent>
</c>
  [...]
</c>
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  <did>

```

```
      <unittitle>PROVINCIES (geheel en delen)</unittitle>
    </did>
  <c level="subseries" encodinganalog="3.1.4">
    <did>
      <unittitle>GRONINGEN (en Drenthe )</unittitle>
    </did>
    <c level="file" encodinganalog="3.1.4">
      <did>
        [...]
      </did>
      [...]
    </c>
  </c>
  [...]
</c>
[...]
```

## Sekretariat Helmut Lehmann im ZK der SED (Bundesarchiv, Berlin)

```

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  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns="urn:isbn:1-931666-22-9"
  xsi:schemaLocation="urn:isbn:1-931666-22-9 http://spacemomo.no-
ip.org/Data/schema/APENet_EAD.xsd http://www.w3.org/1999/xlink
http://www.loc.gov/standards/xlink/xlink.xsd"
  audience="external">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
  langencoding="iso639-2b" repositoryencoding="iso15511"
  scriptencoding="iso15924" relatedencoding="MARC21">
    <eadid identifier="DE-ARCH-220_dy30ble" countrycode="DE"
    url="http://startext.net-build.de:8080/barch/MidosaseARCH/
dy30ble/index.htm">dy30ble</eadid>
    <filedesc>
      <titlestmt>
        <titleproper>Sekretariat Helmut Lehmann im ZK der SED
        </titleproper>
        <author encodinganalog="245$c">Sylvia Gräfe (Online-Version)
        </author>
      </titlestmt>
      <publicationstmt>
        <publisher>Stiftung Archiv der Parteien und
        Massenorganisationen der DDR im Bundesarchiv</publisher>
        <date calendar="gregorian" era="ce" normal="2004">2004</date>
        <address>
          <addressline>Berlin</addressline>
        </address>
      </publicationstmt>
    </filedesc>
  </eadheader>
  <archdesc level="fonds" type="inventory" encodinganalog="3.1.4"
  relatedencoding="ISAD(G)v2">
    <did>
      <unitid encodinganalog="3.1.1">DY 30</unitid>
      <unittitle encodinganalog="3.1.2">Sekretariat Helmut Lehmann im ZK
      der SED</unittitle>
      <unitdate calendar="gregorian" era="ce" encodinganalog="3.1.3"
      normal="1945/1950">1945-1950</unitdate>
      <repository>Stiftung Archiv der Parteien und Massenorganisationen
      der DDR im Bundesarchiv
        <address>
          <addressline>Berlin</addressline>
        </address>
      </repository>
    </did>
    <scopecontent encodinganalog="summary">
      <head>Zusammenfassung</head>
      <p>DY 30/ IV 2/2.027/ 1 bis 55 Das Findbuch ist ein Ergebnis des
      Projektes Digitalisierung von Findmitteln der Stiftung Archiv der
      Parteien und Massenorganisationen der DDR im Bundesarchiv. Die
      bereits vor 1990 verzeichneten Angaben auf Karteikarten wurden
      dabei digital fotografiert, anschließend abgeschrieben und im
      XML-Format erfasst. Die weitere Bearbeitung der Daten erfolgte mit
      der Software Midosaxml im zuständigen Fachreferat. Die
      Verzeichnungsangaben wurden teilweise korrigiert, die Schreibweise
      der Serienakten sowie die Datierung vereinheitlicht und ein
      Gesamtindex, der Personen- und Ortsangaben enthält, erstellt.
      Zusätzlich ist eine Volltextrecherche möglich.</p>
    </scopecontent>
  </archdesc>
</ead>

```

```
<scopecontent encodinganalog="summary">
  <head>Einleitung</head>
  <p>
    <emph render="bold">Sekretariat Helmut Lehmann von 1945 bis
    1950</emph><lb/>
    Helmut Lehmann (1882-1959) wurde im April 1946, auf dem
    Vereinigungsparteitag von KPD und SPD, in den Parteivorstand
    und das Zentralsekretariat (bis 1950) der SED gewählt. Außerdem
    war er Präsident der Volkssolidarität (ab Oktober 1946) in der
    sowjetischen Besatzungszone, Mitglied des Bundesvorstandes des
    FDGB (1947), des Zentralvorstandes der Vereinigung der
    Verfolgten des Naziregimes (1947), des Deutschen Volksrates und
    Volkskongresses (1948/49) sowie Abgeordneter der Provisorischen
    Volkskammer bzw. Volkskammer (1949/50) der DDR.<lb/>
    1950 übernahm er den Vorsitz des Zentralvorstandes der
    Sozialversicherung. Gemeinsam mit Paul Merker war er innerhalb
    des SED-Apparates für die Bereiche Arbeit und Sozialfürsorge,
    Landwirtschaft, Genossenschaften, Gesundheitswesen sowie
    Umsiedlung und rückkehrende Kriegsgefangene zuständig. Der
    Teilbestand beinhaltet u. a. Dokumente zur Sozialpolitik, zur
    Gewerkschaftsarbeit, zur Arbeitsbeschaffung, zur
    Wohnungspolitik, über die Eingliederung ehemaliger
    Kriegsgefangener und Umsiedler, die Tätigkeit der Deutschen
    Wirtschaftskommission, der Zentralverwaltung bzw. des
    Ministeriums für Arbeit und Gesundheitswesen, des
    Bundesvorstandes des FDGB, der Volkssolidarität, des Deutschen
    Roten Kreuzes (DRK), über Delegierten- und
    Interzonenkonferenzen der Industriegewerkschaft (IG) Metall
    sowie Berichte und Aufrufe der Einheitsfront antifaschistisch-
    demokratischer Parteien bzw. des Demokratischen Blocks.<lb/>
    Es ist eine Besonderheit, dass die Überlieferung dieses
    Teilbestandes und die der Abteilung Gewerkschaften und
    Sozialpolitik zeitlich aufeinander folgen. Für die Erforschung
    der Arbeits- und Lebensbedingungen in den ersten
    Nachkriegsjahren, v. a. in der sowjetischen Besatzungszone,
    bildet er gemeinsam mit den Akten aus dem Sekretariat Paul
    Merker, der Abteilung Gesundheitspolitik, der Abteilung Frauen,
    der Abteilung Wirtschaftspolitik und der Abteilung Kaderfragen
    eine gute Quellengrundlage.<lb/>
    <lb/>
    <emph render="bold">Findmittel:</emph>Findbuch, Kartei, Online-
    Findbuch<lb/>
    <emph render="bold">Signierung:</emph>DY 30/ IV 2/2.027/1 bis
    45 Fiches 0,72 lfm<lb/>
    <emph render="bold">Angaben zum Online-Findbuch Sekretariat
    Helmut Lehmann :</emph> Das Findbuch ist ein Ergebnis des
    Projektes Digitalisierung von Findmitteln der Stiftung Archiv
    der Parteien und Massenorganisationen der DDR im Bundesarchiv.
    Die bereits vor 1990 verzeichneten Angaben auf Karteikarten
    wurden dabei digital fotografiert, anschließend abgeschrieben
    und im XML-Format erfasst. Die weitere Bearbeitung der Daten
    erfolgte mit der Software Midosa XML im zuständigen
    Fachreferat. Die Verzeichnungsangaben wurden teilweise
    korrigiert, die Schreibweise der Serienakten sowie die
    Datierung vereinheitlicht und ein Gesamtindex, der Personen-
    und Ortsangaben enthält, erstellt. Zusätzlich ist eine
    Volltextrecherche möglich.
  </p>
</scopecontent>
<dsc type="othertype">
  <c level="fonds" id="DE-ARCH-220_dy30ble_784211ab-cbf3-4425-838a-
  595ea8054ff1" encodinganalog="3.1.4">
```

```

<did>
  <unittitle>Sekretariat Helmut Lehmann im ZK der SED
  </unittitle>
</did>
<c level="series" id="DE-ARCH-220_dy30ble_b11c4ee6-12f9-4e68-
b48f-3f72cf4fda60" encodinganalog="3.1.4">
  <did>
    <unittitle>Grundsatzmaterialien</unittitle>
  </did>
  <c level="series" id="DE-ARCH-220_dy30ble_b9e2d4eb-19a1-
4769-a668-c3c0f8dd9f62" encodinganalog="3.1.4">
    <did>
      <unittitle>Informationen zwischen der Parteiführung
      und den Abteilungen beim Parteivorstand der SED
      </unittitle>
    </did>
    <c level="file" id="DE-ARCH-220_dy30ble_DY_30_
IV_2_2_027_1" encodinganalog="3.1.4">
      <did>
        <unitid type="call number" encodinganalog="3.1.1">
          DY 30/IV 2/2.027/1</unitid>
        <unittitle>Sitzungen des Zentralsekretariats und
        des Politbüros</unittitle>
        <unitdate era="ce" calendar="gregorian"
        normal="1946/1950">1946 - 1950</unitdate>
        <origination encodinganalog="3.2.1"
        label="final">Sekretariat Helmut Lehmann
        </origination>
        <dao xlink:href="http://startext.net-build.de:8080/
        barch/MidosaseARCH/dy30ble/mets/dy30ble_01/
        index.html" xlink:title="Akte einsehen"/>
      </did>
      <scopecontent encodinganalog="summary">
        <p>Enthält nur: Einladungen mit Tagesordnung</p>
      </scopecontent>
    </c>
    <c level="file" id="DE-ARCH-220_dy30ble_DY_30_
IV_2_2_027_2" encodinganalog="3.1.4">
      <did>
        <unitid type="call number" encodinganalog="3.1.1">
          DY 30/IV 2/2.027/2</unitid>
        <unittitle>Informationsaustausch des Sekretariats
        Helmut Lehmann mit der Abteilung Arbeit und
        Sozialfürsorge</unittitle>
        <unitdate era="ce" calendar="gregorian"
        normal="1946/1950">1946 - 1950</unitdate>
        <origination encodinganalog="3.2.1"
        label="final">Sekretariat H. Lehmann</origination>
        <dao xlink:href="http://startext.net-build.de:8080/
        barch/MidosaseARCH/dy30ble/mets/dy30ble_02/
        index.html" xlink:title="Akte einsehen"/>
      </did>
      <scopecontent encodinganalog="summary">
        <p>Enthält u. a.: Streikordnung des FDGB, 1946;
        Arbeitslenkung; Rechte und Aufgaben der
        Gewerkschaften in den Betrieben und Verwaltungen;
        Sozialfürsorge im Zweijahresplan; Aufbau der
        Industriegewerkschaften; Instrukteurberichte;
        Betriebsrätewahlen 1949; Verbesserung der sozialen
        Lage der Arbeiter; Arbeitskräftesituation im
        Ministerium für Arbeit und Gesundheitswesen</p>
      </scopecontent>
    </c>
  </c>
</c>

```

```

</c>
<c level="file" id="DE-ARCH-220_dy30ble_DY_30_
IV_2_2_027_3" encodinganalog="3.1.4">
  <did>
    <unitid type="call number" encodinganalog="3.1.1">
      DY 30/IV 2/2.027/3</unitid>
    <unittitle>Arbeits- und -Strukturpläne der
    Abteilung Arbeit und Sozialfürsorge</unittitle>
    <unitdate era="ce" calendar="gregorian"
    normal="1946/1950">1946 - 1950</unitdate>
    <origination encodinganalog="3.2.1"
    label="final">Sekretariat H. Lehmann</origination>
    <dao xlink:href="http://startext.net-build.de:8080/
    barch/MidosaseARCH/dy30ble/mets/dy30ble_03/
    index.html" xlink:title="Akte einsehen"/>
  </did>
</c>
<c level="file" id="DE-ARCH-220_dy30ble_DY_30_
IV_2_2_027_4" encodinganalog="3.1.4">
  <did>
    <unitid type="call number" encodinganalog="3.1.1">
      DY 30/IV 2/2.027/4</unitid>
    <unittitle>Informationsaustausch des Sekretariats
    Helmut Lehmann mit der Abteilung Personalpolitik
    </unittitle>
    <unitdate era="ce" calendar="gregorian"
    normal="1946/1948">1946 - 1948</unitdate>
    <origination encodinganalog="3.2.1"
    label="final">Sekretariat H. Lehmann</origination>
    <dao xlink:href="hinweis.htm" xlink:title="Hinweis
    zur Einsichtnahme in diese Akte"/>
  </did>
  <scopecontent encodinganalog="summary">
    <p>Hinweis: Die Akte unterliegt besonderen
    Benutzungsbedingungen</p>
  </scopecontent>
</c>
</c>
<c level="series" id="DE-ARCH-220_dy30ble_62f535be-be6b-
490f-a01e-23227a1607c0" encodinganalog="3.1.4">
  <did>
    <unittitle>Zusammenarbeit mit zentralen staatlichen
    Organen</unittitle>
  </did>
  <c level="file" id="DE-ARCH-220_dy30ble_DY_30_
  IV_2_2_027_5" encodinganalog="3.1.4">
    <did>
      <unitid type="call number" encodinganalog="3.1.1">
        DY 30/IV 2/2.027/5</unitid>
      <unittitle>Zusammenarbeit zwischen der
      Parteiführung, der SMAD sowie der Zentralverwaltung
      für Arbeit und Sozialfürsorge</unittitle>
      <unitdate era="ce" calendar="gregorian"
      normal="1945/1949">1945 - 1949</unitdate>
      <origination encodinganalog="3.2.1"
      label="final">Sekretariat H. Lehmann</origination>
      <dao xlink:href="http://startext.net-build.de:8080/
      barch/MidosaseARCH/dy30ble/mets/dy30ble_05/
      index.html" xlink:title="Akte einsehen"/>
    </did>
    <scopecontent encodinganalog="summary">
      <p>Enthält u. a.: Aufbau der Zentralverwaltung, der
  
```

Landesämter, der Ämter für Arbeit und Sozialfürsorge; Besprechungen, Bestimmungen, Anweisungen und Verordnungen der SMAD (dabei Befehl der SMAD Nr. 65 vom 15. Sept. 1945); Tagung der Zentralverwaltung mit Vertretern der Landes- und Provinzialämter vom 12. bis 13. Nov. 1946; Schulung des Verwaltungspersonals; Sozialversicherungsfragen; Überprüfung der Deutschen Zentralverwaltung für Arbeit und Sozialfürsorge durch die Deutsche Zentralfinanzverwaltung; Personalangelegenheiten

Enthält auch: Rede von Helmut Lehmann auf dem Ersten Gewerkschaftskongress des Allgemeinen freien Angestelltenbundes in Düsseldorf, 1921; Vorbereitung der Betriebsrätewahlen in Berlin und sowjetischen Besatzungszone 1946, Angaben über die Verwendung der beschlagnahmten Betriebe der Kriegsverbrecher und Nazis

```

</scopecontent>
<controlaccess>
  <geogname>Berlin</geogname>
  <geogname>sowjetische Besatzungszone</geogname>
</controlaccess>
</c>
<c level="file" [...]>
  [...]
</c>
  [...]
</c>
<c level="series" [...]>
  [...]
</c>
</c>
  [...]
</c>
</dsc>
</archdesc>
</ead>

```

## Annex C: Crosswalks

This annex includes four crosswalks, i.e. mappings between the two related encoding systems ISAD(G)v2 (General International Standard Archival Description, Version 2) and MARC21 (MACHine-Readable Cataloging) and the corresponding EAD elements of the target profile. The basis for the following tables have been the official crosswalks of the EAD tag library<sup>4</sup>.

If two EAD elements in the crosswalks

C.1. ISAD(G)v2 to EAD

C.2. EAD to ISAD(G)v2

C.3. MARC21 to EAD

C.4. EAD to MARC21

are named side by side, the latter is a subelement of the first. If different EAD elements are named each in a single line, all these elements can be mapped to the particular element of the related encoding system.

---

<sup>4</sup> [http://www.loc.gov/ead/tglib/appendix\\_a.html](http://www.loc.gov/ead/tglib/appendix_a.html)



### C.1. ISAD(G)v2 to EAD

ISAD(G)v2	EAD
3.1.1 Reference code(s)	<unitid>
3.1.2 Title	<unittitle>
3.1.3 Dates	<unitdate>
3.1.4 Level of description	<archdesc> <c>
3.1.5 Extent and medium of the unit	<physdesc> with subelements <extent>, <dimensions>, <genreform> and <physfacet>
3.2.2 Administrative / Biographical history	<bioghist>
3.2.3 Archival history	<custodhist>
3.2.4 Immediate source of acquisition	<acqinfo>
3.3.2 Appraisal, destruction and scheduling	<appraisal>
3.3.3 Accruals	<accruals>
3.3.4 System of arrangement	<arrangement>
3.4.1 Conditions governing access	<accessrestrict>
3.4.2 Conditions governing reproduction	<userrestrict>
3.4.3 Language / scripts of material	<langmaterial>
3.4.4 Physical characteristics and technical requirements	<phystech>
3.4.5 Finding aids	<otherfindaid>
3.5.1 Existence and location of originals	<originalsloc>
3.5.2 Existence and location of copies	<altformavail>
3.5.3 Related units of description	<relatedmaterial> <separatedmaterial>
3.5.4 Publication note	<bibliography>
3.6.1 Note	<note> <odd>
3.7.1 Archivist's note	<processinfo>

### C.2. EAD to ISAD(G)v2

EAD	ISAD(G)v2
<accessrestrict>	3.4.1 Conditions governing access
<accruals>	3.3.3 Accruals
<acqinfo>	3.2.4 Immediate source of acquisition
<altformavail>	3.5.2 Existence and location of copies
<appraisal>	3.3.2 Appraisal, destruction and scheduling
<archdesc>	3.1.4 Level of description
<arrangement>	3.3.4 System of arrangement
<bibliography>	3.5.4 Publication note
<bioghist>	3.2.2 Administrative / Biographical history
<c>	3.1.4 Level of description
<custodhist>	3.2.3 Archival history
<langmaterial>	3.4.3 Language / scripts of material

<note>	3.6.1 Note
<odd>	3.6.1 Note
<originalsloc>	3.5.1 Existence and location of originals
<otherfindaid>	3.4.5 Finding aids
<physdesc> with subelements <extent>, <dimensions>, <genreform> and <physfacet>	3.1.5 Extent and medium of the unit
<phystech>	3.4.4 Physical characteristics and technical requirements
<processinfo>	3.7.1 Archivist's note
<relatedmaterial>	3.5.3 Related units of description
<separatedmaterial>	3.5.3 Related units of description
<unitdate>	3.1.3 Dates
<unitid>	3.1.1 Reference code(s)
<unittitle>	3.1.2 Title
<userrestrict>	3.4.2 Conditions governing reproduction

### C.3. MARC21 to EAD

MARC21	EAD
041 Language	<language><language>
245 Title statement	<titlestmt><titleproper>
245\$c Statement of responsibility	<titlestmt><author>
260\$b Name of publisher, distributor	<publicationstmt><publisher>
260\$c Date of publication, distribution	<publicationstmt><date>

### C.4. EAD to MARC21

EAD	MARC21
<language><language>	041 Language
<titlestmt><titleproper>	245 Title statement
<titlestmt><author>	245\$c Statement of responsibility
<publicationstmt><publisher>	260\$b Name of publisher, distributor
<publicationstmt><date>	260\$c Date of publication, distribution

## Annex D: Exemplary EAD holdings guide

The following examples show firstly one already existing holdings guide after conversion to APENet EAD and secondly one holdings guide as created with the Standalone conversion tool. To be not too extended for the presentation as part of this guide, the lower levels are just represented by a few files. Omissions are signified through "[...]". Please note, that these are one of the first transformation results, so there might not every aspect be fixed.

```
<?xml version="1.0" encoding="UTF-8"?>
<ead xmlns:xlink="http://www.w3.org/1999/xlink"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xmlns="urn:isbn:1-931666-22-9"
  xsi:schemaLocation="urn:isbn:1-931666-22-9
  http://www.archivesportaleurope.eu/profiles/APENet_EAD.xsd
  http://www.w3.org/1999/xlink
  http://www.loc.gov/standards/xlink/xlink.xsd"
  audience="external">
<eadheader countryencoding="iso3166-1" dateencoding="iso8601"
  langencoding="iso639-2b" repositoryencoding="iso15511"
  scriptencoding="iso15924" relatedencoding="MARC21">
  <eadid identifier="DE-BA_Bestaendeuebersicht" countrycode="DE"
  mainagencycode="DE-BA">Bestaendeuebersicht</eadid>
  <filedesc>
    <titlestmt>
      <titleproper encodinganalog="245">Beständeübersicht des
        Bundesarchivs</titleproper>
    </titlestmt>
    <publicationstmt>
      <publisher>Bundesarchiv</publisher>
      <date encodinganalog="260$c" calendar="gregorian" era="ce">
        13. Dezember 2010</date>
    </publicationstmt>
  </filedesc>
  <revisiondesc>
    <change>
      <date/>
      <item>Converted_APENet_EAD_version_1.0.2</item>
    </change>
  </revisiondesc>
</eadheader>
<archdesc level="fonds" type="holdings_guide" encodinganalog="3.1.4"
  relatedencoding="ISAD(G)v2">
  <did>
    <unittitle encodinganalog="3.1.2">Bestände</unittitle>
  </did>
  <dsc type="othertype">
    <head>Bestände</head>
    [...]
    <c level="series" id="d1e53" encodinganalog="3.1.4">
      <did>
        <unittitle encodinganalog="3.1.2">5. Stiftung Archiv der
          Parteien und Massenorganisationen der DDR im Bundesarchiv
        </unittitle>
      </did>
      <c level="series" id="d1e357867" encodinganalog="3.1.4">
        <did>
          <unittitle encodinganalog="3.1.2">
            5.1. Archivbestände</unittitle>
        </did>
```

```

<scopecontent encodinganalog="summary">
  <p><emph render="bold">Archivbestände</emph>
  <lb/>
  <emph render="bold">Zuständigkeit</emph>
  <lb/>Die Stiftung Archiv der Parteien und
  Massenorganisationen der DDR im Bundesarchiv ist
  entsprechend ihrem Gesetzesauftrag vor allem für die auf
  zentraler Ebene entstandenen Unterlagen von Parteien und
  Massenorganisationen der DDR und der mit ihnen
  verbundenen Organisationen und juristischen Personen
  zuständig. Vor der Übernahme in die Stiftung befanden
  sich diese Bestände fast ausschließlich in partei- bzw.
  organisationseigenenen Archiven und Registraturen.
  Insbesondere die großen Archive wie das Zentrale
  Parteiarchiv der SED (Umfang ca. 5.000 lfm) und das
  Zentrale Gewerkschaftsarchiv des FDGB (Umfang ca. 3.200
  lfm) ergänzten ihre eigenen Unterlagen durch weitere
  Bestände, Nachlässe und archivische Sammlungen. Um den
  historischen Zusammenhang zu wahren und die gewachsenen
  Archivbestände nicht zu zerstören, gingen auch diese
  Materialien auf die Stiftung über.<lb/>
  [...]
</scopecontent>
<c level="series" id="d1e360699" encodinganalog="3.1.4">
  <did>
    <unittitle encodinganalog="3.1.2">5.1.1.2.5.2. Büros
    und Sekretariate</unittitle>
  </did>
  <c level="file" id="d1e360707" encodinganalog="3.1.4">
    <did>
      <physdesc encodinganalog="3.1.5">
        <extent>5,4 lfm, Filme</extent>
      </physdesc>
      <note>
        <p>Schlüter 12-2001</p>
      </note>
      <unitid type="call number"
      encodinganalog="3.1.1">DY 30</unitid>
      <unittitle encodinganalog="3.1.2">
        Büro Apel<lb/>DY 30/ IV 2/2.029/ 1 bis
        205<lb/>Online-Findbuch</unittitle>
      <unitdate encodinganalog="3.1.3" era="ce"
      calendar="gregorian" normal="1955-01-01/
      1962-12-31">1955-1962</unitdate>
    </did>
    <scopecontent encodinganalog="summary">
      <p><emph render="bold">Aufgaben und
      Organisation:</emph>
      [...]
    </scopecontent>
    <otherfindaid encodinganalog="3.4.5">
      <p><extref xlink:href="dy30bap"
      xlink:title="Onlinefindbuch"/></p>
    </otherfindaid>
    <controlaccess>
      <corpname>SED, Büro Apel</corpname>
      <persname>Apel, Erich</persname>
      <persname>Mittag, Günter</persname>
      <persname>Ziller, Gerhart</persname>
    </controlaccess>
  </c>
<c level="file" id="d1e360812"

```

```

encodinganalog="3.1.4">
  <did>
    <physdesc encodinganalog="3.1.5">
      <extent>4,8 lfm, Fiches</extent>
    </physdesc>
    <note>
      <p>Nestler 12-2001</p>
    </note>
    <unitid type="call number"
    encodinganalog="3.1.1">DY 30</unitid>
    <unittitle encodinganalog="3.1.2">Büro Axen
    <lb/>DY 30/ IV 2/2.035/ 1 bis 201<lb/>Online-
    Findbuch</unittitle>
    <unitdate encodinganalog="3.1.3" era="ce"
    calendar="gregorian" normal="1953-01-01/
    1989-12-31">1953-1989</unitdate>
  </did>
  <scopecontent encodinganalog="summary">
    <p><emph render="bold">Aufgaben und
    Organisation:</emph>
    [...]
  </scopecontent>
  <otherfindaid encodinganalog="3.4.5">
    <p><extref xlink:href="dy30bax"
    xlink:title="Onlinefindbuch"/></p>
  </otherfindaid>
  <controlaccess>
    <corpname>SED, Büro Axen</corpname>
    <persname>Axen, Hermann</persname>
  </controlaccess>
</c>
<c level="file" id="dle360898"
encodinganalog="3.1.4">
  <did>
    <physdesc encodinganalog="3.1.5">
      <extent>1,6 lfm</extent>
    </physdesc>
    <note>
      <p>Nestler 12-2001</p>
    </note>
    <unitid type="call number"
    encodinganalog="3.1.1">DY 30</unitid>
    <unittitle encodinganalog="3.1.2">Büro
    Dohlus <lb/>DY 30/ IV 2/2.041/ 1 bis
    54<lb/>DY 30/ 25770 bis 25775<lb/>Online-
    Findbuch</unittitle>
    <unitdate encodinganalog="3.1.3" era="ce"
    calendar="gregorian"
    normal="1972-01-01/1989-12-31">
    1972-1989</unitdate>
  </did>
  <scopecontent encodinganalog="summary">
    <p><emph render="bold">Aufgaben und
    Organisation:</emph>
    [...]
  </scopecontent>
  <otherfindaid encodinganalog="3.4.5">
    <p><extref xlink:href="dy30bdohl"
    xlink:title="Onlinefindbuch"/></p>
  </otherfindaid>
  <controlaccess>
    <corpname>SED, Büro Dohlus</corpname>

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```

        <persname>Dohlus, Horst</persname>
      </controlaccess>
    </c>
    [...]
  </c>
</c>
</c>
</c>
</c>
</c>
</desc>
</archdesc>
</ead>

```

```

<?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
  http://www.archivesportaleurope.eu/profiles/APENet_EAD.xsd
  http://www.w3.org/1999/xlink
  http://www.loc.gov/standards/xlink/xlink.xsd"
  audience="external">
  <eadheader countryencoding="iso3166-1" dateencoding="iso8601"
    langencoding="iso639-2b" repositoryencoding="iso15511"
    scriptencoding="iso15924" relatedencoding="MARC21">
    <eadid countrycode="DE" mainagencycode="DE-BA" identifier="DE-
      BA_Bestaendeuebersicht ">Bestaendeuebersicht</eadid>
    <filedesc>
      <titlestmt>
        <titleproper>Beständeübersicht des Bundesarchivs</titleproper>
      </titlestmt>
    </filedesc>
    <revisiondesc>
      <change>
        <date/>
        <item>Converted_APENet_EAD_version_1.0.2</item>
      </change>
    </revisiondesc>
  </eadheader>
  <archdesc level="fonds" type="holdings_guide" encodinganalog="3.1.4"
    relatedencoding="ISAD (G) v2">
    <did>
      <unitid>Bestaendeuebersicht</unitid>
    </did>
    <dsc>
      <c level="item">
        <did>
          <unitid>DY 30</unitid>
          <unittitle>DY 30 Büro Erich Apel</unittitle>
          <unitdate>1955 - 1962</unitdate>
        </did>
        <otherfindaid>
          <p>
            <extref xmlns:xlink="http://www.w3.org/1999/xlink"
              xlink:href="dy30bap"/>
          </p>
        </otherfindaid>
      </c>

```

```
<c level="item">
  <did>
    <unitid>DY 30</unitid>
    <unittitle>DY 30 Büro Hermann Axen</unittitle>
    <unitdate>1953 - 1989</unitdate>
  </did>
  <otherfindaid>
    <p>
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    </p>
  </otherfindaid>
</c>
<c level="item">
  <did>
    <unitid>DY 30</unitid>
    <unittitle>DY 30 Büro Horst Dohlus</unittitle>
    <unitdate>1972 - 1989</unitdate>
  </did>
  <otherfindaid>
    <p>
      <extref xmlns:xlink="http://www.w3.org/1999/xlink"
        xlink:href="dy30bdohl"/>
    </p>
  </otherfindaid>
</c>
</dsc>
</archdesc>
</ead>
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