



OhioLINK EAD Task Force: Frequently Asked Questions

1. How can we prepare ourselves for using the Finding Aid Creation Tool and Repository?

We suggest that you begin by reading the OhioLINK Task Force's EAD Starter Packet, which contains some basic background on EAD, lists the minimum required finding aid elements, and includes information on obtaining your institution's LC/MARC Institution Code (if you don't already have one). Your institution might also want to consider whether or not your institution will try to use archival descriptive standards or guidelines such as *Describing Archives: A Content Standard (DAC5)* in order to prepare its finding aids.

2. Why does my institution need to have an LC MARC institution code in order to participate in the OhioLINK EAD project?

The international EAD standard requires a unique identifier for each institution creating finding aids. The authoring institution's LC MARC code is used as the identifier, which in turn serves as the basis for the ID for each finding aid the institution creates. This enables the sorting of a large number of finding aids in an electronic environment.

3. My institution has existing EAD (xml) finding aids. May I simply upload them to the Repository?

When your institution registers to use the Finding Aid Creation Tool, select "My institution would like to use the EAD Application to create new finding aids, but we also have existing EAD finding aids ready to submit to the OhioLINK Repository" near the bottom of the form. There are instructions within the Tool for file naming and uploading of these existing finding aids.

4. What about "legacy" finding aids (existing finding aids in Word, html, pdf, etc. format)? Is there any way to convert them to EAD automatically?

There is no easy way to automatically convert existing finding aids in formats such as Word, pdf, html, etc. However, the Tool does allow for information to be copied and pasted into the Web forms it employs. One alternative to complete conversion of legacy finding aids is to use the Tool to prepare collection-level descriptions and include links within those documents to more detailed, component level information available on your local Web site.

5. In addition to submitting finding aids to the OhioLINK Repository, we also want to present them locally on our own Web site. How do we do that?

The OhioLINK EAD Finding Aid Creation Tool allows for the downloading of the EAD xml file to your desktop. Although some Web browsers can load xml files in a readable format, most do not. In order to effectively display xml finding aids, you can use xslt

(extensible style sheet language). For more information on this option, please see *The EAD Cookbook* (for 2002 version), section 5 regarding style sheets.
<http://www.archivists.org/saagroups/ead/ead2002cookbookhelp.html>

6. Why should we use this Tool instead of other applications such as Archivists' Toolkit and Archon?

Your institution should assess its needs and the functionality of these tools in attempting to answer this question. One major advantage of the OhioLINK Finding Aid Creation Tool is that it is a Web-based application, available to any staff member (for whom you've created an account), at any computer with Internet access. Creating new user accounts is very simple. The other feature of the OhioLINK program is that finding aids created in the Tool become part of a statewide finding aid Repository, making possible cross-institutional searching and access. Some participants in the OhioLINK EAD project use Archivists' Toolkit/Archon, but have chosen to use the OhioLINK Finding Aid Creation Tool for the creation of their EAD finding aids.

7. Is the Finding Aid Repository part of the OhioLINK Digital Resource Commons (DRC)?

The Finding Aid Repository, at present, is a self-contained database of finding aids submitted by contributing institutions. It is conceivable that at some point in the future the finding aid collection could be folded into the DRC, but there are no plans at present to do this. Nonetheless, contributors can easily include linkages between their archival finding aids and any digital archival objects they may have loaded into the DRC. The Help screens in the Finding Aid Creation Tool explain how to create links from finding aids to digital objects stored elsewhere.

8. If I create EAD finding aids using the Tool, can I also still create MARC records for my archival collections?

Yes. While the OhioLINK Repository will make finding aid discovery and retrieval easier for users, many institutions will also want to include collection-level MARC records in their local library catalog as well as in OCLC and other union catalogs. The EAD Tool includes some MARC "encoding analogs" (EAD tagging of information to equivalent MARC fields) in its coding of your finding aid data. There is also a feature that allows you to generate a text-based MARC record worksheet of these automatically-generated MARC fields. You can then use this worksheet as the basis of your local MARC records for archival collections, supplementing the data as needed. Additionally, a MARC binary file download that can be imported into your local library catalog system is also available.

9. Will the finding aids I create and submit to the OhioLINK Repository have a persistent url that I can use in references and links to my finding aids?

Yes. The OhioLINK Finding Aid repository will maintain a persistent url to your finding aid that will be structured as follows:

<http://rave.ohiolink.edu/archives/ead/LCCODE0001>

Where "LCCODE" appears, your institution's LC/MARC code will be inserted. The final portion of this url corresponds to the Finding Aid Identifier that is automatically generated for each finding aid you create in the Finding Aid Creation Tool.

Some Facts about the EAD FACTORY (as of October 2012)

Number of participating institutions: 58

Number of finding aids in the Repository: 3,800

Number of Finding Aid Creation Tool user accounts: 260

Types of institutions participating:

- Academic libraries of all types and sizes
- Historical societies
- Public libraries
- Special libraries and institutes
- Museums
- OhioLINK and non-OhioLINK member institutions

Participating Institutions:

Akron Art Museum
Archival Services, University Libraries, The University of Akron
Bowling Green State University Center, for Archival Collections Repository
Bowling Green State University, Music Library and Sound Recording Archives
Bowling Green State University, Brown Popular Culture Library
Case Western Reserve University
Case Western Reserve University Archives
Case Western Reserve University, the Judge Ben C. Green Law Library
Center for the History of Psychology
Cincinnati Art Museum Mary R. Schiff Library and Archives
Cincinnati State Technical and Community College
Clark County Historical Society
Clark State Community College Repository
Cleveland Public Library
Cleveland State University
Cuyahoga Community College
Dayton Metro Library
Hiram College
Hudson Library & Historical Society
Jacob Rader Marcus Center of the American Jewish Archives
John Carroll University
Kent State University Libraries. June F. Mohler Fashion Library.
Kent State University Libraries. Special Collections and Archives.
Kenyon College Special Collections and Archives
Lloyd Library and Museum

Malone University, Everett L. Cattell Library
Marian Library, International Marian Research Institute at the University of Dayton
Marietta College Library
Medical Heritage Center
Miami University
National First Ladies' Library
Oberlin College
Ohio Historical Society
Ohio University
Sandusky Library
Shaker Historical Society
State Library of Ohio
The Jacob Rader Marcus Center of the American Jewish Archives
The Ohio State University Archives.
The Ohio State University Billy Ireland Cartoon Library & Museum
The Ohio State University. Byrd Polar Research Center Archival Program.
The Ohio State University. Hilandar Research Library.
The Ohio State University. Jerome Lawrence and Robert E. Lee Theatre Research
Institute.
The Ohio State University. John Glenn Archives
The Ohio State University. Music and Dance Library
The Ohio State University. Ohio Congressional Archives
The Ohio State University. Rare Books and Manuscripts Library.
United Theological Seminary
University of Cincinnati, Archives and Rare Books Library
University of Cincinnati, Health Sciences Library, Henry R. Winkler Center for the History
of the Health Professions
University of Cincinnati, Law Library
University of Dayton. University Archives and Special Collections
Ursuline College Archives
Walsh University Library
Ward M. Canaday Center for Special Collections, The University of Toledo
Western Reserve Historical Society
Wright State University, Special Collections and Archives
Xavier University Archives and Special Collections
Youngstown State University

OhioLINK EAD FACTORY Upcoming Training & Presentations

Workshops

Northeastern Ohio

Free training workshop for Northeastern Ohio.

Thursday, November 8, 2012, 10 am-3 pm

Case Western Reserve University Campus, Kelvin Smith Library, Classroom 215

Instructors: Rhonda Rinehart and Cara Gilgenbach of the OhioLINK EAD TF

Deadline for registration: Thursday, November 1, 2012

Registration is limited to 15 participants from Northeastern Ohio institutions, on a first come, first served basis. (Non-Northeastern Ohio participants may register but will be added to a wait list.)

Participants will gain hands-on training with the EAD Finding Aid Creation Tool and Repository. The workshop is intended for those who are using or plan to use the Finding Aid Creation Tool. (It is not a general EAD workshop.)

Participants in the OhioLINK EAD Workshop do NOT need to be from OhioLINK member institutions. The EAD Finding Aid Creation Tool and Repository are available for use by any Ohio institution.

Please register online at: <http://bit.ly/EAD-NEOhio>

Presentations

ALAO

“Increasing Archival Impact: Discovery of EAD Findings Aids in Library Catalogs”

Cara Gilgenbach, Kent State University; Morag Boyd, The Ohio State University; Suzanne Maggard, University of Cincinnati.

At the ALAO 38th Annual Conference, October 26, 2012,

<http://www.alaoweb.org/events?eventId=518633>

One of the benefits of EAD, an international standard for encoding archival finding aids, is the ability to automatically generate basic MARC data from encoding analogs within the EAD code. However, the EAD-MARC workflow and creation of local standards can be challenging. Suggestions and sample workflows will be provided in this session, which will be of interest to both catalogers and archivists who wish to further enhance discovery of unique collections.

Online Training

Training modules

Online training modules are available on the Finding Aid Creation Tool site at

<https://ead.library.kent.edu/login.php>. You must login as a “guest” in order to access the modules. Click on “Help” and then “Tutorials” to access these modules.