

Encoded Archival Description 4.0 Tag Library DRAFT

Draft Release

**Prepared and maintained by the
Technical Subcommittee on Encoded
Archival Standards (TS-EAS)
Society of American Archivists**



**SOCIETY OF
American
Archivists**

Chicago

**Encoded Archival Description 4.0 Tag Library DRAFT, Draft
Release**

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PLACEHOLDER ISBN VALUE

Table of Contents

Preface to the Draft Tag Library.....	8
--	----------

Elements.....	9
----------------------	----------

abstract.....	10
accessConditions.....	13
accruals.....	15
address.....	17
addressLine.....	19
agencyCode.....	21
agencyName.....	24
agent.....	26
agentRole.....	29
agents.....	31
agentName.....	33
agentType.....	35
appraisal.....	37
archDesc.....	39
arrangement.....	41
biogHist.....	43
c.....	45
c01.....	48
c02.....	50
c03.....	52
c04.....	54
c05.....	56
c06.....	58
c07.....	60
c08.....	62
c09.....	64
c10.....	66
c11.....	68
c12.....	70
citedRange.....	72
contact.....	74
contactLine.....	76
container.....	78
control.....	80
conventionDeclaration.....	84
custodHist.....	86
date.....	88

dateRange.....	90
dateSet.....	92
descriptionOfComponents.....	94
descriptiveNote.....	96
dimensions.....	98
eventDateTime.....	100
eventDescription.....	102
filePlan.....	103
findAidDesc.....	105
formattingExtension.....	107
formAvailable.....	109
formsAvailable.....	111
fromDate.....	113
function.....	115
functions.....	117
geographicCoordinates.....	119
head.....	121
identificationData.....	123
identificationDataNote.....	125
language.....	126
languageDeclaration.....	128
languageOfMaterial.....	130
languageSet.....	132
legalStatus.....	134
localTypeDeclaration.....	136
maintenanceAgency.....	138
maintenanceEvent.....	141
maintenanceHistory.....	143
materialSpec.....	145
objectXMLWrap.....	147
otherAgencyCode.....	150
otherDescriptiveInfo.....	153
otherFindAid.....	155
otherRecordId.....	157
p.....	159
part.....	161
physDesc.....	163
physDescSet.....	165
physDescStructured.....	167
physFacet.....	169
physicalOrTechnicalRequirements.....	171
physLoc.....	173
place.....	175
placeName.....	178
placeRole.....	180
places.....	182

placeType.....	184
preferCite.....	186
processInfo.....	188
publicationNote.....	190
quantity.....	192
recordId.....	194
reference.....	196
referringString.....	198
relatedMaterial.....	200
relation.....	202
relations.....	204
relationType.....	206
rightsDeclaration.....	208
scopeContent.....	210
separatedMaterial.....	212
shortCode.....	214
source.....	216
sourceOfAcquisition.....	218
sources.....	220
span.....	222
subject.....	224
subjectHeadings.....	226
targetEntity.....	228
targetRole.....	230
targetType.....	232
term.....	234
title.....	236
toDate.....	238
unitDate.....	240
unitDateStructured.....	242
unitId.....	244
unitTitle.....	246
unitType.....	248
useConditions.....	250
writingSystem.....	252
Attributes.....	254
addressLineType.....	255
addressLineTypeEncoding.....	256
approximate.....	257
audience.....	258
audienceEncoding.....	259
base.....	260
calendar.....	261
certainty.....	262
contactLineType.....	263
contactLineTypeEncoding.....	264

containerId.....	265
conventionDeclarationReference.....	266
coordinateSystem.....	267
countryCode.....	268
countryEncoding.....	269
coverage.....	270
coverageEncoding.....	271
dateChar.....	272
dateEncoding.....	273
descriptionOfComponentsType.....	274
descriptionOfComponentsTypeEncoding.....	275
detailLevel.....	276
detailLevelEncoding.....	277
era.....	278
href.....	279
id.....	280
languageCode.....	281
languageEncoding.....	282
languageOfElement.....	283
level.....	284
levelEncoding.....	285
linkRole.....	286
linkTitle.....	287
localType.....	288
localTypeDeclarationReference.....	289
maintenanceEventReference.....	290
maintenanceEventType.....	291
maintenanceEventTypeEncoding.....	292
maintenanceStatus.....	293
maintenanceStatusEncoding.....	295
notAfter.....	296
notBefore.....	297
parallel.....	298
parent.....	299
physDescStructuredType.....	300
physDescStructuredTypeEncoding.....	301
publicationStatus.....	302
publicationStatusEncoding.....	303
repositoryCode.....	304
repositoryEncoding.....	305
scriptCode.....	306
scriptEncoding.....	307
scriptOfElement.....	308
sourceReference.....	309
standardDate.....	310
standardDateTime.....	311

status.....	312
statusEncoding.....	313
style.....	314
target.....	315
unit.....	316
unitDateType.....	317
unitDateTypeEncoding.....	318
valueURI.....	319
vocabularySource.....	320
vocabularySourceURI.....	321

Preface to the Draft Tag Library

Encoded Archival Description (EAD) is the international metadata transmission standard for descriptions of archival records. Developed and maintained by the Technical Subcommittee on Encoded Archival Standards (TS-EAS) of the Society of American Archivists (SAA), EAD is used around the globe for digitally encoding the description of archival records.

The fourth revision of EAD (EAD 4.0) recognizes that the methods of developing and maintaining archival description have changed since EAD 1.0 (1998). The revised standard is designed for a digital-first world, focusing on interoperability with other SAA standards (namely EAC-CPF 2.0), support for linked open data, and incorporating external schemas into EAD. EAD 4.0 also removes support for "print-first" features directly within the EAD schema, streamlines mixed content, and limits more complex nesting.

This draft tag library reflects the public draft schema of EAD 4.0. For more information, please see the [Editorial Changes](#), the [Infograph](#), and the [TS-EAS microsite](#) gathering other relevant documents that are part of the revision or document the revision process.

With the alignment between EAD and the other Encoded Archival Standards, this draft tag library is the first to combine shared elements and attributes, i.e., those that are available in both EAD and the Encoded Archival Context - Corporate Bodies, Persons, Families (EAC-CPF), with EAD-specific elements and attributes. The descriptions of shared elements and attributes in this draft tag library have been adapted based on their existing versions in the EAC-CPF 2.0.1 tag library, including examples where they fit both standards. Examples for EAD-specific elements and attributes will be added in future iterations of this tag library.

Comments on the EAD 4.0 draft should be sent to TS-EAS at the [Report an Issue form](#) or via the TS-EAS repositories for the [EAS schemas](#) respectively the [EAS Tag Libraries](#) on GitHub.

Elements

DRAFT

< abstract >

Abstract

Summary

An optional element within narrative elements such as <biogHist> that contains a brief summary of the information contained within the narrative element as a whole.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[accessConditions](#), [accruals](#), [appraisal](#), [arrangement](#), [biogHist](#), [custodHist](#), [filePlan](#), [formAvailable](#), [otherDescriptiveInfo](#), [otherFindAid](#), [physicalOrTechnicalRequirements](#), [preferCite](#), [processInfo](#), [publicationNote](#), [relatedMaterial](#), [scopeContent](#), [separatedMaterial](#), [sourceOfAcquisition](#), [subjectHeadings](#), [useConditions](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

The <abstract> is a brief synopsis of the information in the narrative element that it is used with. Its purpose is to help readers quickly identify the most

important aspects in each context. The content within this element may also be harvested by other systems to provide explanatory context when appearing e.g. in a set of search results.

<abstract> may include one or more <reference> elements to point to external resources that provide additional descriptive data. It may furthermore include one or more <referringString> elements to emphasize entities names as part of the descriptive texts and to point to external vocabularies for more information about these, where applicable.

Availability

Optional, not repeatable

Example

```
<biogHist>
  <abstract>
    Hubert H. Humphrey was born in Wallace, South Dakota (1911).
    He was elected Mayor of Minneapolis in 1945 and served until 1948.
    In November of 1948, he was elected to the United States Senate
    and he also served as the Senate Democratic Whip from 1961 to 1964
    and in 1968, Humphrey was the Democratic Party's candidate for
    President, but he was defeated by Richard M. Nixon.
  </abstract>
  <p>
    Hubert H. Humphrey was born in Wallace, South Dakota, on
    May 27, 1911. He left South Dakota to attend the University of
    Minnesota but returned to South Dakota to help manage his father's
    drug store early in the depression. He attended the Capitol College
    of Pharmacy in Denver, Colorado, and became a register pharmacist
    in 1933. On September 3, 1936, Humphrey married Muriel Fay Buck. He
    returned to the University of Minnesota and earned a B.A. degree in
    1939. In 1940 he earned an M.A. in political science from Louisiana
    State University and returned to Minneapolis to teach and pursue
    further graduate study, he began working for the W.P.A. (Works
    Progress Administration). He moved on from there to a series of
    positions with wartime agencies. In 1943, he ran unsuccessfully
    for Mayor of Minneapolis and returned to teaching as a visiting
    professor at Macalester College in St. Paul. Between 1943 and 1945
    Humphrey worked at a variety of jobs. In 1945, he was elected Mayor
    of Minneapolis and served until 1948. In 1948, at the Democratic
    National Convention, he gained national attention when he delivered
    a stirring speech in favor of a strong civil rights plank in the
    party's platform. In November of 1948, Humphrey was elected to the
    United States Senate. He served as the Senate Democratic Whip from
    1961 to 1964.
  </p>
  <p>
    In 1964, at the Democratic National Convention, President
    Lyndon B. Johnson asked the convention to select Humphrey as the
    Vice Presidential nominee. The ticket was elected in November in a
    Democratic landslide. In 1968, Humphrey was the Democratic Party's
    candidate for President, but he was defeated narrowly by Richard
```

M. Nixon. After the defeat, Humphrey returned to Minnesota to teach at the University of Minnesota and Macalester College. He returned to the U.S. Senate in 1971, and he won re-election in 1976. He died January 13, 1978 of cancer.

</p>
</biogHist>

[Table of Contents](#)

< accessConditions >

Access Conditions

Summary

An element for information about conditions that affect the availability of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
dateRange	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @localType, if local use requires specification of the type of access conditions.

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the rules around access in a controlled vocabulary, taxonomy,

ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

Record in <accessConditions> information about the availability of the described materials, whether due to the nature of the information in the materials being described, the physical condition of the materials, or the location of the materials. Examples include restrictions imposed by the donor, legal statute, repository, or other agency, as well as the need to make an appointment with repository staff. May also indicate that the materials are not restricted. Use the sub-element <dateRange> to provide information about the time span during which or until when these access conditions apply. The prescribed order for all child elements is:

<abstract>

<formattingExtension> or <p>

<dateRange>

Availability

Optional, repeatable

See also

Do not confuse with <useConditions>, which records information about the conditions governing the use and re-use of the described materials after access has been granted.

Example

[Table of Contents](#)

< accruals >

Accruals

Summary

An element for information about anticipated additions to the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Used to indicate anticipated additions to the material already held by the repository. May indicate quantity and frequency of the accruals. The element may also be used to indicate no additions are expected.

Use the element <abstract> to provide a brief summary of the information encoded in <accruals>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use <formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:
<abstract> (if used)

<formattingExtension> or <p>

Availability

Optional, repeatable

Example

[Table of Contents](#)

< address >

Address

Summary

An optional child element of < place > that binds together one or more < addressLine > elements to encode a postal or other address.

May contain

Element/content type
[addressLine](#)

Occurrences
 1..n

May occur within

[place](#)

Attributes

Attribute name
[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[localType](#)
[localTypeDeclarationReference](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)

Attribute values
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional

Description and Usage

< address > is an optional wrapper element within < place > used to encode a physical or analog address.

Ideally < address > should be bundled with a < placeName > element within < place > to provide both the name and address of a location.

< address > must include one or more < addressLine > element(s) that provide full or sufficient information identifying a postal or other physical address related to the entity being described.

At least one of < address >, < placeName >, < placeRole >, < placeType >, < geographicCoordinates >, or < contact > is required within < place >.

Availability

Optional, repeatable

See also

Use <contact> to encode digital addresses and contact information.

Example

```
<address audience="external" id="IDAddress1">
  <addressLine languageOfElement="se">
    Kungl. Hovstaterna
  </addressLine>
  <addressLine languageOfElement="se">
    Kungl. Slottet
  </addressLine>
  <addressLine addressLineType="postalCode">
    10770
  </addressLine>
  <addressLine languageOfElement="se"
addressLineType="municipality">
    Stockholm
  </addressLine>
  <addressLine languageOfElement="se" addressLineType="country">
    Sverige
  </addressLine>
  <addressLine languageOfElement="en" addressLineType="country">
    Sweden
  </addressLine>
</address>
```

[Table of Contents](#)

< addressLine >

Address Line

Summary

A required child element of < address > used for recording one line of a postal or other address.

May contain

Element/content type
[text]

Occurrences

May occur within

[address](#)

Attribute usage

Use the optional @addressLineType attribute to encode the part of the address that the < addressLine > refers to, for example "street".

Use the optional @addressLineTypeEncoding in < control > to specify the source or rules for values supplied in @addressLineType.

Description and Usage

< addressLine > is used to encode parts or lines of a physical address within a parent < address > element.

< addressLine > may be repeated as many times as necessary to enter all parts of an address.

Availability

Required, repeatable

Example

```
<address>
  <addressLine languageOfElement="se">Kungl. Hovstaterna</
addressLine>
  <addressLine languageOfElement="se">Kungl. Slottet</addressLine>
  <addressLine addressLineType="postalCode">10770</addressLine>
```

```
<addressLine languageOfElement="se"  
addressLineType="municipality">Stockholm</addressLine>  
<addressLine languageOfElement="se"  
addressLineType="country">Sverige</addressLine>  
<addressLine languageOfElement="en"  
addressLineType="country">Sweden</addressLine>  
</address>
```

[Table of Contents](#)

< agencyCode >

Agency Code

Summary

A child element of < maintenanceAgency > that provides a code for the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance.

May contain

Element/content type
[text]

Occurrences

May occur within

[maintenanceAgency](#)

Attributes

Attribute name

[audience](#)

[id](#)

[languageOfElement](#)

[scriptOfElement](#)

[status](#)

[target](#)

[valueURI](#)

[vocabularySource](#)

[vocabularySourceURI](#)

Attribute values

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Attribute usage

Use @status with the value "authorized" or "alternative" to declare whether the < agencyCode > is using an authorized value, e.g. a registered ISIL code, or an alternative one.

Use @status with values such as "authorised" or "alternative" to declare whether the < agencyCode > is using an authorised value, e.g. a registered ISIL code, or an alternative code. Use @statusEncoding in < control > to specify the source or rules for values supplied in @status.

Description and Usage

Use <agencyCode> to record a code indicating the institution or service responsible for the creation, maintenance and/or dissemination of the EAS instance. Use of <agencyCode> is recommended, as the combination of <agencyCode> and the required <recordId> provide a globally unique identifier for the instance.

<maintenanceAgency> must include one or both of <agencyCode> and <agencyName>.

It is recommended that the code follows the format of the International Standard Identifier for Libraries and Related Organizations ([ISIL: ISO 15511](#)): a prefix, a dash, and an identifier. The code is alphanumeric (characters A-Z, 0-9, solidus, hyphen-minus, and colon) with a maximum of 16 characters. If appropriate to local or national convention, insert a valid ISIL for an institution, whether provided by a national authority (usually the national library) or a service (such as OCLC). If this is not the case then local institution codes may be given with the [ISO 3166-1 alpha-2](#) country code as the prefix to ensure international uniqueness in <agencyCode>.

Availability

Optional, not repeatable

See also

Use <agencyName> to record the name of the agency.

Examples

```
<maintenanceAgency>
  <agencyCode status="authorized" vocabularySource="ISIL"
    vocabularySourceURI="http://id.loc.gov/vocabulary/identifiers/
    isil">
    US-ctybr
  </agencyCode>
  <agencyName>
    Beinecke Rare Book and Manuscript Library
  </agencyName>
  <otherAgencyCode status="authorized" valueURI="https://
    id.loc.gov/vocabulary/organizations/ctybr" vocabularySource="MARC
    Code List for Organizations" vocabularySourceURI="https://
    www.loc.gov/marc/organizations/">
    CtY-BR
  </otherAgencyCode>
  <otherAgencyCode status="alternative" valueURI="https://
    www.wikidata.org/wiki/Q814779" vocabularySource="Wikidata"
    vocabularySourceURI="https://www.wikidata.org/">
    Q814779
  </otherAgencyCode>
</maintenanceAgency>
```

```
<maintenanceAgency>
```

```
<agencyCode status="alternative" vocabularySource="NAD"
vocabularySourceURI="https://sok.riksarkivet.se/">
  SE/G066
</agencyCode>
<agencyName>
  Kommunalförbundet Sydarkivera
</agencyName>
</maintenanceAgency>
```

```
<maintenanceAgency countryCode="DE">
  <agencyCode status="authorized" vocabularySource="ISIL"
vocabularySourceURI="https://sigel.staatsbibliothek-berlin.de/de/
suche/" valueURI="https://ld.zdb-services.de/resource/organisations/
DE-611">
    DE-611
  </agencyCode>
  <agencyName>
    Staatsbibliothek zu Berlin - Preußischer Kulturbesitz,
    Kalliope-Verbund
  </agencyName>
  <agencyName languageOfElement="eng">
    Berlin State Library - Prussian Cultural Heritage, Kalliope
    Union Catalog
  </agencyName>
</maintenanceAgency>
```

[Table of Contents](#)

<agencyName>

Agency Name

Summary

A child element of <maintenanceAgency> that provides the name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance.

May contain

Element/content type
[text]

Occurrences

May occur within

[maintenanceAgency](#)

Attributes

Attribute name

[audience](#)
[id](#)
[languageOfElement](#)
[scriptOfElement](#)
[target](#)
[valueURI](#)
[vocabularySource](#)
[vocabularySourceURI](#)

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

Use <agencyName> to record the name of the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance. Examples include the repository name or the name of an aggregation service.

<maintenanceAgency> must include one or both of <agencyName> and <agencyCode>.

It is recommended to use the form of the agency name that is authorized by an appropriate national or international agency or service.

<agencyName> may be repeated in order to provide the name of the institution or service responsible for the EAS instance in multiple languages.

If <agencyName> is repeated it is recommended to indicate the language of each name using @languageOfElement.

Availability

Optional, repeatable

See also

Use <agencyCode> to record a code representing the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance.

Examples

```
<maintenanceAgency countryCode="DE">
  <agencyCode status="authorized" vocabularySource="ISIL"
    vocabularySourceURI="https://sigel.staatsbibliothek-berlin.de/de/
    suche/" valueURI="https://ld.zdb-services.de/resource/organisations/
    DE-611">
    DE-611
  </agencyCode>
  <agencyName>
    Staatsbibliothek zu Berlin - Preußischer Kulturbesitz,
    Kalliope-Verbund
  </agencyName>
  <agencyName languageOfElement="eng">
    Berlin State Library - Prussian Cultural Heritage, Kalliope
    Union Catalog
  </agencyName>
</maintenanceAgency>
```

```
<maintenanceAgency>
  <agencyCode status="authorized" vocabularySource="ISIL"
    vocabularySourceURI="http://id.loc.gov/vocabulary/identifiers/
    isil">
    US-nnmnh
  </agencyCode>
  <agencyName>
    American Museum of Natural History
  </agencyName>
</maintenanceAgency>
```

[Table of Contents](#)

< agent >

Agent

Summary

An element to name and describe a person, institution, or system related to the archival materials being described or relevant to the EAS instance itself or any instantiation of it, e.g. a printed or online finding aid.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
agentName	1..n
date or dateRange or dateSet	0..1
agentType	0..n
agentRole	0..n
relationType	0..n
placeName	0..n
descriptiveNote	0..1

May occur within

agents, findAidDesc, maintenanceEvent

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use the attributes @valueURI, @vocabularySource, and @vocabularySourceURI with <agent> when referencing an entry of an external vocabulary, thesaurus, ontology applicable to the agent overall. In case of referencing different vocabularies or different entries within the same vocabulary for the name, the type or the role of the agent, use the three attributes with the sub-elements <agentName>, <agentType> and <agentRole> directly.

Description and Usage

<agent> is a required and repeatable sub-element of <agents> and can be used to name and describe persons, organizations, and families related to the archival materials being described. The sub-elements <agentType> and <agentRole> allow for specifying the type of agent in question and for providing information about their role in relation to the materials being described (e.g., if a person is the "creator" of the materials or a "contributor" or if they are the "director" or the "cinematographer" of audiovisual material or the "defendant" or the "plaintiff" in court records). Use the sub-elements <relationType>, <date>, <dateRange>, or <dateSet>, and <placeName> along with the optional <descriptiveNote> to describe the relationship between the agent and the materials being described in more detail.

Use <agent> as a required sub-element of <maintenanceEvent> to name and describe the person, institution, or system responsible for a maintenance event. Examples include the name of the author or encoder, the database responsible for creating the EAS instance, and the style sheet used to update an instance to a new version of the EAS. Use <agent> as an optional and repeatable sub-element of <findAidDesc> to indicate any person, institution, or system relevant to the creation, publication, or dissemination of any instantiations of the EAS instance such as the author, publisher, or sponsor of a printed or online finding aid.

Availability

Within <agents>: required, repeatable

Within <findAidDesc>: optional, repeatable

Within <maintenanceEvent>: required, not repeatable

Example

```
<maintenanceHistory>
  <maintenanceEvent maintenanceEventType="derived">
    <agent agentType="machine">
      XSLT ead2cpf.xsl/Saxon B9
    </agent>
    <eventDateTime
      standardDateTime="2009-08-30T09:37:17.029-04:00"/>
    <eventDescription>
```

```
        Derived from EAD instance.
    </eventDescription>
</maintenanceEvent>
<maintenanceEvent maintenanceEventType="revised">
  <agent agentType="unknown"/>
  <eventDateTime standardDateTime="2021-11-27"/>
</maintenanceEvent>
<maintenanceEvent maintenanceEventType="updated">
  <agent agentType="human">
    K. Bredenberg
  </agent>
  <eventDateTime>
    December 2021
  </eventDateTime>
</maintenanceEvent>
</maintenanceHistory>
```

[Table of Contents](#)

< agentRole >

Agent Role

Summary

An optional child element of < agent > that indicates the role of the agent responsible for the creation, modification, or deletion of an EAD instance, the materials described therein, and/or any type of finding aid for those materials.

May contain

Element/content type
[text]

Occurrences

May occur within

agent

Attributes

Attribute name

audience
conventionDeclarationReference
id
languageOfElement
localType
localTypeDeclarationReference
maintenanceEventReference
scriptOfElement
sourceReference
target
valueURI
vocabularySource
vocabularySourceURI

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

Use < agentRole > to indicate the role of the agent responsible for the creation, modification, or deletion of an EAD instance. It is recommended that the terms in < agentRole > be taken from authorized vocabularies.

< agentRole > might also be used to identify the role of the agent responsible for the creation, modification, or publication of a finding aid of the materials being described (in < findAidDesc >) or the role of an agent related in some

way to the materials being described themselves, e.g. as the creator of such materials, as the previous or current holder of the materials, or as the subject of the materials etc. (in `<agents>`).

Availability

Optional, repeatable

See also

Use the element `<agentName>` to encode the agent's name.

Example

[Table of Contents](#)

< agents >

Agents

Summary

An optional child of <archDesc> and <c> that groups together agents related to the described records.

May contain

Element/content type

agent
descriptiveNote

Occurrences

1..n
0..1

May occur within

archDesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes

Attribute name

audience
conventionDeclarationReference
id
languageOfElement
localType
localTypeDeclarationReference
maintenanceEventReference
scriptOfElement
sourceReference
target

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

Use <agents> to bind together one or more <agent> elements. <agents> must include at least one <agent> element.

The prescribed order of all child elements (both required and optional) is:

<agent>

<descriptiveNote>

Availability

Optional, not repeatable

Example

[Table of Contents](#)

DRAFT

< agentName >

Agent Name

Summary

A required child element of < agent > that indicates the name of the agent responsible for the creation, modification, or deletion of an EAD instance, the materials described therein, and/or any type of finding aid for those materials.

May contain

Element/content type
[text]

Occurrences

May occur within

[agent](#)

Attributes

Attribute name

[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[localType](#)
[localTypeDeclarationReference](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)
[valueURI](#)
[vocabularySource](#)
[vocabularySourceURI](#)

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

Use `<agentName>` to indicate the name of the agent responsible for the creation, modification, or deletion of an EAD instance, as captured in `<maintenanceEvent>`. It is recommended to use authorized vocabularies in cases where the element is valorized with a well-known corporation (i.e. "Library of Congress").

`<agentName>` might also be used to name the agent responsible for the creation, modification, or publication of a finding aid of the materials being described (in `<findAidDesc>`) or to name an agent related in some way to the materials being described themselves, e.g. as the creator of such materials, as the previous or current holder of the materials, or as the subject of the materials etc. (in `<agents>`).

Availability

Required, repeatable

See also

Use this element in combination with `<agentType>` and `<agentRole>` to encode also the agent's type and role. I.e.: `<agentName>: "John Bianchi", <agentType>: "person", <agentRole>: "author" (in <findingAidDesc>)`.

Example

[Table of Contents](#)

< agentType >

Agent Type

Summary

An optional child element of < agent > that indicates the type of agent responsible for the creation, modification, or deletion of an EAD instance, the materials described therein, and/or any type of finding aid for those materials.

May contain

Element/content type
[text]

Occurrences

May occur within

[agent](#)

Attributes

Attribute name

[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[localType](#)
[localTypeDeclarationReference](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)
[valueURI](#)
[vocabularySource](#)
[vocabularySourceURI](#)

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

Use `<agentType>` to indicate the type of agent responsible for the creation, modification, or deletion of an EAD instance. It is recommended that the terms in `<agentType>` be taken from authorized vocabularies.

`<agentType>` might also be used to identify the type of agent responsible for the creation, modification, or publication of a finding aid of the materials being described (in `<findAidDesc>`) or to type an agent related in some way to the materials being described themselves, e.g. as the creator of such materials, as the previous or current holder of the materials, or as the subject of the materials etc. (in `<agents>`).

Availability

Optional, repeatable

See also

Use the element `<agentName>` to encode the agent's name.

Example

[Table of Contents](#)

< appraisal >

Appraisal Information

Summary

An element for documenting decisions and actions related to assessing the archival value and disposition of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

A statement of the rationale for decisions related to appraisal and disposition of the materials being described. Such decisions may be based upon the records' current administrative, legal, and fiscal use; their evidential, intrinsic, and informational value; their arrangement and condition; and their relationship to other records. May include information about destruction actions, sampling, and disposition schedules.

Use the element <abstract> to provide a brief summary of the information encoded in <appraisal>. Use the repeatable <p> element to

structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

Example

[Table of Contents](#)

< archDesc >

Archival Description

Summary

A required child element of <ead> that binds together all of the archival descriptive information in an EAD instance

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
custodHist	0..n
descriptionOfComponents	0..1
filePlan	0..n
formsAvailable	0..1
functions	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

ead

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

An element for binding together the bulk of an EAD instance, which typically should include elements describing the content, context, and extent of a body of archival materials, as well as containing administrative and supplemental information that facilitates use of the materials. The elements are organized in hierarchical levels that provide a descriptive overview of the whole, optionally followed by more specific description of the component parts. Descriptive information is inherited downward, from one hierarchical level to the next. The first child of <archDesc> must be the required <identificationData> that provides core information about the overall unit being described in the finding aid. This may be followed by a variety of notes and controlled access elements that describe or provide administrative information about the whole of the materials being described. <archDesc> may also include information about subordinate units, which are bound together within <descriptionOfComponents> containing one or more levels of subordinate components. Data elements available in <archDesc> are repeatable in component(<c> or <c01>-<c12>) within <descriptionOfComponents>.

Availability

Required, not repeatable

Example

[Table of Contents](#)

< arrangement >

Arrangement

Summary

An element for describing the organization or filing sequence of the records.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use < arrangement > to record the logical or physical groupings within a hierarchical structure and their relationships. This includes how the described materials have been subdivided into smaller units, e.g., record groups into series. May also indicate the filing sequence of the described materials, for example chronological or alphabetical arrangement.

Use the element < abstract > to provide a brief summary of the information encoded in < arrangement >. Use the repeatable < p > element to structure longer texts in several paragraphs. If required and suitable, use

<formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

<abstract> (if used)

<formattingExtension> or <p>

Availability

Optional, repeatable

See also

Do not confuse with <filePlan>, which includes information about any classification scheme used by the original creator.

Example

[Table of Contents](#)

< biogHist >

Biography or History

Summary

A concise essay and/or chronology that provides biographical or historical information about the creator(s) of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< biogHist > includes significant details about the life of an individual or family, or the administrative history of a corporate body.

Use the element < abstract > to provide a brief summary of the information encoded in < biogHist >. Use the repeatable < p > element to structure longer texts in several paragraphs. If required and suitable, use < formattingExtension > to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

<abstract> (if used)

<formattingExtension> or <p>

Availability

Optional, repeatable

Examples

```
<biogHist>
  <abstract>
    Established in 1961, the United States Peace Corps
    administered and coordinated Federal international volunteer
    and related domestic volunteer programs in areas of agricultural
    assistance, community development, education, environmental
    protection, and nation assistance.
  </abstract>
  <p>
    The Peace Corps was established as an operating agency in the
    Department of State Delegation of Authority 85-11, effective March
    3, 1961, pursuant to Executive Order (E.O.) 10924, March 1, 1961.
    It was recognized legislatively by the Peace Corps Act (75 Stat.
    612), approved September 22, 1961. The Peace Corps was reassigned
    to the newly established ACTION by Reorganization Plan No. 1
    of 1971, effective July 1, 1971. It was made autonomous within
    ACTION by E.O. 12137, May 16, 1979, and was made an independent
    agency by Title VI of the International Security and Development
    Corporation Act of 1981 (95 Stat. 1540), February 21, 1982. The
    Peace Corps administered and coordinated Federal international
    volunteer and related domestic volunteer programs including the
    areas of agricultural assistance, community development, education,
    environmental protection, and nation assistance.
  </p>
</biogHist>
```

[Table of Contents](#)

< c >

Component (unnumbered)**Summary**

An element that designates a subordinate part of the materials being described

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c](#), [descriptionOfComponents](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c>.

Description and Usage

As a wrapper for a set of elements, <c> provides information about the content, context, and extent of a subordinate body of materials. It is always a child or descendant of <descriptionOfComponents> and often a child and/or parent of another <c>.

Each <c> identifies a logical section, or level, of the described materials. Components may be subdivided into smaller and smaller components and may eventually reach the level of a single item. For example, the components of a collection may be a series, components of series may be subseries, components of subseries may be files, and components of files may be items.

The physical filing separations between components need not always coincide with the intellectual separations. For example, a <c> that designates dramatic works might end in the same box in which the next <c> begins with short stories. Also, not every <c> directly corresponds to a folder or other physical entity. Some <c> elements simply represent a logical point in a hierarchical description.

Availability

Optional, repeatable

See also

The numbered elements <c01>, <c02>, etc. are an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

DRAFT

< c01 >

Component (first level)

Summary

An element that designates the top or first-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c02	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[descriptionOfComponents](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c01>.

Description and Usage

<c01> is a first-level wrapper for subordinate components within <descriptionOfComponents>. Numbering components may assist a finding aid encoder in accurately nesting them.

The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c01> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c02 >

Component (second level)

Summary

An element that designates a second-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c03	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c01](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c02>.

Description and Usage

<c02> is a second-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c01>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c02> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c03 >

Component (third level)

Summary

An element that designates a third-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c04	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c02](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c03>.

Description and Usage

<c03> is a third-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c02>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c03> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c04 >

Component (fourth level)

Summary

An element that designates a fourth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c05	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c03](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c04>.

Description and Usage

<c04> is a fourth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c03>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c04> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c05 >

Component (fifth level)

Summary

An element that designates a fifth-level subordinate part of the materials.

May contain

Element/content type	Occurrences
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c06	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

c04

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c05>.

Description and Usage

<c05> is a fifth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c04>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c05> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c06 >

Component (sixth level)

Summary

An element that designates a sixth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c07	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c05](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c06>.

Description and Usage

<c06> is a sixth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c05>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c06> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c07 >

Component (seventh level)

Summary

An element that designates a seventh-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c08	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c06](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c07>.

Description and Usage

<c07> is a seventh-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c06>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c07> in one part of a finding aid may designate a series, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c08 >

Component (eighth level)

Summary

An element that designates a eighth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c09	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c07](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c08>.

Description and Usage

<c08> is a eighth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c07>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c08> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c09 >

Component (ninth level)

Summary

An element that designates a ninth-level subordinate part of the materials.

May contain

Element/content type	Occurrences
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c10	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

c08

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c09>.

Description and Usage

<c09> is a ninth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c08>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c09> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

< c10 >

Component (tenth level)

Summary

An element that designates a tenth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c11	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c09](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c10>.

Description and Usage

<c10> is a tenth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c09>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c10> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

<c11>

Component (eleventh level)

Summary

An element that designates a eleventh-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
c12	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c10](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c11>.

Description and Usage

<c11> is a eleventh-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c10>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c11> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

<c12>

Component (twelfth level)

Summary

An element that designates a twelfth-level subordinate part of the materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
accessConditions	0..n
accruals	0..n
agents	0..1
appraisal	0..n
arrangement	0..n
biogHist	0..n
custodHist	0..n
filePlan	0..n
formsAvailable	0..1
functions	0..1
head	0..1
identificationData	1..1
otherDescriptiveInfo	0..n
otherFindAid	0..n
physicalOrTechnicalRequirements	0..n
places	0..1
preferCite	0..n
processInfo	0..n
publicationNote	0..n
relatedMaterial	0..n
scopeContent	0..n
separatedMaterial	0..n
sourceOfAcquisition	0..n
subjectHeadings	0..n
useConditions	0..n

May occur within

[c11](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
level	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @base to specify a base URI other than the URI of the EAD instance for the purpose of resolving any relative URIs contained within <c12>.

Description and Usage

<c12> is a twelfth-level wrapper for subordinate components within <descriptionOfComponents>. Its parent must be <c11>. Numbering components may assist a finding aid encoder in accurately nesting them. The numbering of components indicates hierarchy within the encoded finding aid, not the order of the components or a specific intellectual grouping. For instance, <c12> in one part of a finding aid may designate a file, while in another part of the finding aid it may designate an item. <c12> is the lowest hierarchical level permitted when using numbered components.

Availability

Optional, repeatable

See also

The unnumbered element <c> is an alternative way to designate components. Use either the unnumbered <c> or the numbered alternatives. Do not mix the two in a single EAD instance.

Example

[Table of Contents](#)

<citedRange>

Cited Range

Summary

An optional child element of <source> and <findAidDesc> that identifies precisely where supporting evidence was found within the source or in which compilation the finding aid was published.

May contain

Element/content type
[text]

Occurrences

May occur within

[findAidDesc](#), [source](#)

Attributes

Attribute name
[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)
[unit](#)

Attribute values
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use the optional @unit attribute to specify the format that the <citedRange> refers to, for example page number or volume number.

Description and Usage

The <citedRange> element can be used to refer to a specific location within a source where supporting evidence can be found. It may refer to a specific location such as a single page, or a broader location such as a range of pages. When used in <findAidDesc>, <citedRange> might refer to the designated part of a compilation in the context of which a finding aid has been published.

Availability

Optional, repeatable

Example

```
<source xml:id="source1" xlink:href="https://www.theguardian.com/
books/2018/aug/10/langston-hughes-born-a-year-before-accepted-date-
poet">
  <reference>
    Flood, Alison <span localType="http://id.loc.gov/ontologies/
bibframe/title">"Langston Hughes 'born a year before accepted date',
researcher finds,"</span> The Guardian. Published 10 August 2018.
  </reference>
  <citedRange unit="page">
    1
  </citedRange>
  <descriptiveNote>
    <p>
      Poet researching archives of local African American
      newspaper finds story reporting on 'little Langston' before his
      recorded birth date
    </p>
  </descriptiveNote>
</source>
```

[Table of Contents](#)

<contact>

Contact

Summary

An optional child element of <place> that binds together one or more <contactLine> elements to encode contact details or digital addresses.

May contain

Element/content type	Occurrences
contactLine	1..n

May occur within

[place](#)

Attributes

Attribute name	Attribute values
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

<contact> is an optional wrapper element within <place> used to encode digital addresses and contact information.

<contact> must include one or more <contactLine> element(s) that provide relevant contact details for the entity being described.

At least one of <address>, <placeName>, <placeRole>, <placeType>, <geographicCoordinates>, or <contact> is required within <place>.

Availability

Optional, repeatable

See also

Use <address> to encode a physical or analog address.

Example

```
<contact audience="external" id="IDContact1">
  <contactLine contactLineType="phoneNumber">
    08-402 60 00
  </contactLine>
  <contactLine languageOfElement="se" contactLineType="homepage">
    https://www.kungahuset.se/2.1c3432a100d8991c5b80001816.html
  </contactLine>
  <contactLine languageOfElement="en" contactLineType="homepage">
    https://www.kungahuset.se/
    royalcourt.4.367010ad11497db6cba800054503.html
  </contactLine>
</contact>
```

[Table of Contents](#)

<contactLine>

Contact Line

Summary

A required child element of <contact> used for recording one line of contact details or digital addresses.

May contain

Element/content type	Occurrences
[text]	

May occur within

contact

Attributes

Attribute name	Attribute values
audience	Optional
contactLineType	Optional
conventionDeclarationReference	Optional
href	Optional
id	Optional
languageOfElement	Optional
linkRole	Optional
linkTitle	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use the optional @contactLineType attribute to encode the type of contact detail that the <contactLine> refers to, for example "phoneNumber".
Use @contactLineTypeEncoding in <control> to specify the source or rules for values supplied in @contactLineType.

Description and Usage

<contactLine> is used to encode separate details or lines of contact details or digital addresses within a parent <contact> element.
<contactLine> may be repeated as many times as necessary to enter all relevant contact details.

Availability

Required, repeatable

Example

```
<contact>
  <contactLine contactLineType="phoneNumber">
    08-402 60 00
  </contactLine>
  <contactLine languageOfElement="se" contactLineType="homepage">
    https://www.kungahuset.se/2.1c3432a100d8991c5b80001816.html
  </contactLine>
  <contactLine languageOfElement="en" contactLineType="homepage">
    https://www.kungahuset.se/
    royalcourt.4.367010ad11497db6cba800054503.html
  </contactLine>
</contact>
```

[Table of Contents](#)

< container >

Container

Summary

A child element of < identificationData > for indicating the container in which the material being described is housed, e.g., box, folder.

May contain

Element/content type	Occurrences
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

identificationData

Attributes

Attribute name	Attribute values
audience	Optional
containerId	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
parent	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
vocabularySource	Optional
vocabularySourceURI	Optional
valueURI	Optional

Attribute usage

Use @parent to indicate the container in which the current container is housed, e.g., a box in which a folder is housed.

Description and Usage

<container> contributes to locating the described materials by indicating the kinds of containers that physically hold the materials and identifying any sequential numbers assigned to those containers. <container> is used most frequently at the component level. This storage information can help researchers understand how extensive the described material is, especially in the absence of a specific <physDescStructured> or <physDesc> statement at the component level.

Availability

Optional, repeatable

See also

Use <physLoc> to designate the shelves, stacks, rooms, buildings, or other places where the containers are stored.

Example

[Table of Contents](#)

< control >

Control

Summary

A required child element of the root element that contains information about the creation, maintenance, status and the rules and authorities used in the composition of the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
conventionDeclaration	0..n
languageDeclaration	0..n
localTypeDeclaration	0..n
maintenanceAgency	1..1
maintenanceHistory	1..1
otherRecordId	0..n
recordId	1..1
rightsDeclaration	0..n
sources	0..1

May occur within

[ead](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
addressLineTypeEncoding	Optional (values limited to: EASList, otherAddressLineTypeEncoding)
audience	Optional
audienceEncoding	Optional (values limited to: EASList, otherAudienceEncoding)
base	Optional
contactLineTypeEncoding	Optional (values limited to: EASList, otherContactLineTypeEncoding)
countryEncoding	Optional (values limited to: iso3166-1, otherCountryEncoding)
coverageEncoding	Optional (values limited to: EASList, otherCoverageEncoding)
dateEncoding	Optional (values limited to: iso8601, otherDateEncoding)

<i>Attribute name</i>	<i>Attribute values</i>
descriptionOfComponentsTypeEncoding	Optional (values limited to: EASList, otherDescriptionOfComponentsTypeEncoding)
detailLevel	Optional
detailLevelEncoding	Optional (values limited to: EASList, otherDetailLevelEncoding)
id	Optional
languageEncoding	Optional (values limited to: ietf-bcp-47, iso639-1, iso639-2, iso639-3, otherLanguageEncoding)
languageOfElement	Optional
levelEncoding	Optional (values limited to: EASList, otherLevelEncoding)
maintenanceEventTypeEncoding	Optional (values limited to: EASList, otherMaintenanceEventTypeEncoding)
maintenanceStatus	Optional
maintenanceStatusEncoding	Optional (values limited to: EASList, otherMaintenanceStatusEncoding)
physDescStructuredTypeEncoding	Optional (values limited to: EASList, otherPhysDescStructuredTypeEncoding)
publicationStatus	Optional
publicationStatusEncoding	Optional (values limited to: EASList, otherPublicationStatusEncoding)
repositoryEncoding	Optional (values limited to: iso15511, otherRepositoryEncoding)
scriptEncoding	Optional (values limited to: iso15924, otherScriptEncoding)
scriptOfElement	Optional
statusEncoding	Optional (values limited to: EASList, otherStatusEncoding)
target	Optional
unitDateTypeEncoding	Optional (values limited to: EASList, otherUnitDateTypeEncoding)

Attribute usage

Description and Usage

This required wrapper element within the root element of an EAS instance contains the information necessary to manage the instance itself. This includes information about its creation, maintenance and status as well as the languages, rules and authorities used in the composition of the description. It must contain a unique identifier for the instance within the <recordId> element. Other associated identifiers may be given in <otherRecordId>.

There must be a description of the agency responsible for its creation and maintenance in `< maintenanceAgency >` as well as statements about the creation, maintenance, and disposition of the instance in `< maintenanceHistory >`.

There are optional elements available to declare languages, rules, conventions and sources used in the EAS instance. Local types for certain elements used throughout the EAS instance are recommended to be defined in the `< localTypeDeclaration >` element.

The available child elements (both required and optional), in their prescribed order, are:

`< recordId >` - Required. Contains the unique identifier for the EAS instance.

`< maintenanceAgency >` - Required. Contains the name and coded information about the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance.

`< maintenanceHistory >` - Required. Contains information about the date, type and events within the life cycle of an EAS instance.

`< sources >` - Optional. Contains information about the sources consulted in creating the descriptive parts of the EAS instance.

The following elements may appear in any order after the above elements:

`< conventionDeclaration >` - Optional. Contains information on the rules or conventions used to construct the EAS instance.

`< languageDeclaration >` - Optional. Contains coded and natural language information about the language or languages of the EAS instance.

`< localTypeDeclaration >` - Optional. Contains information about local conventions used in the `@localType` attribute.

`< otherRecordId >` - Optional. An element that allows the recording of additional identifiers that may be associated with the EAS instance.

`< rightsDeclaration >` - Optional. Contains information about the usage rights of the EAS instance.

Availability

Required, not repeatable

Examples

--

[Table of Contents](#)

DRAFT

< conventionDeclaration >

Convention Declaration

Summary

An optional child element of < control >, used to declare the rules or conventions, including authorized controlled vocabularies and thesauri, applied in creating the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
descriptiveNote	0..1
reference	1..1
shortCode	0..1

May occur within

[control](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

< conventionDeclaration > is used for declaring references to any rules and conventions, including authorized controlled vocabularies or thesauri, applied in the construction of the description. The element binds together the required < reference > element with optional < shortCode > and < descriptiveNote > elements that identify rules or conventions applied in compiling the EAS instance.

Each additional rule or set of rules, controlled vocabulary, or standard should be contained in a separate < conventionDeclaration > .

<shortCode> may be used to identify the standard or controlled vocabulary in a coded structure. Any notes relating to how these rules or conventions have been used may be given within <descriptiveNote>.

It may not be necessary to include <conventionDeclaration> in such cases where the above scenarios are addressed in local or consortial documentation. The prescribed order of all child elements (both required and optional) is:

<reference>

<shortCode>

<descriptiveNote>

Availability

Optional, repeatable

Example

```
<conventionDeclaration id="cd1">
  <reference href="https://www.legifrance.gouv.fr/loda/id/JORFTEXT000033553530/">
    Décret n° 2016-1689 du 8 décembre 2016 fixant le nom, la
    composition et le chef-lieu des circonscriptions administratives
    régionales - Légifrance
  </reference>
</conventionDeclaration>
<conventionDeclaration id="cd2">
  <reference href="https://deliberation.maregionsud.fr/docs/
  ASSEMBLEEPLENIERE/2017/12/15/DELIBERATION/D0V0Q.pdf">
    DELIBERATION N° 17-1166, 15 DECEMBRE 2017
  </reference>
</conventionDeclaration>
<conventionDeclaration id="cd3">
  <reference href="cnig.gouv.fr/wp-content/uploads/2015/03/CNT-
  site-collectivit%C3%A9s-fran%C3%A7aises.pdf">
    Commission nationale de toponymie: Collectivités territoriales
    françaises
  </reference>
</conventionDeclaration>
```

[Table of Contents](#)

< custodHist >

Custodial History

Summary

An element for information about the chain of ownership or custody of the materials being described, before they reached the archives.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< custodHist > may be used to describe both physical possession and intellectual ownership, providing details of changes of ownership and/or custody that may be significant in terms of authority, integrity, and interpretation.

Use the element < abstract > to provide a brief summary of the information encoded in < custodHist >. Use the repeatable < p > element to structure longer texts in several paragraphs. If required and suitable, use

<formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

<abstract> (if used)

<formattingExtension> or <p>

Availability

Optional, repeatable

See also

Use <sourceOfAcquisition> to record information about the immediate source of the described materials and the circumstances under which they were received by the repository.

Example

[Table of Contents](#)

<date>

Date

Summary

An element for encoding a single date relating to the entity or materials being described, or in their relationship to other entities.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

agent, dateSet, findAidDesc, function, legalStatus, place, relation, subject, unitDateStructured

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
calendar	Optional
certainty	Optional
conventionDeclarationReference	Optional
era	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
notAfter	Optional
notBefore	Optional
scriptOfElement	Optional
standardDate	Optional
status	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use @certainty to indicate the degree of precision in the dating, for example, "uncertain" or "approximate".

Description and Usage

An element for expressing a single date relating to the materials being described, or in its relationship to, e.g., a place, a function, a resource, or a subject.

The content of the element is intended to be a human-readable natural language date with a machine-readable date provided as the value of the @standardDate attribute, formulated according to ISO 8601 or another rule for encoding dates. Uncertain or approximate dates can be encoded in @standardDate using Extended Date/Time Format (EDTF).

If the event or relationship has inclusive dates use the <dateRange> element, while more complex dates (combining singles dates and date ranges) can be expressed in <dateSet>.

Availability

Within <agent>, <function>, <legalStatus>, <place>, <relation>, <subject>: one of <date>, <dateRange>, or <dateSet> optional, not repeatable

Within <unitDateStructured>: one of <date>, <dateRange>, or <dateSet> required, not repeatable

Within <dateSet>: at least two of <date> and/or <dateRange> required, repeatable

Within <findAidDesc>: at least one of <agent>, <citedRange>, <date>, <formattingExtension>, <place> or <title> required, repeatable

Examples

```
<date standardDate="1765-09-18">
  September 18, 1765
</date>
```

```
<date certainty="uncertain" standardDate="1968?">
  c.1968
</date>
```

[Table of Contents](#)

<dateRange>

Date Range

Summary

A wrapper element for binding together <fromDate> and <toDate> in order to represent a range of dates. Either <fromDate> or <toDate> must be present within a <dateRange>, but it is recommended to use both child elements whenever possible.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
fromDate	0..1
toDate	0..1

May occur within

[accessConditions](#), [agent](#), [dateSet](#), [fuction](#), [legalStatus](#), [place](#), [relation](#), [subject](#), [unitDateStructured](#), [useConditions](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use @localType to supply a more specific characterization of the date range.

Description and Usage

An element that expresses a range of dates in the creation or contextual history of the described materials, or their relationships to other entities such as persons, families, corporate bodies, resources, functions, places, and topics.

<dateRange> contains <fromDate> and/or <toDate>, and therefore may express a range of dates as a starting point with no end point, a start and end point, or an end point with no starting point. Either <fromDate> or <toDate> must be present within a <dateRange>, but it is recommended to use both child elements whenever possible.

The content of the children of <dateRange> is intended to be a human-readable, natural language expression of the dates. If, however, indexing or other machine processing of dates is desired, @standardDate should be used on the children of <dateRange> to record the date in machine-processable form as well.

The prescribed order of all child elements (both required and optional) is:

<fromDate>

<toDate>

Availability

Within <accessConditions>, <useConditions>: optional, not repeatable

Within <agent>, <function>, <legalStatus>, <place>, <relation>, <subject> and <unitDateStructured>: one of <date>, <dateRange>, or <dateSet> optional, not repeatable

Within <dateSet>: at least two of <date> and/or <dateRange> required, repeatable

Example

```
<dateRange>
  <fromDate standardDate="1765-08-18">
    September 18, 1765
  </fromDate>
  <toDate standardDate="1846-06-01">
    June 1, 1846
  </toDate>
</dateRange>
```

[Table of Contents](#)

<dateSet>

Date Set

Summary

A wrapper element for encoding complex dates that cannot be adequately represented in one <date> or <dateRange>.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
date or dateRange	2..n

May occur within

agent, function, legalStatus, subject, place, relation, unitDateStructured

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

<dateSet> binds together single dates and date ranges, multiple single dates, or multiple date ranges. <dateSet> is used in situations where complex date information needs to be conveyed and requires at least two child elements. These can be any combination of <date> and <dateRange>.

Availability

Optional, not repeatable

Example

```
<dateSet>
  <dateRange>
    <fromDate standardDate="1928-09">
      1928 settembre
    </fromDate>
    <toDate standardDate="1930-08">
      1930 autunno
    </toDate>
  </dateRange>
  <dateRange>
    <fromDate standardDate="1947">
      1947
    </fromDate>
    <toDate standardDate="1949">
      1949
    </toDate>
  </dateRange>
  <date>
    1950
  </date>
  <date standardDate="1951-10-27">
    27 of October 1951
  </date>
</dateSet>
```

[Table of Contents](#)

< descriptionOfComponents >

Description of Subordinate Components

Summary

A wrapper element that bundles information about the hierarchical groupings of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
c	0..n
c01	0..n
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
descriptionOfComponentsType	Optional
descriptionOfComponentsTypeEncoding	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use @descriptionOfComponentsType to identify the format or level of descriptive detail used in this <descriptionOfComponents>.

Use @descriptionOfComponentsTypeEncoding in <control> to specify the source or rules for values supplied in @descriptionOfComponentsType.

Description and Usage

Use <descriptionOfComponents> to wrap subordinate components in the archival hierarchy of the materials being described.

This element may contain either a descriptive overview of the subordinate components, a hierarchical set of more detailed descriptions of the subordinate components, or both.

If a descriptive overview is included, it should sit within either <p> or <formattingExtension> elements.

A hierarchy of subordinate components should be nested within either unnumbered <c> elements or numbered <c01>, <c02>, etc. elements. Do not mix unnumbered and numbered component element elements within a single EAD instance.

If <p> or <formattingExtension> elements are used they should come first, before any <c> or <c01> elements.

Availability

Optional, repeatable

Example

[Table of Contents](#)

< descriptiveNote >

Descriptive Note

Summary

An element used to provide general descriptive information related to its parent element.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
p	1..n

May occur within

[agent](#), [agents](#), [conventionDeclaration](#), [formsAvailable](#), [function](#), [functions](#), [languageDeclaration](#), [languageOfMaterial](#), [languageSet](#), [legalStatus](#), [localTypeDeclaration](#), [maintenanceAgency](#), [physDescStructured](#), [place](#), [places](#), [relation](#), [relations](#), [rightsDeclaration](#), [source](#), [sources](#), [subject](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< descriptiveNote > provides additional descriptive information about the element in which it is contained. < descriptiveNote > must contain one or more < p > elements.

Availability

Optional, not repeatable

Example

```
<function valueURI="http://vocab.getty.edu/page/aat/300055433"
  vocabularySource="aat" vocabularySourceURI="https://www.getty.edu/
research/tools/vocabularies/aat/">
  <term>
    community development
  </term>
  <placeName target="IDPlaceName1">
    East Side (Buffalo, N.Y.)
  </placeName>
  <descriptiveNote>
    <p>
      The organization's mission is to create programs to improve
      the quality of residential housing and develop projects to improve
      the East Side of Buffalo and Western New York.
    </p>
  </descriptiveNote>
</function>
```

[Table of Contents](#)

< dimensions >

Dimensions

Summary

A child element of < physDescStructured > that provides information about the size of the material being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[physDescStructured](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
unit	Optional

Attribute usage

If the kind of measurement is not clear in the text, @unit may be used to specify this information, for example, "inches" or "centimeters."

Description and Usage

<dimensions> may be used to specify the size, in two or three dimensions, of the units identified by <unitType> within <physDescStructured>. It usually includes numerical data. Express measurements in any convenient unit as indicated in the @unit attribute. Multiple dimensions, for example, height-by-width, can be encoded in a single <dimensions> or in separate <dimensions> with distinctive @localType values.

Availability

Optional, repeatable

Example

[Table of Contents](#)

<eventDateTime>

Maintenance Event Date and Time

Summary

A required child element of <maintenanceEvent> that records the date and time of a specific maintenance action for an EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

[maintenanceEvent](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
standardDateTime	Optional
target	Optional

Attribute usage

Use @standardDateTime to provide a machine-processable expression of the date or date and time, formulated according to the ISO 8601 standard.

Description and Usage

A required child element of <maintenanceEvent>, <eventDateTime> is for recording the date and time that a maintenance event occurred. Examples of maintenance events include the creation, update, revision, or other modification to an EAS instance.

The date and time may be captured in natural language in the element. It is highly recommended to provide at least a human-readable date in <eventDateTime> directly or a machine-processable date in @standardDateTime, in case it is not possible to provide both.

Availability

Required, not repeatable

Examples

```
<maintenanceEvent maintenanceEventType="revised">  
  <agent agentType="unknown"/>  
  <eventDateTime standardDateTime="2021-11-27"/>  
</maintenanceEvent>
```

```
<maintenanceEvent maintenanceEventType="updated">  
  <agent agentType="human">  
    K. Bredenberg  
  </agent>  
  <eventDateTime>  
    December 2021  
  </eventDateTime>  
</maintenanceEvent>
```

[Table of Contents](#)

<eventDescription>

Maintenance Event Description

Summary

An optional child element of <maintenanceEvent> that provides the description of a maintenance event in the life of the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[maintenanceEvent](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional

Description and Usage

A child element of <maintenanceEvent> used for describing the maintenance event. The element allows a full description of the maintenance event to be given alongside information about the maintenance agent, and the type, time and date of the maintenance event.

Availability

Optional, repeatable

Example

[Table of Contents](#)

< filePlan >

File Plan

Summary

An element for information about any classification scheme used by the original creator to arrange, store, and retrieve the materials described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

A filing plan is usually identified by the type of system used, e.g., alphabetical, numerical, alpha-numerical, decimal, color-coded, etc. It is often hierarchical and may include the filing guidelines of the originating entity. Additional types include a drawing of a room layout or a scientific scheme.

Use the element <abstract> to provide a brief summary of the information encoded in <filePlan>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use

`<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

See also

Do not confuse with `<arrangement>`, which describes the current organization and/or filing sequence of the materials, as opposed to that imposed by the original creator.

Example

[Table of Contents](#)

< findAidDesc >

Finding Aid Description

Summary

An optional element that binds together a bibliographic description of an EAD instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
agent	0..n
citedRange	0..n
date	0..n
formattingExtension	0..n
place	0..n
title	0..n

May occur within

[ead](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
href	Optional
id	Optional
languageOfElement	Optional
linkRole	Optional
linkTitle	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use < findAidDesc > to record a bibliographic description of the finding aid. This may include its author, title, subtitle, sponsor, edition, publisher, publishing series, and related notes, each within appropriate sub-elements. If < findAidDesc > is used, at least one sub-element must be included.

Availability

Optional, repeatable

See also

Do not confuse with <control>, which contains administrative information about the management of the EAD instance.

Example

[Table of Contents](#)

<formattingExtension>

Formatting Extension

Summary

An optional, wrapping element that may be utilized to encode formatting features that are not part of the EAS data model. When using the EAS-provided NVDL Schema validation procedure, this element will require that all elements encoded within are from the XHTML namespace.

May contain

Element/content type

[Any element that is in a namespace other than the current namespace]

Occurrences

May occur within

[accessConditions](#), [accruals](#), [appraisal](#), [arrangement](#), [biogHist](#), [custodHist](#), [descriptionOfComponents](#), [filePlan](#), [findAidDesc](#), [formAvailable](#), [otherDescriptiveInfo](#), [otherFindAid](#), [physicalOrTechnicalRequirements](#), [preferCite](#), [processInfo](#), [publicationNote](#), [relatedMaterial](#), [scopeContent](#), [separatedMaterial](#), [sourceOfAcquisition](#), [subjectHeadings](#), [useConditions](#)

Attributes

Attribute name

[audience](#)
[id](#)
[target](#)

Attribute values

Optional
Optional
Optional

Description and Usage

<formattingExtension> provides the option to embed external namespaces directly within the source file, when complex formatting is required. It should preferably be used for embedding XHTML data.
When using this element, it is recommended that the EAS file is associated with the EAS NVDL for validation purposes.

Availability

Within <findAidDesc>: optional, repeatable.
Within all other elements: optional, not repeatable.

When used outside of <findAidDesc> to encode a narrative description, the encoder must choose between using a <formattingExtention> element (to wrap XHTML content), or to use one or more <p> elements that are defined within the current EAS schema.

Example

```
<biogHist>
  <formattingExtension>
    <div xmlns="http://www.w3.org/1999/xhtml" lang="en" id="panel-
pane-44" class="panel-pane pane-node-content">
      <h1 class="pane-title">
        Bernardo de Gálvez
      </h1>
      <div class="content">
        <div class="field field-name-field-text-block field-type-text-
long field-label-hidden">
          <a href="https://postalmuseum.si.edu/object/
npm_1985.0021.2491">
            
          </a>
        <p>
          The Spanish governor of the Louisiana Territory (which
encompassed 13 present states), Bernardo de Gálvez is an unsung
hero who greatly contributed to the winning of the American
Revolution. General Gálvez launched brilliant campaigns against
the British in Louisiana and West Florida by organizing a military
force of regular troops, militia, volunteers, and a few Americans.
His victories during the revolution contributed significantly
to the struggle for American independence because he prevented
the British from gaining access to the strategically located
Mississippi River Valley. The city of Galveston, Texas, is named in
honor of his contributions during the American Revolution, and he
is honored on a 15-cent stamp.
        </p>
      </div>
    </div>
  </formattingExtension>
</biogHist>
```

[Table of Contents](#)

< formAvailable >

Form Available

Summary

A required child element of < formsAvailable > used to name and describe single instantiations of the described records such as digital representations, microfiches, copies, etc.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n
relations	0..1

May occur within

[formsAvailable](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
coverage	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to directly link to the representation form in question, e.g. a digital object identified by an ARK (Archival Resource Key) or DOI (Digital

Object Identifier). Use @vocabularySource to indicate the identifier scheme applied in this case.

Description and Usage

Use <formAvailable> within the wrapper element <formsAvailable> to specify single instances concerning the available form(s) of the described entities in <archDesc> or in <c> elements.

The available form(s), digital representations, microfiches or microfilms, copies, or originals in case the materials described are copies themselves, can either be described using narrative text in the elements <abstract>, <p>, and <formattingExtension> or they can be named as the <targetEntity> of a <relation> within <relations>. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element <reference> within <p> can be used to refer to analog or digital resources.

The prescribed order of all child elements (both required and optional) is:

<abstract> (if used)

<formattingExtension> or <p>

relations

Availability

Required, repeatable

Example

[Table of Contents](#)

< formsAvailable >

Forms Available

Summary

An optional child of < archDesc > and < c > that groups together single instantiations of the described records such as digital representations, microfiches, copies, etc.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
formAvailable	1..n
descriptiveNote	0..1

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use the optional < formsAvailable > element to group together one or more occurrences of < formAvailable >. < formsAvailable > must include at least one < formAvailable > element.

The prescribed order of all child elements (both required and optional) is:

< formAvailable >

< descriptiveNote >

Availability

Optional, not repeatable

Example

[Table of Contents](#)

DRAFT

< fromDate >

From Date

Summary

A child element of < dateRange > that records the starting point in a range of dates.

May contain

Element/content type
[text]

Occurrences

May occur within

dateRange

Attributes

Attribute name

audience
calendar
certainty
conventionDeclarationReference
era
id
languageOfElement
localType
localTypeDeclarationReference
maintenanceEventReference
notAfter
notBefore
scriptOfElement
standardDate
status
sourceReference
target

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use @certainty to indicate the degree of precision in the dating, for example, "uncertain" or "approximate".

Description and Usage

Use `<fromDate>` to record the beginning date in a range of dates.

`<fromDate>` may contain actual, approximate or unknown dates. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, the `@standardDate` should be used to record the date in machine-processable form as well. If the `<fromDate>` is not known, it may be omitted from `<dateRange>`, or the `@status` attribute used.

Availability

Optional, not repeatable

See also

Use `<toDate>` to record the ending point of a date range.

Examples

```
<dateRange>
  <fromDate standardDate="1868">
    1868
  </fromDate>
  <toDate standardDate="1936">
    1936
  </toDate>
</dateRange>
```

```
<dateRange>
  <fromDate status="unknown"/>
  <toDate certainty="uncertain" standardDate="2010?">
    c.2010
  </toDate>
</dateRange>
```

[Table of Contents](#)

<function>

Function

Summary

A required child element of <functions> that provides information about a function, activity, process, role, or purpose.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
date	or
descriptiveNote	0..1
placeName	0..n
relationType	0..n
targetRole	0..n
targetType	0..n
term	1..n

May occur within

[functions](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

A `<function>` element is a wrapper element used to encode an index term, using the required child element `<term>`. Terms are used to identify the activities and processes that generated the described materials. Such terms often provide useful access points to the materials, especially for corporate, government, or institutional records. Examples include collecting taxes and entertaining. They may be drawn from controlled vocabularies or may be natural language terms.

`<function>` must include at least one `<term>` element. `<term>` can be repeated within `<function>` to include translations of the same function. Use the `@languageOfElement` attribute to identify the language used in each `<term>`.

Associated date(s) (`<date>`, `<dateRange>`, or `<dateSet>`) and place(s) (`<placeName>`) may be included to further constrain the term's meaning. A `<descriptiveNote>` may be included if a fuller textual explanation is needed. The prescribed order of all child elements (both required and optional) is:

`<term>`

One of `<date>`, `<dateRange>`, or `<dateSet>`

`<placeName>`

`<targetType>`

`<targetRole>`

`<relationType>`

`<descriptiveNote>`

Availability

Required, repeatable

See also

Use `<relation>` with `<targetEntity>` having the `@targetType` "function" when describing the relationship with the function in more detail.

Examples

--

[Table of Contents](#)

< functions >

Functions

Summary

An optional child element used for grouping together one or more < function > elements.

May contain

Element/content type
[descriptiveNote](#)
[function](#)

Occurrences
 0..1
 1..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

Attribute name
[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[localType](#)
[localTypeDeclarationReference](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)

Attribute values
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional
 Optional

Description and Usage

Use the optional < functions > element to group together one or more occurrences of < function >. < functions > must include at least one < function > element.

The prescribed order of all child elements (both required and optional) is:
 < function >

< descriptiveNote >

Availability

Optional, not repeatable

Example

```
<functions>
  <function>
    <term>
      Industrial or Scientific Research
    </term>
  </function>
  <function>
    <term>
      Analytical Services
    </term>
  </function>
  <function>
    <term>
      Advisory or Regulatory Body
    </term>
  </function>
</functions>
```

[Table of Contents](#)

<geographicCoordinates>

Geographic Coordinates

Summary

An optional child element of <place> that encodes a set of geographic coordinates.

May contain

Element/content type	Occurrences
[text]	

May occur within

place

Attributes

Attribute name	Attribute values
audience	Optional
conventionDeclarationReference	Optional
coordinateSystem	Required
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use the required @coordinateSystem attribute to provide a commonly used code for the system used to express the coordinates. Examples include WGS84, OSGB36, ED50.

Description and Usage

Use <geographicCoordinates> to express a set of geographic coordinates such as latitude, longitude, and altitude representing a point, line, or area on the surface of the earth.
It is recommended that the values included in <geographicCoordinates> are based on a commonly used system for expressing geographic coordinates.

Availability

Optional, repeatable

Example

```
<places>
  <place>
    <geographicCoordinates coordinateSystem="mgrs">
      33UUU9029819737
    </geographicCoordinates>
    <placeName>
      Berlin, Germany
    </placeName>
  </place>
  <place>
    <placeName localType="place">
      Clear Spring
    </placeName>
    <placeName localType="state">
      Maryland
    </placeName>
    <geographicCoordinates coordinateSystem="UTM">
      18S 248556mE 4393694mN
    </geographicCoordinates>
  </place>
  <place>
    <placeName localType="place">
      Hardeeville
    </placeName>
    <placeName localType="state">
      South Carolina
    </placeName>
    <geographicCoordinates coordinateSystem="WGS84">
      -81.1, 32.2, -81.0, 32.3
    </geographicCoordinates>
  </place>
</places>
```

[Table of Contents](#)

<head>

Heading

Summary

An element that encodes a title or caption for a section of text.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[identificationData](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

<head> is used for supplying title-like statements to a section of text or a list. When <head> is used, it must be the first child element, followed by one or more other elements.

Availability

Optional, not repeatable

Examples

Table of Contents

DRAFT

< identificationData >

Identification Data

Summary

A wrapper element that encloses information essential for identifying the material being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
container	0..n
head	0..1
identificationDataNote	0..n
languageOfMaterial	0..n
legalStatus	0..n
materialSpec	0..n
physDescSet	0..n
physDesc	0..n
physDescStructured	0..n
physLoc	0..n
unitDate	0..n
unitDateStructured	0..n
unitId	0..n
unitTitle	0..n

May occur within

archDesc, c, c01, c02, c03, c04, c05, c06, c07, c08, c09, c10, c11, c12

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

<identificationData> binds together other elements that provide core information needed for identifying the described materials.

<identificationData> occurs in <archDesc> and <c> respectively <c01> to <c12>. The various <identificationData> child elements are intended for brief, clearly designated statements of information, whereas following sibling elements of <identificationData> such as <custodHist>, <arrangement>, or <scopeContent> allow for more detailed, narrative description.

<identificationData> groups elements that constitute a good basic description of an archival unit. This grouping ensures that the same data elements and structure are available at every level of description within the EAD hierarchy. It facilitates the retrieval or output of a coherent body of elements for resource discovery and recognition.

The <identificationData> in <archDesc> is sometimes called the high-level <identificationData>, because it covers the entirety of the materials described by the EAD instance. Consider using the following child elements in the high-level <identificationData>: <unitTitle>, <unitId>, <unitDate> or <unitDateStructured>, <physDesc> or <physDescStructured>, and <physLoc> (if applicable to a repository's practice). <identificationData> within components can have fewer elements, and might have only <container> or <unitId> and <unitTitle>.

Availability

Required, not repeatable

Example

[Table of Contents](#)

<identificationDataNote>

Identification Data Note

Summary

A child element of <identificationData> that can express any kind of explanatory information.

May contain

Element/content type
[p](#)

Occurrences
1..n

May occur within

[identificationData](#)

Attributes

Attribute name
[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)

Attribute values
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

<identificationDataNote> can encode textual notes within <identificationData> that are not more appropriately encoded in the other available elements.

Availability

Optional, repeatable

Example

[Table of Contents](#)

< language >

Language

Summary

An element that identifies the language or communication system used by the entity or in the materials described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

languageOfMaterial, languageSet

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageCode	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use @languageCode to provide a code for the language itself.

Description and Usage

Use either < language > or < languageSet > , if combining language and script information, as sub-element of < languageOfMaterial > to identify a language or communication system of the materials being described.

Availability

Optional, repeatable

See also

Use `<writingSystem>` to specify, in a human-readable form, the script corresponding to the language.

Example

[Table of Contents](#)

DRAFT

<languageDeclaration>

Language Declaration

Summary

An optional child element of <control> that indicates the language and script in which an EAS instance is written.

May contain

Element/content type	Occurrences
descriptiveNote	0..1

May occur within

[control](#)

Attributes

Attribute name	Attribute values
audience	Optional
id	Optional
languageCode	Required
languageOfElement	Optional
scriptCode	Optional
scriptOfElement	Optional
target	Optional

Attribute usage

Use the required @languageCode to provide a code for the language used in the EAS instance.

Description and Usage

An optional child element of <control> that declares the languages and scripts in which an EAS instance is written in the @languageCode and @scriptCode attributes. Any comments about the languages and scripts in which the EAS instance is written may be included in the optional <descriptiveNote> element.

Availability

Optional, repeatable

Example

```
<languageDeclaration languageCode="ger" scriptCode="Latn"/>
```

[Table of Contents](#)

DRAFT

< languageOfMaterial >

Language of Material

Summary

A child element of < identificationData > that identifies languages represented in the materials described.

May contain

Element/content type	Occurrences
descriptiveNote	0..n
0..1	0..n
language	0..n
languageSet	0..n

May occur within

[identificationData](#)

Attributes

Attribute name	Attribute values
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< languageOfMaterial > records information about languages and writing systems represented in the materials being described. < languageOfMaterial > must contain one or more < language > or < languageSet > elements, but cannot contain text.

Any comments or notes about languages or writing systems represented in the materials described must be encoded in an optional < descriptiveNote > that follows all < language > and < languageSet > elements.

Availability

Optional, repeatable

Examples

```
<languageOfMaterial>
  <languageSet>
    <language languageCode="lat">Latin</language>
    <writingSystem scriptCode="Latn"/>
  </languageSet>
  <languageSet>
    <language languageCode="ang">Old English</language>
    <writingSystem scriptCode="Latn"/>
  </languageSet>
  <languageSet>
    <language languageCode="eng">English</language>
    <writingSystem scriptCode="Latn"/>
  </languageSet>
  <descriptiveNote>
    <p>The majority of the documents are written in Modern English.
    Roberts copies multiple passages from original manuscripts in Latin
    and Old English.</p>
  </descriptiveNote>
</languageOfMaterial>
```

```
<languageOfMaterial>
  <language languageCode="eng">English</language>
  <language languageCode="fre">French</language>
</languageOfMaterial>
```

```
<languageOfMaterial>
  <languageSet>
    <language languageCode="jpn">Japanese</language>
    <writingSystem scriptCode="Hira">hiragana</writingSystem>
    <writingSystem scriptCode="Kana">katakana</writingSystem>
  </languageSet>
  <descriptiveNote>
    <p>This file contains documents in Japanese, in both the hiragana
    and katakana scripts.</p>
  </descriptiveNote>
</languageOfMaterial>
```

[Table of Contents](#)

<languageSet>

Language Set

Summary

Within <identificationData>, <languageSet> is a child element of <languageOfMaterial> that is used to pair languages with their writing systems.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
descriptiveNote	0..1
language	1..n
writingSystem	1..n

May occur within

[languageOfMaterial](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use @languageOfElement and @scriptOfElement to indicate the language and written scripts of the information in <languageSet>, not the language of materials.

Description and Usage

Use <languageSet> within <languageOfMaterial> when it is necessary to associate <language> and <writingSystem>. Possible combinations include one language and one writing system, multiple languages and one

writing system, and one language and multiple writing systems. Although the EAD4 schema allows multiple languages to be associated with multiple writing systems this combination is unlikely to convey useful information. `<languageSet>` may be repeated as necessary. Optionally, any comments about the language(s) and writing system(s) being recorded may be captured in `<descriptiveNote>` at the end, particularly for display to finding aid users.

Availability

Optional, repeatable

Examples

```
<languageOfMaterial>
  <languageSet>
    <language languageCode="lat">Latin</language>
    <writingSystem scriptCode="Latn"/>
  </languageSet>
  <languageSet>
    <language languageCode="ang">Old English</language>
    <writingSystem scriptCode="Latn"/>
  </languageSet>
  <languageSet>
    <language languageCode="eng">English</language>
    <writingSystem scriptCode="Latn"/>
  </languageSet>
  <descriptiveNote>
    <p>The majority of the documents are written in Modern English.
    Roberts copies multiple passages from original manuscripts in Latin
    and Old English.</p>
  </descriptiveNote>
</languageOfMaterial>
```

```
<languageOfMaterial>
  <languageSet>
    <language languageCode="jpn">Japanese</language>
    <writingSystem scriptCode="Hira">hiragana</writingSystem>
    <writingSystem scriptCode="Kana">katakana</writingSystem>
  </languageSet>
  <descriptiveNote>
    <p>This file contains documents in Japanese, in both the hiragana
    and katakana scripts.</p>
  </descriptiveNote>
</languageOfMaterial>
```

[Table of Contents](#)

<legalStatus>

Legal Status

Summary

An element for indicating the statutorily defined status of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
date or dateRange	0..1
descriptiveNote	0..1
placeName	0..n
term	1..n

May occur within

[identificationData](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

The legal status is typically defined and granted by authorities or through authorized agencies. Enter terms in accordance with provisions of the controlling legislation. Terms may be drawn from controlled vocabularies or may be natural language terms.

<legalStatus> must include at least one <term> element, where the legal status is encoded. <term> can be repeated within <legalStatus> to include translations of the same term. Use the @languageOfElement attribute to identify the language used in each <term>.

Associated date(s) (<date>, <dateRange>, or <dateSet>) and place(s) (<placeName>) may be included to further constrain the term's meaning. A <descriptiveNote> element may be included if a fuller textual explanation is needed.

The prescribed order of all child elements (both required and optional) is:

<term>

One of <date>, <dateRange>, or <dateSet>

<placeName>

<descriptiveNote>

Availability

Optional, repeatable

Examples



[Table of Contents](#)

<localTypeDeclaration>

Local Type Declaration

Summary

An optional child element of <control> used to declare any local conventions or controlled vocabularies used in @localType in the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
descriptiveNote	0..1
reference	1..1
shortCode	0..1

May occur within

[control](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

<localTypeDeclaration> specifies the local conventions and controlled vocabularies used in @localType attributes in the EAS instance. The child <reference> must be used to cite the resource that lists the local rules or controlled terms. Any notes relating to how these rules or conventions have been used may be given in <descriptiveNote>. The child <shortCode> may be used to identify any abbreviation or code representing the local convention or controlled vocabulary. The prescribed order of all child elements (both required and optional) is:

<reference>

<shortCode>

<descriptiveNote>

Availability

Optional, repeatable

Example

```
<localTypeDeclaration>
  <reference href="https://d-nb.info/standards/elementset/
gnd_20191015">
    GND
  </reference>
  <descriptiveNote>
    <p>
      Gemeinsame Normdatei Ontologie
    </p>
    <p languageOfElement="eng">
      Integrated Authority File Ontology
    </p>
    <p>
      Version 2019-10-15
    </p>
  </descriptiveNote>
</localTypeDeclaration>
<localTypeDeclaration>
  <reference href="https://www.loc.gov/marc/authority/">
    MARC21
  </reference>
</localTypeDeclaration>
```

[Table of Contents](#)

< maintenanceAgency >

Maintenance Agency

Summary

A required child element of < control > that identifies the institution or service responsible for the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
agencyCode	0..1
agencyName	0..n
descriptiveNote	0..1
otherAgencyCode	0..n

May occur within

[control](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
countryCode	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional
vocabularySource	Optional
vocabularySourceURI	Optional
valueURI	Optional

Attribute usage

Use @countryCode to indicate a unique code for the country of the maintenance agency.

Description and Usage

< maintenanceAgency > encodes information about the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance.

<maintenanceAgency> must include one or both of <agencyCode> or <agencyName> to provide the identifier or the name of the institution or service. It may also include the optional child element <otherAgencyCode> to provide any additional identifiers. Any general information about the institution or service in relation to the EAS instance may be given in <descriptiveNote>.

The prescribed order of all child elements (both required and optional) is:

<agencyCode> (if used)

<agencyName>

<otherAgencyCode>

<descriptiveNote>

Availability

Required, not repeatable

Examples

```
<maintenanceAgency>
  <agencyCode status="authorized" vocabularySource="ISIL"
    vocabularySourceURI="http://id.loc.gov/vocabulary/identifiers/
    isil">
    US-ctybr
  </agencyCode>
  <agencyName>
    Beinecke Rare Book and Manuscript Library
  </agencyName>
  <otherAgencyCode status="authorized" valueURI="https://
    id.loc.gov/vocabulary/organizations/ctybr" vocabularySource="MARC
    Code List for Organizations" vocabularySourceURI="https://
    www.loc.gov/marc/organizations/">
    CtY-BR
  </otherAgencyCode>
  <otherAgencyCode status="alternative" valueURI="https://
    www.wikidata.org/wiki/Q814779" vocabularySource="Wikidata"
    vocabularySourceURI="https://www.wikidata.org/">
    Q814779
  </otherAgencyCode>
</maintenanceAgency>
```

```
<maintenanceAgency>
  <agencyCode status="alternative" vocabularySource="NAD"
    vocabularySourceURI="https://sok.riksarkivet.se/">
    SE/G066
  </agencyCode>
  <agencyName>
    Kommunalförbundet Sydarkivera
  </agencyName>
</maintenanceAgency>
```

</agencyName>
</maintenanceAgency>

[Table of Contents](#)

DRAFT

< maintenanceEvent >

Maintenance Event

Summary

A required child element of < maintenanceHistory > used to record information about maintenance activities in the history of the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
agent	1..1
eventDateTime	1..1
eventDescription	0..n

May occur within

[maintenanceHistory](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
maintenanceEventType	Optional
scriptOfElement	Optional
target	Optional

Attribute usage

Use @maintenanceEventType to document the type of maintenance activity that the < maintenanceEvent > is recording. Use @maintenanceEventTypeEncoding in < control > to specify the source or rules for values supplied in @maintenanceEventType.

Description and Usage

A required child element of < maintenanceHistory >, < maintenanceEvent > is used to record an activity in the creation and ongoing maintenance of an EAS instance, including revisions, updates, and deletions. There will always be at least one maintenance event for each instance, which will typically be its creation.

<maintenanceEvent> must include <agent> and <eventDateTime> child elements to record the agent that carried out the maintenance event, and the date and time the maintenance event occurred.

The prescribed order of all child elements (both required and optional) is:

<agent>

<eventDateTime>

<eventDescription>

Availability

Required, repeatable

Example

[Table of Contents](#)

< maintenanceHistory >

Maintenance History

Summary

A required child element of <control> that captures the history of the creation and maintenance of the EAS instance.

May contain

Element/content type
maintenanceEvent

Occurrences
1..n

May occur within

control

Attributes

Attribute name

audience

id

languageOfElement

scriptOfElement

target

Attribute values

Optional

Optional

Optional

Optional

Optional

Description and Usage

A required child element of <control>, <maintenanceHistory> is for recording the history of the creation, revisions, updates, and other modifications to the EAS instance.

There must be at least one child <maintenanceEvent> in <maintenanceHistory>, which usually will be a record of the creation of the instance. There may be many other <maintenanceEvent> elements documenting the milestone changes or activities in the maintenance of the instance.

Availability

Required, not repeatable

Example

Table of Contents

DRAFT

< materialSpec >

Material Specific Details

Summary

A child element of <identificationData> for providing material specific details for a small group of materials or an item.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[identificationData](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @localType to specify the type of data being conveyed in the element, e.g., < materialSpec localType="scale" localTypeDeclarationReference="ITDR1"> 1:200 </materialspect> .

Description and Usage

<materialSpec> is for recording material specific details that are unique to a particular class or form of material and which are not recorded in any other element of description. Examples of material specific details include mathematical data, such as scale for cartographic and architectural records, jurisdictional and denominational data for philatelic records, and presentation data that describes the format of music manuscripts.

Most likely <materialSpec> will be useful at the item or small group level of description, such as a file of maps, a group of sound recordings, etc.

Availability

Optional, repeatable

Example

[Table of Contents](#)

<objectXMLWrap>

Object XML Wrap

Summary

An optional child element of <relation> and <source> that allows for the inclusion of an XML element from any XML namespace.

May contain

Element/content type

[any element from any namespace]

Occurrences

May occur within

[relation](#), [source](#)

Attributes

Attribute name

[audience](#)

[id](#)

[target](#)

Attribute values

Optional

Optional

Optional

Description and Usage

A wrapper element that provides a place to express data in any XML encoding language.

To facilitate interoperability the XML should conform to an open, standard XML schema and a namespace attribute should be present on the root element referencing the namespace of the standard.

It is also possible to encode data in XML without a namespace within the <objectXMLWrap> element.

<objectXMLWrap> may be used to store related XML data locally rather than linking to external resources in order to facilitate processing or in cases where the related data may not be reliably accessible.

Availability

Optional, not repeatable

Examples

```

<objectXMLWrap>
  <mods:mods xmlns:mods="http://www.loc.gov/mods/v3"
    xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xsi:schemaLocation="http://www.loc.gov/mods/v3
      http://www.loc.gov/mods/v3/mods-3-3.xsd">
    <mods:titleInfo>
      <mods:title>
        Artisti trentini tra le due guerre
      </mods:title>
    </mods:titleInfo>
    <mods:name>
      <mods:namePart type="given">
        Nicoletta
      </mods:namePart>
      <mods:namePart type="family">
        Boschiero
      </mods:namePart>
      <mods:role>
        <mods:roleTerm type="text">
          autore
        </mods:roleTerm>
      </mods:role>
    </mods:name>
  </mods:mods>
</objectXMLWrap>

```

```

<objectXMLWrap>
  <text:bibl xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
    xmlns:text="http://www.tei.org/ns/1.0"
    xsi:schemaLocation="http://www.tei.org/ns/1.0 tei.xsd"
    default="false">
    <text:title>
      <text:emph rend="italic">
        Paris d'hier et d'aujourd'hui
      </text:emph>
    </text:title>
    <text:respStmt>
      <text:resp>
        photographes
      </text:resp>
      <text:name>
        Roger Henrard
      </text:name>
      <text:name>
        Yann Arthus-Bertrand
      </text:name>
    </text:respStmt>
  </text:bibl>
</objectXMLWrap>

```

```

<objectXMLWrap>
  <note xmlns="">
    <to>
      Tove
    </to>

```

```
<from>
  Jani
</from>
<heading>
  Reminder
</heading>
<body>
  Don't forget me this weekend!
</body>
</note>
</objectXMLWrap>
```

[Table of Contents](#)

< otherAgencyCode >

Other Agency Code

Summary

An optional child element of < maintenanceAgency > that provides an alternative code for the institution or service responsible for the EAS instance.

May contain

Element/content type	Occurrences
[text]	

May occur within

[maintenanceAgency](#)

Attributes

Attribute name	Attribute values
audience	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
scriptOfElement	Optional
status	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the code in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system.

Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

Use <otherAgencyCode> to provide an alternative and/or local code that represents the institution or service responsible for the creation, maintenance, and/or dissemination of the EAS instance. Any code other than that given in <agencyCode> may be provided in <otherAgencyCode>. The addition of an ISO 3166-1 alpha-2 country code as the prefix to a local code is recommended to ensure international uniqueness.

Availability

Optional, repeatable

Examples

```
<maintenanceAgency>
  <agencyCode status="authorized" vocabularySource="ISIL"
  vocabularySourceURI="http://id.loc.gov/vocabulary/identifiers/
  isil">
    US-nbuuar
  </agencyCode>
  <agencyName>
    State University of New York at Buffalo, Archives
  </agencyName>
  <otherAgencyCode status="authorized" valueURI="http://id.loc.gov/
  vocabulary/organizations/nbuuar" vocabularySource="MARC Code List
  for Organizations" vocabularySourceURI="https://www.loc.gov/marc/
  organizations/">
    NBuU-AR
  </otherAgencyCode>
</maintenanceAgency>
```

```
<maintenanceAgency>
  <agencyCode status="authorized" vocabularySource="ISIL"
  vocabularySourceURI="http://id.loc.gov/vocabulary/identifiers/
  isil">
    US-ctybr
  </agencyCode>
  <agencyName>
    Beinecke Rare Book and Manuscript Library
  </agencyName>
  <otherAgencyCode status="authorized" valueURI="https://
  id.loc.gov/vocabulary/organizations/ctybr" vocabularySource="MARC
  Code List for Organizations" vocabularySourceURI="https://
  www.loc.gov/marc/organizations/">
    CtY-BR
  </otherAgencyCode>
  <otherAgencyCode status="alternative" valueURI="https://
  www.wikidata.org/wiki/Q814779" vocabularySource="Wikidata"
  vocabularySourceURI="https://www.wikidata.org/">
    Q814779
  </otherAgencyCode>
</maintenanceAgency>
```

DRAFT

< otherDescriptiveInfo >

Other Descriptive Information

Summary

For recording additional information about the described materials that is not easily incorporated into one of the other named elements within < archDesc > and < c > respectively < c01 > to < c12 >.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use @localType to more specifically designate the type of information being provided.

Description and Usage

< otherDescriptiveInfo > may be useful in converting legacy finding aids to the EAD format, by designating as "other" information everything that does not

easily map to a more specific element. `<otherDescriptiveInfo>` may be used when information about the described materials does not correspond to another element's definition, when the information is heterogeneous enough to make a single classification difficult, and when shifting the information to permit more specific content designation would be too costly or burdensome.

Use `<otherDescriptiveInfo>` only after considering how the existence of unspecified content will affect search, retrieval, and display.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<otherDescriptiveInfo>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

Example

[Table of Contents](#)

< otherFindAid >

Other Finding Aid

Summary

Element used for identifying any other finding aids to the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n
relations	0..1

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source

where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

Use <otherFindAid> to provide information about additional or alternative guides to the described material, such as card files, dealers' inventories, a catalog record, or lists generated by the creator or compiler of the materials.

<otherFindAid> is used to indicate the existence of additional finding aids; it is not designed to encode the content of those guides.

These additional finding aids can either be described using narrative text in the elements <abstract>, <p>, and <formattingExtension> or they can be named as the <targetEntity> of a <relation> within <relations>. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element <reference> within <p> can be used to refer to analog or digital resources.

Availability

Optional, repeatable

Example

[Table of Contents](#)

< otherRecordId >

Other Record Identifier

Summary

An optional child element of < control > that encodes any local identifier for the EAS instance.

May contain

Element/content type
[text]

Occurrences

May occur within

[control](#)

Attributes

Attribute name

[audience](#)

[id](#)

[languageOfElement](#)

[localType](#)

[localTypeDeclarationReference](#)

[scriptOfElement](#)

[target](#)

[valueURI](#)

[vocabularySource](#)

[vocabularySourceURI](#)

Attribute values

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the alternative identifier in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system.

Use @vocabularySource to identify the source where @valueURI comes from, e.g, the institution or service providing the associated record identifier, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

<otherRecordId> can be used to record an identifier that is an alternative to the mandatory identifier provided in <recordId>. These might include the identifiers of merged EAS instances representing the same entity or those of records that are no longer current but had some part in the history and maintenance of the EAS instance.

Availability

Optional, repeatable

Examples

[Table of Contents](#)

<p>

Paragraph

Summary

A general purpose element used to encode blocks of text.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[accessConditions](#), [accruals](#), [appraisal](#), [arrangement](#), [biogHist](#), [custodHist](#), [descriptionOfComponents](#), [descriptiveNote](#), [filePlan](#), [formAvailable](#), [identificationDataNote](#), [otherDescriptiveInfo](#), [otherFindAid](#), [physicalOrTechnicalRequirements](#), [preferCite](#), [processInfo](#), [publicationNote](#), [relatedMaterial](#), [scopeContent](#), [separatedMaterial](#), [sourceOfAcquisition](#), [subjectHeadings](#), [useConditions](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use <p> for blocks of text. A paragraph may be a subdivision of a larger composition or it may exist alone. It is usually typographically distinguished: A line space is often left blank before it; the text begins on a new line; and the first letter of the first word may be indented, enlarged, or both.

Availability

Within <descriptiveNote> and <identificationDataNote>: required, repeatable.

Within all other parents: optional, repeatable.

Example

```
<biogHist>
  <p>
    Robert Carlton Brown (1886-1959) was a writer, editor,
    publisher, and traveler. From 1908 to 1917, he wrote poetry and
    prose for numerous magazines and newspapers in New York City,
    publishing two pulp novels, <span style="font-style:italic">What
    Happened to Mary</span> and <span style="font-style:italic">The
    Remarkable Adventures of Christopher Poe</span> (1913), and one
    volume of poetry, <span style="font-style:italic">My Marjonyary</
    span> (1916).
  </p>
  <p>
    During 1918, he traveled extensively in Mexico and Central
    America, writing for the U.S. Committee of Public Information
    in Santiago de Chile. In 1919, he moved with his wife, Rose
    Brown, to Rio de Janeiro, where they founded <span style="font-
    style:italic">Brazilian American</span>, a weekly magazine that
    ran until 1929. With Brown's mother, Cora, the Browns also
    established magazines in Mexico City and London: <span style="font-
    style:italic">Mexican American</span> (1924-1929) and <span
    style="font-style:italic">British American</span> (1926-1929).
  </p>
</biogHist>
```

[Table of Contents](#)

< part >

Part

Summary

A required and repeatable child of < targetEntity > and < title > used to distinguish components of a name or title.

May contain

Element/content type
[text]

Occurrences

May occur within

Attributes

Attribute name

audience
conventionDeclarationReference
id
languageOfElement
localType
localTypeDeclarationReference
maintenanceEventReference
scriptOfElement
sourceReference
target

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

The designation of the information contained in the < part > can be specified by the attribute @localType.

Description and Usage

Within < targetEntity > the name or term for the related entity is encoded within < part > elements.

Within < title > components such as subtitles or the number of an issue in a serial publication may be recorded in a separate < part > element.

< part > cannot be empty and requires at least one non-whitespace character, such as a hyphen, if no actual name can be given.

Availability

Required, repeatable

Examples

[Table of Contents](#)

DRAFT

< physDesc >

Physical Description

Summary

A child element of <identificationData> that provides a simple, unstructured statement about the physical characteristics of the material being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[identificationData](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< physDesc > is for describing, in an unstructured statement, the physical or logical extent, medium, appearance, or construction of the described materials, such as their dimensions, a count of their quantity, a statement about the space they occupy, and terms describing their genre, form, or function, as well as any other aspects of their appearance, such as color, substance, style, and technique or method of creation.

Those who wish to record formally structured elements of physical description in order to enable consistent machine processing and data exchange will want to use `<physDescStructured>` instead of `<physDesc>`.

Availability

Optional, repeatable

See also

Use `<physDescStructured>` to express physical description in structured statements.

Example

[Table of Contents](#)

< physDescSet >

Physical Description Set

Summary

A child element of <identificationData> used to bind two or more structured expressions of the physical description of the materials.

May contain

Element/content type
physDescStructured

Occurrences
1..n

May occur within

identificationData

Attributes

Attribute name

audience
conventionDeclarationReference
coverage
id
languageOfElement
maintenanceEventReference
parallel
scriptOfElement
sourceReference
target

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional (values limited to: false, true)
Optional
Optional
Optional

Description and Usage

< physDescSet > binds together two or more < physDescStructured > elements. A set of < physDescStructured > elements may relate in one of two ways: they may be parallel to each other or they may describe disparate parts that together represent the whole or part of the material described. For example, a < physDescSet > with @parallel with value "true" might bind a < physDescStructured > element with @physDescStructuredType with value "carrier" and a < physDescStructured > element with @physDescStructuredType with value "spaceOccupied," indicating that the two < physDescStructured > elements describe the same materials in different ways and are therefore parallel statements of extent. @parallel with value

"true" denotes that <physDescSet> and its child <physDescStructured> elements share the same coverage value, i.e., a statement of extent for part of the materials described cannot be parallel to a statement of extent for the whole of the materials described.

Alternately, a <physDescSet> with @parallel with value "false" may combine two or more <physDescStructured> elements that do not describe the same materials. @parallel with value "false" denotes that <physDescStructured> elements that comprise the set all share @coverage with value "part" (two or more extent statements with @coverage with value "whole" are by definition parallel).

A <physDescSet> with @parallel with value "false" and @coverage with value "whole" indicates multiple statements of extent that in sum represent the whole of the materials being described.

A <physDescSet> with @parallel with value "false" and @coverage with value "part" indicates multiple statements of extent that in sum represent a part of the materials being described.

It is not necessary to bind multiple <physDescStructured> elements within <physDescSet>. Only do so when you need to convey the relationships indicated by parallel and coverage.

Availability

Optional, repeatable

Example

[Table of Contents](#)

< physDescStructured >

Structured Physical Description

Summary

An element that provides a method for expressing structured statements about the extent and physical characteristics of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
descriptiveNote	0..1
dimensions	0..n
physFacet	0..n
quantity	1..1
unitType	1..1

May occur within

[identificationData](#), [physDescSet](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
coverage	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
physDescStructuredType	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use [@physDescStructuredType](#) to specify the nature of the statement about the materials being described and [@coverage](#) to indicate whether the statement applies to all materials grouped in the unit of description or only part of them.

Description and Usage

`<physDescStructured>` creates structured statements describing the physical or logical extent or the medium of the materials being described. The use of `<physDescStructured>` allows for quantifying the extent of the whole or a part of the materials described in a form that will be machine processable and that will facilitate reporting, statistics, sorting, and importing and exporting data in a collection management system.

The prescribed order of all child elements (both required and optional) is:

`<quantity>`

`<unitType>`

`<dimensions>` or `<physFacet>`

`<descriptiveNote>`

Availability

Within `identificationDate`: Optional, repeatable

Within `physDescSet`: Required, repeatable

See also

Use `<physDesc>` to express physical description in a non-machine-processable form and in instances where data exchange is not a concern.

Example

[Table of Contents](#)

< physFacet >

Physical Facet

Summary

A child element of < physDescStructured > that provides more detailed information about the physical nature of or techniques and methods of creation of the material described in terms that are often taken from a controlled vocabulary list.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[physDescStructured](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the physical facet in a controlled vocabulary, taxonomy, ontology,

or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

Description and Usage

<physFacet> records information about an aspect of the physical nature – such as color, style, marks, substances, materials, playback speed, duration, track configuration, and motion picture presentation format – or techniques and methods of creation of the units identified by <unitType> within <physDescStructured>. It generally should not be used for aspects of physical description that are covered more directly by <unitType> and <dimensions>.

Physical facet terminology can be found in the Art and Architecture Thesaurus and other sources for authorized data values.

Availability

Optional, repeatable

Example

[Table of Contents](#)

< physicalOrTechnicalRequirements >

Physical Characteristics or Technical Requirements

Summary

For describing the physical condition of the materials and/or technical requirements that affect their use.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< physicalOrTechnicalRequirements > is used to capture any physical or technical characteristics that affect the storage or use of the materials described. This may include details of their physical composition, preservation requirements, or particular hardware or software needed to access the materials.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<physicalOrTechnicalRequirements>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

Example

[Table of Contents](#)

< physLoc >

Physical Location

Summary

A child element of < identificationData > that specifies the physical location of the materials.

May contain

Element/content type

[text]

reference

referringString

span

Occurrences

0..n

0..n

0..n

May occur within

identificationData

Attributes

Attribute name

audience

conventionDeclarationReference

id

languageOfElement

localType

localTypeDeclarationReference

maintenanceEventReference

scriptOfElement

sourceReference

target

Attribute values

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Description and Usage

< physLoc > is used to identify where the described materials are stored, and it may contain such information as the name or number of the building, room, stack, shelf, etc., where the materials may be stored and retrieved. < physLoc > can be used to designate onsite and offsite storage locations.

Availability

Optional, repeatable

See also

Do not confuse with <container>, which is used to identify the cartons, boxes, reels, folders, and other storage devices used to hold the described materials.

Example

[Table of Contents](#)

<place>

Place**Summary**

An element that provides information about a place or jurisdiction, including places where the records being described were created or have some other significant connection.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
address	0..n
contact	0..n
date or dateRange or dateSet	0..n
descriptiveNote	0..1
geographicCoordinates	0..n
placeName	0..n
placeRole	0..n
placeType	0..n
relationType	0..n

May occur within

[findAidDesc](#), [places](#), [relation](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

A `<place>` element is a wrapper element used to encode information about a place or jurisdiction. This includes identifying the places or jurisdictions where the records being described were created or with which they have some other significant connection. It can also be used to encode address and contact information.

`<place>` must include at least one of `<address>`, `<contact>`, `<geographicCoordinates>`, `<placeName>`, `<placeRole>`, or `<placeType>`. `<placeName>` may be used to encode the name of a place that is related to the records being described. The `<placeRole>` element is available to specify the nature of the place in relation with the records being described, and its use is strongly recommended. The `<placeType>` element may be used to classify the type of place for clarification, e.g., indicating whether the place is a city or town or a first or second-order administrative division. Use `<relationType>` to describe the nature of connection between the place and the records being described. Terms in these elements may be drawn from controlled vocabularies or may be natural language terms. These controlled vocabularies can be identified with the `@vocabularySource` and `@vocabularySourceURI` attributes. The `<address>` element is available for specifying a postal or other address. The `<contact>` element is available for specifying a digital address or other contact information.

Associated date or date range (`<date>`, `<dateRange>`, or `<dateSet>`) information may be included to further constrain the place's meaning. A `<descriptiveNote>` may be included if a fuller explanation of the significance of the place to the records being described is needed.

The prescribed order of all child elements (both required and optional) is:

One or more of `<address>`, `<contact>`,
`<geographicCoordinates>`, `<placeName>`, `<placeRole>`, or
`<placeType>`

One of `<date>`, `<dateRange>`, or `<dateSet>`

`relationType`

`<descriptiveNote>`

Availability

Within `<findAidDesc>`, `<relation>`: optional, repeatable.

Within `<places>`: required, repeatable.

Examples

```
<place>
  <placeRole>
```

```
    Residence
  </placeRole>
  <placeName valueURI="http://vocab.getty.edu/page/tgn/7008153"
    vocabularySource="tgn" vocabularySourceURI="https://www.getty.edu/
    research/tools/vocabularies/tgn/index.html" id="IDPlaceName01">
    Kent (county)
  </placeName>
</place>
```

```
<place>
  <placeName vocabularySource="local" id="IDPlaceName1">
    East Side (Buffalo, N.Y.)
  </placeName>
  <geographicCoordinates coordinateSystem="WGS84">
    N 42°53'48" W 78°50'2"
  </geographicCoordinates>
</place>
```

[Table of Contents](#)

< placeName >

Place Name

Summary

An optional child element of <place> used to encode the name of a place or geographic feature that is related to the records being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

agent, function, legalStatus, place, subject

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
countryCode	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

The @vocabularySource attribute may be used to indicate the controlled vocabulary from which the <placeName> term is derived.

Description and Usage

<placeName> should be identified by the proper noun that commonly designates the place, natural feature, or political jurisdiction. It is recommended that place names be taken from authorized vocabularies. Within <place>, a companion <placeRole> is strongly recommended to describe the nature of the association of the <placeName> to the entity. Furthermore a companion <geographicCoordinates> is available beside <placeName>, when used within <place>, to encode latitude, longitude and altitude information.

At least one of <placeName>, <placeRole>, <placeType>, <geographicCoordinates>, <address>, or <contact> is required within <place>.

The <placeName> element is repeatable. It is strongly recommended that within <place>, the <placeName> element be repeated only to represent the same place name in various languages, with an accompanying @languageOfElement attribute.

Availability

Optional, repeatable

Examples

```
<place>
  <placeName vocabularySource="local" id="IDPlaceName1">
    East Side (Buffalo, N.Y.)
  </placeName>
  <geographicCoordinates coordinateSystem="WGS84">
    N 42°53'48" W 78°50'2"
  </geographicCoordinates>
</place>
```

```
<place>
  <placeName localType="place">
    Clear Spring
  </placeName>
  <placeName localType="state">
    Maryland
  </placeName>
  <geographicCoordinates coordinateSystem="UTM">
    18S 248556mE 4393694mN
  </geographicCoordinates>
</place>
```

[Table of Contents](#)

<placeRole>

Place Role

Summary

An optional child element of <place> used to identify the contextual role the place or jurisdiction being encoded.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

place

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

The @vocabularySource attribute may be used to indicate the controlled vocabulary from which the <placeRole> is derived.

Description and Usage

<placeRole> provides a contextual role for a <placeName> within <place>. Places should be identified in <placeName> by the proper noun that commonly designates the place, natural feature, or political jurisdiction. It is strongly recommended that each <placeName> is accompanied by a

<placeRole> element in order to describe the nature of the association of the place being encoded.

At least one of <placeName>, <placeRole>, <placeType>, <geographicCoordinates>, <address>, or <contact> is required within <place>.

Availability

Optional, repeatable

Example

```
<place>
  <placeRole>
    Residence
  </placeRole>
  <placeName valueURI="http://vocab.getty.edu/page/tgn/7008153"
    vocabularySource="tgn" vocabularySourceURI="https://www.getty.edu/
    research/tools/vocabularies/tgn/index.html" id="IDPlaceName01">
    Kent (county)
  </placeName>
</place>
```

[Table of Contents](#)

< places >

Places

Summary

An optional child element of < archDesc > , < c > , and < c01 > to < c12 > used for grouping together one or more < place > elements.

May contain

Element/content type	Occurrences
descriptiveNote	0..1
place	1..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

Attribute name	Attribute values
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use the optional < places > element to group together one or more occurrences of < place > . < places > must include at least one < place > element. A < descriptiveNote > element may be included if a fuller textual explanation is needed.

The prescribed order of all child elements (both required and optional) is:

< place >

< descriptiveNote >

Availability

Optional, not repeatable

Example

```
<places>
  <place>
    <placeName valueURI="https://d-nb.info/gnd/4057648-6"
      vocabularySource="GND" vocabularySourceURI="https://d-nb.info/
gnd/">
      Stockholm
    </placeName>
    <placeRole valueURI="https://d-nb.info/standards/
elementset/gnd#placeOfBirth" vocabularySource="GND0"
      vocabularySourceURI="https://d-nb.info/standards/elementset/gnd#">
      Geburtsort
    </placeRole>
  </place>
  <place>
    <placeName valueURI="https://d-nb.info/gnd/4051594-1"
      vocabularySource="GND" vocabularySourceURI="https://d-nb.info/
gnd/">
      Sankt Gallen
    </placeName>
    <placeRole valueURI="https://d-nb.info/standards/
elementset/gnd#placeOfDeath" vocabularySource="GND0"
      vocabularySourceURI="https://d-nb.info/standards/elementset/gnd#">
      Sterbeort
    </placeRole>
  </place>
</places>
```

[Table of Contents](#)

<placeType>

Place Type

Summary

An optional child element of <place> used to specify the type of the place or jurisdiction being encoded.

May contain

Element/content type
[text]

Occurrences

May occur within

place

Attributes

Attribute name

audience
conventionDeclarationReference
id
languageOfElement
maintenanceEventReference
scriptOfElement
sourceReference
target
valueURI
vocabularySource
vocabularySourceURI

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

Use <placeType> to specify the type of the place or jurisdiction being encoded in a <placeName> within <place>. Places should be identified in <placeName> by the proper noun that commonly designates the place, natural feature, or political jurisdiction. It is strongly recommended that each <placeName> is accompanied by a <placeType> element in order to describe the tyoe of the place.

At least one of <placeType>, <placeRole>, <placeName>, <geographicCoordinates>, <address>, or <contact> is required within <place>.

Availability

Optional, repeatable
[Table of Contents](#)

DRAFT

<preferCite>

Preferred Citation

Summary

An element for specifying how users should cite the described materials in publication credits.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use <preferCite> to supply users with a prescribed wording or format for references to the described materials to be included in bibliographies, footnotes, screen credits, etc.

Use the element <abstract> to provide a brief summary of the information encoded in <preferCite>. Use the repeatable <p> element to structure longer texts in several paragraphs. If required and suitable, use <formattingExtension> to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:
<abstract> (if used)

<formattingExtension> or <p>

Availability

Optional, repeatable

Example

[Table of Contents](#)

<processInfo>

Processing Information

Summary

For encoding information about archival activities related to the described materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

<processInfo> is used for basic information about accessioning, arranging, describing, preserving, storing, conserving, or otherwise preparing the described materials for research use. Where appropriate, encode more specific information about each of these activities separately within other elements, such as <sourceOfAcquisition>, <appraisal>, <arrangement>, <physLoc>, etc.

Use the element <abstract> to provide a brief summary of the information encoded in <processInfo>. Use the repeatable <p> element to

structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

Example

[Table of Contents](#)

< publicationNote >

Publication Note

Summary

For citing works based on the use or analysis of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n
relations	0..1

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

Use `<publicationNote>` to identify works that are based on, about, or of special value when using the materials being described, or works in which a citation to or brief description of the materials occurs.

These works can either be described using narrative text in the elements `<abstract>`, `<p>`, and `<formattingExtension>` or they can be named as the `<targetEntity>` of a `<relation>` within `<relations>`. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element `<reference>` within `<p>` can be used to refer to analog or digital resources.

Availability

Optional, repeatable

Example

[Table of Contents](#)

<quantity>

< quantity >

Quantity

Summary

A required child element of <physDescStructured> that indicates the number of units present as described by <unitType> .

May contain

Element/content type
[text]

Occurrences

May occur within

physDescStructured

Attributes

Attribute name
approximate
audience
conventionDeclarationReference
id
languageOfElement
maintenanceEventReference
scriptOfElement
sourceReference
target

Attribute values
Optional (values limited to: false, true)
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

<quantity> is for indicating the number of <unitType>-s being described. The content of <quantity> should be a number. Use of <quantity> enables extent statements to be machine processable. If the quantity is unknown, the element should remain empty.

Availability

Required, not repeatable

Example

DRAFT

<recordId>

<recordId>

Record Identifier

Summary

A required child element of <control> that designates a unique identifier for the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

control

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional

Description and Usage

<recordId> is used for recording a unique identifier for the EAS instance. The institution assigning the identifier ensures uniqueness of the <recordId> value within the archival descriptions under its control. A globally unique identifier may be constructed within <recordId> according to various external protocols (i.e. HTTP URI, DOI, PURL, or UUID), or in combination with <agencyCode>, which is an optional element within <maintenanceAgency>.

<recordId> cannot be empty. Any alternative or additional record identifiers may be recorded in <otherRecordId>.

Availability

Required, not repeatable

See also

Use <agencyCode> in combination with <recordId> to provide a globally unique identifier for the EAS instance.

Examples

```
<recordId>  
  F10219  
</recordId>
```

```
<recordId>  
  ES-28079-PARES-AUT-140149  
</recordId>
```

```
<recordId>  
  DE-1981_C002  
</recordId>
```

[Table of Contents](#)

<reference>

Reference

Summary

An element that cites an external resource.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
referringString	0..n
span	0..n

May occur within

[abstract](#), [container](#), [conventionDeclaration](#), [dimensions](#), [eventDescription](#), [head](#), [localTypeDeclaration](#), [materialSpec](#), [p](#), [physDesc](#), [physFacet](#), [physLoc](#), [rightsDeclaration](#), [source](#), [unitDate](#), [unitId](#), [unitTitle](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
href	Optional
id	Optional
languageOfElement	Optional
linkRole	Optional
linkTitle	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Attribute usage

Use [@href](#) to link to the cited resource.

Description and Usage

<reference> is a required child element of <conventionDeclaration>, <localTypeDeclaration>, and <rightsDeclaration> for identifying any rules

and conventions applied in the compilation of the description. It is also a required child element of `<source>`, used to identify any sources used in compiling the description. `<source>` may include multiple child `<reference>` elements.

`<reference>` is an optional child element of `<abstract>`, `<container>`, `<dimensions>`, `<eventDescription>`, `<head>`, `<materialSpec>`, `<p>`, `<physDesc>`, `<physFacet>`, `<physLoc>`, `<unitDate>`, `<unitId>`, and `<unitTitle>` where it is used to reference any external resources that provide additional context to the content of that element.

Availability

Within `<conventionDeclaration>`, `<localTypeDeclaration>`,

`<rightsDeclaration>`: required, not repeatable

Within `<source>`: required, repeatable

Within `<abstract>`, `<container>`, `<dimensions>`, `<eventDescription>`,

`<head>`, `<materialSpec>`, `<p>`, `<physDesc>`, `<physFacet>`,

`<physLoc>`, `<unitDate>`, `<unitId>`, `<unitTitle>`: optional, repeatable

See also

`<reference>` is used for external linking only. If any internal linking is required, use the `@target` attribute.

Examples

```
<source>
  <reference href="https://de.wikipedia.org/wiki/
Gustav_IV._Adolf_(Schweden)">
    Wikipedia
  </reference>
</source>
```

```
<conventionDeclaration>
  <reference href="https://www.loc.gov/aba/rda/">
    Resource Description and Access
  </reference>
  <shortCode>
    RDA
  </shortCode>
</conventionDeclaration>
```

[Table of Contents](#)

<referringString>

Referring String

Summary

An element for marking words or phrases in a longer text as named entities.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	

May occur within

[abstract](#), [container](#), [dimensions](#), [eventDescription](#), [head](#), [materialSpec](#), [p](#), [physDesc](#), [physFacet](#), [physLoc](#), [reference](#), [unitDate](#), [unitId](#), [unitTitle](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

Description and Usage

Use `<referringString>` in longer texts to indicate that certain words or phrases within these texts represent named entities such as persons, organisations, places, functions, dates, etc.

Use `<referringString>` e.g. when the identification of such named entities within existing archival descriptions is the result of some natural language processing or when capturing the results of named entity recognition having been conducted as part of Optical Character Recognition or Handwritten Text Recognition tasks.

Availability

Optional, repeatable

See also

Only fall back on using `<referringString>` in the contexts mentioned above. Use dedicated elements such as `<agents>`, `<functions>`, `<places>`, `<formsAvailable>`, `<relatedMaterial>`, `<separatedMaterial>`, `<otherFindAid>`, or `<publicationNote>` to name related entities central to the understanding of the materials described and to provide more information about their relationship with the materials.

Example

[Table of Contents](#)

<relatedMaterial>

Related Material

Summary

Element used for identifying archival materials that may be related to the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n
relations	0..1

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source

where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

<relatedMaterial> is used to identify associated materials in the same repository or elsewhere. These materials may be related by sphere of activity, or subject matter.

These associated materials can either be described using narrative text in the elements <abstract>, <p>, and <formattingExtension> or they can be named as the <targetEntity> of a <relation> within <relations>. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element <reference> within <p> can be used to refer to analog or digital resources.

Availability

Optional, repeatable

See also

Do not confuse with <separatedmaterial>, which provides information about materials that have been separated or physically removed from the described materials but that are related to them by provenance.

Example

[Table of Contents](#)

<relation>

Relation

Summary

A required child element of <relations> for describing a relationship between the entity or records described and a related entity.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
date or dateRange or dateSet	0..1
descriptiveNote	0..1
objectXMLWrap	0..1
place	0..n
relationType	0..n
targetEntity	1..1
targetRole	0..n
targetType	0..n

May occur within

relations

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional (values limited to: external, internal)
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

<relation> records descriptive information about a relationship between the materials being described and archival, bibliographic, or other types of resources or any kind of digital representations, microfiches or microfilms, copies, etc. of the materials. Use the required child element <targetEntity> to

provide a textual identification of the related entity, such as a name or a title. Use the optional child element `<relationType>` to specify the type of relation, e.g., derivation. Use the optional child element `<targetRole>` to specify the role of the related entity, e.g., digital representation, and the optional child element `<targetType>` to classify the type of the related entity, e.g., JPEG. It is recommended that the terms used in `<relationType>`, `<targetEntity>`, `<targetRole>`, and `<targetType>` be taken from an authorized vocabulary. Use the required child element `<targetEntity>` to provide a textual identification of the related entity, such as a name or a title. Use the optional child element `<relationType>` to specify the type of relation. Use the optional child element `<targetRole>` to specify the role of the related entity. It is recommended that the terms used in `<relationType>`, `<targetEntity>`, and `<targetRole>` be taken from an authorized vocabulary. Use `<objectXMLWrap>` to embed XML documenting the related entity from any namespace. Use `<date>`, `<dateRange>`, or `<dateSet>` for specifying the time period of the relationship and `<place>` for relevant location information. `<descriptiveNote>` may be included for more detailed specifications or explanations of the relationship.

The prescribed order of all child elements (both required and optional) is:

`<targetEntity>`

One of `<date>`, `<dateRange>`, or `<dateSet>`

One or more of `<place>`, `<relationType>`, `<targetRole>`, and `<targetType>`

`<descriptiveNote>`

`<objectXMLWrap>`

Availability

Required, repeatable

Examples

[Table of Contents](#)

<relations>

Relations

Summary

An optional element that groups one or more <relation> elements, which identify external entities and characterize the nature of their relationships to the entity or records being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
descriptiveNote	0..1
relation	1..n

May occur within

[formAvailable](#), [otherFindAid](#), [publicationNote](#), [relatedMaterial](#), [separatedMaterial](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
base	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

A wrapper element that groups together one or more <relation> elements, each of which encodes a specific relationship.

The prescribed order of all child elements (both required and optional) is:

<relation>

<descriptiveNote>

Availability

Optional, not repeatable

Example

[Table of Contents](#)

DRAFT

<relationType>

Relation Type

Summary

An element used to specify the type of relation that the described materials have to the person, corporate body, or family named in <agentName>, the function or subject named in <term>, the geographic location or feature named in <placeName>, or the resource or instance named in <targetEntity>.

May contain

Element/content type
[text]

Occurrences

May occur within

agent, function, place, relation, subject

Attributes

Attribute name

audience
conventionDeclarationReference
id
languageOfElement
localType
localTypeDeclarationReference
maintenanceEventReference
scriptOfElement
sourceReference
target
valueURI
vocabularySource
vocabularySourceURI

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

Use <relationType> to specify the type of relation that the entity or records being described have to the person, corporate body, or family named in <agentName>, the function or subject named in <term>, the geographic

location or feature named in <placeName>, or the resource or instance named in <targetEntity> .
The <relationType> element contains a textual description of the relation. It is recommended that values used in <relationType> be taken from an authorized vocabulary.

Availability

Optional, repeatable

Examples

[Table of Contents](#)

DRAFT

<rightsDeclaration>

Rights Declaration

Summary

An optional child element of <control> that indicates a standard rights statement associated with the EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
descriptiveNote	0..1
reference	1..1
shortCode	0..1

May occur within

[control](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

Use <rightsDeclaration> to provide structured information about the usage rights of the EAS instance. <rightsDeclaration> should only be used to reference shared published licenses, such as Creative Commons, RightsStatements.org, or published locally-defined licenses.

<reference> must be used to provide a machine-readable reference to a license statement (for example, a URI). It may also be used to encode the name of the license statement.

<shortCode> may be used to provide the abbreviated name for the rights statement. The value of <shortCode> should align with the rights statement referenced by <reference> and <descriptiveNote>.

<descriptiveNote> may be used to provide a human-readable description of the license statement.

The prescribed order of all child elements (both required and optional) is:

<reference>

<shortCode>

<descriptiveNote>

Availability

Optional, repeatable

Example

```
<rightsDeclaration>  
  <reference href="https://creativecommons.org/publicdomain/  
zero/1.0/deed.de">  
    Creative Commons CC0 1.0 Universal (CC0 1.0) Public Domain  
Dedication  
  </reference>  
  <shortCode>  
    CC0 1.0  
  </shortCode>  
</rightsDeclaration>
```

[Table of Contents](#)

< scopeContent >

Scope and Content

Summary

An element that provides information about the nature of and activities reflected in the described materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

< scopeContent > contains a narrative statement that summarizes the range and topical coverage of the materials. It provides the researcher with the information necessary to evaluate the potential relevance of the materials being described. < scopeContent > may include information about the form and arrangement of the materials; dates covered by the materials; significant organizations, individuals, events, places, and subjects represented in the materials; and functions and activities that generated the materials being described. It may also identify strengths of or gaps in the materials.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<scopeContent>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` (if used)

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

Example

[Table of Contents](#)

< separatedMaterial >

Separated Material

Summary

An element identifying materials associated by provenance that have been physically separated or removed.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n
relations	0..1

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

< separatedMaterial > identifies materials that are associated by provenance to the described materials that have been physically separated or removed. Examples include the separation of special formats; the destruction of duplicate

or nonessential material; and the deliberate or unintentional dispersal of a creator's records among different repositories.

These separated materials can either be described using narrative text in the elements `<abstract>`, `<p>`, and `<formattingExtension>` or they can be named as the `<targetEntity>` of a `<relation>` within `<relations>`. This will also allow for a more detailed description of the relationship itself by including type and role information or a temporal or geographic dimension of the relationship.

If described in narrative text, the element `<reference>` within `<p>` can be used to refer to analog or digital resources.

Availability

Optional, repeatable

See also

Do not confuse with `<relatedMaterial>`, which is used for references to materials that are not physically or logically included in the material described in the finding aid.

Example

[Table of Contents](#)

<shortCode>

Short Code

Summary

An optional element for encoding the shortened form of a word or phrase.

May contain

Element/content type
[text]

Occurrences

May occur within

[conventionDeclaration](#), [localTypeDeclaration](#), [rightsDeclaration](#)

Attributes

Attribute name

[audience](#)

[id](#)

[languageOfElement](#)

[scriptOfElement](#)

[target](#)

Attribute values

Optional

Optional

Optional

Optional

Optional

Description and Usage

Used to record the shortened form of a word or phrase, for example, an acronym.

Use <shortCode> within <conventionDeclaration> or <localTypeDeclaration> to identify the code for a thesaurus, controlled vocabulary, or another standard used in creating the EAS description. Use within <rightsDeclaration> to provide an abbreviated name for the rights statement.

To improve interoperability, it is recommended that the value be selected from an authorized list of codes such as the MARC Code List (<http://www.loc.gov/marc/sourcelist/>).

Availability

Optional, not repeatable

Examples

```
<conventionDeclaration id="conventiondeclaration1">  
  <reference>  
    Anglo-American Cataloging Rules, Revised  
  </reference>  
  <shortCode>  
    AACR2  
  </shortCode>  
</conventionDeclaration>
```

```
<rightsDeclaration>  
  <reference href="https://creativecommons.org/licenses/by/4.0/">  
    Creative Commons Attribution 4.0 International Public License  
  </reference>  
  <shortCode>  
    CC BY  
  </shortCode>  
</rightsDeclaration>
```

[Table of Contents](#)

< source >

Source

Summary

A required and repeatable child element of < sources > used to identify a particular source of evidence used for the establishment of the descriptive parts in an EAS instance.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
citedRange	0..n
descriptiveNote	0..1
objectXMLWrap	0..1
reference	1..n

May occur within

[sources](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
id	Optional
href	Optional
languageOfElement	Optional
linkRole	Optional
linkTitle	Optional
scriptOfElement	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

Use <source> to cite a published resource used in creating the descriptive parts of the EAS instance. Use the required child element <reference> to include a textual identification of the source. In the case of online sources, use @href with <reference> to provide a URI.

Use the optional child element `<citedRange>` to point to a specific location within a source.

Use the optional `<descriptiveNote>` for any additional notes about the source.

Use the optional `<objectXMLWrap>` to embed XML documenting the source from any namespace.

The prescribed order of all child elements (both required and optional) is:

`<reference>`

`<citedRange>`

`<descriptiveNote>`

`<objectXMLWrap>`

Availability

Required, repeatable

Example

```
<sources>
  <source>
    <reference href="https://de.wikipedia.org/wiki/
Gustav_IV._Adolf_(Schweden)">
      Wikipedia
    </reference>
  </source>
  <source>
    <reference href="https://sok.riksarkivet.se/sbl/
Presentation.aspx?id=13318">
      Svenskt biografiskt lexikon
    </reference>
    <descriptiveNote>
      <p>
        Stand: 03.12.2020
      </p>
    </descriptiveNote>
  </source>
</sources>
```

[Table of Contents](#)

< sourceOfAcquisition >

Source Of Acquisition

Summary

An element for encoding the immediate source of acquisition of the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use < sourceOfAcquisition > to identify the source of the materials being described and the circumstances under which they were received, including donations, transfers, purchases, and deposits.

Use the element < abstract > to provide a brief summary of the information encoded in < sourceOfAcquisition > . Use the repeatable < p > element to structure longer texts in several paragraphs. If required and suitable, use < formattingExtension > to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

Availability

Optional, repeatable

See also

Note that the accession number may be encoded in `<unitId>` within `<identificationData>`.

Example

[Table of Contents](#)

< sources >

Sources

Summary

An optional child element of < control > that groups one or more < source > s of evidence used in the descriptive parts in the EAS instance.

May contain

Element/content type	Occurrences
descriptiveNote	0..1
source	1..n

May occur within

control

Attributes

Attribute name	Attribute values
audience	Optional
base	Optional
id	Optional
languageOfElement	Optional
scriptOfElement	Optional
target	Optional

Attribute usage

Use @base to specify a URI (other than the base URI of the EAS instance) to be used for resolving relative URIs within < sources > or descendant elements.

Description and Usage

Use < sources > to bind together one or more < source > elements.
< sources > must include at least one < source > element.
The prescribed order of all child elements (both required and optional) is:

< source >

< descriptiveNote >

Availability

Optional, not repeatable

Example

```
<sources>
  <source>
    <reference>
      Provenienzmerkmal
    </reference>
  </source>
  <source>
    <reference href="http://staatsbibliothek-berlin.de/die-
staatsbibliothek/geschichte/">
      <descriptiveNote>
        <p>
          Stand: 31.07.2018
        </p>
      </descriptiveNote>
    </reference>
  </source>
</sources>
```

[Table of Contents](#)

< span >

span

Summary

Specifies the beginning and the end of a span of text.

May contain

Element/content type
[text]

Occurrences

May occur within

[abstract](#), [container](#), [eventDescription](#), [dimensions](#), [head](#), [materialSpec](#), [physDesc](#), [physFacet](#), [physLoc](#), [reference](#), [p](#), [unitDate](#), [unitId](#), [unitTitle](#)

Attributes

Attribute name
[audience](#)

[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[localType](#)
[localTypeDeclarationReference](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[style](#)
[target](#)

Attribute values
Optional (values limited to: external, internal)
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use the optional @style attribute to affect an arbitrary stylistic difference.

Description and Usage

< span > is an optional formatting element for distinguishing words or phrases that are intentionally stressed or emphasized for linguistic effect or identifying some qualities of the words or phrases.

Availability

Optional, repeatable

Example

```
<biogHist>
  <p>
    Robert Carlton Brown (1886-1959) was a writer, editor,
    publisher, and traveler. From 1908 to 1917, he wrote poetry and
    prose for numerous magazines and newspapers in New York City,
    publishing two pulp novels, <span style="font-style:italic">What
    Happened to Mary</span> and <span style="font-style:italic">The
    Remarkable Adventures of Christopher Poe</span> (1913), and one
    volume of poetry, <span style="font-style:italic">My Marjonary</
    span> (1916).
  </p>
  <p>
    During 1918, he traveled extensively in Mexico and Central
    America, writing for the U.S. Committee of Public Information
    in Santiago de Chile. In 1919, he moved with his wife, Rose
    Brown, to Rio de Janeiro, where they founded <span style="font-
    style:italic">Brazilian American</span>, a weekly magazine that
    ran until 1929. With Brown's mother, Cora, the Browns also
    established magazines in Mexico City and London: <span style="font-
    style:italic">Mexican American</span> (1924-1929) and <span
    style="font-style:italic">British American</span> (1926-1929).
  </p>
</biogHist>
```

[Table of Contents](#)

< subject >

Subject

Summary

An element for encoding controlled topics represented in the materials being described.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
date , dateRange , or dateSet	0..1
descriptiveNote	0..1
placeName	0..n
relationType	0..n
targetRole	0..n
targetType	0..n
term	1..n

May occur within

[subjectHeadings](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

Indicates a controlled topic reflected in the described materials.

<subject> must contain one or more <term> elements. A single <term> may be used for the entire string, or if more granularity is desired, multiple <term> elements may be used to capture each component of the subject term, e.g.,

Term 1: Boats

Term 2: California

Term 3: 20th Century

Associated date(s) (<date>, <dateRange>, or <dateSet>), place(s) (<placeName>), and/or relationship information (<relationType>, <targetRole>, and/or <targetType>) may be included to further constrain the term's meaning. A <descriptiveNote> may be included if a fuller textual explanation is needed.

The order of child elements of <subject> is:

<term>

<date>, <dateRange>, or <dateSet>

<placeName>

<targetType>

<targetRole>

<relationType>

<descriptiveNote>

Availability

Optional, repeatable

Example

[Table of Contents](#)

< subjectHeadings >

Subject Headings

Summary

An element that binds together elements containing access headings for the described materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
formattingExtension	0..1
p	0..n
subject	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional

Description and Usage

Use < subjectHeadings > to bundle topical or thematic access points that represent the contexts of the materials described. Although < subjectHeadings > is often used within < archDesc > to provide significant access terms for the entirety of the materials described, it may be used at the component level to provide terms specific to a component if so desired.

This element helps to provide more standardization enabling an authority-controlled searching across finding aids, in particular where terms are taken from internationally or nationally controlled vocabularies such as the Library of Congress Subject Headings (LCSH), the Getty Art & Architecture Thesaurus (Getty AAT), the UNESCO Thesaurus, the UK Archival Thesaurus (UKAT) or Wikidata.

Availability

Optional, repeatable

See also

Use the dedicated elements `<agent>`, `<function>`, and `<place>` to encode information about persons, corporate bodies, families, functions, and geographical locations or features that represent the contexts of the materials described.

Example

[Table of Contents](#)

< targetEntity >

< targetEntity >

Target Entity

Summary

A required child element of < relation > used to identify the entity that is being targeted by the relation.

May contain

Element/content type
[part](#)

Occurrences
1..n

May occur within

[relation](#)

Attributes

Attribute name
[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)
[valueURI](#)
[vocabularySource](#)
[vocabularySourceURI](#)

Attribute values
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Description and Usage

< targetEntity > is used within < relation > to identify an entity that is related to the source entity or records.
< targetEntity > must include at least one < part > element, encoding the name or term for the related entity.

Availability

Required, not repeatable

Examples

[Table of Contents](#)

DRAFT

< targetRole >

Target Role

Summary

An optional child element of < function >, < relation >, and < subject > used to specify the role of a related entity, function, or subject with respect to the records being described.

May contain

Element/content type
[text]

Occurrences

May occur within

function relation subject

Attributes

Attribute name

audience

conventionDeclarationReference

id

languageOfElement

localType

localTypeDeclarationReference

maintenanceEventReference

scriptOfElement

sourceReference

target

valueURI

vocabularySource

vocabularySourceURI

Attribute values

Optional (values limited to: external, internal)

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Optional

Description and Usage

< targetRole > is used with < function >, < relation >, and < subject > to specify the role of a related function, entity, or subject with respect to the records being described.

The <targetRole> element contains a textual description of the relation. It is recommended that the terms in <targetRole> be taken from authorized vocabularies.

Availability

Optional, repeatable

Example

```
<relation>
  <targetEntity targetType="person" valueURI="https://d-nb.info/
gnd/119067159X" vocabularySource="GND" vocabularySourceURI="https://
d-nb.info/gnd/">
    <part>Arendt, Max</part>
    <part>1843-1913</part>
  </targetEntity>
  <relationType>
    family
  </relationType>
  <targetRole>
    grandfather
  </targetRole>
</relation>
```

[Table of Contents](#)

< targetType >

Target Type

Summary

The element is used to identify the type of related entity, function, or subject concerning the records being described.

May contain

Element/content type
[text]

Occurrences

May occur within

[function](#), [relation](#), [subject](#)

Attributes

Attribute name

[audience](#)
[conventionDeclarationReference](#)
[id](#)
[languageOfElement](#)
[localType](#)
[localTypeDeclarationReference](#)
[maintenanceEventReference](#)
[scriptOfElement](#)
[sourceReference](#)
[target](#)
[valueURI](#)
[vocabularySource](#)
[vocabularySourceURI](#)

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use @valueURI to provide the sequence of characters (e.g., URI) that uniquely identifies the entity in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource to identify the source where @valueURI comes from, and @vocabularySourceURI to point univocally to the organization system used.

Description and Usage

The element `<targetType>` may be used to identify the type of the target entities associated with the archival descriptions, and in particular to refer to a born-digital archival object. It is recommended that the terms in `<targetType>` be taken from authorized vocabularies or other knowledge information sources.

Availability

Optional, repeatable

See also

It is useful to use the element `<targetRole>` in combination with `<targetType>` to specify the role of the described function, entity, or subject.

Example

[Table of Contents](#)

< term >

Term

Summary

An element used to encode a descriptive term in accordance with authorized vocabularies or local rules.

May contain

Element/content type
[text]

Occurrences

May occur within

function, legalStatus, subject

Attributes

Attribute name
audience
conventionDeclarationReference
id
languageOfElement
maintenanceEventReference
scriptOfElement
sourceReference
target

Attribute values
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Description and Usage

< term > is a required child element of < function >, < legalStatus > and < subject >, used to specify a descriptive term in accordance with authorized vocabularies or local rules.
< term > can be repeated within its parent element to include translations of the same term. Use the @languageOfElement attribute to identify the language used in each < term > grouped within a single parent element.

Availability

Required, repeatable

Examples

```
<function vocabularySource="AGIFT">  
  <term>  
    Education and training  
  </term>  
</function>
```

```
<legalStatus>  
  <term scriptOfElement="Latn">  
    Organismo de la Administracion Central del Estado  
  </term>  
  <date standardDate="1769">  
    1769  
  </date>  
</legalStatus>
```

[Table of Contents](#)

< title >

Title

Summary

An element for encoding the formal name of a finding aid.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
part	1..n

May occur within

[findAidDesc](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
style	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @@localType to differentiate between the general title and a subtitle or the title of an overarching series.

Description and Usage

Use < title > to record the title of the finding aid.

Use the sub-element `<part>` to break a title down into aspects such as an edition statement (e.g. "2nd edition").

Use repeated `<title>` elements distinguished by their `@localType`-s when describing e.g. a .pdf or a .docx instantiation of a finding aid to give the publication title for display on the one hand and the file title of the .pdf or the .docx file on the other hand.

Availability

Optional, repeatable

See also

Do not confuse with `<unitTitle>`, which is used to encode the name of the described materials, such as the title of a collection or the title of an individual item.

Example

[Table of Contents](#)

< toDate >

To Date

Summary

A child element of < dateRange > that records the end point in a range of dates.

May contain

Element/content type
[text]

Occurrences

May occur within

dateRange

Attributes

Attribute name

audience
calendar
certainty
conventionDeclarationReference
era
id
languageOfElement
localType
localTypeDeclarationReference
maintenanceEventReference
notAfter
notBefore
scriptOfElement
standardDate
status
sourceReference
target

Attribute values

Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use @certainty to indicate the degree of precision in the dating, for example, "uncertain" or "approximate".

Description and Usage

Use `<toDate>` to record the end date in a range of dates, whether they be known, approximate or unknown. The content of the element is intended to be a human-readable, natural language expression of the date. If, however, indexing or other machine processing of dates is desired, the `@standardDate` should be used to record the date in machine-processable form as well. `<toDate>` may be omitted from `<dateRange>`, or the `@status` attribute used, if the date span is ongoing or the `<toDate>` is unknown.

Availability

Optional, not repeatable

See also

Use `<fromDate>` to record the starting point of a date range.

Examples

```
<dateRange>
  <fromDate standardDate="1868">
    1868
  </fromDate>
  <toDate standardDate="1936">
    1936
  </toDate>
</dateRange>
```

```
<dateRange>
  <fromDate status="unknown"/>
  <toDate certainty="uncertain" standardDate="2010?">
    c.2010
  </toDate>
</dateRange>
```

```
<dateRange>
  <fromDate standardDate="2016-09">
    September 2016
  </fromDate>
  <toDate status="ongoing"/>
</dateRange>
```

[Table of Contents](#)

<unitDate>

Date of the Unit

Summary

A child element of <identificationData> that provides a simple statement of the date(s) covered by the described materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[identificationData](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
calendar	Optional
certainty	Optional
conventionDeclarationReference	Optional
dateChar	Optional
era	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
notAfter	Optional
notBefore	Optional
scriptOfElement	Optional
sourceReference	Optional
standardDate	Optional
status	Optional
target	Optional
unitDateType	Optional

Attribute usage

Use @unitDateType to indicate if <unitDate> represents inclusive dates or bulk (predominant) dates.

Description and Usage

<unitDate> is for indicating the date or dates the described materials were created, issued, copyrighted, broadcast, etc. <unitDate> may be in the form of text or numbers, and may consist of a single date, a date range, or a combination of single dates and date ranges.

Availability

Optional, repeatable

See also

Use <unitDateStructured> to provide a more granular, machine-processable statement for the dates of the materials being described.

Example

[Table of Contents](#)

<unitDateStructured>

Structured Date of the Unit

Summary

A child element of <identificationData> that enables structured, machine-processable expressions of the dates of the materials being described

May contain

<i>Element/content type</i>	<i>Occurrences</i>
date or dateRange or dateSet	0..1

May occur within

identificationData

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
calendar	Optional
certainty	Optional
conventionDeclarationReference	Optional
dateChar	Optional
era	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
unitDateType	Optional

Attribute usage

Use @unitDateType to indicate if <unitDateStructured> represents inclusive dates or bulk (predominant) dates.

Description and Usage

<unitDateStructured> provides a machine-processable statement of the date or dates the materials described were created, issued, copyrighted, broadcast,

etc. `<unitDateStructured>` must contain one of the following child elements: `<date>`, `<dateRange>`, or `<dateSet>`.
`<unitDateStructured>` may contain only one child, therefore `<dateSet>` must be used in situations where complex date information needs to be conveyed and requires at least two child elements. A date set may combine two or more `<date>` and `<dateRange>` elements.

Availability

Optional, repeatable

See also

Use `<unitDate>` to provide an unstructured statement of the dates of the material being described.

Example

[Table of Contents](#)

<unitId>

Identifier of the Unit

Summary

A child element of <identificationData> that provides an identifier for the materials being described, such as an accession number or a reference code.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[identificationData](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
countryCode	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
repositoryCode	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Although not required, the @countryCode and @repositoryCode should be used in <unitId> to comply with ISAD(G) element 3.1.1.

Description and Usage

<unitId> may contain any alpha-numeric text string that serves as a unique reference point or control number for the described material, such as a lot number, an accession number, a classification number, a reference code, or an entry number in a bibliography or catalog. <unitId> is primarily a logical designation, which sometimes indirectly provides location information, as in the case of a classification number.

Availability

Optional, repeatable

See also

Use <container> and <physLoc> to designate the physical housing or location of the described materials.

Example

[Table of Contents](#)

<unitTitle>

Title of the Unit

Summary

A child element of <identificationData> that specifies a title for the described materials.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
[text]	
reference	0..n
referringString	0..n
span	0..n

May occur within

[identificationData](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @localType if local use requires recording the type of <unitTitle>.

Description and Usage

<unitTitle> is for recording the title statement, either formal or supplied, of the described materials. The title statement may consist of a word or phrase. <unitTitle> is used at both the highest unit or <archDesc> level (e.g., collection, record set, or fonds) and at all the subordinate <c> levels (e.g., subseries, files, records, items, or other intervening stages within a hierarchical description).

Availability

Optional, repeatable

Example

[Table of Contents](#)

<unitType>

Unit Type

Summary

A required child element of <physDescStructured> that indicates the type of unit being quantified, e.g., boxes, linear feet, megabyte, gigabyte, etc.

May contain

Element/content type	Occurrences
[text]	

May occur within

physDescStructured

Attributes

Attribute name	Attribute values
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Attribute usage

Use @valueURI to provide a number, code, or string (e.g., URI) that uniquely identifies the unit type in a controlled vocabulary, taxonomy, ontology, or other knowledge organization system. Use @vocabularySource and/or @vocabularySourceURI to name and/or point to the organization system used.

Description and Usage

Required in <physDescStructured>, <unitType> identifies the type of unit being quantified. This can cover analog types such as boxes, linear feet or

meters, cubic meters, etc. as well as digital types such as megabytes, gigabytes, etc. or types of items that are counted such as maps, photographs, posters, etc.

Availability

Required, not repeatable

Example

[Table of Contents](#)

DRAFT

< useConditions >

Conditions Governing Use

Summary

An element for indicating any conditions that affect the use of the described materials, such as in publications.

May contain

<i>Element/content type</i>	<i>Occurrences</i>
abstract	0..1
dateRange	0..1
formattingExtension	0..1
p	0..n

May occur within

[archDesc](#), [c](#), [c01](#), [c02](#), [c03](#), [c04](#), [c05](#), [c06](#), [c07](#), [c08](#), [c09](#), [c10](#), [c11](#), [c12](#)

Attributes

<i>Attribute name</i>	<i>Attribute values</i>
audience	Optional
conventionDeclarationReference	Optional
id	Optional
languageOfElement	Optional
localType	Optional
localTypeDeclarationReference	Optional
maintenanceEventReference	Optional
scriptOfElement	Optional
sourceReference	Optional
target	Optional
valueURI	Optional
vocabularySource	Optional
vocabularySourceURI	Optional

Description and Usage

Use < useConditions > for information about any limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency. These conditions may be related to reproduction, publication, or quotation of the described materials after access to the materials has been

granted. `<useConditions>` may also be used to indicate the absence of restrictions, such as when intellectual property rights have been dedicated to the public.

Use the element `<abstract>` to provide a brief summary of the information encoded in `<useConditions>`. Use the repeatable `<p>` element to structure longer texts in several paragraphs. If required and suitable, use `<formattingExtension>` to make use of more detailed formatting options such as lists, tables, or section headers in XHTML.

The prescribed order of all child elements (both required and optional) is:

`<abstract>` if used

`<formattingExtension>` or `<p>`

Availability

Optional, repeatable

See also

Do not confuse with `<accessConditions>`, which contains information about conditions affecting the availability of the described materials.

Example

[Table of Contents](#)

< writingSystem >

Writing System

Summary

An optional child element of < languageSet > that identifies the writing script for a language used in the materials described.

May contain

Element/content type
[text]

Occurrences

May occur within

languageSet

Attributes

Attribute name
audience

conventionDeclarationReference
id
languageOfElement
maintenanceEventReference
scriptCode
scriptOfElement
sourceReference
target

Attribute values
Optional (values limited to: external, internal)
Optional
Optional
Optional
Optional
Optional
Optional
Optional

Attribute usage

Use @scriptCode to provide a code for the writing system itself.

Description and Usage

An optional element within < languageSet > that gives the main script used by the entity or records being described.

Availability

Optional, repeatable

Example

```
<languageUsed>  
  <language languageCode="eng">  
    English  
  </language>  
  <writingSystem scriptCode="Latn">  
    Latin  
  </writingSystem>  
</languageUsed>
```

[Table of Contents](#)

Attributes

DRAFT

@addressLineType

Address Line Type

Summary

Used to specify the type of address line encoded in `<addressLine>`.

Description and Usage

An attribute used to specify the type of address line encoded in `<addressLine>`, eg "street", "country" or "postalCode".

Data Type

token

Values

Following the value list defined in `@addressLineTypeEncoding` and `<conventionDeclaration>`.

Example

```
<address>
  <addressLine languageOfElement="se">
    Kungl. Hovstaterna
  </addressLine>
  <addressLine languageOfElement="se">
    Kungl. Slottet
  </addressLine>
  <addressLine addressLineType="postalCode">
    10770
  </addressLine>
  <addressLine languageOfElement="se"
addressLineType="municipality">
    Stockholm
  </addressLine>
  <addressLine languageOfElement="se" addressLineType="country">
    Sverige
  </addressLine>
  <addressLine languageOfElement="en" addressLineType="country">
    Sweden
  </addressLine>
</address>
```

[Table of Contents](#)

@addressLineTypeEncoding

Address Line Type Encoding

Summary

Specifies the authoritative source or rules for values used to identify the type of address line given as part of a physical address.

Description and Usage

@addressLineTypeEncoding specifies the authoritative source or rules for values supplied in @addressLineType within <addressLine>. If the value "EASList" is selected, @addressLineType will be expected with the values "county", "country", "district", "municipality", "postBox", "postalCode", "region", or "street". If the value "otherAddressLineTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherAddressLineTypeEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  addressLineTypeEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@approximate

Approximate

Summary

Indicates that the value provided is not exact. Available in `<quantity>`.

Values

false, true

Example

[Table of Contents](#)

@audience

Audience

Summary

An optional attribute that helps control whether the information contained in the element should be available to all viewers or only to repository staff.

Description and Usage

Available as global attribute for all elements. The attribute can be set to "external" in e.g. cpfDescription in EAC-CPF or archDesc in EAD to allow access to all the information about the entity resp. the materials being described, but specific elements within these sections can also be set to "internal" to reserve that information for repository access only. This feature is intended to assist application software in restricting access to particular information by explicitly identifying data that is potentially sensitive or may otherwise have a limited audience. Special software capability may be needed, however, to prevent the display or export of an element marked "internal" when a whole EAS instance is displayed in a networked environment. Use the attribute @audienceEncoding in <control> to identify the list of terms to be used as values of @audience.

Data Type

token

Examples

```
<ead audience="external"> [...] </ead>
```

[Table of Contents](#)

@audienceEncoding

Audience Encoding

Summary

Specifies the authoritative source or rules for values used to indicate whether information encoded in a specific element is available for all or only for a restricted audience.

Description and Usage

@audienceEncoding specifies the authoritative source or rules for values supplied in @audience available in all elements. If the value "EASList" is selected, @audience will be expected with the values "external" or "internal". If the value "otherAudienceEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherAudienceEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  audienceEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@base

Base

Summary

Optional attribute used to specify a base URI that is different to the base URI of the EAS instance.

Description and Usage

Using the optional attribute @base allows any relative URIs provided on attributes of a specific element, or its descendants, to be resolved using the URI provided in that element's or its parent element's @base. Available on <archDesc>, <c>, <c01> to <c12>, <control>, <ead>, <relations>, and <sources>.

Data Type

anyURI

Examples

--

[Table of Contents](#)

@calendar

Calendar

Summary

System of reckoning time, such as Gregorian calendar or Julian calendar.

Description and Usage

Suggested values include, but are not limited to, "gregorian" and "julian". Available in <date>, <fromDate>, <toDate>, <unitDate>, <unitDateStructured>.

Data Type

token

Example

```
<dateRange>
  <fromDate calendar="gregorian" certainty="approximate" era="ce"
    standardDate="1950">
    1950
  </fromDate>
  <toDate calendar="gregorian" certainty="approximate" era="ce"
    standardDate="2000">
    2000
  </toDate>
</dateRange>
```

[Table of Contents](#)

@certainty

Certainty

Summary

The level of confidence for a date.

Description and Usage

The optional attribute @certainty provides level of confidence for the information given in <date>, <fromDate>, <toDate>, <unitDate>, or <unitDateStructured>, e.g., approximate or circa.

Data Type

token

Example

```
<date certainty="uncertain" standardDate="1968?">  
  c.1968  
</date>
```

[Table of Contents](#)

@contactLineType

Contact Line Type

Summary

Used to specify the type of contact line encoded in `<contactLine>`.

Description and Usage

An attribute used to specify the type of contact line encoded in `<contactLine>`, eg "email", "phoneNumber" or "homepage".

Data Type

token

Values

Following the value list defined in `@contactLineTypeEncoding` and `<conventionDeclaration>`.

Example

```
<contact>
  <contactLine contactLineType="phoneNumber">
    08-402 60 00
  </contactLine>
  <contactLine languageOfElement="se" contactLineType="homepage">
    https://www.kungahuset.se/2.1c3432a100d8991c5b80001816.html
  </contactLine>
  <contactLine languageOfElement="en" contactLineType="homepage">
    https://www.kungahuset.se/
    royalcourt.4.367010ad11497db6cba800054503.html
  </contactLine>
</contact>
```

[Table of Contents](#)

@contactLineTypeEncoding

Contact Line Type Encoding

Summary

Specifies the authoritative source or rules for values used to identify the type of contact line given as part of a digital address.

Description and Usage

@contactLineTypeEncoding specifies the authoritative source or rules for values supplied in @contactLineType within <contactLine>. If the value "EASList" is selected, @contactLineType will be expected with the values "directions", "email", "fax", "homepage", "mobileNumber", or "phoneNumber". If the value "otherContactLineTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherContactLineTypeEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  contactLineTypeEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@containerId

Container ID

Summary

An attribute for <container> that takes as its value a locally assigned identifier (e.g. barcode) for the container described. Unlike @id, the value of @containerId need not be unique within the document, and does not have to conform to the rules for the ID data type.

Data Type

token

Example

[Table of Contents](#)

@conventionDeclarationReference

Convention Declaration Reference

Summary

Use @conventionDeclarationReference to provide a direct link to a <conventionDeclaration> element within <control>.

Description and Usage

The attribute can be used to link to a convention or rule that prescribes a method for converting one script into another script (transliteration). It also can be used to link to a national, international, or other rule that governs the construction of a name. This optional attribute is available in elements that can contain text.

Data Type

IDREFS

Example

```
<agent conventionDeclarationReference="cd2">
  <agentName>
    Karin Bredenberg
  </agentName>
  <agentType>
    person
  </agentType>
</agent>
```

[Table of Contents](#)

@coordinateSystem

Coordinate System

Summary

A code for a system used to express geographic coordinates.

Description and Usage

A code for a system used to express geographic coordinates, for example WGS84, (World Geodetic System), OSGB36 (Ordnance Survey Great Britain), or ED50 (European Datum). Required in `<geographicCoordinates>`.

Data Type

token

Examples

```
<geographicCoordinates coordinateSystem="mgrs">  
  33UUU9029819737  
</geographicCoordinates>
```

```
<geographicCoordinates coordinateSystem="WGS84">  
  -81.1, 32.2, -81.0, 32.3  
</geographicCoordinates>
```

[Table of Contents](#)

@countryCode

Country Code

Summary

A unique code representing a country.

Description and Usage

Content of the optional attribute should be a code taken from ISO 3166-1 Codes for the Representation of Names of Countries and their Subdivisions, column A2, or another controlled list, as specified in the @countryEncoding attribute in <control>. Available in <maintenanceAgency> and <placeName>. Also available in <unitId>, where it can be used together with @repositoryCode to comply with ISAD(G) element 3.1.1.

Data Type

token

Examples

```
<maintenanceAgency countryCode="IE">
  <agencyCode>
    IE-NAI
  </agencyCode>
  <agencyName>
    National Archives of Ireland
  </agencyName>
</maintenanceAgency>
```

```
<place>
  <placeRole>
    Residence
  </placeRole>
  <placeName countryCode="GR" vocabularySource="IS03166-2">
    Greece
  </placeName>
</place>
```

[Table of Contents](#)

@countryEncoding

Country Encoding

Summary

Specifies the authoritative source or rules for codes used to identify a country as part of the maintenance agency's location, of describing a geographic feature, or of the identifier of the materials described.

Description and Usage

@countryEncoding specifies the authoritative source or rules for values supplied in @countryCode within <maintenanceAgency>, <placeName>, and <unitId>. This can either be the ISO standard 3166-1 or an alternative code list. If the value "otherCountryEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

iso3166-1, otherCountryEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924">
  [...]
</control>
```

[Table of Contents](#)

@coverage

Coverage

Summary

Specifies whether a statement of physical description or analog respectively digital instantiation(s) relates to the entire unit being described or only a part thereof.

Description and Usage

Use @coverage with <physDescStructured> or <physDescSet> to indicate whether the statement of physical description refers to the entire unit being described or only a part thereof. Use @coverage with <formAvailable> to indicate whether the digital archival object or the copy or any other type of instantiation represents the entire set of records being described or a part of it. Use the attribute @coverageEncoding in <control> to identify the list of authoritative terms that can be used as values of @coverage.

Data Type

token

Example

[Table of Contents](#)

@coverageEncoding

coverageEncoding

Summary

Specifies the authoritative source or rules for values used to indicate whether extent information refers to or an instantiation reflects all the materials described or only part of them.

Description and Usage

@coverageEncoding specifies the authoritative source or rules for values supplied in @coverage within <physDescStructured> and <formAvailable>. If the value "EASList" is selected, @coverage will be expected with the values "part" or "whole". If the value "otherCoverageEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherCoverageEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  coverageEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@dateChar

Date Characterization

Summary

Term characterizing the nature of a date, such as dates of creation, accumulation, or modification. Available in <unitDate> and <unitDateStructured>.

Data Type

token

Example

[Table of Contents](#)

@dateEncoding

Date Encoding

Summary

Specifies the authoritative source or rules used to normalize date information.

Description and Usage

@dateEncoding specifies the authoritative source or rules for normalized values supplied in @standardDate within <date>, <fromDate>, <toDate>, and <unitDate> as well as in @standardDateTime within <eventDateTime>. This can either be the ISO standard 8601 or an alternative code list. If the value "otherDateEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

iso8601, otherDateEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"  
  languageEncoding="otherLanguageEncoding"  
  repositoryEncoding="iso15511" scriptEncoding="iso15924">  
  [...]  
</control>
```

[Table of Contents](#)

@descriptionOfComponentsType

Description of Subordinate Components Type

Summary

An optional attribute in <descriptionOfComponents> that indicates the approach used in describing components within a finding aid. Use the attribute @descriptionOfComponentsTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @descriptionOfComponentsType.

Data Type

token

Example

[Table of Contents](#)

@descriptionOfComponentsTypeEncoding

Description Of Components Type Encoding

Summary

Specifies the authoritative source or rules for values used to identify the approach used in describing components.

Description and Usage

@descriptionOfComponentsTypeEncoding specifies the authoritative source or rules for values supplied in @descriptionOfComponentsType within <descriptionOfComponents>. If the value "EASList" is selected, @descriptionOfComponentsType will be expected with the values "analyticOverview", "combined" or "inDepth". If the value "otherDescriptionOfComponentsTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherDescriptionOfComponentsTypeEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  descriptionOfComponentsTypeEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@detailLevel

Level of Detail

Summary

Provides information about the level of detail of the entity's description within the EAS instance.

Description and Usage

An optional attribute within `<control>`, used to provide information about the level of detail in accordance with relevant description guidelines and/or rules of the entity's description, from a fixed set of values.

Data Type

token

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  detailLevel="basic" languageEncoding="iso639-2b"
  repositoryEncoding="iso15511" scriptEncoding="iso15924">
  [...]
</control>
```

[Table of Contents](#)

@detailLevelEncoding

Detail Level Encoding

Summary

Specifies the authoritative source or rules for values used to indicate whether the EAS instance encodes minimal, basic, or extended information.

Description and Usage

@detailLevelEncoding specifies the authoritative source or rules for values supplied in @detailLevel within <control>. If the value "EASList" is selected, @detailLevel will be expected with the values "basic", "extended" or "minimal". If the value "otherDetailLevelEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherDetailLevelEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  detailLevelEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@era

Era

Summary

Period during which years are numbered and dates reckoned.

Description and Usage

Period during which years are numbered and dates reckoned, such as CE (Common Era) or BCE (Before Common Era). Suggested values include "ce" and "bce". This optional attribute is available in `<date>`, `<fromDate>`, `<toDate>`, `<unitDate>` and `<unitDateStructured>`.

Data Type

token

Example

```
<dateRange>
  <fromDate calendar="gregorian" certainty="approximate" era="ce"
    standardDate="1950">
    1950
  </fromDate>
  <toDate calendar="gregorian" certainty="approximate" era="ce"
    standardDate="2000">
    2000
  </toDate>
</dateRange>
```

[Table of Contents](#)

@href

Hypertext Reference

Summary

The address for a remote resource.

Description and Usage

The optional @href attribute takes the form of a Uniform Resource Identifier (URI). Available in <contactLine>, <findAidDesc>, <reference>, and <source>.

Data Type

anyURI

Example

```
<conventionDeclaration id="cd1">  
  <reference href="https://www.legifrance.gouv.fr/loda/id/  
JORFTEXT000033553530/">  
    Décret n° 2016-1689 du 8 décembre 2016 fixant le nom, la  
composition et le chef-lieu des circonscriptions administratives  
régionales - Légifrance  
  </reference>  
</conventionDeclaration>
```

[Table of Contents](#)

@id

ID

Summary

A unique identifier to name the element.

Description and Usage

An identifier that must be unique within the current document and is used to name the element so that it can be referred to, or referenced from, somewhere else in the record. This facilitates building links between the element and other resources within the current document. Use @target, @conventionDeclarationReference, @localTypeDeclarationReference, @maintenanceEventReference, or @sourceReference to link to an @id attribute within the EAS instance.

Data Type

ID

Examples

```
<places>
  <place id="place1">
    <placeName>
      Bern
    </placeName>
    <placeRole>
      Place of storage
    </placeRole>
  </place>
</places>
```

[Table of Contents](#)

@languageCode

Language Code

Summary

The code for the language used in the EAS instance or by the records or entity being described.

Description and Usage

Content of the attribute should be a code taken from ISO 639-1, ISO 639-2, ISO 639-3, IETF BCP 47 or another controlled list, as specified in the @languageEncoding attribute in <control>.

Data Type

token

Example

```
<languagesUsed>
  <languageUsed>
    <language languageCode="eng">
      English
    </language>
    <writingSystem scriptCode="Latn">
      Latin
    </writingSystem>
  </languageUsed>
  <languageUsed>
    <language languageCode="spa">
      Spanish
    </language>
    <writingSystem scriptCode="Latn">
      Latin
    </writingSystem>
  </languageUsed>
  <descriptiveNote>
    <p>
      Published works in English and Spanish.
    </p>
  </descriptiveNote>
</languagesUsed>
```

[Table of Contents](#)

@languageEncoding

Language Encoding

Summary

Specifies the authoritative source or rules for codes used to identify the language of the EAS instance as a whole, of a specific element, or represented in the materials being described.

Description and Usage

@languageEncoding specifies the authoritative source or rules for values supplied in @languageCode within <languageDeclaration> and <language> and in @languageOfElement available in all non-empty elements. This can either be one of the ISO standards 639-1, 639-2, and 639-3, the IETF BCP 47 language tag or an alternative code list. If the value "otherLanguageEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

iso639-1, iso639-2, iso639-3, ietf-bcp-47, otherLanguageEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924">
  [...]
</control>
```

[Table of Contents](#)

@languageOfElement

Language of Element

Summary

Indicates the language of the content of an element.

Description and Usage

Content of the attribute should be a code taken from ietf-bcp-47, ISO 639-1, ISO 639-2, ISO 639-3, or another controlled list, as specified in the @languageEncoding attribute in <control>. May be used consistently in a multi-lingual EAS instance to specify which elements are written in which language. Optionally available on all non-empty elements.

Data Type

token

Example

```
<agencyName languageOfElement="eng">  
  Berlin State Library - Prussian Cultural Heritage, Kalliope Union  
  Catalog  
</agencyName>
```

[Table of Contents](#)

@level

Level

Summary

The hierarchical level of the materials being described by the element. This attribute is available in <archDesc>, where the highest level of material represented in the finding aid can be declared (e.g. collection, fonds, record set), and in <c> and <c01>-<c12>, where it may be used to declare the level of description represented by each component (e.g. subgroup, series, file, record). Use the attribute @levelEncoding in <control> to identify the list of authoritative terms that can be used as values of @level.

Data Type

token

Example

[Table of Contents](#)

@levelEncoding

Level Encoding

Summary

Specifies the authoritative source or rules for values used to indicate the hierarchical level of the materials being described.

Description and Usage

@levelEncoding specifies the authoritative source or rules for values supplied in @level within <archDesc>, <c>, and <c01>-<c12>. If the value "EASList" is selected, @level will be expected with the values "class", "collection", "file", "fonds", "item", "recordGroup", "series", "subfonds", "subgroup", or "subseries". If the value "otherLevelEncoding" is selected an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherLevelEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  unitDateTypeEncoding="EASList" levelEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@linkRole

Link Role

Summary

A URI that characterizes the nature of the remote resource to which a linking element refers.

Description and Usage

A URI that characterizes the nature of the remote resource to which a linking element refers. Optionally available in `<contactLine>`, `<findAidDesc>`, `<reference>`, and `<source>`.

Data Type

anyURI

Example

```
<reference href="https://deliberation.maregionsud.fr/
docs/ASSEMBLEEPLENIERE/2017/12/15/DELIBERATION/D0V0Q.pdf"
  linkRole="document/pdf">
  DELIBERATION N° 17-1166, 15 DECEMBRE 2017
</reference>
```

[Table of Contents](#)

@linkTitle

Link Title

Summary

Viewable caption of a link text.

Description and Usage

Information that serves as a viewable caption which explains to users the part that a remote resource plays in a link. May be used alongside any @href attribute in order to support accessibility guidelines, such as those defined within the W3C's Web Content Accessibility Guidelines (WCAG). Optionally available in <contactLine>, <findAidDesc>, <reference>, and <source>.

Data Type

token

Examples

```
<p>
  More information is available on our <ref linkTitle="Archives at
  Yale, Help Page" href="https://archives.yale.edu/help">Help page</
  ref>.
</p>
```

[Table of Contents](#)

@localType

Local Type

Summary

This optional attribute provides a means to narrow the semantics of an element, or provide semantics for elements that are primarily structural or semantically weak.

Description and Usage

The value of @localType may be from a local or generally used external vocabulary. While the value of @localType may be any string, to facilitate exchange of data, it is recommended that the value be either the URI or the preferred label for a term defined in a formal vocabulary (e.g., SKOS), which is identified by an absolute URI, and is resolvable to a web resource that describes the semantic scope and use of the value. Local conventions or controlled vocabularies used in @localType may be declared in <localTypeDeclaration> within <control>. @localTypeDeclarationReference should always be used alongside @localType to provide a direct link to the <localTypeDeclaration>.

Data Type

token

Examples

```
<relation>
  <targetEntity targetType="person" valueURI="https://d-nb.info/
gnd/117145971" vocabularySource="GND" vocabularySourceURI="https://
d-nb.info/gnd/">
    <part localType="https://d-nb.info/standards/elementset/
gnd#NameOfThePerson" localTypeDeclarationReference="GNDO">
      Wasa, Gustav
    </part>
  </targetEntity>
  [...]
</relation>
```

[Table of Contents](#)

@localTypeDeclarationReference

Local Type Declaration Reference

Summary

Use @localTypeDeclarationReference to provide a direct link to a <localTypeDeclaration> element within <control> from another element using @localType within the EAS instance.

Description and Usage

@localTypeDeclarationReference should always be used when @localType is used, in order to link to the local type declaration.

Data Type

IDREFS

Examples

```
<relation>
  <targetEntity targetType="person" valueURI="https://d-nb.info/
gnd/117145971" vocabularySource="GND" vocabularySourceURI="https://
d-nb.info/gnd/">
    <part localType="https://d-nb.info/standards/elementset/
gnd#NameOfThePerson" localTypeDeclarationReference="GNDO">
      Wasa, Gustav
    </part>
  </targetEntity>
  [...]
</relation>
```

[Table of Contents](#)

@maintenanceEventReference

Maintenance Event Reference

Summary

Use @maintenanceEventReference to provide a direct link to a <maintenanceEvent> element within <maintenanceHistory>.

Description and Usage

The attribute can be used to link to a maintenance event in order to verify any assertion added to the entity's description. The attribute is optionally available in all elements in the identity area (except <entityType>), in the description area, and in the relations area. The attribute is optionally available in all elements that can contain text and are available outside of <control>.

Data Type

IDREFS

Examples

[Table of Contents](#)

@maintenanceEventType

Maintenance Event Type

Summary

An optional attribute of < maintenanceEvent > that identifies the type of maintenance activity.

Description and Usage

Identifies the type of maintenance event with values such as:

cancelled: marks an instance as not current (obsolete or rejected), but retained for reference

created: the initial creation of the EAS instance

deleted: indication that the instance has been deleted from the system

derived: indicates that the instance was derived from another descriptive system

revised: any type of general modification to the EAS instance

unknown: when the type of event is not known

updated: when an instance has been brought up to date with significant changes to the materials being described or to the version of EAS used

Data Type

token

Example

[Table of Contents](#)

@maintenanceEventTypeEncoding

Maintenance Event Type Encoding

Summary

Specifies the authoritative source or rules for values used to identify the type of maintenance activity.

Description and Usage

@maintenanceEventTypeEncoding specifies the authoritative source or rules for values supplied in @maintenanceEventType within <maintenanceEvent>. If the value "EASList" is selected, @maintenanceEventType will be expected with the values "cancelled", "created", "deleted", "derived", "revised", "unknown", or "updated". If the value "otherMaintenanceEventTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherMaintenanceEventTypeEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  maintenanceEventTypeEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@maintenanceStatus

Maintenance Status

Summary

The current drafting status of the EAS instance.

Description and Usage

The maintenance status may occur on `<control>`. As an EAS instance is modified or other events happen to it (as recorded in the `<maintenanceHistory>` element), the maintenance status should also be updated to reflect the current drafting status. On first creation the status would be "new", which on revision can be changed to "revised". Because it is important to be clear about what has happened to records, particularly when sharing and making links between them, a number of status values are available for records that are no longer current. A record that is simply deleted from a system can be given the status "deleted", but in cases where a record is marked as not current (obsolete or rejected) but kept for reference then it should be given the status "cancelled". If a record is deleted because it has become superseded by two or more records then its status should be given as "deletedSplit", while if it has simply been replaced by a new record then "deletedReplaced" is the appropriate status value. If a record is deleted because it has been merged with another record, its status should be given as "deletedMerged". A "derived" status value is available to indicate that the record was derived from another descriptive system. Use the attribute `@maintenanceStatusEncoding` in `<control>` to identify the list of authoritative terms that can be used as values of `@maintenanceStatus`.

Data Type

token

Values

Examples

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="iso639-2" maintenanceStatus="new"
  maintenanceStatusEncoding="EASList" publicationStatus="published"
  publicationStatusEncoding="EASList" repositoryEncoding="iso15511"
  scriptEncoding="iso15924">
```

[...]
</control>

[Table of Contents](#)

DRAFT

@maintenanceStatusEncoding

Maintenance Status Encoding

Summary

Specifies the authoritative source or rules for values used to indicate the current version status of the EAS instance.

Description and Usage

@maintenanceStatusEncoding specifies the authoritative source or rules for values supplied in @maintenanceStatus within <control>. If the value "EASList" is selected, @maintenanceStatus will be expected with the values "cancelled", "deleted", "deletedMerged", "deletedReplaced", "deletedSplit", "derived", "new", or "revised". If the value "otherMaintenanceStatusEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherMaintenanceStatusEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  maintenanceStatusEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@notAfter

Not After

Summary

A standard numerical form of an approximate date for which a latest possible date is known.

Description and Usage

Optionally available in `<date>`, `<fromDate>`, `<toDate>` and `<unitDate>`. It is recommended that `@notAfter` values follow ISO 8601 or another standard date format as specified in `@dateEncoding`.

Data Type

token

Example

```
<dateRange>
  <fromDate notBefore="1971" notAfter="1975">
    around 1973
  </fromDate>
  <toDate standardDate="1992">
    1992
  </toDate>
</dateRange>
```

[Table of Contents](#)

@notBefore

Not Before

Summary

A standard numerical form of an approximate date for which an earliest possible date is known.

Description and Usage

Optionally available in `<date>`, `<fromDate>`, `<toDate>` and `<unitDate>`. It is recommended that @notBefore values follow ISO 8601 or another standard date format as specified in @dateEncoding.

Data Type

token

Example

```
<dateRange>
  <fromDate notBefore="1971" notAfter="1975">
    around 1973
  </fromDate>
  <toDate standardDate="1992">
    1992
  </toDate>
</dateRange>
```

[Table of Contents](#)

@parallel

Parallel

Summary

Specifies if the statements of physical description in a `<physDescSet>` are parallel to one another or not

Description and Usage

May be used with `<physDescSet>` to indicate whether the statements of physical description grouped in its `<physDescStructured>` child elements are parallel to one another or not (that is, if they are alternate descriptions of the same set of material).

Values

false, true

Example

[Table of Contents](#)

@parent

Parent

Summary

On `<container>`, the values of the id attributes of one or more other `<container>`s that hold the container item being described in the current element. For a folder this might point to the `<container>` that describes the box in which that folder is housed.

Data Type

IDREFS

Example

[Table of Contents](#)

@physDescStructuredType

Structured Physical Description Type

Summary

An optional attribute of <physDescStructured> that specifies the nature of the statement being provided.

Description and Usage

Use @physDescStructuredType with <physDescStructured> to specify the nature of the statement being provided. Use e.g. "carrier" to refer to the number of containers; "materialType" to indicate the type and/or number of the material types; "spaceOccupied" to denote the two- or three-dimensional volume of the materials. Use the attribute @physDescStructuredTypeEncoding in <control> to identify the list of authoritative terms that can be used as values of @physDescStructuredType.

Data Type

token

Example

[Table of Contents](#)

@physDescStructuredTypeEncoding

Structured Physical Description Type Encoding

Summary

Specifies the authoritative source or rules for values used to specify the nature of the physical description statement being provided.

Description and Usage

@physDescStructuredTypeEncoding specifies the authoritative source or rules for values supplied in @physDescStructuredType within <physDescStructured>. If the value "EASList" is selected, @physDescStructuredType will be expected with the values "carrier", "materialType", or "spaceOccupied". If the value "otherPhysDescStructuredTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherPhysDescStructuredTypeEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  physDescStructuredTypeEncoding="EASList">
  [...]
</control>
```

[Table of Contents](#)

@publicationStatus

Publication Status

Summary

The current publication status of the EAS instance.

Description and Usage

The publication status may occur on `<control>` to indicate the current publication status of the EAS instance, for example in process, approved or final. As an EAS instance is modified or other events happen to it (as recorded in the `<maintenanceHistory>` element), the publication status should also be updated. A newly created EAS instance will usually start with a publication status of "inProcess". This partial and preliminary status will be applicable as long as the author or the creating agency is working on the document. Depending on the context, the document might first reach a pre-publication level, awaiting approval e.g. by a higher level manager or an authorizing agency. Once such approval has been given, the status "approved" could be assigned for internal purposes while the EAS instance is not publicly available yet. When the EAS instance has been published on the institution's own website or via the authorizing agency, the status "published" can be assigned. Use the attribute `@publicationStatusEncoding` in `<control>` to identify the list of authoritative terms that can be used as values of `@publicationStatus`.

Data Type

token

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="iso639-3" maintenanceStatus="new"
  publicationStatus="published" repositoryEncoding="iso15511"
  scriptEncoding="iso15924">
  [...]
</control>
```

[Table of Contents](#)

@publicationStatusEncoding

Publication Status Encoding

Summary

Specifies the authoritative source or rules for values used to indicate the current publishing status of the EAS instance.

Description and Usage

@publicationStatusEncoding specifies the authoritative source or rules for values supplied in @publicationStatus within <control>. If the value "EASList" is selected, @publicationStatus will be expected with the values "approved", "inProcess", or "published". If the value "otherPublicationStatusEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherPublicationStatusEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  publicationStatusEncoding="EASList"> [...] </control>
```

[Table of Contents](#)

@repositoryCode

Repository Code

Summary

A code in `<unitId>` that uniquely identifies the repository responsible for intellectual control of the materials being described.

Description and Usage

Use @repositoryCode in `<unitId>` to provide a number or code that uniquely identifies the repository responsible for intellectual control of the materials being described. The code should be taken from ISO/DIS 15511 Information and documentation—International Standard Identifier for Libraries and Related Organizations (ISIL), or another code as specified in @repositoryEncoding in `<control>`.

Data Type

token

Example

[Table of Contents](#)

@repositoryEncoding

Repository Encoding

Summary

Specifies the authoritative source or rules for codes used to identify the maintenance agency of an EAS instance or the institution holding the materials being described.

Description and Usage

@repositoryEncoding specifies the authoritative source or rules for values used within <agencyCode> and supplied in @repositoryCode within <unitId>. This can either be the ISO standard 15511 or an alternative code list. If the value "otherRepositoryEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

iso15511, otherRepositoryEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="iso639-2b" repositoryEncoding="iso15511"
  scriptEncoding="iso15924">
  [...]
</control>
```

[Table of Contents](#)

@scriptCode

Script Code

Summary

The code for the writing system, or script, used in the EAS instance or by the described entity or records.

Description and Usage

Content of the attribute should be a code taken from ISO 15924, or another controlled list, as specified in the @scriptEncoding attribute in <control>. Optionally available in <languageDeclaration> and <writingSystem>.

Data Type

token

Example

```
<languagesUsed>
  <languageUsed>
    <language languageCode="eng">
      English
    </language>
    <writingSystem scriptCode="Latn">
      Latin
    </writingSystem>
  </languageUsed>
  <languageUsed>
    <language languageCode="spa">
      Spanish
    </language>
    <writingSystem scriptCode="Latn">
      Latin
    </writingSystem>
  </languageUsed>
  <descriptiveNote>
    <p>
      Published works in English and Spanish.
    </p>
  </descriptiveNote>
</languagesUsed>
```

[Table of Contents](#)

@scriptEncoding

Script Encoding

Summary

Specifies the authoritative source or rules for codes used to identify the writing system of the EAS instance as a whole or, of a specific element, or represented in the materials being described.

Description and Usage

@scriptEncoding specifies the authoritative source or rules for values supplied in @scriptCode within <languageDeclaration> and <writingSystem> and in @scriptOfElement available in all non-empty elements. This can either be the ISO standard 15924 or an alternative code list. If the value "otherScriptEncoding" is selected, such an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

iso15924, otherScriptEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="iso639-2b" repositoryEncoding="iso15511"
  scriptEncoding="iso15924">
  [...]
</control>
```

[Table of Contents](#)

@scriptOfElement

Script of Element

Summary

Indicates the writing script of the content of an element (e.g., Cyrillic, Katakana).

Description and Usage

Content should be taken from ISO 15924, or another controlled list, as specified in the @scriptEncoding attribute in <control>. May be used consistently in a multi-lingual EAS instance to specify which elements are written in which script. Optionally available on all non-empty elements.

Data Type

token

Example

```
<nameEntry status="alternative">
  <part localType="https://d-nb.info/standards/elementset/
gnd#personalName" localTypeDeclarationReference="GNDO"
  scriptOfElement="Hans">
    阿伦特, 汉娜
  </part>
</nameEntry>
```

[Table of Contents](#)

@sourceReference

Source Reference

Summary

Use @sourceReference to provide a direct link to a <source> element within <sources> in <control> from an element within the EAS instance that uses the source.

Description and Usage

The attribute can be used to reference any detailed information about the described entity with a source. The attribute is optionally available in elements which can contain text.

Data Type

IDREFS

Example

[Table of Contents](#)

@standardDate

Standard Date

Summary

The standardized form of date.

Description and Usage

The standardized form of date expressed in `<date>`, `<fromDate>`, `<toDate>` and `<unitDate>`. It is recommended that `@standardDate` values follow ISO 8601, for example, 2011-07-22, 1963, or 1912-11, or another standard date format as specified in `@dateEncoding`.

Data Type

token

Example

```
<dateRange>
  <fromDate standardDate="1609-07-04">
    4 juillet 1609
  </fromDate>
  <toDate standardDate="1640-07-07">
    7 juillet 1640
  </toDate>
</dateRange>
```

[Table of Contents](#)

@standardDateTime

Standard Date and Time

Summary

Standardized form of a date, or date and time in `<eventDateTime>`.

Description and Usage

An ISO 8601 compliant form of the date, or date and time, of a specific maintenance event expressed in `<eventDateTime>`. For example, 2021-12-31, 2021, 2021-12, 2021-12-31T23:59:59. Optionally available only in `<eventDateTime>`. It is recommended to either have the date and time stated as a literal in `<eventDateTime>` or to provide a standardised date with `@standardDateTime`, if not using both options in parallel. Note that the requirement of ISO 8601 compliance for `@standardDateTime` is different from the usage of the attribute `@standardDate`, which can also follow other date encoding rules as specified in `@dateEncoding` within `<control>`.

Data Type

Constrained to the following patterns: YYYY-MM-DD, YYYY-MM, YYYY, or YYYY-MM-DDThh:mm:ss [with optional timezone offset from UTC in the form of [+|-][hh:mm], or "Z" to indicate the dateTime is UTC. No timezone implies the dateTime is UTC.]

Examples

--

[Table of Contents](#)

@status

Status

Summary

Attribute that follows controlled terminology detailing the status of elements.

Description and Usage

@status provides controlled terminology detailing the status of specific elements. The terms available for @status are defined in closed lists that vary by element. Use @statusEncoding in <control> to identify lists of terms from EAS lists that can be used as values of @status. It is also possible to define one's own list by using the value "otherStatusEncoding". Optionally available in <agencyCode>, <otherAgencyCode>, <date>, <fromDate>, <toDate>, <unitDate>.

Data Type

token

Examples

```
<dateRange>
  <fromDate standardDate="2016-09">
    September 2016
  </fromDate>
  <toDate status="ongoing"/>
</dateRange>
```

```
<date status="unknown"/>
```

[Table of Contents](#)

@statusEncoding

Status Encoding

Summary

The authoritative source or rules for values supplied in @status.

Summary

Specifies the authoritative source or rules for values used to indicate the status and certainty of the information provided in various elements.

Description and Usage

@statusEncoding specifies the authoritative source or rules for values supplied in @status within <agencyCode>, <otherAgencyCode>, <date>, <fromDate>, <toDate>, and <unitDate>. If the value "EASList" is selected, @status will be expected with the values "authorized" and "alternative" (for agency codes), "unknown" or "ongoing" (for dates). If the value "otherStatusEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherStatusEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="iso639-2b" repositoryEncoding="iso15511"
  scriptEncoding="iso15924" statusEncoding="EASList"> [...] </
control>
```

[Table of Contents](#)

@style

Style

Summary

Used to specify a rendering style for a string. It is recommended that the value conforms to W3C CSS.

Description and Usage

The @style attribute may occur on `<span>` and `<title>` to indicate rendering instructions. It is highly recommended that the value of @style be expressed as a W3C CSS style to facilitate interoperability.

Data Type

normalizedString

Example

```
<biogHist>
  <p>
    Robert Carlton Brown (1886-1959) was a writer, editor,
    publisher, and traveler. From 1908 to 1917, he wrote poetry and
    prose for numerous magazines and newspapers in New York City,
    publishing two pulp novels, <span style="font-style:italic">What
    Happened to Mary</span> and <span style="font-style:italic">The
    Remarkable Adventures of Christopher Poe</span> (1913), and one
    volume of poetry, <span style="font-style:italic">My Marjonyary</
    span> (1916).
  </p>
  <p>
    During 1918, he traveled extensively in Mexico and Central
    America, writing for the U.S. Committee of Public Information
    in Santiago de Chile. In 1919, he moved with his wife, Rose
    Brown, to Rio de Janeiro, where they founded <span style="font-
    style:italic">Brazilian American</span>, a weekly magazine that
    ran until 1929. With Brown's mother, Cora, the Browns also
    established magazines in Mexico City and London: <span style="font-
    style:italic">Mexican American</span> (1924-1929) and <span
    style="font-style:italic">British American</span> (1926-1929).
  </p>
</biogHist>
```

[Table of Contents](#)

@target

Target

Summary

A pointer to the ID of another element.

Description and Usage

Used to create internal links within an XML instance. Optionally available in all elements except the root element.

Data Type

IDREFS

Example

[Table of Contents](#)

@unit

Unit

Summary

Defines a unit of measurement to go along with the value provided.

Description and Usage

Use @unit to document the format or unit that is specified in `<citedRange>`, for example page number ("pageNumber") or volume number ("volumeNumber"). Provide a unit of measurement, for example "inches" or "centimeters", when encoding dimensions of the materials being described. Use @unit with `<dimensions>` in the same way as `<unitType>` is used in combination with `<quantity>`.

Data Type

token

Examples

```
<citedRange unit="page">1</citedRange>
```

```
<dimensions unit="centimeters">10 x 15</dimensions>
```

[Table of Contents](#)

@unitDateType

Unit Date Type

Summary

Identifies the type of date expressed in `<unitDate>` or `<unitDateStructured>`.

Description and Usage

Use `@unitDateType` with `<unitDate>` and `<unitDateStructured>` to specify the nature of the dates mentioned, e.g. "bulk" or "inclusive". Use the attribute `@unitDateTypeEncoding` in `<control>` to identify the list of authoritative terms that can be used as values of `@unitDateType`.

Data Type

token

Example

[Table of Contents](#)

@unitDateTypeEncoding

Unit Date Type Encoding

Summary

Specifies the authoritative source or rules for values used to identify the type of date expressed.

Description and Usage

@unitDateTypeEncoding specifies the authoritative source or rules for values supplied in @unitDateType within <unitDate> and <unitDateStructured>. If the value "EASList" is selected, @unitDateType will be expected with the values "bulk" or "inclusive". If the value "otherUnitDateTypeEncoding" is selected, an alternate code list should be specified in <conventionDeclaration>. This optional attribute is available only in <control>.

Values

EASList, otherUnitDateTypeEncoding

Example

```
<control countryEncoding="iso3166-1" dateEncoding="iso8601"
  languageEncoding="otherLanguageEncoding"
  repositoryEncoding="iso15511" scriptEncoding="iso15924"
  unitDateTypeEncoding="EASList"> [...] </control>
```

[Table of Contents](#)

@valueURI

Value URI

Summary

An attribute for including a URI identifying the resource to be used as the element's value.

Description and Usage

Use the optional @valueURI attribute to provide the URI identifying the authority resource to be used as the element's content. Available in all elements that can contain any type of entity.

Data Type

anyURI

Example

```
<place>
  <placeName valueURI="https://d-nb.info/gnd/4076982-3"
    vocabularySource="GND" vocabularySourceURI="https://d-nb.info/
gnd/">
    Salzburg
  </placeName>
  <placeRole valueURI="https://d-nb.info/standards/
elementset/gnd#characteristicPlace" vocabularySource="GND0"
    vocabularySourceURI="https://d-nb.info/standards/elementset/gnd#">
    Charakteristischer Ort
  </placeRole>
</place>
```

[Table of Contents](#)

@vocabularySource

Vocabulary Source

Summary

An attribute for identifying a vocabulary that is the source of the element's value.

Description and Usage

Use the optional attribute to provide a name or title of the authority or vocabulary source of the element's content given in @valueURI. Available in all elements that can contain any type of entity.

Data Type

token

Example

```
<occupation valueURI="https://d-nb.info/gnd/4053311-6"
  vocabularySource="GND" vocabularySourceURI="https://d-nb.info/
gnd/">
  <term>
    Schriftstellerin
  </term>
</occupation>
```

[Table of Contents](#)

@vocabularySourceURI

Vocabulary Source URI

Summary

An optional attribute for including a URI identifying the vocabulary source for the element's value.

Description and Usage

Use the optional attribute to provide the URI of the authority or vocabulary source given in @vocabularySource. Available in all elements that can contain any type of entity.

Data Type

anyURI

Example

```
<place>
  <placeName valueURI="https://d-nb.info/gnd/4005728-8"
    vocabularySource="GND" vocabularySourceURI="https://d-nb.info/
gnd/">
    Berlin
  </placeName>
  <placeRole valueURI="https://d-nb.info/standards/
elementset/gnd#placeOfBusiness" vocabularySource="GND"
    vocabularySourceURI="https://d-nb.info/standards/elementset/gnd#">
    Sitz
  </placeRole>
</place>
```

[Table of Contents](#)

DRAFT