



**EAD, ISAD(G) and the  
Digital Repository  
of Ireland**

dri<sup>o</sup>

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DRI may update its guidelines documentation from time to time as the Repository develops. Please ensure that you are using the most up-to-date version of our documentation by checking our DRI Publications page.

## Foreword

The Digital Repository of Ireland (DRI) has been built to serve the digital preservation needs of the social sciences and humanities in Ireland, by combining a grassroots approach to community requirements with extensive research into international best practices. Our work on metadata began in 2011 with a broad and deep consultation of key institutions across Ireland to understand existing archival practices and metadata usage, and we are grateful to these institutions for their expertise and engagement with our research. Following this study, we conducted research into international best practices in digital archiving. The results of this foundational work can be found in *Digital Archiving in Ireland: National Survey of the Humanities and Social Sciences* (2012)<sup>1</sup> and *Caring for Digital Content: Mapping International Approaches* (2013).<sup>2</sup> In 2013 we established a multidisciplinary task force to consolidate our national and international findings, and to begin the process of developing guidelines for metadata creation for different data types and sectors within the broad realm of social and cultural data. Our first set of guidelines, *Dublin Core and the Digital Repository of Ireland* and *Qualified Dublin Core and the Digital Repository of Ireland* were published in 2015, followed by *MODS and the Digital Repository of Ireland* in 2016.

The purpose of publishing this series is both practical and aspirational. On the one hand, the documents provide guidelines for preparing metadata for ingestion into the Digital Repository of Ireland for the mostly widely used metadata standards in our community. On the other hand, we hope that their reach will go beyond DRI, providing the basis for a standardised approach to metadata preparation in Ireland's social sciences and humanities domains. If we adopt common standards, and approach metadata preparation in similar ways, we will create greater interoperability between our data collections, which will in turn enable improved and enhanced discovery and richer contextualised cross-collection narratives.

I would like to express our deepest thanks to all the individuals and institutions who have collaborated and communicated with us in developing these guidelines, and who have provided feedback on their implementation. We welcome you to test this latest set of guidelines, and equally welcome and encourage any feedback you have to share.

**Dr. Natalie Harrower**  
**Acting Director, Digital Repository of Ireland**

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<sup>1</sup> <http://dx.doi.org/10.3318/DRI.2012.1>

<sup>2</sup> <http://dx.doi.org/10.3318/DRI.2013.1>

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The EAD samples used in this document are available under CC-BY licences in the Digital Repository of Ireland and Europeana, and are taken from catalogue records provided by the National Visual Arts Library at NCAD, the Irish Capuchin Provincial Archives, Maynooth University and Trinity College Dublin's Digital Collections.

## Introduction

These guidelines are aimed at anyone using the Encoded Archival Description (EAD) version 2002 standard to prepare content which will be deposited with the Digital Repository of Ireland (“the Repository”). These metadata guidelines do not contradict, or indeed replace, the EAD standard, but should be used in tandem with it to ensure that the metadata can be ingested and searched in the Repository.

EAD can encode finding aids compatible with ISAD(G), and supports an hierarchical description of collections, allowing the description of content at multiple levels including Collection, Series, File and Item. At each level, only the description which applies to the entire level is required. Each lower level inherits the information given at the level above. For example, the name of the archives service would only be given in the collection description, and not repeated in the description of the series, files and items below.

By following these guidelines, which include mandatory and recommended elements for ingestion of metadata into DRI, you will be making your collections more easily searchable in the Repository, and cross-searchable with other DRI collections.

## Mandatory and Recommended Elements

Data must be provided for mandatory elements to enable metadata to be ingested by the Repository; metadata will be automatically rejected by the system if mandatory elements are not included. Recommended elements do not have to be included, but DRI strongly advises that they are completed if possible in order to facilitate searching. The remaining EAD elements are optional. All submitted elements, whether mandatory, recommended or optional, will be stored and available in the Repository.

## What to Catalogue

DRI recommends following the “one to one” principle of Dublin Core: the principle whereby related but conceptually different entities, for example a painting and a digital image of the painting, are described by separate metadata records.<sup>3</sup> Metadata for a given object can refer to either the physical object or to the digital surrogate, but the information entered should not be a mixture of both.

## Controlled Vocabularies

Controlled vocabularies are recommended in order to enhance the Repository’s search function. Although specific controlled vocabularies are recommended in the tables below, they are not mandatory.

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<sup>3</sup> [http://wiki.dublincore.org/index.php/Glossary/One-to-One\\_Principle](http://wiki.dublincore.org/index.php/Glossary/One-to-One_Principle), last accessed 9 December 2015.

# Encoded Archival Description (EAD)

## Formats for Ingestion

EAD finding aids can be encoded in XML using either the EAD Document Type Definition<sup>4</sup> (DTD) or the EAD XML Schema<sup>5</sup> (XSD). For EAD collections in DRI, both types of XML encoding can be used for ingest.

XML encoded using the DTD (with relevant header lines shown in bold):

```
<?xml version="1.0" encoding="UTF-8"?>
<!DOCTYPE ead PUBLIC "+//ISBN 1-931666-00-8//DTD ead.dtd (Encoded
Archival Description (EAD) Version 2002)//EN"
"http://lcweb2.loc.gov/xmlcommon/dtds/ead2002/ead.dtd">
<ead>
  <eadheader>...</eadheader>
  ...
</ead>
```

XML encoded using the XSD (with relevant header lines shown in bold):

```
<?xml version="1.0" encoding="UTF-8"?>
<ead:ead xmlns:ead="urn:isbn:1-931666-22-9"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:isbn:1-931666-22-9
http://www.loc.gov/ead/ead.xsd">
  <ead:eadheader>...</ead:eadheader>
  ...
</ead:ead>
```

Where possible, the use of XSD is highly recommended over DTD. Using XSD presents many advantages, the most important being that it allows for an easier validation of the well-formedness and schema-conformance of the encoded metadata, and that it allows for the use of namespaces within the XML. Users wishing to change from EAD DTD to XSD can find the relevant documentation here: [Changes from using a DTD to using an XSD](#).<sup>6</sup>

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<sup>4</sup> <http://www.loc.gov/ead/ead2002a.html>, last accessed 9 December 2015.

<sup>5</sup> <http://www.loc.gov/ead/eadschema.html>, last accessed 9 December 2015.

<sup>6</sup> <http://www.loc.gov/ead/dtdtoschemachanges.pdf>, last accessed 9 December 2015.

## Ingesting into the Repository

EAD metadata may be ingested into the Repository in XML format. Finding aids encoded as EAD-XML may also contain links to associated digital assets within the <dao> element. If the linked digital assets are accessible online and stored in an external server, the Repository will ingest a copy of the digital assets for preservation alongside the metadata. For an example of EAD components including links to digital assets, see the sample XML included in the section “Sample DRI-compliant EAD XML record”.

**Please see the DRI Resources page for further information on ingestion.**

## EAD Resources

An overview of EAD 2002 is available here: [EAD Version 2002](#)<sup>7</sup>

The EAD 2002 tag library is available here: [Encoded Archival Description Tag Library](#)<sup>8</sup>

A crosswalk for ISAD(G) to EAD elements is available on the Library of Congress website here: [EAD Crosswalks](#).<sup>9</sup>

Currently the Repository supports EAD 2002, although EAD3 was published in Autumn 2015.

### **For more information on EAD3:**

The EAD3 tag library is available here: [Encoded Archival Description Tag Library Version EAD3](#).<sup>10</sup>

At the time of writing these guidelines, the latest version of the EAD3 XSD schema is 1.0, and it is available from [Github](#)<sup>11</sup>.

## ISAD(G) Resources

ISAD(G): General International Standard Archival Description Second Edition is available from the International Council on Archives here: [ISAD\(G\): General International Standard Archival Description](#).<sup>12</sup>

ISAD(G) has also been adapted for Irish archives and is available as the [Irish Guidelines for Archival Description \(IGAD\)](#).<sup>13</sup>

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<sup>7</sup> <http://www.loc.gov/ead/>, last accessed 9 December 2015.

<sup>8</sup> <http://www.loc.gov/ead/tglib/index.html>, last accessed 9 December 2015.

<sup>9</sup> [http://www.loc.gov/ead/tglib/appendix\\_a.html](http://www.loc.gov/ead/tglib/appendix_a.html), last accessed 9 December 2015.

<sup>10</sup> <http://www2.archivists.org/sites/all/files/TagLibrary-VersionEAD3.pdf>, last accessed 9 December 2015.

<sup>11</sup> <https://github.com/SAA-SDT/EAD3/releases/tag/v1.0.0>, last accessed 9 December 2015.

<sup>12</sup> <http://www.icacds.org.uk/eng/ISAD%28G%29.pdf>, last accessed 9 December 2015.

<sup>13</sup> [http://www.learnaboutarchives.ie/~learnabo/images/documents/igad\\_220409.pdf](http://www.learnaboutarchives.ie/~learnabo/images/documents/igad_220409.pdf), last accessed 9 December 2015.

### Using Attributes within EAD elements

Most elements in EAD allow the inclusion of attributes. These are optional in EAD except for the LEVEL attribute in <archdesc> and <archdescgrp> and the COLS attribute in <tgroup>, which are required to create valid EAD-XML. DRI will accept the inclusion of all valid EAD attributes within ingested metadata and these will be stored and available in the Repository.

An introduction to the use of attributes in EAD is available here: [EAD Attributes: Introduction](#).<sup>14</sup>

The following EAD attributes are required in DRI:

LEVEL in <archdesc>, <c> and <c01-12>

COUNTRYCODE in <eadid> and <unitid>

MAINAGENCYCODE in <eadid>

REPOSITORYCODE in <unitid>

IDENTIFIER in <eadid> and <unitid>

DATECHAR in <unitdate>

NORMAL in <unitdate>

SOURCE in <geogname> when providing Logainm URIs for Irish place names

RULES in <geogname> when providing geographical information encoded using the [DCMI Point](#)<sup>15</sup> or [Box](#)<sup>16</sup> Encoding Schemes.

Although the ROLE attribute is not compulsory in DRI, it can be used in the following elements: <persname>, <name>, <famname>, <corpname> and <geogname>. When used, it will be rendered in the Repository's user interface to provide additional contextual information about the role of the person, family, corporate body, or geographical location included in the elements listed above.

### Using EAD Formatting Elements

EAD supports the use of generic and table elements to format text, for example allowing the cataloguer to mark up paragraphs, quotes, lists, abbreviations and addresses. DRI will accept the inclusion of all valid EAD elements within ingested metadata, and these will be stored and available in the Repository.

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<sup>14</sup> [http://www.loc.gov/ead/tglib/att\\_intro.html](http://www.loc.gov/ead/tglib/att_intro.html), last accessed 9 December 2015.

<sup>15</sup> <http://dublincore.org/documents/dcmi-point/>, last accessed 9 December 2015.

<sup>16</sup> <http://dublincore.org/documents/dcmi-box/>, last accessed 9 December 2015.



As well as the Mandatory and Recommended elements listed in this guide, the <p> element will also be rendered in the Repository's User Interface and its use is required with the following elements:

```
<relatedmaterial>  
<userrestrict>  
<scopecontent>  
<daodesc>  
<altformavail>
```

In <scopecontent>, data must be entered within <p> to be rendered in the Repository's user interface. Data entered within <head> but not within <p> will be stored and available in the Repository but it will not be rendered in the user interface.

In <relatedmaterial> and <altformavail>, <p> is only required for free text content. When including links (i.e. URLs) to external, related materials, the use of the <extref> element is required. For more details of the usage of this element, please see the relevant tables for Related Material and Alternative Form Available.

## Table of mandatory elements and suggested controlled vocabularies/standards for DRI.

If a field is mandatory at Collection level, but not at lower levels and the cataloguer chooses not to fill in that field at a lower level, that level will inherit the information given at Collection level.

EAD Element name	EAD Tag Name	ISAD(G) Element	Controlled vocabulary	Page reference
Archival Description	<archdesc>, including the LEVEL attribute	Level of description	—	17
EAD Identifier	<eadid>, including the COUNTRYCODE, MAINAGENCYCODE and IDENTIFIER attributes	Reference code(s)	Yes	17
ID of the Unit	<unitid>, including the REPOSITORYCODE, COUNTRYCODE and IDENTIFIER attributes	Reference code(s)	Yes	18
Component (Unnumbered) or Component (Numbered, levels 01-12)	<ead:c> for unnumbered components, <ead:c01> - <ead:c12> for numbered components. Including the LEVEL attribute	Level of description	—	19
Digital Archival Object	<dao>	—	—	21
Title of the Unit	<unittitle>	Title	No	23
Origination	<origination>, including the ROLE attribute	Name of creator(s)	Yes	23
Date of the Unit	<unitdate>, including the DATECHAR and NORMAL attributes	Date(s)	Yes	25
Scope and Content	<scopecontent>	Scope and Content	No	26
Abstract	<abstract>	—	No	27

<b>EAD Element name</b>	<b>EAD Tag Name</b>	<b>ISAD(G) Element</b>	<b>Controlled vocabulary</b>	<b>Page reference</b>
Digital Archival Object Description	<daodesc>	—	No	28
Conditions Governing Use	<userrestrict>	Conditions governing reproduction	No	29
Genre/Physical Characteristic	<genreform>	Extent and medium of the unit	Yes	30
Extent	<extent>	Extent and medium of the unit	No	30
Language of the Material	<language>	Language of material	Yes	31
Related Material	<relatedmaterial>	Related units of description	No	32
Alternative Form Available	<altformavail>	Existence and location of copies	No	33
Subject	<subject>	—	Yes	34
Geographic Name	<geogname>, including the SOURCE or RULES attribute where applicable	—	Yes	34
Name	<name>	—	Yes	35
Personal Name	<persname>	—	Yes	37
Family Name	<famname>	—	Yes	37
Corporate Name	<corpname>	—	Yes	38

## Sample DRI-compliant EAD XML record

```
<?xml version="1.0" encoding="utf-8"?>
<ead:ead xmlns:ead="urn:isbn:1-931666-22-9"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:isbn:1-931666-22-9
http://www.loc.gov/ead/ead.xsd">
  <ead:eadheader>
    <ead:eadid countrycode="IE"
      mainagencycode="IE-DuNIV" identifier="KDW">
      IE/NIVAL KDW
    </ead:eadid>
    <ead:filedesc>
      <ead:titlestmt>
        <ead:titleproper encodinganalog="Title">
          Kilkeny Design Workshop
        </ead:titleproper>
      </ead:titlestmt>
      <ead:publicationstmt>
        <ead:publisher encodinganalog="Publisher">
          The National Irish Visual Arts Library
        </ead:publisher>
      </ead:publicationstmt>
    </ead:filedesc>
  </ead:eadheader>
  <ead:archdesc level="fonds" relatedencoding="ISAD(G)v2">
    <ead:did>
      <ead:unittitle encodinganalog="3.1.2">
        Kilkeny Design Workshop
      </ead:unittitle>
      <ead:unitid countrycode="IE"
        repositorycode="IE-DuNIV"
        identifier="KDW"
        encodinganalog="3.1.1">
        KDW
      </ead:unitid>
      <ead:unitdate datechar="Creation"
        normal="19630101/19881231"
        encodinganalog="3.1.3">
        1963 - 1988
      </ead:unitdate>
      <ead:physdesc>
        <ead:extent encodinganalog="3.1.5">
```

23 series; 2682 files.

</ead:extent>

<ead:extent encodinganalog="3.1.5">

Approximately 2500 sample digital images and documents.

</ead:extent>

</ead:physdesc>

<ead:repository>

<ead:corpname>NIVAL</ead:corpname>

</ead:repository>

<ead:origination label="Creator:">

<ead:persname role="Institution" encodinganalog="3.2.1">

Kilkenny Design Workshops

</ead:persname>

</ead:origination>

</ead:did>

<ead:scopecontent encodinganalog="3.3.1">

<ead:p>

The bulk of the Archive consists of photographic material - photographic prints and negatives, 35mm slides and large-scale transparencies - which document all aspects of the Kilkenny Design Workshops. Eleven of the series are devoted to images of KDW designed products; one series documents non-KDW designed products sold in the KDW retail outlets; and two record the people involved in KDW as employees, suppliers, or as part of the Designer Development programme. KDW related exhibitions and events are recorded in one series and the various premises used for KDW activities in another. The Education series mainly contains images used as research material, documentation of seminars and conferences, and slide presentations produced by KDW. The material in the Views of Ireland series may have been collected for promotional or educational purposes. A small number of design drawings and printed ephemera are included in some files.

</ead:p>

<ead:p>

The Photographic Sample and Index of Record Sheets series documents to 26 volumes of information about the photographic material. The quality of the information is variable and often incomplete. There are no record sheets available for some of the series, e.g. ceramics. The Press-clipping series catalogues 31 volumes of press material covering a wide range of design and industry related subjects. The Public Relations series catalogues

4 volumes of scrap-books containing photographic and press material relating to KDW events and products. There is some degree of overlap from this material with the Exhibitions and Press-clipping series. The Related Material series includes selected items connected with KDW from other NIVAL collections.

</ead:p>

<ead:p>Dating of photographic material: please note</ead:p>

<ead:p>

The material has been dated based on the KDW Record Sheets, when available. The date generally refers to when the product was designed, or work on designing the product was begun, depending on the information available. Where no Record Sheet exists the dates have been estimated based on available records or later publications.

</ead:p>

</ead:scopecontent>

<ead:accessrestrict encodinganalog="3.4.1">

<ead:p>

The collection is available for consultation in the NIVAL reading room. Please contact NIVAL in advance to arrange access.</ead:p>

</ead:accessrestrict>

<ead:userrestrict encodinganalog="3.4.1">

<ead:p>

The photographic material and press clippings are subject to copyright restrictions. For material published on the website please note the attached copyright statements. Please consult NIVAL staff re other material in the collection.

</ead:p>

</ead:userrestrict>

<ead:bibliography encodinganalog="3.5.4">

<ead:p>Publications</ead:p>

<ead:p>

Marchant, N. & Addis, J. *Kilkenny Design: twenty-one years of design in Ireland*. Lund Humphries. Kilkenny and London, 1985

</ead:p>

<ead:p>

Thorpe, Ruth (Ed.). *Designing Ireland: a retrospective exhibition of Kilkenny Design Workshops, 1963-1988*. Kilkenny: Crafts Council of Ireland, 2005

</ead:p>

```

<ead:p>Journal articles</ead:p>
<ead:p>
  Walker, Una. 'The Scandinavian Report: its origins and impact on
  the Kilkenny Design Workshops' Journal of Art Historiography, no.
  9 December 2013.
  http: //arthistoriography.files.wordpress.com/2013/12/walker.pdf
</ead:p>
</ead:bibliography>
<ead:dsc type="combined">
  <ead:c level="file">
    <ead:did>
      <ead:unittitle encodinganalog="3.1.2">
        Kilkenny Chair System
      </ead:unittitle>
      <ead:unitid countrycode="IE"
        repositorycode="IE-DuNIV"
        identifier="18"
        encodinganalog="3.1.1">
        KDW/ID/18
      </ead:unitid>
      <ead:unitdate datechar="Creation"
        normal="19740101/19741231"
        encodinganalog="3.1.3">
        [c 1974]
      </ead:unitdate>
      <ead:origination label="Creator:">
        <ead:persname role="designer" encodinganalog="3.2.1">
          Sauter, Gustav
        </ead:persname>
      </ead:origination>
      <ead:origination label="Creator:">
        <ead:persname role="Institution" encodinganalog="3.2.1">
          Kilkenny Design Workshops
        </ead:persname>
      </ead:origination>
    </ead:did>
    <ead:scopecontent encodinganalog="3.3.1">
      <ead:p>Original KDW record number: KF/2042</ead:p>
      <ead:p>KDW Record sheet: Yes</ead:p>
      <ead:p>
        Photographer(s) identified as:

```

```

    <ead:persname>Walter Pfeiffer</ead:persname>,
    <ead:persname>Ricky Stevens</ead:persname>,
    <ead:persname>Biggs + Conner</ead:persname>
  </ead:p>
  <ead:p>
    A range of wooden chairs and side tables with different fabric
    covers shown in various arrangements and settings. Information
    from captions identify the designer as Gustav Sauter, and
    Metalwood Ltd. as the manufacturer. Related information in the
    NIVAL Design Files.
  </ead:p>
</ead:scopecontent>
<ead:dsc type="combined">
  <ead:c level="item">
    <ead:did>
      <ead:physloc>NIVAL Reading Room</ead:physloc>
      <ead:container type="Box">NIVAL/KDW/ID Box</ead:container>
      <ead:unittitle encodinganalog="3.1.2">
        Kilkenny Chair System
      </ead:unittitle>
      <ead:unitid countrycode="IE"
        repositorycode="IE-DuNIV"
        identifier="08"
        encodinganalog="3.1.1">
        KDW/ID/18/08
      </ead:unitid>
      <ead:unitdate datechar="Creation"
        normal="19740101/19741231"
        encodinganalog="3.1.3">
        c 1974
      </ead:unitdate>
      <ead:physdesc>
        <ead:extent encodinganalog="3.1.5">
          1 B/W print, 20.5 x 25.5 cm
        </ead:extent>
        <ead:genreform source="dcmitype">Image</ead:genreform>
      </ead:physdesc>
      <ead:origination label="Creator:">
        <ead:persname role="photographer"
          encodinganalog="3.2.1">
          Pfeiffer, Walter
    </ead:c>
  </ead:dsc>

```



```

    </ead:persname>
</ead:origination>
<ead:origination label="Creator:">
    <ead:persname role="Institution"
        encodinganalog="3.2.1">
        Kilkeny Design Workshops
    </ead:persname>
</ead:origination>
<ead:dao
    xlink:href="http://example.org/KDW_ID_18_08.jpg"
    xlink:actuate="onRequest"
    xlink:show="new"/>
</ead:did>
<ead:scopecontent encodinganalog="3.3.1">
    <ead:p>
        Wooden designed by Gustav Sauter and manufactured by
        Metalwood Ltd.
    </ead:p>
    <ead:p>
        Verso: [imprinted] Photo by
        <ead:corpname>Walter Pfeiffer Studios</ead:corpname>, 23
        Kingram Place, Dublin, 2, Tel. 62416.
    </ead:p>
    <ead:p>Original KDW record number: KF/2042</ead:p>
</ead:scopecontent>
<ead:accessrestrict encodinganalog="3.4.1">
    <ead:p>Original available at NIVAL by appointment.</ead:p>
</ead:accessrestrict>
<ead:userrestrict encodinganalog="3.4.1">
    <ead:p>© Walter Pfeiffer, rights reserved.</ead:p>
</ead:userrestrict>
</ead:c>
</ead:dsc>
</ead:c>
</ead:dsc>
</ead:archdesc>
</ead:ead>

```

## Key to the Tables:

<b>Label</b>	This is the name of the metadata field taken from the EAD documentation, for example 'Title of the Unit'.
<b>Metadata Element</b>	This is the namespaced, XML EAD encoding of the metadata field; for example <code>&lt;ead:unittitle&gt;</code> .
<b>Definition</b>	This is the formal definition of the element, taken from the EAD documentation at the <b>Encoded Archival Description Official Site</b> . <sup>17</sup>
<b>Format of content</b>	This is the type of data entered in the metadata element, for example free text, or a suggested controlled vocabulary.
<b>Obligation</b>	This field details whether or not the element is a required field for ingest into the Repository. Elements are designated as either Mandatory or Recommended. Optional elements are not detailed in this document as they do not have DRI- specific recommendations associated with them.
<b>Repeatable</b>	This field details whether or not the metadata standard allows more than one use of the element. If it's possible to have more than one personal name, the element is repeatable, for example:  <pre>&lt;ead:controlaccess&gt;   &lt;ead:persname&gt;Joyce, James&lt;/ead:persname&gt;   &lt;ead:persname&gt;Heaney, Seamus&lt;/ead:persname&gt; &lt;/ead:controlaccess&gt;</pre>
<b>Values (examples)</b>	This field gives example instances of the types of values that might be entered in the element.

---

<sup>17</sup> <http://www.loc.gov/ead/index.html>, last accessed 9 December 2015.

<b>Label</b>	<b>Archival Description</b> <sup>18</sup>
<b>Metadata Element</b>	<ead:archdesc>
<b>Definition</b>	<p>A wrapper element for the bulk of an EAD document instance, which describes the content, context, and extent of a body of archival materials, including administrative and supplemental information that facilitates use of the materials.</p> <p>Information is organised in unfolding, hierarchical levels that allow for a descriptive overview of the whole to be followed by more detailed views of the parts, designated by the element Description of Subordinate Components &lt;ead:dsc&gt;.</p> <p>Data elements available at the &lt;ead:archdesc&gt; level are repeated at the various component levels within &lt;ead:dsc&gt;, and information is inherited from one hierarchical level to the next.</p>
<b>Format of Content</b>	A container element that includes a combination of nested sub-elements.
<b>Obligation</b>	Mandatory at Collection level; not applicable at lower levels
<b>Repeatable</b>	No
<b>Values (examples)</b>	<pre>&lt;ead:archdesc level="fonds"&gt;   &lt;ead:did&gt;     &lt;ead:unittitle encodinganalog="3.1.2"&gt;       Kilkenny Design Workshops     &lt;/ead:unittitle&gt;   &lt;/ead:did&gt; &lt;/ead:archdesc&gt;</pre>
<b>Notes</b>	In DRI, the use of the LEVEL attribute with a value of "fonds" in the <ead:archdesc> element is required when describing the collection container for the encoded finding aid.

<b>Label</b>	<b>EAD Identifier</b> <sup>19</sup>
<b>Metadata Element</b>	<ead:eadid>
<b>Definition</b>	A required sub-element of <ead:eadheader> that designates a unique code for a particular EAD finding aid document.
<b>Format of content</b>	Three of the EAD general attributes, i.e. COUNTRYCODE, MAINAGENCY CODE and IDENTIFIER, are required to make the <ead:eadid> compliant with ISAD(G) element 3.1.1.

<sup>18</sup> <http://www.loc.gov/ead/tglib/elements/archdesc.html>, last accessed 9 December 2015.

<sup>19</sup> <http://www.loc.gov/ead/tglib/elements/eadid.html>, last accessed 9 December 2015.

MAINAGENCYCODE provides the ISO 15511<sup>20</sup> code for the institution that maintains the finding aid (which may not be the same as the institution that is the custodian of the materials described). COUNTRYCODE supplies the ISO 3166-1<sup>21</sup> code for the country of the maintenance agency.

In addition to these two attributes, it is recommended that repositories also use at least one of the following attributes: URL, PUBLICID, or IDENTIFIER to make the <ead:eadid> globally unique. PUBLICID should be a Formal Public Identifier, URL an absolute or relative address, and IDENTIFIER a machine-readable unique identifier for the finding aid file.

**Obligation**

Mandatory at Collection Level

**Repeatable**

No

**Values (examples)**

```
<ead:eadid countrycode="us"
  identifier="00001"
  mainagencycode="txu-hu"
  publicid="//us::txu-hu//TEXT us::txu-
hu:hrc.00001//EN"
  url="http://www.lib.utexas.edu/taro/hrc/00001.xml">
  hrc.00001
</ead:eadid>
```

**Label**

**ID of the Unit**<sup>22</sup>

**Metadata Element**

<ead:unitid>

**Definition**

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, or an entry number in a bibliography or catalogue.

An important sub-element of the Descriptive Identification <ead:did>, the <ead:unitid> is primarily a logical designation, which sometimes secondarily provides location information, as in the case of a classification number. Use other <ead:did> sub-elements, such as <ead:physloc> and <ead:container>, to designate specifically the physical location of the described materials.

**Format of content**

Although not required to comply with ISAD(G) element 3.1.1., the following three attributes are required in DRI for the <ead:unitid> element at the <ead:archdesc><ead:did> and <ead:c><ead:did> levels: REPOSITORYCODE, COUNTRYCODE and IDENTIFIER.

<sup>20</sup> [http://www.iso.org/iso/home/store/catalogue\\_ics/catalogue\\_detail\\_ics.htm?csnumber=57332](http://www.iso.org/iso/home/store/catalogue_ics/catalogue_detail_ics.htm?csnumber=57332), last accessed 9 December 2015.

<sup>21</sup> [http://www.iso.org/iso/country\\_codes](http://www.iso.org/iso/country_codes), last accessed 9 December 2015

<sup>22</sup> <http://www.loc.gov/ead/tglib/elements/unitid.html>, last accessed 9 December 2015.

REPOSITORYCODE specifies the ISO 15511 code for the institution that has custody of the materials described, while COUNTRYCODE provides the ISO 3166-1 code for the country in which that institution is located. IDENTIFIER should contain a machine-readable unique identifier, containing a value similar to the text in the <ead:unitid> element. The TYPE attribute may be used to indicate the system from which the <ead:unitid> was derived, e.g., accessioning system, record group classification scheme, records retention scheduling system, etc.

**Obligation**

Mandatory at Collection Level, Mandatory at lower levels

**Repeatable**

Yes

**Values (examples)**

```
<ead:unitid identifier="2001-8-03"
  countrycode="us"
  repositorycode="cbgtu"
  label="Accession number">
  GTU 2001-8-03
</ead:unitid>
```

**Label**

**Component (Unnumbered)<sup>23</sup> or Component (Numbered, levels 01-12)<sup>24</sup>**

**Metadata Element**

<ead:c> for unnumbered components, <ead:c01> - <ead:c12> for numbered components

**Definition**

A wrapper element that designates a subordinate part of the materials being described. A Component <ead:c> provides information about the content, context, and extent of a subordinate body of materials. It is always nested within a Description of Subordinate Components <ead:dsc> and often within another <ead:c> element. Each <ead:c> element identifies an intellectually logical section of the described materials. The physical filing separations between components do not always coincide with the intellectual separations. For example, an <ead:c> that designates dramatic works might end in the same box in which the next <ead:c> begins with short stories. Also, not every <ead:c> directly corresponds to a folder or other physical entity. Some <ead:c> elements simply represent a stage within a hierarchical description.

<sup>23</sup> <http://www.loc.gov/ead/tglib/elements/c.html>, last accessed 9 December 2015.

<sup>24</sup> <http://www.loc.gov/ead/tglib/elements/c01.html>, last accessed 9 December 2015.

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 series, components of series may be subseries, components of subseries may be files, and components of files may be items. A component may be either an unnumbered `<ead:c>` or a numbered `<ead:c01>`, `<ead:c02>`, etc. The numbered components `<ead:c01>` to `<ead:c12>` assist a finding aid encoder in nesting up to twelve component levels accurately.

Use the LEVEL attribute to identify the descriptive character of the component, for example, "series", "subseries", "subfonds", "subgrp", "file", "otherlevel" or "item". Assigning a LEVEL attribute for any `<ead:c>`, `<ead:c01>`–`<ead:c12>` within the finding aid is mandatory for DRI as it is used by the Repository to determine the type of digital object (i.e. collection, sub-collection level objects or digital objects).

**Format of content** A container element that includes a combination of nested sub-elements.

**Obligation** Mandatory at Object level

**Repeatable** Yes

**Values (examples)**

```
<ead:c level="File">
  <ead:did>
    <ead:unittitle encodinganalog="3.1.2">
      Glass Cloth
    </ead:unittitle>
  </ead:did>
</ead:c>
```

```
<ead:c01 level="Series">
  <ead:did>
    <ead:unittitle encodinganalog="3.1.2">
      Photographic Archive, Textiles
    </ead:unittitle>
  </ead:did>
  <ead:c02 level="File">
    <ead:did>
```

```

        <ead:unittitle encodinganalog="3.1.2">
            Glass Cloth
        </ead:unittitle>
    </ead:did>
</ead:c02>
</ead:c01>

```

**Notes**

Any unnumbered (<ead:c>) or numbered (<ead:c01>--<ead:c12>) component with a value for the LEVEL attribute other than "item" is represented in DRI as either a collection or sub-collection level object (depending on their position in the finding aid's hierarchy of components). Components whose LEVEL attribute has the value "item" are represented as objects in DRI.

Whether a component is represented in DRI as a collection or not has implications for the usage of certain EAD sub-elements that can be nested within <ead:c> and <ead:c01>--<ead:c12> elements. Descriptive information is included in these guidelines under the "Notes" section for each element, where applicable.

**Label**

**Digital Archival Object**<sup>25</sup>

**Metadata Element**

<ead:dao>

**Definition**

A linking element that uses the attributes ENTITYREF or HREF to connect the finding aid information to electronic representations of the described materials. The <ead:dao> and <ead:daogrp> elements allow the content of an archival collection or record group to be incorporated in the finding aid. These digital representations include graphic images, audio or video clips, images of text pages, and electronic transcriptions of text. The objects can be selected examples, or digital surrogates all the materials in an archival fonds or series.

**Format of content**

It may contain the <ead:daodesc> element.

**Obligation**

Mandatory for components at "item" level if the cataloguer wishes to ingest digital assets into the Repository.

**Repeatable**

Yes

**Values (examples)**

```

<ead:c>
    <ead:dao xlink:href="http://example.org/6e95b6fea9.jpg">
        <ead:daodesc>
            <ead:p>
                Single page from the diary of Michael Healy, stained

```

<sup>25</sup> <http://www.loc.gov/ead/tglib/elements/dao.html>, last accessed 9 December 2015.

glass artist and founder of An Túr Gloine. The page is divided into four date entries described as Thursday 20th April, Friday 21st April, Saturday 22nd April, and Sunday 23rd April.

```
</ead:p>
</ead:daodesc>
</ead:dao>
</ead:c>

<ead:c>
  <ead:did>
    <ead:dao
xlink:href="http://example.org/6e95b6fea9.jpg">
      <ead:daodesc>
        <ead:p>
          Single page from the diary of Michael Healy,
          stained glass artist and founder of An Túr Gloine.
          The page is divided into four date entries
          described as Thursday 20th April, Friday 21st
          April, Saturday 22nd April, and Sunday 23rd April.
        </ead:p>
      </ead:daodesc>
    </ead:dao>
  </ead:did>
</ead:c>
```

## Notes

In DRI the `<ead:dao>` element is used to harvest digital assets associated with DRI objects. Since DRI collection descriptions do not have digital assets directly associated with them, the `<ead:dao>` element should only be used within components for which the value of the LEVEL attribute is "Item". The use of the attribute `xlink:href` (note the prefix `xlink`<sup>26</sup>, if using EAD XSD) within `<ead:dao>` is required when specifying links to the digital assets.

For components including the LEVEL attribute with a value other than "Item" (DRI collections or sub-collections), the information contained in the `<ead:dao>` element will be stored in the Repository but the associated digital resources will not be harvested for ingestion in DRI.

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<sup>26</sup> The W3C `xlink` namespace is included in the EAD finding aid, when using the EAD XSD, to specify any links (URLs) to external, related materials, or to digital assets accompanying the metadata.  
<http://www.w3.org/1999/xlink>



<b>Label</b>	<b>Title of the Unit</b> <sup>27</sup>
<b>Metadata Element</b>	<code>&lt;ead:unittitle&gt;</code>
<b>Definition</b>	The name, either formal or supplied, of the described materials. May consist of a word, phrase, character, or group of characters. As an important sub-element of the Descriptive Identification <code>&lt;ead:did&gt;</code> , the <code>&lt;ead:unittitle&gt;</code> encodes the name of the described materials at both the highest unit or <code>&lt;ead:archdesc&gt;</code> level (e.g., collection, record group, or fonds) and at all the subordinate Component <code>&lt;ead:c&gt;</code> levels (e.g., sub series, files, items, or other intervening stages within an hierarchical description).
<b>Format of content</b>	Free text
<b>Obligation</b>	Mandatory at Collection Level, Mandatory at lower levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre> &lt;ead:unittitle&gt;   Papers of the Guinness Company &lt;/ead:unittitle&gt;  &lt;ead:unittitle&gt;   The Tiernan MacBride Document Collection &lt;/ead:unittitle&gt;  &lt;ead:unittitle&gt;   Papers relating to the Alfred Chester Beatty collections at the National Gallery of Ireland &lt;/ead:unittitle&gt;  &lt;ead:unittitle&gt;   Manuscript of &lt;ead:title&gt;Waiting for Godot&lt;/ead:title&gt; &lt;/ead:unittitle&gt; </pre>

<b>Label</b>	<b>Origination</b> <sup>28</sup>
<b>Metadata Element</b>	<code>&lt;ead:origination&gt;</code>
<b>Definition</b>	Information about the individual or organisation responsible for the creation, accumulation, or assembly of the described materials before their incorporation into an archival repository. The <code>&lt;ead:origination&gt;</code>

<sup>27</sup> <http://www.loc.gov/ead/tglib/elements/unittitle.html>, last accessed 9 December 2015.

<sup>28</sup> <http://www.loc.gov/ead/tglib/elements/origination.html>, last accessed 9 December 2015.

<b>Format of content</b>	<p>element may be used to indicate such agents as correspondents, records creators, collectors, and dealers.</p> <p>The content of <code>&lt;ead:origination&gt;</code> may be presented as free text, or may be divided into sub-elements, or a combination of both.</p> <p>It is recommended that <code>&lt;origination&gt;</code> be filled in using a controlled vocabulary.</p>
<b>Obligation</b>	<p>Recommended vocabularies are available on the <a href="#">DRI Vocabularies page</a><sup>29</sup></p>
<b>Repeatable</b>	<p>Mandatory at Collection level, Recommended at lower levels</p>
<b>Values (examples)</b>	<p>Yes</p> <pre data-bbox="491 685 1382 801">&lt;ead:origination&gt;   &lt;ead:persname role="creator"&gt;Joyce, James&lt;/ead:persname&gt; &lt;/ead:origination&gt;</pre> <pre data-bbox="491 857 1382 1055">&lt;ead:origination&gt;   &lt;ead:corpname role="creator"&gt;     Irish Qualitative Data Archive, NUI Maynooth   &lt;/ead:corpname&gt; &lt;/ead:origination&gt;</pre> <pre data-bbox="491 1111 1082 1182">&lt;ead:origination&gt;Radio na Gaeltachta, 1972-&lt;/ead:origination&gt;</pre>
<b>Notes</b>	<p>For Irish family names, such as “Mary Choilm a’ tSeaimpín”, where “Colm a’ tSeaimpín” is a family identifier rather than a surname and cannot precede “Mary”, DRI suggests that the family identifier should follow the first name. It is also possible to set the ROLE attribute on the name elements that are available within <code>&lt;ead:origination&gt;</code>, i.e., <code>&lt;ead:corpname&gt;</code>, <code>&lt;ead:famname&gt;</code>, <code>&lt;ead:name&gt;</code>, and <code>&lt;ead:persname&gt;</code>. The use of this attribute is preferred to using the label attribute within <code>&lt;ead:origination&gt;</code>, if only using one of them.</p>

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<sup>29</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

<b>Label</b>	<b>Date of the Unit</b> <sup>30</sup>
<b>Metadata Element</b>	<ead:unitdate>
<b>Definition</b>	<p>The creation year, month and day of the described materials. The content of the &lt;ead:unitdate&gt; element may be in the form of text or numbers, and may consist of a single date or range of dates.</p> <p>As an important sub-element of the Descriptive Identification &lt;ead:did&gt;, the &lt;ead:unitdate&gt; is used to tag only the creation and other relevant dates of the materials described in the encoded finding aid. Do not confuse it with the &lt;ead:date&gt; element, which is used to tag all other dates.</p>
<b>Format of content</b>	<p>The content of the element is free text, but the NORMAL attribute must be formatted according to <b>ISO 8601</b><sup>31</sup> (YYYYmmdd) to facilitate indexing and search in DRI. Additionally, the DATECHAR attribute should be used to characterise the nature of the date. Examples of possible values for this attribute include "creation", "accumulation", or "coverage".</p> <p>Date ranges encoded in ISO 8601 can be specified in the NORMAL attribute by separating the start and end dates using the character "/". See examples below.</p>
<b>Obligation</b>	Mandatory at Collection Level, Recommended at lower levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;ead:unitdate datechar="creation" normal="20131105"&gt;   2013-11-05 &lt;/ead:unitdate&gt;</pre> <pre>&lt;ead:unitdate datechar="coverage" normal="1980/1990"&gt;   c. 1985 &lt;/ead:unitdate&gt;</pre> <pre>&lt;ead:unitdate datechar="creation" normal="18800501/1880531"&gt;   May 1880 &lt;/ead:unitdate&gt;</pre>
<b>Notes</b>	In DRI, the use of the attribute DATECHAR with a value of "creation" in <ead:unitdate> is required when including information about creation date(s) in the materials being described.

<sup>30</sup> <http://www.loc.gov/ead/tglib/elements/unitdate.html>, last accessed 9 December 2015.

<sup>31</sup> <http://www.iso.org/iso/home/standards/iso8601.htm>, last accessed 9 December 2015.

<b>Label</b>	<b>Scope and Content</b> <sup>32</sup>
<b>Metadata Element</b>	<ead:scopecontent>
<b>Definition</b>	A prose statement summarising the range and topical coverage of the described materials, often mentioning the form and arrangement of the materials and naming significant organisations, individuals, events, places, and subjects represented. The purpose of the <ead:scopecontent> element is to assist readers in evaluating the potential relevance of the materials to their research. It may highlight particular strengths of, or gaps in, the described materials and may summarise in narrative form some of the descriptive information entered in other parts of the finding aid.
<b>Format of content</b>	Must be encoded in <ead:p>
<b>Obligation</b>	Mandatory at Collection level if <ead:daodesc> or <ead:abstract> are not used. Mandatory at lower levels if <ead:daodesc> or <ead:abstract> are not used.
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<p>&lt;ead:scopecontent&gt;</p> <p>&lt;ead:p&gt;</p> <p>The major part of the Archive consists of photographic material – photographic prints and negatives, 35mm slides and large-scale transparencies – which document all aspects of the Kilkenny Design Workshops. Eleven of the series are devoted to images of KDW designed products; one series documents non-KDW designed products sold in the KDW retail outlets; and two record the people involved in KDW as employees, suppliers, or as part of the Designer Development programme. KDW related exhibitions and events are recorded in one series and the various premises used for KDW activities in another. The Education series mainly contains images used as research material, documentation of seminars and conferences, and slide presentations produced by KDW. The material in the Views of Ireland series may have been collected for promotional or educational purposes. A small number of design drawings and printed ephemera are included in some files.</p>

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<sup>32</sup> <http://www.loc.gov/ead/tglib/elements/scopecontent.html>, last accessed 9 December 2015.

The Photographic Sample and Index of Record Sheets series documents to 26 volumes of information about the photographic material. The quality of the information is variable and often incomplete. There are no record sheets available for some of the series, e.g. ceramics. The Press-clipping series catalogues 31 volumes of press material covering a wide range of design and industry related subjects. The Public Relations series catalogues 4 volumes of scrap-books containing photographic and press material relating to KDW events and products. There is some degree of overlap from this material with the Exhibitions and Press-clipping series. The Related Material series includes selected items connected with KDW from other NIVAL collections.

</ead:p>

</ead:scopecontent><sup>33</sup>

**Notes**

In <ead:scopecontent>, data must be entered within <ead:p> to be rendered in the Repository's user interface. Data entered within <ead:head> but not within <ead:p> will be stored and available in the Repository but it will not be rendered in the user interface.

**Label**

**Abstract**<sup>34</sup>

**Metadata Element**

<ead:abstract>

**Definition**

A very brief summary of the materials being described used primarily to encode bits of biographical or historical information about the creator and abridged statements about the scope, content, arrangement, or other descriptive details about the archival unit or one of its components.

Within the <ead:archdesc><ead:did>, the <ead:abstract> is often extracted from the longer descriptions found in <ead:bioghist> and <ead:scopecontent>. Its purpose is to help readers identify quickly those materials they need to explore at greater length. Within the <ead:c><ead:did>, the <ead:abstract> may describe unique characteristics of an individual Component. This information may have

<sup>33</sup> <http://dx.doi.org/10.7486/DRI.5999n9755>, last accessed 9 December 2015.

<sup>34</sup> <http://www.loc.gov/ead/tglib/elements/abstract.html>, last accessed 9 December 2015.

	aspects of <code>&lt;ead:arrangement&gt;</code> , <code>&lt;ead:bioghist&gt;</code> , <code>&lt;ead:physdesc&gt;</code> , and <code>&lt;ead:scopecontent&gt;</code> , which are not substantive enough to tag individually under those elements.
<b>Format of content</b>	Free text
<b>Obligation</b>	Mandatory at Collection level if <code>&lt;ead:scopecontent&gt;</code> or <code>&lt;ead:daodesc&gt;</code> are not used. Mandatory at lower levels if <code>&lt;ead:scopecontent&gt;</code> or <code>&lt;ead:daodesc&gt;</code> are not used.
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;ead:abstract&gt;   This series includes both the original diary pages   from Michael Healy's 1916 diary, dated 20th April   1916 - 17th May 1916, and typewritten transcripts   for each diary entry prepared by Dr. David Caron   in the course of his Doctoral research. &lt;/ead:abstract&gt;<sup>35</sup></pre>

<b>Label</b>	<b>Digital Archival Object Description<sup>36</sup></b>
<b>Metadata Element</b>	<code>&lt;ead:daodesc&gt;</code>
<b>Definition</b>	Information about the contents, usage, or source of a Digital Archival Object <code>&lt;ead:dao&gt;</code> or Digital Archival Object Group <code>&lt;ead:daogrp&gt;</code> . When the <code>&lt;ead:unittitle&gt;</code> or other descriptive information in a Component <code>&lt;ead:c&gt;</code> is sufficient to identify one or more digital objects, the <code>&lt;ead:daodesc&gt;</code> caption is not necessary.
<b>Format of content</b>	Must be encoded in <code>&lt;ead:p&gt;</code>
<b>Obligation</b>	Mandatory at Collection level if <code>&lt;ead:scopecontent&gt;</code> or <code>&lt;ead:abstract&gt;</code> are not used; Mandatory at lower levels if <code>&lt;ead:scopecontent&gt;</code> or <code>&lt;ead:abstract&gt;</code> are not used.
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;ead:dao&gt;   &lt;ead:daodesc&gt;     &lt;ead:p&gt;Kilkenny cat symbol&lt;/ead:p&gt;   &lt;/ead:daodesc&gt; &lt;/ead:dao&gt;  &lt;ead:dao xlink:href="http://example.org/cat_cloth.jpg"&gt;   &lt;ead:daodesc&gt;     &lt;ead:p&gt;Kilkenny cat cloth&lt;/ead:p&gt;   &lt;/ead:daodesc&gt; &lt;/ead:dao&gt;</pre>

<sup>35</sup> <http://dx.doi.org/10.7486/DRI.x346fc68j>, last accessed 9 December 2015.

<sup>36</sup> <http://www.loc.gov/ead/tglib/elements/daodesc.html>, last accessed 9 December 2015.

<b>Label</b>	<b>Conditions Governing Use</b> <sup>37</sup>
<b>Metadata Element</b>	<code>&lt;ead:userrestrict&gt;</code>
<b>Definition</b>	Information about conditions that affect use of the described materials after access has been granted. May indicate limitations, regulations, or special procedures imposed by a repository, donor, legal statute, or other agency regarding reproduction, publication, or quotation of the described materials. May also indicate the absence of restrictions, such as when copyright or literary rights have been dedicated to the public.
<b>Format of content</b>	Must be encoded in <code>&lt;ead:p&gt;</code>
<b>Obligation</b>	Mandatory at Collection level, Recommended at lower levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre> &lt;ead:userrestrict&gt;   &lt;ead:p&gt;     Copyright National Library of Ireland, 2013   &lt;/ead:p&gt; &lt;/ead:userrestrict&gt;  &lt;ead:userrestrict&gt;   &lt;ead:p&gt;     Copyright IQDA, National University of Ireland,     Maynooth. All rights reserved   &lt;/ead:p&gt; &lt;/ead:userrestrict&gt;  &lt;ead:userrestrict&gt;   &lt;ead:p&gt;     Copyright Radio na Gaeltachta. This work is licensed     under a Creative Commons Attribution-NoDerivs 3.0     Ireland License. Please use the following attribution     when citing this work: Copyright Radio na     Gaeltachta, digital surrogate created by the DRI NUI     Galway Demonstrator Project   &lt;/ead:p&gt; &lt;/ead:userrestrict&gt; </pre>
<b>Notes</b>	This element may include both rights information, and information on how the resource can be reused.

<sup>37</sup> <http://www.loc.gov/ead/tglib/elements/userrestrict.html>, last accessed 9 December 2015.

<b>Label</b>	<b>Genreform</b> <sup>38</sup>
<b>Metadata Element</b>	<pre>&lt;ead:physdesc&gt;   &lt;ead:genreform/&gt; &lt;/ead:physdesc&gt;</pre>
<b>Definition</b>	A term that identifies the types of material being described
<b>Format of content</b>	Recommended controlled vocabularies for this element: <b>DCMI Type Vocabulary</b> . <sup>39</sup>
	Other recommended vocabularies are available on the <b>DRI Vocabularies page</b> . <sup>40</sup>
<b>Obligation</b>	Mandatory at Collection level, Recommended at lower levels
<b>Repeatable</b>	Yes.
<b>Values (examples)</b>	<pre>&lt;ead:physdesc&gt;   &lt;ead:genreform source="dcmitype"&gt;     Collection   &lt;/ead:genreform&gt; &lt;/ead:physdesc&gt;</pre> <pre>&lt;ead:physdesc&gt;   &lt;ead:genreform source="dcmitype"&gt;Text&lt;/ead:genreform&gt; &lt;/ead:physdesc&gt;</pre> <pre>&lt;ead:physdesc&gt;   &lt;ead:genreform&gt;     Manuscript, typescript and artefact   &lt;/ead:genreform&gt; &lt;/ead:physdesc&gt;</pre>

<b>Label</b>	<b>Extent</b> <sup>41</sup>
<b>Metadata Element</b>	<pre>&lt;ead:physdesc&gt;   &lt;ead:extent/&gt; &lt;/ead:physdesc&gt;</pre>
<b>Definition</b>	A <code>&lt;ead:physdesc&gt;</code> sub-element for information about the quantity of the materials being described or an expression of the physical space they occupy. Includes such traditional archival measurements as cubic and linear feet and meters; also includes counts of microfilm reels, photographs, or other special formats, the number of logical records in a database, or the volume of a data file in bytes.

<sup>38</sup> <http://www.loc.gov/ead/tglib/elements/genreform.html>, last accessed 9 December 2015.

<sup>39</sup> <http://dublincore.org/documents/2000/07/11/dcmi-type-vocabulary>, last accessed 9 December 2015.

<sup>40</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

<sup>41</sup> <http://www.loc.gov/ead/tglib/elements/extent.html>, last accessed 9 December 2015.



<b>Format of content</b>	Free text.
<b>Obligation</b>	Mandatory at Collection Level, Recommended at lower levels
<b>Repeatable</b>	Yes.
<b>Values (examples)</b>	<pre>&lt;ead:physdesc&gt;   &lt;ead:extent&gt;25 boxes&lt;/ead:extent&gt; &lt;/ead:physdesc&gt;  &lt;ead:physdesc&gt;   &lt;ead:extent&gt;10 GB&lt;/ead:extent&gt; &lt;/ead:physdesc&gt;</pre>

<b>Label</b>	<b>Language of the Material</b> <sup>42</sup>
<b>Metadata Element</b>	<pre>&lt;ead:langmaterial&gt;   &lt;ead:language langcode="" /&gt; &lt;ead:langmaterial&gt;</pre>
<b>Definition</b>	<p>A prose statement enumerating the language(s) found in the unit of the archival materials being described.</p> <p>Language of the material may also be recorded in coded form in the LANGCODE attribute in the &lt;ead:language&gt; sub-element using the ISO 639-2b three-letter language codes.</p>
<b>Format of Content</b>	<p>Language names should be taken from <b>ISO639</b><sup>43</sup> or <b>RFC5646</b><sup>44</sup></p> <p>Use ISO 639-2b three-letter language codes for the LANGCODE attribute in the &lt;ead:language&gt; sub-element.</p>
<b>Obligation</b>	Recommended at Collection Level; recommended at lower levels if the language information differs at lower levels.
<b>Repeatable</b>	No
<b>Values (examples)</b>	<pre>&lt;ead:langmaterial&gt;   Correspondence in   &lt;ead:language langcode="fre"&gt;French&lt;/ead:language&gt;,   &lt;ead:language langcode="ger"&gt;German&lt;/ead:language&gt; and   &lt;ead:language langcode="eng"&gt;English&lt;/ead:language&gt;. &lt;/langmaterial&gt;</pre>

<sup>42</sup> [http://www.loc.gov/standards/iso639-2/php/code\\_list.php](http://www.loc.gov/standards/iso639-2/php/code_list.php), last accessed 9 December 2015.

<sup>43</sup> <http://tools.ietf.org/html/rfc5646>, last accessed 9 December 2015.

<sup>44</sup> <http://www.loc.gov/ead/tglib/elements/langmaterial.html>, last accessed 9 December 2015.

```
<langmaterial label="Language(s)">
  <ead:language langcode="eng">English</ead:language>,
  <ead:language langcode="fre">French</ead:language> and
  <ead:language langcode="lat">Latin</ead:language>
</ead:langmaterial>
```

**Notes**

If you do not use the recommended Language formats as above, the language will not be indexed.

Regardless of the vocabulary used, all language codes will be indexed as three-letter ISO 639-2 codes. For example, language codes "en", "eng", "en\_IE", "en\_US" or "en\_UK" will be recognised as using a common language and indexed together as "eng".

The LANGCODE language code value will also be converted into both English and Irish, and then indexed. So a search for "english" will find records containing "en", "eng", "en\_IE" etc. as their language.

**Label**

**Related Material**<sup>45</sup>

**Metadata Element**

```
<ead:relatedmaterial>
```

**Definition**

Information about materials that are not physically or logically included in the material described in the finding aid but that may be of use to a reader because of an association to the described materials. Materials designated by this element are not related to the described material by provenance, accumulation, or use.

**Format of content**

Must be encoded in <ead:p> for free text, or include the element <ead:extref> for external links to related materials.

**Obligation**

Recommended at all levels

**Repeatable**

Yes

**Values (examples)**

```
<ead:relatedmaterial>
  <ead:p>
    A separate collection of correspondence from the
    author's son is also held by the Archive, and can be
    accessed at dx.doi.org/10.3318/DRI.2013.1
  </ead:p>
</ead:relatedmaterial>
```

<sup>45</sup> <http://www.loc.gov/ead/tglib/elements/relatedmaterial.html>, last accessed 9 December 2015.

	<pre> &lt;ead:relatedmaterial&gt;   &lt;ead:extref     xlink:href="http://dx.doi.org/10.3318/DRI.2013.1"/&gt; &lt;/ead:relatedmaterial&gt; </pre>
<b>Notes</b>	The element content can include external links from a finding aid to other electronic resources such as: other finding aids, external images, or web pages. For an external link to become a clickable link when viewed in the Repository, the element <code>&lt;ead:extref&gt;</code> should be used, and include the attribute "xlink:href" which contains the target of the link (URL).

<b>Label</b>	<b>Alternative Form Available</b> <sup>46</sup>
<b>Metadata Element</b>	<code>&lt;ead:altformavail&gt;</code>
<b>Definition</b>	Information about other forms of the materials being described, including the type of alternative form, significant control numbers, location, and source for ordering if applicable. The additional formats are typically microforms, photocopies, or digital reproductions.
<b>Format of content</b>	Must be encoded in <code>&lt;ead:p&gt;</code> for free text, or include the element <code>&lt;ead:extref&gt;</code> for external links to materials in an alternative form.
<b>Obligation</b>	Recommended if applicable
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre> &lt;ead:altformavail&gt;   &lt;ead:p&gt;     These letters have also been recorded and made     available as audio files, see     dx.doi.org/10.3318/DRI.2013.1   &lt;/ead:p&gt; &lt;/ead:altformavail&gt;  &lt;ead:altformavail&gt;   &lt;ead:extref     xlink:href="http://dx.doi.org/10.3318/DRI.2013.1"/&gt; &lt;/ead:altformavail&gt; </pre>
<b>Notes</b>	The element content can include external links from a finding aid to other electronic resources such as: other finding aids, external images, or web pages. For an external link to become a clickable link when viewed in the Repository, the element <code>&lt;ead:extref&gt;</code> should be used, and include the attribute "xlink:href" which contains the target of the link (URL).

<sup>46</sup> <http://www.loc.gov/ead/tglib/elements/altformavail.html>, last accessed 9 December 2015.

<b>Label</b>	<b>Subject</b> <sup>47</sup>
<b>Metadata Element</b>	<code>&lt;ead:subject&gt;</code>
<b>Definition</b>	A term that identifies a topic associated with or covered by the described materials. Personal, corporate, and geographic names behaving as subjects are tagged as <code>&lt;ead:persname&gt;</code> , <code>&lt;ead:famname&gt;</code> , <code>&lt;ead:corpname&gt;</code> , and <code>&lt;ead:geogname&gt;</code> , respectively. The <code>&lt;ead:subject&gt;</code> element may be used in text elements such as <code>&lt;ead:p&gt;</code> .
<b>Format of content</b>	Free text It is recommended that <code>&lt;ead:subject&gt;</code> be filled in using a controlled vocabulary. Use the SOURCE attribute to specify the vocabulary from which the term has been taken. Recommended vocabularies are available on the <a href="#">DRI Vocabularies page</a> <sup>48</sup>
<b>Obligation</b>	Recommended at all levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<code>&lt;ead:controlaccess&gt;</code> <code>&lt;ead:subject&gt;The Famine&lt;/ead:subject&gt;</code> <code>&lt;/ead:controlaccess&gt;</code> <code>&lt;ead:controlaccess&gt;</code> <code>&lt;ead:subject&gt;Emmigration&lt;/ead:subject&gt;</code> <code>&lt;/ead:controlaccess&gt;</code> <code>&lt;ead:controlaccess&gt;</code> <code>&lt;ead:subject source="marcgt"&gt;Humour, satire&lt;/ead:subject&gt;</code> <code>&lt;/ead:controlaccess&gt;</code>

<b>Label</b>	<b>Geographic Name</b> <sup>49</sup>
<b>Metadata Element</b>	<code>&lt;ead:geogname&gt;</code>
<b>Definition</b>	The proper noun designation for a place, natural feature, or political jurisdiction. Examples include: Appalachian Mountains; Baltimore, Md.; Chinatown, San Francisco; and Kew Gardens, England.
<b>Format of content</b>	Free text. It is recommended that <code>&lt;ead:geogname&gt;</code> be filled in using a controlled vocabulary. Recommended vocabularies are available on the <a href="#">DRI Vocabularies page</a> <sup>50</sup>

<sup>47</sup> <http://www.loc.gov/ead/tglib/elements/subject.html>, last accessed 9 December 2015.

<sup>48</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

<sup>49</sup> <http://www.loc.gov/ead/tglib/elements/geogname.html>, last accessed 9 December 2015.

<sup>50</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

	Geo-codes can be formatted according to the <b>DCMI Point Encoding Scheme</b> <sup>51</sup> , and the <b>DCMI Box Encoding Scheme</b> <sup>52</sup> .
<b>Obligation</b>	Recommended at all levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;ead:controlaccess&gt;   &lt;ead:geogname&gt;Kilkenny&lt;/ead:geogname&gt;   &lt;ead:geogname source="logainm"&gt;     <a href="http://data.logainm.ie/place/1399926">http://data.logainm.ie/place/1399926</a>   &lt;/ead:geogname&gt; &lt;/ead:controlaccess&gt;</pre> <pre>&lt;ead:controlaccess&gt;   &lt;ead:geogname role="subject"&gt;     Kilkenny Design Workshops, Dublin shop   &lt;/ead:geogname&gt; &lt;/ead:controlaccess&gt;</pre> <pre>&lt;ead:geogname rules="dcterms:Point"&gt;   name=Kilkenny; north=52.6477; east=-7.2561; &lt;/ead:geogname&gt;</pre>
<b>Notes</b>	<p>When using the DCMI Point/Box Encoding Scheme to format geo-codes within the &lt;ead:geogname&gt; element, the use of the RULES attribute is required, assigning it a value of "dcterms:Point" or "dcterms:Box" for DCMI Point and Box, respectively. See examples above.</p> <p>Logainm URIs within the &lt;ead:geogname&gt; element can also be used for specifying placenames. If this is the case, the attribute SOURCE with a value of "logainm" is required in DRI for them to be displayed in the Repository's mapping tool.</p>

<b>Label</b>	<b>Name</b> <sup>53</sup>
<b>Metadata Element</b>	<ead:name>
<b>Definition</b>	A term that identifies a corporate body, person or family associated with or covered by the described materials.
<b>Format of content</b>	Free text It is recommended that <ead:name> be filled in using a controlled vocabulary.

<sup>51</sup> <http://dublincore.org/documents/dcmi-point>, last accessed 9 December 2015.

<sup>52</sup> <http://dublincore.org/documents/dcmi-box>, last accessed 9 December 2015.

<sup>53</sup> <http://www.loc.gov/ead/tglib/elements/famname.html>, last accessed 9 December 2015.

	Recommended vocabularies are available on the <a href="#">DRI Vocabularies page</a> <sup>54</sup>
<b>Obligation</b>	Recommended at all levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<pre>&lt;ead:controlaccess&gt;   &lt;ead:name&gt;Joyce, James&lt;/ead:name&gt; &lt;/ead:controlaccess&gt;  &lt;ead:controlaccess&gt;   &lt;ead:name source="ULAN"&gt;     Clarke, Harry   &lt;/ead:name&gt; &lt;/controlaccess&gt;  &lt;ead:scopecontent&gt;   &lt;ead:p&gt;     Letter from &lt;ead:name&gt;James Larkin&lt;/ead:name&gt;,     Workers' Union of Ireland, Thomas Ashe Hall, 5a,     College Street, Dublin, to &lt;ead:name&gt;Fr. Aloysius     Travers&lt;/ead:name&gt;, assuring him that he will make     arrangements for a meeting soon. Larkin declares     that 'the pressure has been so heavy that not only     have I had to spend the last few Sundays at     meetings of Union branches but have also had to     work late and early hours over the week ends to     deal with work for which I could not find time     during ordinary week days'.   &lt;/ead:p&gt; &lt;/ead:scopecontent&gt;</pre> <sup>55</sup>
<b>Notes</b>	The <ead:name> element can be nested within a number of other elements, including <ead:controlaccess> and <ead:scopecontent><p>. Any names encoded within <ead:name> throughout the finding aid will be indexed and displayed as subject terms in the Repository.

<sup>54</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

<sup>55</sup> <http://dx.doi.org/10.7486/DRI.x346fc52n>

<b>Label</b>	<b>Personal Name</b> <sup>56</sup>
<b>Metadata Element</b>	<ead:persname>
<b>Definition</b>	A term that identifies a corporate body, person or family associated with or covered by the described materials.
<b>Format of content</b>	It is recommended that <ead:persname> be filled in using a controlled vocabulary. Recommended vocabularies are available on the <a href="#">DRI Vocabularies page</a> <sup>57</sup>
<b>Obligation</b>	Recommended at all levels
<b>Repeatable</b>	Yes
<b>Values (examples)</b>	<ead:controlaccess> <ead:persname role="subject">Joyce, James</ead:persname> </ead:controlaccess>  <ead:controlaccess> <ead:persname>Valera, Eamon, de</ead:persname> </ead:controlaccess>
<b>Notes</b>	The <ead:persname> element can be nested within a number of other elements, including <ead:controlaccess> and <ead:scopecontent><p>. Any names encoded within <ead:persname> throughout the finding aid will be indexed and displayed as subject terms in the Repository.

<b>Label</b>	<b>Family Name</b> <sup>58</sup>
<b>Metadata Element</b>	<ead:famname>
<b>Definition</b>	A term that identifies a corporate body, person or family associated with or covered by the described materials.
<b>Format of content</b>	Free text The ROLE attribute can be used to specify the relationship(s) of the name to the materials being described, e.g. designer, transcriber. It is recommended that <ead:famname> be filled in using a controlled vocabulary. The controlled vocabulary used is encoded via the SOURCE attribute. Recommended vocabularies are available on the <a href="#">DRI Vocabularies page</a> <sup>59</sup>
<b>Obligation</b>	Recommended at all levels
<b>Repeatable</b>	Yes

<sup>56</sup> <http://www.loc.gov/ead/tglib/elements/persname.html>, last accessed 9 December 2015.

<sup>57</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

<sup>58</sup> <http://www.loc.gov/ead/tglib/elements/famname.html>, last accessed 9 December 2015.

<sup>59</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.

**Values (examples)** `<ead:controlaccess>`  
`<ead:famname role="subject">Joyce, James</ead:persname>`  
`</ead:controlaccess>`

```
<ead:scopecontent><ead:p>Newspaper cutting of his
letter to the Clonmel Chronicle about the late 17th
century tomb of the <ead:famname>Ladyman
family</ead:famname> in St. Mary's Church, Clonmel,
giving the inscription on it which includes a
poem.</ead:p>
</ead:scopecontent>60
```

**Notes** The `<ead:famname>` element can be nested within a number of other elements, including `<ead:controlaccess>` and `<ead:scopecontent><p>`. Any names encoded within `<ead:famname>` throughout the finding aid will be indexed and displayed as subject terms in the Repository.

**Label** **Corporate Name**<sup>61</sup>

**Metadata Element** `<ead:corpname>`

**Definition** A term that identifies a corporate body, person or family associated with or covered by the described materials.

**Format of content** Free text  
It is recommended that `<ead:corpname>` be filled in using a controlled vocabulary.  
Recommended vocabularies are available on the [DRI Vocabularies page](#)<sup>62</sup>

**Obligation** Recommended at all levels

**Repeatable** Yes

**Values (examples)** `<ead:controlaccess>`  
`<ead:corpname source="LCNAF">`  
`Radio na Gaeltachta`  
`</ead:corpname>`  
`</ead:controlaccess>`

```
<ead:scopecontent>
<ead:p>
```

<sup>60</sup> [http://digitalcollections.tcd.ie/showPage.php?DRIS\\_ID=OLSX-1-530\\_029](http://digitalcollections.tcd.ie/showPage.php?DRIS_ID=OLSX-1-530_029), last accessed 9 December 2015.

<sup>61</sup> <http://www.loc.gov/ead/tglib/elements/corpname.html>, last accessed 9 December 2015.

<sup>62</sup> <http://dri.ie/vocabularies>, last accessed 9 December 2015.



Handwritten letter to Sister Majella from Ken Saro-Wiwa referring to a number of subjects, including: letters received; contact with

`<ead:corpname>Shell</ead:corpname>`, stating 'The contact with Shell has dried up, thanks to the very useful and necessary demonstration at the Shell AGM of 18th May. I hope it resumes, since we need to dialogue. I know they will do everything to resist us and that they may still want me out of the way".

`</ead:p>`

`</ead:scopecontent>`<sup>63</sup>

#### Notes

The `<ead:corpname>` element can be nested within a number of other elements, including `<ead:controlaccess>` and `<ead:scopecontent><p>`. Any names encoded within `<ead:corpname>` throughout the finding aid will be indexed and displayed as subject terms in the Repository.

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<sup>63</sup> <http://dx.doi.org/10.7486/DRI.wp98dx77k>, last accessed 9 December 2015.

