

DAT-040 DCA Best Practices for EAC

Number/Unique ID

DAT-040

Purpose

The purpose of this procedure is to provide a local best practices for the use of EAC to encode Record Context Records (RCR).

Scope

DCA Staff
Casual Employees
Interns

Policy/Procedure Statement

All EAC records will have the following structure:

```
<eac-cpf>
  <control>
  ...
  </control>
  <cpfDescription>
    <identity>
    ...
    </identity>
    <description>
    ...
    </description>
    <relations>
    ...
    </relations>
  </cpfDescription>
</eac-cpf>
```

EAC Element Table

| EAC Element | CIDER | ISAAR-CPF | Brief Description (from EAC-CPF tag library) | DCA Usage |
|-------------|-------|-----------|--|-----------|
| <control> | | | | |

| | | | | |
|----------------------------|-----------------------------|---------------------------------------|--|---|
| <recordId> | record_id | Authority record identifier | The unique identifier for a particular instance | required |
| <maintenanceStatus> | publication_status | Status | The current drafting status of the EAC-CPF instance | required |
| <maintenanceAgency> | not tracked in CIDER | Institutional identifiers | The institution or service responsible for the creation, maintenance, and/or dissemination of the EAC-CPF instance | hard-coded into EAC template |
| <languageDeclaration> | not tracked in CIDER | Languages and scripts | The declaration of the predominant language and script used in the EAC-CPF instance | hard-coded into EAC template |
| <conventionDeclaration> | not tracked in CIDER | Rules and/or conventions | A declaration of the rules or conventions, including authorized controlled vocabularies and thesauri, applied in creating the EAC-CPF instance | hard-coded into EAC template |
| <maintenanceHistory> | audit_trail | Maintenance notes | The history of the creation and maintenance of the EAC-CPF instance | derived from CIDER audit_trail |
| <sources> | source | Sources | A record of the sources used for the description of the entity or entities in the EAC-CPF instance | required |
| <identity> | | | | |
| <entityType> | rc_type | Type of Entity | The type of entity being described. Values available are: person, corporateBody, or family | required |
| <nameEntry> | name_entry, alt_name | Authorized form of Name | An element containing a name entry for a corporate body, person, or family. <nameEntry> is made up of one or more <part> elements so that the entity can be identified with certainty and distinguished from others bearing the same or similar names. | at least one CIDER name_entry is required, alt_name is optional |
| <description> | | | | |
| <existDates> | date_from, date_to, ongoing | Dates of existence | The dates of existence of the entity being described, such as dates of establishment and dissolution for corporate bodies and dates of birth and death or flourish for persons | required (in CIDER, date_from is required, date_to only if person is dead or organization is dissolved) |
| <function> | function | Functions, occupations and activities | An element that provides information about a function, activity, role, or purpose performed or manifested by the entity being described | optional, only used for corporate bodies |
| <biogHist> | history, abstract | History | A concise essay and/or chronology that provides biographical or historical information about the EAC-CPF entity | both the <biogHist> and its child element <abstract> are required |
| <structureOrGenealogy> | structure_notes | Internal Structures / Genealogy | A description of the internal administrative structure(s) of a corporate body or the genealogy of a family | optional |
| <generalContext> | context | General Context | An element that encodes information about the general social and cultural context of the entity being described | optional |
| <occupation> | occupation | Functions, occupations and activities | An element that provides information about the occupation of the entity being described | optional, only used for people |
| <relations> | | | | |
| <cpfRelation> | relation | | A corporate body, person, or family related to the described entity | at least one <cpfRelation> is required |

| | | | | |
|-----------------------------------|--|--|--|--|
| <code><resourceRelation</code> | this data is accessible from the CIDER methods, primary_collections, secondary_collections | Relating corporate bodies, persons, and families to archival sources | A resource related to the described entity | at least one <code><resourceRelation></code> is required |
|-----------------------------------|--|--|--|--|

Element Descriptions

`<recordId>`

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DCA Requirements

`<recordId>` is an eight digit identifier that starts with "RCR" followed by five numbers, padded out with zeros as needed. Examples: RCR00001 or RCR00555. New RCRs should be added to the end of the list and assigned the next available number. Number generation will be done automatically by CIDER.

Example

```
<recordId>RCR00001</recordId>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e6343>

`<maintenanceStatus>`

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DCA Requirements

`<maintenanceStatus>` encodes the current drafting status of the RCR and has the value of either "new" or "revised." These terms are mapped to the CIDER `publication_status` like this:

| <code>publication_status</code> | <code><maintenanceStatus></code> |
|---------------------------------|--|
| draft, ready, exported | new |
| re-exported | revised |

Example

```
<maintenanceStatus>new</maintenanceStatus>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e4770>

`<maintenanceAgency>`

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DCA Requirements

The content of <maintenanceAgency> will be static as long as DCA is creating and managing the record. <maintenanceAgency> is a wrapper element and the content will go in <agencyCode> and <agencyName>.

Example

```
<maintenanceAgency>
  <agencyCode>MMeT-C</agencyCode>
  <agencyName>Tufts University Digital Collections and Archives</agencyName>
</maintenanceAgency>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e4566>

<languageDeclaration>

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DCA Requirements

Currently, the content of <languageDeclaration> is not recorded in CIDER so it will be static and always English. <languageDeclaration> is a wrapper element and the content will go in <language> and <script>. The @languageCode and @scriptCode attributes will be used to provide the ISO codes for the language and script used in the record.

Example

```
<languageDeclaration>
  <language languageCode="eng">English</language>
  <script scriptCode="Latn">Latin</script>
</languageDeclaration>
```

EAC-CPF Descriptions

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e3791>

<conventionDeclaration>

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DCA Requirements

The content of <conventionDeclaration> will be static and not recorded in CIDER. <conventionDeclaration> is a wrapper and repeatable. Each RCR will have two <conventionDeclaration>s, one for DACS and one for AACR2.

Example

```

<conventionDeclaration>

  <abbreviation>DACS</abbreviation>

  <citation>Describing Archives: a Content Standard, Society of American Archivists. 2004</citation>

  <descriptiveNote>

    <p>Locally using rules from chapter 10 and 11.</p>

  </descriptiveNote>

</conventionDeclaration>

<conventionDeclaration>

  <abbreviation>AACR2</abbreviation>

  <citation>Anglo-American Cataloging Rules, Revised.</citation>

  <descriptiveNote>

    <p>Locally used for their definition of a corporate body.</p>

  </descriptiveNote>

</conventionDeclaration>

```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e2067>

<maintenanceHistory>

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DCA Requirements

The <maintenanceHistory> element is used for tracking the changelog of the RCR and its content will be automatically generated from the CIDER changelog. <maintenanceHistory> is a wrapper element for <maintenanceEvent> (and its children), which is repeatable for each change that an RCR undergoes.

For each <maintenanceEvent> the following children will be used:

- <eventType> will be 'created' or 'revised'
- <eventDateTime> will record the date the event occurred (we are only using date, not time). The @standardDateTme attribute will contain the ISO-8601 encoding of the date.
- <agentType> will be either 'human' or 'machine'
- <agent> will be the name of the agent responsible for the event

Example

```
<maintenanceHistory>
  <maintenanceEvent>
    <eventType>created</eventType>
    <eventDateTime standardDateTime="2009-10-30">2009-10-30</eventDateTime>
    <agentType>human</agentType>
    <agent>Jade Kwong</agent>
  </maintenanceEvent>
  <maintenanceEvent>
    <eventType>revised</eventType>
    <eventDateTime standardDateTime="2010-04-08">2010-04-08</eventDateTime>
    <agentType>human</agentType>
    <agent>Krista Ferrante</agent>
  </maintenanceEvent>
</maintenanceHistory>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e4705>

<sources>

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DCA Requirements

<sources> is a wrapper for <source>, which is repeatable and describes a source used when creating the description of the RCR. DCA requires at least one <source> for each RCR. The child of source, <sourceEntry> contains the actual citation. For online resources, the attribute of <source> @lastDateTimeVerified will contain an ISO-8601 encoded date when that source was last checked and the @xlink:href, @xlink:title, and @xlink:type in <source> will be used to link to the online resource.

All source citations will be in Turabian style.

Example

```

<sources>

  <source lastDateTimeVerified="2009-10-01"
    xlink:href="http://www.library.tufts.edu/tisch"
    xlink:title="Tisch Library at Tufts University"
    xlink:type="simple">
    <sourceEntry>Tisch Library at Tufts University Website, http://www.library.tufts.edu/tisch
    (accessed June 1, 2008). </sourceEntry>
  </source>

  <source>

    <sourceEntry>Tufts University Fact Book 2008-2009. Office of Institutional Research &
    Evaluation. 2009</sourceEntry>

  </source>

</sources>

```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e6909>

<entityType>

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DCA Requirements

This element is required and can be either person, corporateBody, or family. Sometimes the distinctions between a person and a family or a person and a corporateBody can be confusing. Here are some things to keep in mind:

Difference between a person and a family

An RCR for a "person" describes a single individual. If there is a need to create a description involving more than one person then it should either become a family (for related or married persons) or a corporate body (for business partners or other groups)

DACS 10.12 - When primary responsibility for the creation, assembly, accumulation, and/pr maintenance and use of the material is shared between two or more members of a family, create separate biographical histories for the family and for each person

Difference between and juridical and a natural person

A juridical person is the role played by an individual at a particular time. For example, the University Archivist is a juridical person. The individual in that role is Anne Sauer. Anne Sauer is a natural person. The RCR for the University Archivist, the juridical person, is of the type "corporateBody"; the RCR for Anne Sauer, the natural person, is of the type "person".

Example

```
<entityType>corporateBody</entityType>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e2773>

<nameEntry>

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DCA Requirements

This element is required and must have one unique version that is the authorized form of the name. This will come from either the LCNAF or a local authority list that conforms to AACR2. The authority will be encoded in an <authorizedForm> element. Additional <nameEntry>s will be entered into the CIDER alt_name field and encoded in a <nameEntry> without an <authorizedForm> element.

If an entity undergoes a name change, instead of having two authorized <nameEntry>s with <useDates>, we will choose the most commonly used name as the unique, authorized version and explain the change(s) in the <structureOrGenealogy> element. In cases where the entity undergoes a more significant change, separate RCRs will be created for each version of the entity.

If a name is not in the LCNAF, formulate your own name following the conventions of AACR2. When creating names for Tufts offices, use the following conventions:

- Department of
- Office of
- School of
- Department of

Example

```
<identity>
  <entityType>person</entityType>

  <nameEntry>
    <part>Tisch, Jonathan M.</part>
    <authorizedForm>NAF</authorizedForm>
  </nameEntry>

  <nameEntry>
    <part>Tisch, Jonathan Mark</part>
  </nameEntry>
</identity>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e5077>

<existDates>

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DCA Requirements

<existDates> is a wrapper for the date range when a person was alive or when an organization existed. DCA will always use the <dateRange> child of <existDates> and encode the date range in the <fromDate> and <toDate> children of <dateRange>. If the CIDER element 'ongoing' is true, <fromDate> will contain an ISO formatted date and <toDate> will contain the word "present".

The <fromDate> and <toDate> attribute @standardDate will have the ISO-8601 formatted date as a value when the element contains a date (not "present").

Example

For entities that no longer exist:


```
<existDates>
  <dateRange>
    <fromDate standardDate="1923">1923</fromDate>
    <toDate standardDate="1945">1945</toDate>
  </dateRange>
</existDates>
```

And for that do currently exist:

```
<existDates>
  <dateRange>
    <fromDate standardDate="1996">1996</fromDate>
    <toDate>present</toDate>
  </dateRange>
</existDates>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e3034>

<function>

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DCA Requirements

The <function> element will contain a standardized function term for the RCR. <function> is a wrapper element and the actual content goes into <term>. Multiple functions can be wrapped in the <functions> element.

Example

```
<functions>
  <function>
    <term>Instruction</term>
  </function>
  <function>
    <term>Research</term>
  </function>
</functions>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e3180>

<biogHist>

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DCA Requirements

The <biogHist> element provides biographical and contextual information for entity being described in the RCR. Some general guidelines:

- See procedures for [PRO-001 Writing an authoritative history of Tufts Units](#) or [PRO-002 Writing an authoritative biography](#)
- There are two sections: abstract (<abstract>) and main description (<biogHist>). The abstract should be less than 100 words.

Both <abstract> and <biogHist> are required. We currently do not support the use of child elements <list>, <citation>, or <outline>.

Example

```
<biogHist>
  <abstract>Here is an abstract, is should be no more than 100 words.</abstract>
  <p>This is the full background note. It goes into great detail.</p>
  <p>Lorem ipsum dolor sit amet, consectetur adipisicing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.</p>
</biogHist>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e1534>

<structureOrGenealogy>

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DCA Requirements

<structureOrGenealogy> encodes a prose description of an organization's structure or the genealogy of a family. This element can also contain other useful information about the structure of the entity being described, like a list of former presidents, or a note about the evolution of offices or departments within a unit. The children <p>, <outline>, and <list> can be used to give the description more structure.

Example

```
<structureOrGenealogy>
<p>The University Archivist acts as the head of the Digital Collections and Archives. The University Archivists have been:</p>
<list>
  <item>Anne Sauer, 2004-present</item>
  <item>Joe Archivist, 1994-2004</item>
</list>
<p>Previous University Archivists were under the Director of the Tisch Library</p>
</structureOrGenealogy>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e7022>

<generalContext>

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DCA Requirements

The `<generalContext>` encodes a prose description of the context of an RCR. For example, a description of the Unitarian Movement's influence on the founding of Tufts University would provide useful context for understanding why Tufts exists. The children elements `<outline>`, `<p>`, and `<list>` can be used to give the prose description more structure.

Use this element sparingly. Most context directly relevant to the entity being described should be handled in the `<biogHist>`.

Example

```
<generalContext>
<p>Here is some context for the described entity. It might be nice to put a real context description
here so people have a sense how we might use this element</p>
</generalContext>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e3460>

<occupation>

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DCA Requirements

The `<occupation>` element is a repeatable element that encodes the occupations of the entity being described. It will always be wrapped in the `<occupations>` element. The following child elements will be used:

- `<term>` for the name of the occupation
- `<dateRange>` to encode the range of dates that the occupation was held

This element could eventually be governed by a controlled vocabulary.

Example

```
<occupations>

  <occupation>
    <term>University Archivist</term>
    <dateRange>
      <dateFrom>2004</dateFrom>
      <dateTo>present</dateTo>
    </dateRange>
  </occupation>

</occupations>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e5380>

<cpfRelation>

DCA Requirements

The <cpfRelation> element describes relationships between the entity and other entities that are described in EAC. Currently these relationships are only between RCRs maintained by DCA. This element is repeatable in order to define multiple relationships.

<cpfRelation> will define four attributes:

- @cpfRelationType – defines the type of relationship using EAC's vocabulary. Options are: "identity" or "hierarchical" or "hierarchical-parent" or "hierarchical-child" or "temporal" or "temporal-earlier" or "temporal-later" or "family" or "associative"
- @xlink:role – defines the type of the resource that the entity is related to. Using the base URI <http://dca.lib.tufts.edu/ontology/rcr#>, options are: "Person", "Family", "CorporateBody." Use the same criteria for choosing the type as <entityType>.
- @xlink:arcrole – defines the type of relationship using DCA's vocabulary. Using the base URI <http://dca.lib.tufts.edu/ontology/rcr#>, options are:

| relationship | description |
|---|--|
| hasMember / isMemberOf | Use to describe the relationship of a person to a corporate body. As a rule people can NOT be "part" of a corporate body they are instead considered "members" |
| hasPart / isPartof | Use to describe the relationship between corporate bodies that are directly incorporated in a larger corporate body. Example: Department of History is part of the School of Arts and Sciences. |
| hasReport / reportsTo | Use to describe the relationship between corporate bodies that report to other corporate bodies. Example: DCA reports to the Office of the Provost. NOTE: DCA in this case is not "part" of the Office of the Provost. |
| isAssociatedWith | Use for relationships where two entities are not linked in a hierarchical or familial way. Be sure to use the rel Type associative. |
| isFollowedBy / isPrecededBy | Be sure to use the Temporal Rel Type |
| The following are for natural people only. Use the Family rel type | |
| isChildOf / isParentof | |
| isCousinOf | |
| isGrandchildOf/ isGrandparentOf | |
| isSiblingOf | |
| isSpouseOf | |

- @xlink:type – defines the type of link between entities. The value of this attribute is always "simple".

The child <relationEntry> will have the name of the relation and the attribute @xml:id will have the RecordId of the relation. The child <dateRange> will also be used to describe the date range that these two entities have been related. The child <descriptiveNote> is optional and can contain any internal information that is necessary to convey about the relationship. This will not get displayed or used in any way and is essentially a comment.

Example

```

<cpfRelation cpfRelationType="temporal-earlier"

    xlink:role="http://dca.lib.tufts.edu/ontology/rcr#CorporateBody"
    xlink:arcrole="http://dca.lib.tufts.edu/ontology/rcr#precededBy"
    xlink:type="simple">
  <relationEntry xml:id="RCR00681">Eaton Library</relationEntry>

  <dateRange>

    <fromDate standardDate="1908">1908</fromDate>

    <toDate standardDate="1965">1965</toDate>

  </dateRange>
</cpfRelation>

<cpfRelation cpfRelationType="hierarchical-parent"

    xlink:role="http://dca.lib.tufts.edu/ontology/rcr#CorporateBody"
    xlink:arcrole="http://dca.lib.tufts.edu/ontology/rcr#isPartOf"
    xlink:type="simple">
  <relationEntry xml:id="RCR00001">Tufts University</relationEntry>

  <dateRange>

    <fromDate standardDate="1996">1996</fromDate>

    <toDate>present</toDate>
  </dateRange>
</cpfRelation>

```

Assuming these examples come from the RCR for Tisch Library:

the first example states: Tisch Library isPrecededBy Eaton Library
the second example states: Tisch Library isPartOf Tufts University

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e2216>

<resourceRelation>

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DCA Requirements

<resourceRelation> is a wrapper element used to encode information about archival materials associated with the entity being described. The archival materials associated will be DCA collections.

<resourceRelation> will have the attribute @resourceRelationType, which will be set to the value "creatorOf." The value "subjectOf" and "other" are also allowed by the EAC schema but will be rarely used by DCA. The attribute @xml:id will encode the ID of the associated collection [This seems a little redundant with the same information expressed in the <unittitle> element. Should we eliminate one or the other?].

The child element <relationEntry> will encode the <ead:unittitle> of the collection and the child <objectXMLWrap> will be used to wrap some basic EAD metadata describing the associated collection.

Example

```
<resourceRelation resourceRelationType="creatorOf" xml:id="UA137">
  <relationEntry>Tisch Library, 1996-</relationEntry>
  <objectXMLWrap>
    <ead xmlns="urn:isbn:1-931666-22-9">
      <archdesc level="collection">
        <did>
          <unittitle>Tisch Library, 1996-</unittitle>
          <unitid countryCode="US">UA137</unitid>
        </did>
      </archdesc>
    </ead>
  </objectXMLWrap>
</resourceRelation>
```

EAC-CPF Description

<http://www3.iath.virginia.edu/eac/cpf/tagLibrary/cpfTagLibrary.html#d1e6491>

Approval

Digital Collections and Archives

Approval Date

2011-09-23

Effective Date

2011-09-23

Responsibility

Records Archivist
Archivist for Digital Collections

Review

In accordance with yearly schedule or as needed.

Publishing

Keywords

See labels.