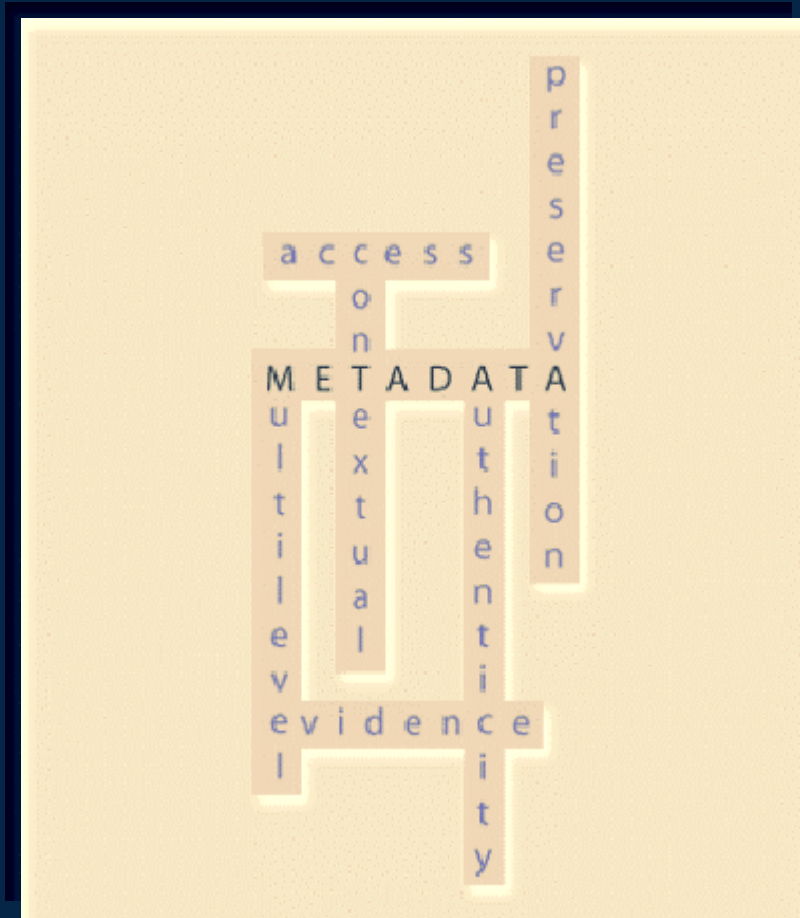




Metadata





Outline

- Nature of archival material
- Principles of archival description
- Nature of archival description
- Types of finding aids
- Content standards
- Structure standards
- Cross-domain metadata



Nature of Archival Material

- Evidence of actions and events
- By-products of business and personal activities
- Unconscious creation, accumulated and/or use
- Aggregates of interrelated material



Purpose of Archival Description

- **Provide access to archival materials, by:**
 - Communicating information about the whole of the archival material through a description whose content is retrievable. At a minimum, access by provenance must be provided if known. ...;
 - Integrating access to description of archival material with access to description of other cultural resources.
- **Enable Users to understand archival materials, by:**
 - Documenting and communicating:
 - the creation and/or accumulation and use of records ..;
 - the relationship of records;
 - the scope and content;
 - information about the documentary structure(s) of the record;
 - Describing from the general to the specific.
- **Preserve the authenticity of archival materials, by:**
 - Documenting and communicating
 - information related to ... custody;
 - their creation and/or accumulation and use of records in the conduct of activities.
 - Providing descriptions that reflects arrangement;



Nature of Archival Description

- Archival creator focused
- Aggregates
- Multi-level
- Contextual
 - who, what, when, where, why and how



Types of Finding Aids

- Inventories that describe the fonds and its parts
- Catalogue records for fonds, or series and sometimes even items
- Thematic guides
- Calendars
- File and item lists



Content Standards

- Canada
 - *Rules for Archival Description (RAD)*
- Internationally:
 - *International Standard of Archival Description (ISAD)*
 - *International Standard of Archival Authority Record (ISAAR)*
- Canada/US – CUSTARD?



RAD

- Describe from the general to the specific. First level of description is the fonds. Does not provide rules for collections
- Uses AACR2 structure and almost all rules in chapters 22, 23, and 24 but not chapter 21.
- Rules for describing all types of material including multiple media fonds, at fonds, series, files and item levels. Item level rules based on AACR2



Structure Standard

- MARC – used by American archives and some university archives in Canada
- Encoded Archival Description (EAD)
- Encoded Archival Context (EAC)



EAC and EAD

- EAD
 - For encoding multilevel finding aids
 - XML based
 - Developed in U.S. but now international
 - SAA standard but maintained by Library of Congress
- EAC
 - For encoding personal and agency histories
 - Consistent with EAD
 - Developed by small international group of interested people. Not sanctioned by larger organization and progress slow



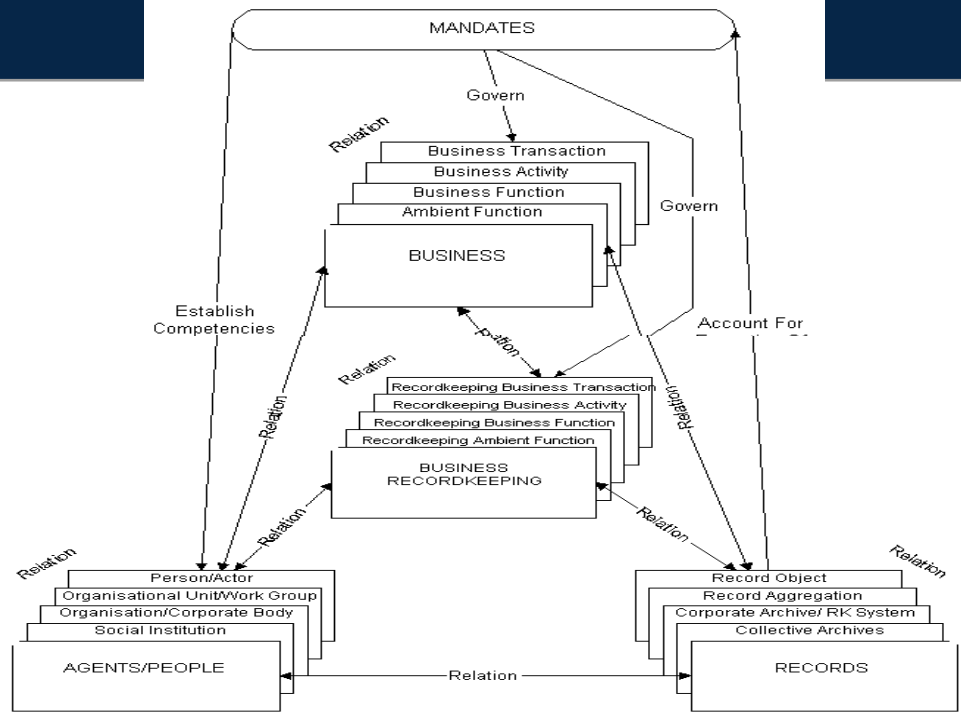
Cross Domain Metadata

- IFLA bibliographic model focuses on manifestations and items
- Archival models focused on context. Describe across domains and time
- Museum curators, focus on objects or events?



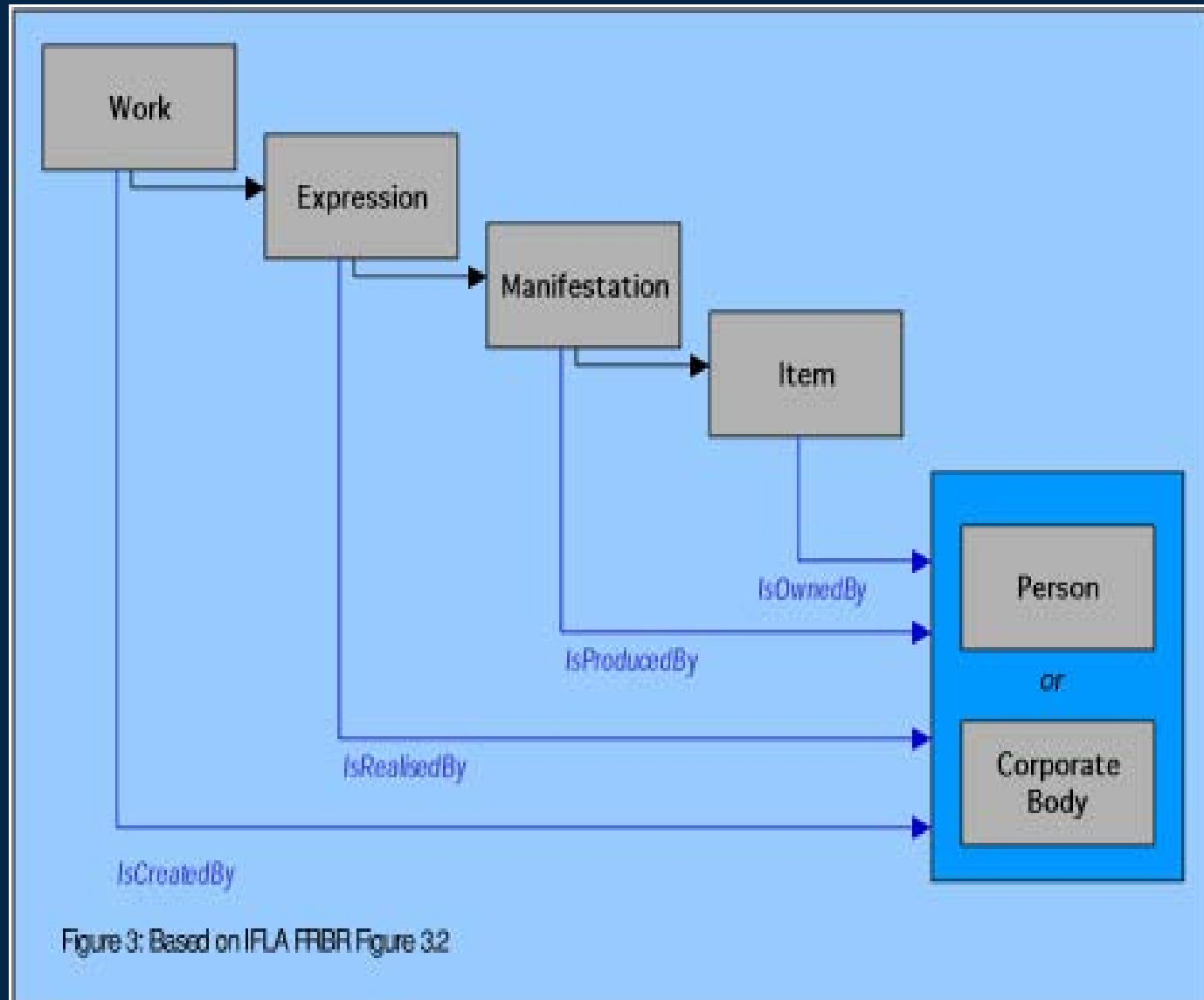
SPIRT Metadata Scheme

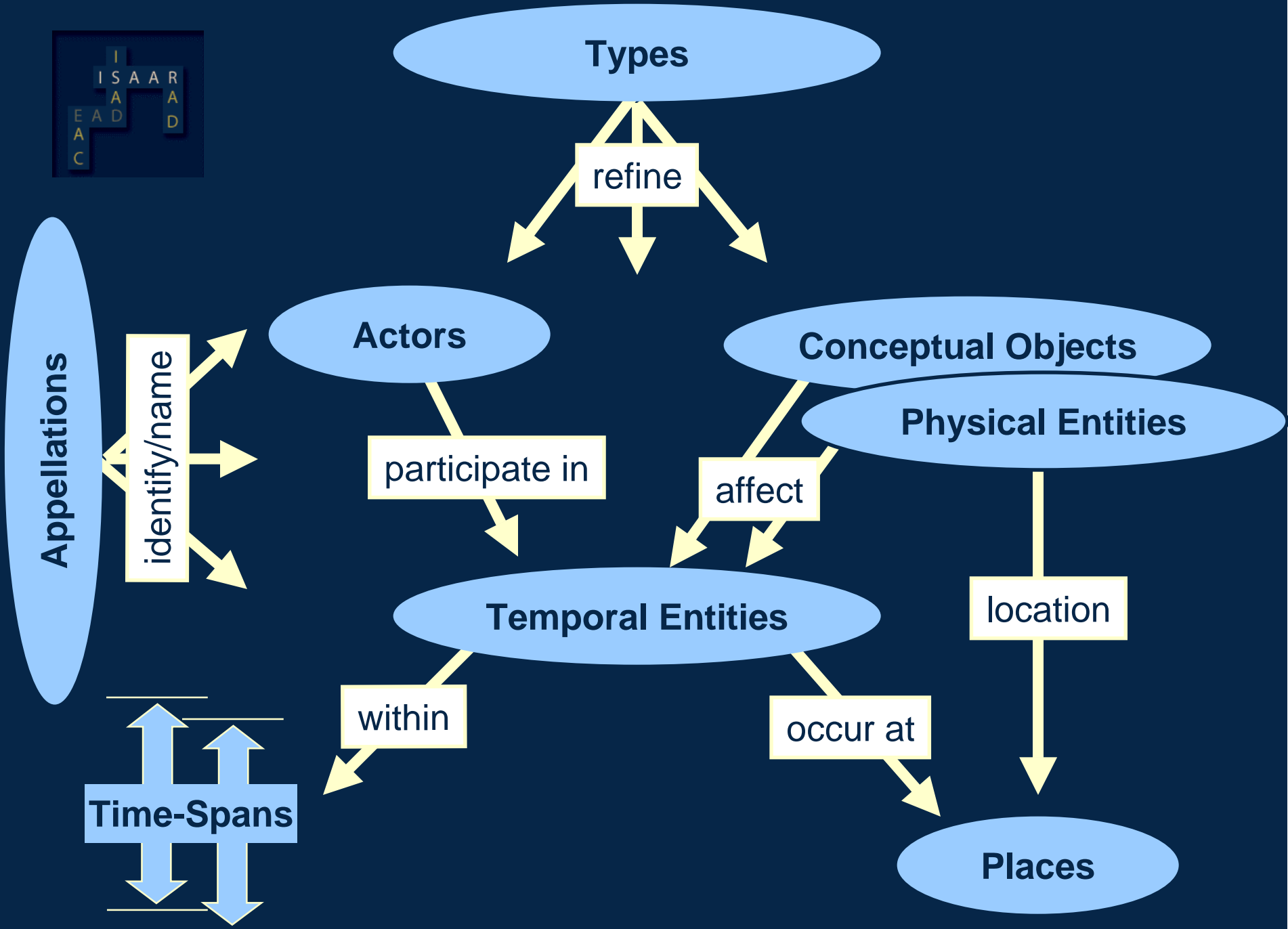
Figure 4: Coverage of Recordkeeping Metadata





Bibliographic model





Appellations

identify/name

Types

refine

Actors

Conceptual Objects

Physical Entities

participate in

affect

location

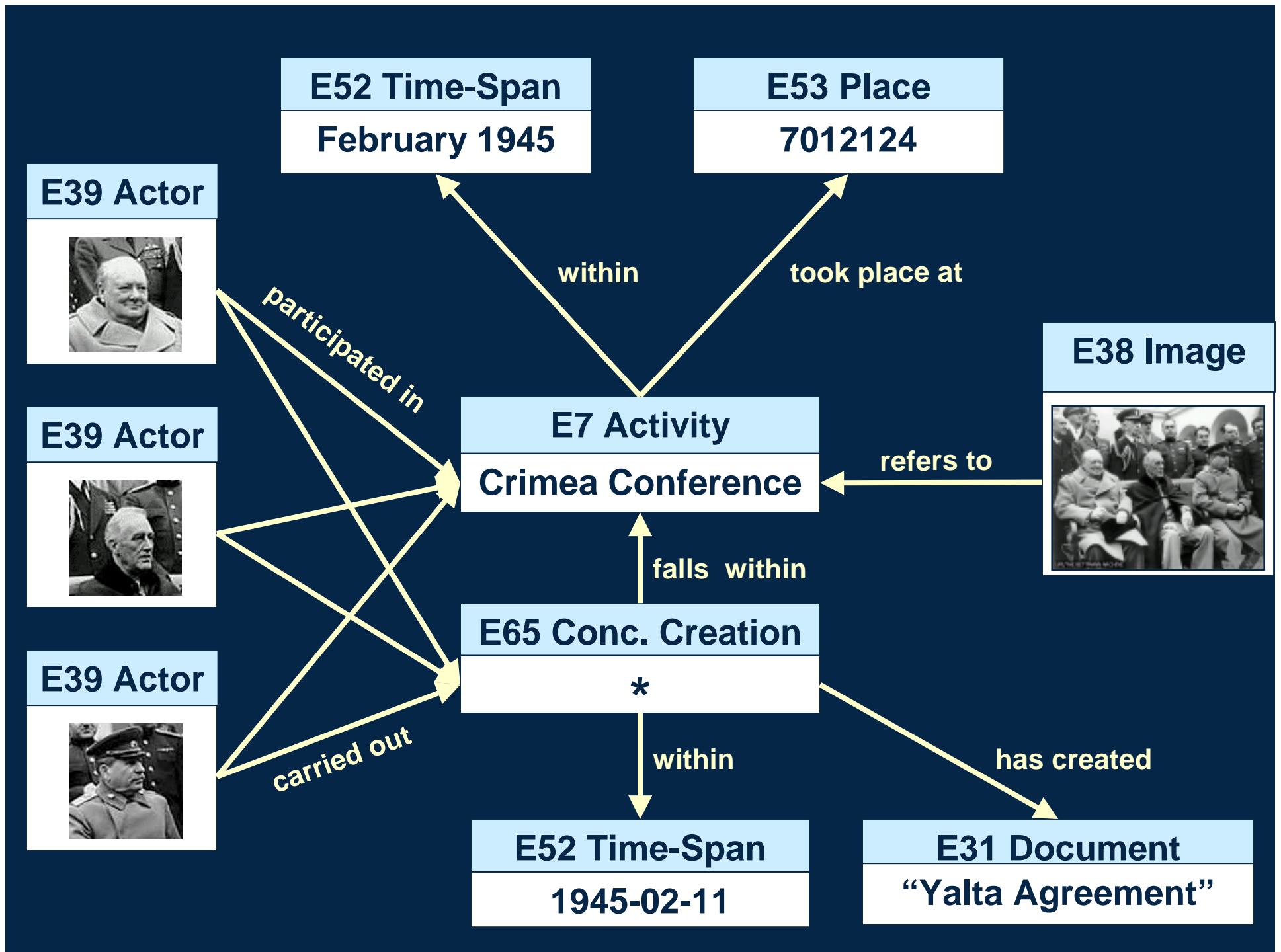
Temporal Entities

within

occur at

Time-Spans

Places





Working Together

- Different world views
 - “categories are historically situated artifacts, and like all artifacts, are learned as part of membership in a community of practice.”
Geoffrey C. Bowker, and Susan Leigh Star,
- Describing different types of material but also describe similar material. E.g., all professions work with maps
- Material used for different purposes
 - “Every model represents a view of reality to suit a particular purpose.” Rust and Bide

- But.....

- Users do not differentiate between our professions. They want access to material regardless of institutional type
- To meet our user needs, we must collaborate and develop compatible metadata systems!