

Minimum Requirements for EAD Finding Aids at UVM Special Collections

Template for Minimum Level Mark-up:

Key to color coding for minimum level mark-up:	
Text in blue required	= XML mark-up
Text in red required if applicable	= XML mark-up
Text in black	= Content required
Text in gray	= Content required if applicable

```
<?xml version="1.0" encoding="iso-8859-1"?>
<?xml-stylesheet type="text/xsl" href="[name of stylesheet].xsl"?>
<!DOCTYPE ead
  PUBLIC "-//ISBN 1-931666-00-8//DTD ead.dtd (Encoded Archival
  Description (EAD) Version 2002)//EN" "../dtds/ead.dtd">
<ead>
  <eadheader
    audience="internal"
    langencoding="iso639-2b"
    repositoryencoding="iso15511"
    scriptencoding="iso15924"
    dateencoding="iso8601"
    countryencoding="iso3166-1"
    relatedencoding="Dublin Core">

    <eadid
      countrycode="us"
      mainagencycode="VtU"
      publicid="-//University of Vermont::Library::Special
      Collections Department//TEXT us::VtU::[uniquefilename].xml::[Name of
      Collection]//EN">
      [uniquefilename]
    </eadid>

    <filedesc>
      <titlestmt>
        <titleproper encodinganalog="Title">
          [ Title of Finding Aid]
        </titleproper>
        <author encodinganalog="Contributor">
          [ Author of Finding Aid]
        </author>
```

```

        </titlestmt>
        <publicationstmt>
            <publisher encodinganalog="Publisher">
                University of Vermont, Bailey/Howe Library, Special
Collections
            </publisher>
            <date encodinganalog="Date" normal=""> [Year of publication of
the finding aid]</date>
            <address>
                <addressline> University of Vermont, Bailey/Howe Library,
Special Collections </addressline>
                <addressline> Burlington, VT 05405</addressline>
            </address>
        </publicationstmt>
    </filedesc>

    <profiledesc>
        <creation>
            EAD encoding by [Name of encoder] <date> [Date of
encoding]</date>
        </creation>
        <language>
            <language encodinganalog="Language" langcode="eng">
                English
            </language>
        </language>
    </profiledesc>

    <revisiondesc>
        <change>
            <date normal=""> [Date of revision]</date>
            <item> This electronic finding aid was updated from EAD
Version 1.0 to EAD Version 2002, and from SGML to XML by [Name of
reviser].</item>
        </change>
    </revisiondesc>

</eadheader>

<archdesc level="collection" relatedencoding="MARC">

    <did>
        <repository encodinganalog="852$a" label="Repository: ">
            University of Vermont Libraries.
            <subarea> Special Collections</subarea>
            <address>
                <addressline> Burlington, Vermont 05405-3596</addressline>
            </address>
        </repository>
        <origination label="Creator">

```

`<persname encodinganalog="100" source="">`[Name of creator
(personal name)]`</persname>`

`<corpname encodinganalog="110" source="">`[Name of creator
(corpname name)]`</corpname>`

`</origination>`

`<unittitle encodinganalog="245$a" label="Title">`

[Title of collection]

`</unittitle>`

`<unitdate`

`normal="YYYY/YYYY"`

`encodinganalog="245$f"`

`type="inclusive"`

`label="Dates">`

[Inclusive dates of collection]

`</unitdate>`

`<physdesc label="Quantity">`

`<extent encodinganalog="300">`

[Size of collection in linear or cubic feet and/or in number of
boxes or folders, e.g.:

5.3 linear ft. (6 boxes)].

`</extent>`

`</physdesc>`

`<physloc label="Shelf location" encodinganalog="852$z">`

For current information on the location of these
materials, please contact Special Collections.

`</physloc>`

`<abstract encodinganalog="520" label="Abstract">`

[One sentence description of collection]

`</abstract>`

`<langmaterial encodinganalog="546" label="Language: ">`

`<language encodinganalog="041" langcode="eng">`

[Language of collection material]

`</language>`

`</langmaterial>`

`</did>`

`<descgrp>`

`<head>`Administrative Information`</head>`

`<accessrestrict encodinganalog="506">`

`<head>`Access: `</head>`

`<p>`[Explanation of access restrictions]`</p>`

`</accessrestrict>`

`<userrestrict encodinganalog="540">`

`<head>`Publication Righths: `</head>`

`<p>`All requests for permission to publish or quote from manuscripts
must be submitted in writing to the Curator of Manuscripts.`</p>`

`</userrestrict>`

`<prefercite>`

`<head>`Preferred Citation: `</head>`

<p>[Identification of item] [Name of Collection], Special Collections,
University of Vermont Library</p>
</prefercite>

</descgrp>

<arrangement encodinganalog="351">
<head>Organization/Arrangement</head>
<p>[Explanation of arrangement of the materials]</p>
</arrangement>

<bioghist encodinganalog="545">
<head>[Biographical or Historical Note]</head>
<p>[Concise essay about creator(s) of the collection]</p>
<chronlist>
<chronitem>
<date normal="">[Date of event]
</date>
<event> [Event]
</event>
</chronitem>
</chronlist>
</bioghist>

<bibliography>
<head>Bibliography</head>
<bibref>[Creator]. <title render="italics">[Title]</title>.
[Publication information].</bibref>
</bibliography>

<scopecontent encodinganalog="520">
<head>Scope and Content</head>
<p>[Narrative summary of the contents of the collection]</p>
</scopecontent>

<controlaccess>
<head>Index Terms</head>
<p>This collection is indexed under the following headings in the
catalog of the University of Vermont Libraries. Researchers desiring materials
about related topics, persons or places should search the catalog using these
headings. </p>

<persname encodinganalog="600" source="lcnaf"
rules="aacr2"></persname>
<corpname encodinganalog="610" rules="aacr2"
source="lcnaf"></corpname>
<famname source="lcnaf" rules="aacr2" encodinganalog="600
3"></famname>
<corpname encodinganalog="611" source="lcnaf"
rules="aacr2"></corpname>
<genreform encodinganalog="655"></genreform>
<geogname encodinganalog="651" rules="aacr2"
source="lcnaf"></geogname>

```

        <subject encodinganalog="650" source="lcsch"></subject>
        <title encodinganalog="630"></title>
        <persname encodinganalog="700" source="lcnaf"
rules="aacr2"></persname>
        </controlaccess>

        <acqinfo>
        <head>Acquisition Information</head>
        <p></p>
        </acqinfo>

        <relatedmaterial encodinganalog="544 1">
        <head></head>
        <p></p>
        <list>
        <item></item>
        </list>
        </relatedmaterial>

        <separatedmaterial encodinganalog="544 0">
        <head></head>
        <p></p>
        <list>
        <item></item>
        </list>
        </separatedmaterial>

<dsc type="combined">
  <head></head>
  <c/c0x level="">
    <did>
      <container type="" label=""></container>
      <unittitle></unittitle>
      <unitid></unitid>
      <unitdate normal=""></unitdate>
      <daogrp>
        <daoloc role="" href="" entityref="">
          <daodesc></daodesc>
        </daoloc>
      </daogrp>
    </did>
    <scopecontent><p></p></scopecontent>
    <accessrestrict></accessrestrict>
    <userrestrict></userrestrict>
  </c/c0x>
</archdesc>
</ead>

```