Using ArchivesSpace to Create valid EAC-CPF records

Webinar - May 24, 2022
Presenters

Christine Di Bella  
ArchivesSpace

Regine Heberlein  
Princeton University
What we’ll cover

- Overview
- What is EAC-CPF?
- Agent records in ArchivesSpace
- Creating agent records that meet minimum requirements for valid EAC-CPF
- Creating agent records with added value for EAC-CPF
What we’ll cover

• Exporting EAC-CPF
• Validating EAC-CPF
• Tips and tricks for setting up your ArchivesSpace to support this work
• More resources
• Plenty of time for questions at the end
What is EAC-CPF?

- Abbreviation for Encoded Archival Context–Corporate Bodies, Persons, and Families
- An XML encoding standard for information about the people or entities who create or are the subject of archival resources
- Technical representation of the international content standard ISAAR-CPF, which informs DACS for the description of these types of entities.
- Intended to work as a companion standard to EAD
  - EAD describes “the stuff”, EAC-CPF describes the corporate bodies, people, and families associated with the stuff and the relationships between the two.
- Adopted as a standard by SAA in 2011. Currently undergoing revision.
SCHEMATA AND TAG LIBRARY

EAC-CPF Schema 2010
Schema Version Revised (2018-12-01)

W3C XML-Schema: http://eac.staatsbibliothek-berlin.de/schema/cpf.xsd
Relax NG Schema XML:
http://eac.staatsbibliothek-berlin.de/schema/cpf.rng

Tag Library

Translated Tag Libraries
Members of the archival community have taken the time to translate EAC-CPF documentation:
- Tag Library, Version CN PDF
- Tag Library, Version CN HTML
- Tag Library, Version ES PDF
- Tag Library, Version FR HTML

Please note that translations and persistence of the documents linked from this page are the responsibility of the translator. If you are interested in translating EAC-CPF documentation, or if you would like to provide or update a link to a translation, please see TS-EAS’ Guidelines for the Translation of Tag Libraries for more information.
Agent records in ArchivesSpace

- Describe corporate bodies, people, and families – the exact areas for which EAC-CPF is relevant.
- Can be created within ArchivesSpace or imported from another source, like a MARCXML or EAD/EAC-CPF record, on their own or as part of metadata describing “stuff”.
- As of v3.0.0, the sub-records within an agent record are organized into groupings that reflect that structure of EAC-CPF, and recent expansion of the agents module was informed by EAC-CPF.
- BUT Agent records in ArchivesSpace have multiple purposes and are not solely for creating EAC-CPF, which is why some work is required to ensure creation of valid EAC-CPF.
<table>
<thead>
<tr>
<th>Agent Type</th>
<th>Name</th>
<th>Authority ID</th>
<th>Source</th>
<th>Rules</th>
</tr>
</thead>
<tbody>
<tr>
<td>Corporate Entity</td>
<td>Ada Oil Corporation</td>
<td></td>
<td>Unspecified ingested source</td>
<td>Anglo-American Cataloging Rules</td>
</tr>
<tr>
<td>Person</td>
<td>Adams, Abigail, 1744-1818</td>
<td></td>
<td>Unspecified ingested source</td>
<td></td>
</tr>
<tr>
<td>Person</td>
<td>Adams, John Quincy, 1767-1848</td>
<td></td>
<td>Unspecified ingested source</td>
<td></td>
</tr>
<tr>
<td>Person</td>
<td>Administrator</td>
<td></td>
<td>Local sources</td>
<td>Local rules</td>
</tr>
<tr>
<td>Person</td>
<td>Administrator</td>
<td></td>
<td>Local sources</td>
<td>Local rules</td>
</tr>
<tr>
<td>Person</td>
<td>advanced</td>
<td></td>
<td>Local sources</td>
<td>Local rules</td>
</tr>
<tr>
<td>Person</td>
<td>Alvarez, Nora</td>
<td></td>
<td></td>
<td>Resource Description and Access</td>
</tr>
<tr>
<td>Corporate Entity</td>
<td>American Museum of Vaudeville</td>
<td></td>
<td>Unspecified ingested source</td>
<td></td>
</tr>
<tr>
<td>Person</td>
<td>and on and one Someone, Miss, Jr., 5 (blah blah blah), 1978 (Ill)</td>
<td>LCSH001</td>
<td>Local sources</td>
<td>none</td>
</tr>
</tbody>
</table>
Adams, Ansel

Basic Information

Agent Type: Person
Publish: True

Identity Information

Name Forms

Adams, Ansel

Description Information

Dates of Existence

1902 - 1984
1902 (standard) - 1984 (standard)
Sections of an EAC-CPF record

• control – information about the record itself
• cpfDescription – information about the entity being described

• It is possible to describe multiple entities within one EAC-CPF record using <multipleIdentities> as a wrapper, but ArchivesSpace is set up to create one EAC-CPF record per agent record.
Creating agent records with minimum valid EAC-CPF

- Control
  - Required elements:
    - `<recordID>`
    - `<maintenanceStatus>`
    - `<maintenanceAgency>`
    - `<maintenanceHistory>` (one or more `<maintenanceEvent>`)
<control>
  <recordId>79056359</recordId>
  <maintenanceStatus>revised</maintenanceStatus>
  <maintenanceAgency>
    <agencyName>NjP</agencyName>
  </maintenanceAgency>
  <maintenanceHistory>
    <maintenanceEvent>
      <eventType>revised</eventType>
      <eventDateTime standardDateTime="2022-05-23T00:00:00+00:00"/>
      <agentType>human</agentType>
      <agent>heberlei</agent>
    </maintenanceEvent>
  </maintenanceHistory>
</control>
Creating agent records with minimum valid EAC-CPF

Record Control Information
- Record IDs
- Record Info
- Other Agency Codes
- Convention Declarations
- Metadata Rights Declarations
- Maintenance History

Add Record ID
Add Record Info
Add Agency Code
Add Convention Declaration
Add Metadata Rights Declaration
Add Event
Creating agent records with minimum valid EAC-CPF

- cpfDescription
  - <identity>
    - <entityType> (person, family, corporate entity)
    - One or more <nameEntry>
<cpfDescription>
  <identity>
    <entityType>person</entityType>
    <nameEntry>
      <part localType="surname">Adams</part>
      <part localType="forename">Ansel</part>
    </nameEntry>
  </identity>
</cpfDescription>
Creating agent records with minimum valid EAC-CPF
Creating agent records with added value for EAC-CPF

- Everything for minimum, but also
- <description>
- <relations>
Ansel Adams (1902-1984) was an American photographer and environmentalist.

Ansel Adams Gallery, via WWW, December 21, 2021 (b. Feb. 20 1902; d. Apr. 22, 1984; photographer and environmentalist)
Creating agent records with added value for EAC-CPF

<table>
<thead>
<tr>
<th>Description Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates of Existence</td>
</tr>
<tr>
<td>Genders</td>
</tr>
<tr>
<td>Places</td>
</tr>
<tr>
<td>Occupations</td>
</tr>
<tr>
<td>Functions</td>
</tr>
<tr>
<td>Topics</td>
</tr>
<tr>
<td>Languages Used</td>
</tr>
</tbody>
</table>

- Add Date
- Add Gender
- Add Place
- Add Occupation
- Add Function
- Add Topic
- Add Language
Creating agent records with added value for EAC-CPF

<table>
<thead>
<tr>
<th>Relation Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Related External Resources</strong></td>
</tr>
<tr>
<td><strong>Related Agents</strong></td>
</tr>
</tbody>
</table>
Exporting EAC-CPF

Adams, Ansel

Basic Information

Agent Type: Person
Publish: True

Created by jodiab 2020-01-17 18:02:47 -0500 | Last Modified by jodiab 2020-01-17 18:02:47 -0500 | URL: /agents/people/175
Validating EAC-CPF

- Export EAC-CPF
- Open XML file in an XML editor like Oxygen or paste the text into an online validator like https://www.w3schools.com/xml/xml_validator.asp or https://codebeautify.org/xmlvalidator.
- Validate against current schema: https://eac.staatsbibliothek-berlin.de/schema/cpf.xsd
- If any necessary elements are flagged, go back to the agent record and supply the missing information. Repeat until any errors have been corrected.
Tips and Tricks
Create local best practices and document them

• Use your judgment to decide what makes sense for you locally.

• Helpful documentation does not necessarily have to be extensive, but will indicate what information needs to be recorded and how to do it consistently.

• Documentation can be within the application, outside the application, or a combination.

• Reach out to colleagues and the Users Group listserv for ideas and examples.
Use agent-specific efficiency functions

<table>
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<tbody>
<tr>
<td>Corporate Entity</td>
<td>Ada Oil Corporation</td>
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<td>Unspecified ingested source</td>
</tr>
</tbody>
</table>
Edit Required Fields

- ArchivesSpace has minimal requirements for agents, but you can specify more, including everything needed to make a compliant EAC-CPF record.

- This feature will only mandate that *something* be created for these fields. If you want to specify specific values for these fields, use Edit Default Values.

- Because default values can be edited, if you want to require specific values you will need to create/use a plugin that validates your records against those values.
Edit Required Fields

Agent Record Required Fields (Person)

Basic Information

Agent Type: Person

Record IDs

<table>
<thead>
<tr>
<th>Field</th>
<th>Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Require Subrecord</td>
<td></td>
</tr>
<tr>
<td>Record Identifier</td>
<td>✔️</td>
</tr>
<tr>
<td>Source</td>
<td>✔️</td>
</tr>
<tr>
<td>Record Control Identifier Type</td>
<td></td>
</tr>
</tbody>
</table>
Set Default Values

- Certain values in your agent records may always or often be the same for the purposes of your EAC-CPF.
- Default values can also be a way to provide guidance/instruction to record creators through the application. They do not have to be actual values (for example, you could have a default value for Record Identifier of “Record identifier should be 10 characters, beginning with 1”)
- If being used, the default values will populate the relevant fields at the time a new record is created, but can be edited at any time.
Set Default Values

Agent Record Defaults (Person)

Basic Information
- Agent Type: Person
- Publish: ✔

Record Control Information

Record IDs
- Record Identifier: Record identifier should be 10 characters, beginning with 1
Customize tooltips

- Tooltips only appear in the staff interface and provide information on the different sub-records and fields.
- While you’ll probably also want to maintain separate documentation, they’re a good place to provide instruction to staff within the application itself.
- The text for the tooltips is stored in the yml fields in the locales folder on your server. You will need access to the server (or access to someone with access to the server) to change them.
Customize tooltips

agent_record_control:
  maintenance_status_tooltip: | <p>Indicates the current state of the record. This is a required element for valid EAC-CPF.</p>
  publication_status_tooltip: | <p>Indicates whether an Agent record should be publicly available.</p>
  romanization_tooltip: | <p>Indicates whether the authorized name form was romanized from a non-Latin script, and the type of romanization scheme. Example: National library or bibliographic agency standard (e.g., Kasparov, G. K. (Garri Kimovich) for Каспаров, Г. К. (Гарри Кимович).</p>
  government_agency_type_tooltip: | <p>Indicates the type of agency or jurisdiction represented by the authorized name form.</p>
  reference_evaluation_tooltip: | <p>Indicates the level of consistency between the authorized name form and other name forms in the Agent record. When there are no additional forms, the field should be recorded as "Not applicable".</p>
  name_type_tooltip: | <p>Indicates the uniqueness of the authorized name form within the Agents module. Unique name entries should be recorded as "Differentiated", while Agent records used to gather multiple Agents with identical names should be marked as "Undifferentiated".</p>
  level_of_detail_tooltip: | <p>Indicates the completeness of the Agent record according to consortial or local requirements.</p>
  modified_record_tooltip: | <p>Indicates whether an Agent record has been modified, and how it has been changed.</p>
  cataloging_source_tooltip: | <p>Indicates where an Agent record originated. Locally produced records not submitted to a cooperative cataloging program should be recorded as "Other".</p>
  maintenance_agency_tooltip: | <p>Code value for the agency or organization responsible for creating or maintaining an Agent record. Code value should be taken from a registry and be recorded using ISO 15511 conventions. Example: US-UPB (for Brigham Young University, using Library of Congress MARC Organization Code). This is a required element for valid EAC-CPF.</p>
More resources

- Encoded Archival Standards: A Primer:
  https://www.youtube.com/watch?v=WYWQeBRnhz0
- EAC-CPF Community and Support page:
  https://eac.staatsbibliothek-berlin.de/community-and-mailinglist/
- EAC-CPF Tag Library:
  https://eac.staatsbibliothek-berlin.de/schemata-and-tag-library/
- EAC-CPF Revision webinar recording:
  https://eac.staatsbibliothek-berlin.de/call-for-comments-ahead-2/
- EAC-CPF Schema (RNG):
  https://eac.staatsbibliothek-berlin.de/schema/cpf.rng
- Social Networks and Archival Context (SNAC):
  https://portal.snaccooperative.org/
Questions?

Thank you to our presenters

Contact ArchivesSpace any time at ArchivesSpaceHome@lyrasis.org