

檔案描述後設資料標準分析與介紹 以 EAD 為個案說明

陳亞寧

中央研究院計算中心

26 June, 2002

Outline

- **Feature and purpose of archives**
- **Focal points of archives**
- **Two traditions – library vs. archive**
- **Overview – History(EAD)**
- **Original purpose**
- **Features**
- **Considerations for application**
- **Supportive components**
- **Major documents**
- **EAD Briefings**
- **Comprehensive example**
- **Case study**

Feature and purpose of Archives - 1

- **Provenance order**
 - **歷史記錄之追溯與展現(an administrative history for a corporate body, or a biography for an individual or family)**
 - **功能權責與活動的呈現(The history and biography, functional responsibilities and activities described)**

Feature and purpose of Archives - 2

- **Original order**

- 原始文件的順序與層級(**document order**)
- 範圍與內容的分析, 包括功能, 活動, 日期, 地理區域
- 文件之安排與形式(**arrangement and forms**)
- 主題/旨

Focal points of Archives

- 資料的唯一性(**unique record**)
- 除了著重於資料本質與人類記憶外,更著重 – 事件始末之重現,基於一種記憶的觀點
- 特別注重 – 法律與歷史層面的性質
- 資料 – 真實性與完整性(**authenticity and integrity**)
- 資料被視為一種證據(**evidence**)

兩種觀點 – 圖書館與檔案館界

Library

- 處理方式 – **one-to-one**, 一件檔案對應一筆書目
- 描述方式 – 以單一物件(以單一個別檔案或整份檔案)為主, 再輔以主題關係

Archive

- 處理方式 – 著重層級與不同媒體間的關係
- 描述方式 – 從最大至最小的檔案全部包括, 除了特別著重檔案文件本身的結構外, 也強調內容的分析與相關性

Overview – History

- **1993-1995:** 發展EAD的前身 – Berkeley, Finding Aid Project, BFAP
- **July, 1995:** 更名爲EAD
- **Feb.-Sep., 1996:** 陸續完成Alpha, Beta版的EAD DTD(Document Type Definition)
- **Aug., 1998:** 正式出版Version 1.0 EAD DTD、Tag Library
- **Feb. 2001:** 出版EAD應用指引(Application Guidelines for Version 1.0)
- **Summer 2002:** New Version will publish
- **主要發展單位:** UC Berkeley(1993)、SAA(Society of American Archivists, SAA)、LC(Library of Congress)

Original Purpose - 1

- 能夠具體展現檔案的詳盡度與彼此間的關聯
(ability to present extensive and interrelated descriptive information found in archival finding aids)
- 能夠將檔案原來的層級關係予以保存(ability to preserve the hierarchical relationships existing between levels of description)
- 能夠保留檔案原始各層級的繼承關係(ability to represent descriptive information that is inherited by one hierarchical level from another)

Original Purpose - 2

- 對檔案原有層級能夠提供導覽或指引的功能(**ability to move within a hierarchical information structure**)
- 對於特定的元素可以進行索引與查詢(**support for element-specific indexing and retrieval**)

Features

- **對稱式(PAIRS)**
採取**SGML-based**的發展設計方式, 有頭有尾的文件標註方式.
- **定義通用(universal)**
每個標籤(**tag**)只需定義一次, 即可在**EAD**全部使用
- **一次描述與個別描述(whole and individual)**
檔案可以依層次一次描述, 或是分別描述後, 再建立關係
- **裡外整合串聯(integration and link)**
可以利用不同**Tag**引入或導出至不同系統的物件
- **原件與數位集於一身(a description for all)**
可以將原件與數位物件一次描述

Considerations for Application

- **Why**
 - 紙本與Web網路環境下, 需求與成效是截然不同的
 - 爲什是EAD, 而不是其他的Metadata Format?
- **When:** 數位化作業之前, 之後, 還是併行
- **Who:** 研究學者, 檔案專家, 或其他
- **How:** 有無相關軟體, Metadata Format, Guidelines, or Experts
- **What:** 最後具體呈現面, 包括保存與典藏 (preservation and archive), 管理, 取用(access), 傳遞(delivery)與IPR Control

Supportive Components - 1

- **Data structure standard: ex. EAD**
- **Data content standard**
 - **APPM: Archives, Personal Papers and Manuscripts**
 - **AACRII: Anglo-American Cataloguing Rules, 2nd ed.**
 - **RAD: Rules for Archival Description**
 - **ISAD(G): General International Standard Archival Description**

Supportive Components - 2

- **Data value standard**
 - **LCNAF – Library of Congress Name Authority File**
 - **LCSH - Library of Congress Subject Heading**
 - **AAT – Art & Architecture Thesaurus**

Major Documents

- **Tag Library**
<http://lcweb.loc.gov/ead/tglib/tlhome.html>
- **EAD Application Guidelines**
<http://lcweb.loc.gov/ead/ag/aghome.html>
- **CookBook**
<ftp://jefferson.village.vierginia.edu/pub/ead/EADCookbook.pdf>
- **EAD Official Website**
<http://www.loc.gov/ead>
- **EAD Help Pages**
<http://jefferson.village.virginia.edu/ead/>

EAD Briefings - 1

- **<header>**
 - **<eadid>**
 - **<filedes>**
 - **<titlestmt>**
 - **<titleproper>**
 - **<subtitle>**
 - **<author>**
 - **<sponsor>**

EAD Briefings - 2

- **<editionstmt>**
- **<publicationstmt>**
 - **<address>**
 - **<date>**
 - **<num>**
 - **<p>**
 - **<publisher>**
- **<seriesstmt>**
- **<notestmt>**

EAD Briefings - 3

- **<profiledesc>**
 - **<creation>**
 - **<language>**
- **<revisiondesc>**

Example for header

- 參見附件**01**

EAD Briefings - 4

- **<frontmatter>**
 - **<titlepage>**
 - **<num>**
 - **<publisher>**
 - **<list>**

Example for frontmatter

- 參見附件**45** – 完整範例(**html file**)

EAD Briefings - 5

- **<archdes>-19**
 - **<did>-06-07**
 - **<add>**
 - **<admininfo>-18**
 - **<arrangement>** - 檔案的排列方式, 如年代, 字母, 數字等
 - **<bioghist>**-有關檔案蒐集或創造相關的背景資料, 如個人, 家族與機構, **02-04**
 - **<controlaccess>**
 - **<dao> and <daogrp>**
 - **<note>**
 - **<odd>-35**
 - **<organization>** - 資料組織方式, 全宗, 副全宗
 - **<scopecontent>**-摘要式說明資料的內容或主題等範圍, **05**
 - **<dsc>**

EAD Briefings - 6

– <dsc> - description of subordinate components

- <c01>

- <did>

- <add> - adjunct descriptive data

- <admininfo>

- <arrangement>

- <bioghist>

- <controlaccess>

- <dao> and <daogrp>

- <note>

- <odd> - other descriptive data

- <organization>

- <scopecontent>

- <c02>

- <c12>

<did> elements

- **<head>**
- **<abstract>**
- **<container>**
- **<dao> and <daogrp>**
- **<note>**
- **<origination>** - 負責單位, 如創造, 編輯等
- **<physdesc>** - 實體描述
- **<repository>**
- **<physloc>**
- **<unitdate>**
- **<unitid>** - ID of unit
- **<unittitle>** - title of unit

<did> example

- 參見附件**06-07**

<admininfo> element

- <accessrestrict>-10
- <accruals>-anticipated additions, 14
- <acqinfo>-08
- <altformavail>-alternate form, 12
- <appraisal>-評估與處置等相關資訊, 15
- <custodhist>-09
- <note>
- <p>
- <prefercite>-preferred citation, 13
- <processinfo>-處理的相關資訊, 16-17
- <userrestrict>-11

<admininfo> element

- 參見附件**08-18**

<controlaccess> element

- **<persname>-20**
- **<corpname>-21**
- **<famname>-22**
- **<geogname>-23**
- **<name> -**
- **<function>-25**
- **<genreform>-24**
- **<occupation>-26**
- **<subject>-27**
- **<title>-28**

<controlaccess> element

- 參見附件**20-29**

<add> element

- **<bibliography>**
 - **<archref>**
 - **<bibref>**
 - **<extref>**
- **<fileplan>**- filing scheme to arrange, store and retrieve materials. 30
- **<index>**-32
- **<note>**
- **<otherfindaid>**- such as card files, lists, etc. 31
- **<p>**
- **<relatedmaterial>**- may be of interest to researchers. 33
- **<separatedmaterial>**-其他相關資料, 卻放在別處,²⁹34

<add> element example

- 參見附件**30-34**

<p> element - 1

- **<abbr>**
- **<address>**
- **<archref>**
- **<bibref>**
- **<blockquote>**
- **<chronlist>**
- **<corpname>**
- **<date>**
- **<emph>**

<p> element - 2

- **<expan>**
- **<extptr>**
- **<extref>**
- **<famname>**
- **<function>**
- **<genreform>**
- **<geogname>**
- **<lb>**
- **<linkgrp>**

<p> element - 3

- **<list>**
- **<name>**
- **<note>**
- **<num>**
- **<occupation>**
- **<origination>**
- **<persname>**
- **<ptr>**
- **<ref>**

<p> element - 4

- **<repository>**
- **<subject>**
- **<table>**
- **<title>**
- **<unitdate>**
- **<unittitle>**

Pointer, reference, and linking elements

- **<archref>**
- **<bibref>-42**
- **<dao>-43**
- **<daogrp>-44**
- **<daoloc>-44**
- **<extptr>-40**
- **<extprtloc>**
- **<extref>-42**
- **<extrefloc>**
- **<linkgrp>**
- **<ptr>-37**
- **<ptrgrp>-39**
- **<ptrloc>**
- **<ref>-38**
- **<refloc>**

Comprehensive Example for EAD

- 詳見附件45(html file)

個案研究

- 參見講義
- **OAC - <http://www.oac.cdlib.org/>**
- **California Heritage Digital Image Access Project**
<http://sunsite.berkeley.edu/CalHeritage/>

Reference - 1

- **Encoded Archival Description Working Group of the Society of American Archivists, & Network Development and MARC Standards Office of the Library of Congress. (1998). Encoded archival description tag library(ver. 1.0). Chicago: The Society of American Archivists.**
- **Pitti, D.V. (1999). Encoded archival description: An introduction and overview. D-Lib Magazine, 5(11). Retrieved from <http://dlib.ejournal.ascc.net/dlib/november99/11pitti.html>**

Reference - 2

- **Application guidelines for version 1.0.**
Retrieved from
<http://lcweb.loc.gov/ead/ag/aghome.html>
directory
- **Encoded archival description (EAD) overview.**
Retrieved from
<http://sunsite.berkeley.edu/FindingAids/EAD/eadmodel.html>
- 薛理桂. (民88). 檔案描述編碼格式(EAD)之發展與實施. 圖書與資訊學刊, (28), 49-62.

Welcome any comments!