Notices

Encoded Archival Description Tag Library. Version 2002. ENCODED ARCHIVAL DESCRIPTION WORKING GROUP OF THE SOCIETY OF AMERICAN ARCHIVISTS AND THE NETWORK DEVELOPMENT MARC STANDARDS OFFICE OF THE LIBRARY OF CONGRESS. Chicago: The Society of American Archivists, 2002. 308 p. ISBN 1-931666-00-8.

Encoded Archival Description Tag Library, Version 2002 documents the most recent version of the EAD DTD (Encoded Archival Description Document Type Definition) developed specifically for the purpose of encoding multi-level archival descriptions using a non-proprietary standard such as SGML (Standard Generalized Markup Language) or XML (Extensible Markup Language).

The authors are proud to stress the international effort reflected in this version. The goal of the working group is to keep EAD compatible with ISAD(G) (General International Standard Archival Description); therefore, the 2002 version includes new elements and attributes to accommodate this, and certain existing elements and attributes have been clarified. In addition, according to the authors, the French and German experience with EAD has also been reflected with changes to the EAD structure.

This is by definition a technical text, given that it is a reference manual that describes all the tags and elements defined for the EAD DTD, their purpose and intended use, and the possible encoding attributes for each element. The conventions used in the text are explained with the aid of an illustrative figure. Several pages are devoted to a brief review of the types of attributes that are used within the EAD DTD and how such attributes are defined before the text launches into the list of elements.

The bulk of the text, 237 pages, is used to define and describe each of the 146 EAD elements in detail. Elements are listed alphabetically by the mnemonic tag names, for example <acqinfo> for Acquisition Information is preceded by <accruals> and followed by <address>. This could be a bit

frustrating for someone who is not familiar with all the tag names, hence the inclusion of appendix D, "Index by Element Name," which serves to cross-reference the element names to their respective, sometimes cryptic, tags.

Three other appendices are included to round out the text. The first appendix documents three cross-reference matrices to facilitate comparisons of EAD elements with ISAD(G) and MARC2[1] elements. It is unfortunate that the *RAD*[2]/EAD matrix developed by the Data Structure Standards Sub-Committee of the Canadian Committee on Archival Description several years ago was not included in some form. Appendix B, "Deprecated and Obsolete Elements and Attributes," documents elements and attributes that are either no longer supported, or are in the process of being phased out. Appendix C, "Encoded Examples," provides examples of descriptions encoded in EAD Version 1.0 and converted to EAD 2002.

For some reason, the authors chose to omit two sections pertaining to the design principles used to develop EAD, and an overview of the EAD structure that were included in the manual for Version 1.0. This seems strange given that some institutions will begin using EAD Version 2002 directly, and their users would have benefited from this information. In any case, this is not a manual that was meant to be used in isolation, and users would be well-advised to acquire *EAD Application Guidelines* as a companion publication, in addition to familiarizing themselves with basic SGML and XML concepts.

These minor shortcomings aside, this manual should be considered a required text for any institution that is using or considering using EAD as the encoding standard for their finding aids.

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Introduction to Archival Organization and Description. MICHAEL J. FOX and PETER L. WILKERSON. Los Angeles: Getty Information Institute, 1998. 58 p. ISBN 0-89236-545-5.
Also available online at: <http://www.schistory.org/getty/>.

This slim volume is exactly what it purports to be: instructional material "to train novices and better educate decision-makers charged with the care of cultural heritage collections." The authors have provided a good overview of the process, and I think this book would make an excellent introduction for man-

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1 Machine Readable Catologuing
2 *Rules for Archival Description*