

UWDCC conventions for EAD submissions.
2025-11-10

This is information for EAD contributors and primarily covers local constraints and describes the emailed ingest reports

file names must be alphanumeric (underscores optional) with an "xml" extension. e.g.:

series18_1_9.xml

yesterdaysnews.xml

uac101.xml

File name vs `<eadid>` element:

Submitted file base name must match the suffix in the `<eadid>`, as in:

file name: mhpc0006.xml =>

```
<eadid encodinganalog="856$u" countrycode="US"
mainagencycode="wm"
url="https://digital.library.wisc.edu/1711.dl/
TRCHAZXR5TZQ08G">mwpl-mhpc0006</eadid>
```

It is critical that a file name and corresponding `<eadid>` not change once submitted, as the `<eadid>` value is the basis for permanent CNRI handle values.

For the `<eadid>` value (here "mwpl-mhpc0006"), "mwpl" represents the local maintainer/owner code (Milwaukee Public Library) and "mhpc0006" is the maintainer-assigned local ID value.

Current maintainer prefixes:

lcpl	: "La Crosse Public Library"
mwpl	: "Milwaukee Public Library"
uw-agsl	: "UW-Milwaukee Libraries – American Geographic Society"
uw-chaz	: "Chazen Museum of Art"
uw-csumc	: "Ctr. for the Study of Upper Midwestern Cultures"
uw-gb	: "UW-Green Bay Cofrin Library"
uw-koh	: "Kohler Art Library"
uw-lac	: "UW-La Crosse Murphy Library"
uw-mil	: "UW-Milwaukee Libraries – Archives"
uw-mus	: "Mills Music Library"
uw-pks	: "UW-Parkside Library"
uw-sc	: "UW-Madison Libraries – Special Collections"
uw-ua	: "UW-Madison Archives and Records Management"
uw-whs	: "Wisconsin Historical Society"
wvm	: "Wisconsin Veterans Museum"

The mainagencycode above ("wm") attribute denotes the MARC org code for Milwaukee Public

Library. (See:
<https://www.loc.gov/marc/organizations/>)

1711.dl/TRCHAZXR5TZQ08G is the CNRI handle value which is resolvable via any CNRI-related handle service.

For example, here are two resolvable URLs using the handle for an Electronic Dissertation in the UWDC collections:

handle: 1711.dl/ALN5A4S4ADYKD8B

URL:

<https://digital.library.wisc.edu/1711.dl/ALN5A4S4ADYKD8B>

URL:

<https://hdl.handle.net/1711.dl/ALN5A4S4ADYKD8B>

The handle can even be resolved via the DOI resolution service (<https://www.doi.org>), though it's not actually registered there, since DOI uses CNRI handles as the mechanism for resolution:

URL: <https://doi.org/1711.dl/ALN5A4S4ADYKD8B>

(Using this format for citations is not recommended, of course.)

Refer to the markup guidelines to create valid XML that conforms to local conventions, but particularly note this common markup error:

```
<unittitle encodinganalog="245$a">Geografilms  
Slide Collection, <unitdate type="inclusive"  
encodinganalog="245$f" normal="circa  
1954">circa 1954</unitdate>  
</unittitle>
```

The "normal" attribute must follow ISO 8601 Representation of Dates and Times, as in

```
<unitdate type="inclusive" era="ce"  
calendar="gregorian" certainty="y"  
normal="1956-01">January,  
1956</unitdate></unittitle>
```

or

```
<unittitle>Cavalcade of America Broadcasts,  
<unitdate calendar="gregorian" certainty="n"  
datechar="creation" era="ce" normal="1938/1941"  
type="inclusive">circa 1938-circa  
1941</unitdate></unittitle>
```

This requirement was not enforced in legacy EADs but will be, going forward.

One or more unique `<physloc>` elements of type="locationcode" and audience="internal". This is our internal key to denote where the collection physically resides and uses the MARC org code(s) for that location(s). An example for the case of University of Wisconsin-Madison Archives:

```
<physloc type="locationcode"
audience="internal">wimauma</physloc>
```

Or, for Milwaukee Public Library:

```
<physloc type="locationcode"
audience="internal">wm</physloc>
```

Note: if your finding aid describes a collection that is physically housed across locations, use multiple of the above – one for each location.

A `<repository>` element is required.

Having an `<exptr role="logoimage">` element is deprecated. Repository logos will be rendered by other means.

CONTAINER CONSTRAINTS (Related to `<c>`, `<c01>` ... `<c12>` and descendant `<did>` elements):

Constraint #1: elements `c`, `c01-c12` must have a first child of `<did>`

Constraint #2: there may be only one of said `<did>` elements

Constraint #3: said `<did>` elements must have at least one immediate child from the following:
container, unitdate, unitid, unittitle

EADs must be in the utf8 character encoding but

may use numerical entities. (e.g., Molière vs. Molière) These entities will be converted by the ingest process.

The only permitted character entities are the standard XML ones:

&
<
>
"
'

Note any ampersands – such as in embedded URLs – should be encoded using &

We make use of a local copy of the EAD schema, <https://digital.library.wisc.edu/1711.dl/XMLSchema-EAD2002> and this is referenced in each EAD document.

Because there is some modification of EADs at ingest time, the canonical repository EAD should be considered the most current source for updating. Once published, that EAD source XML can be retrieved using this format:

<https://digital.library.wisc.edu/1711.dl/TRCHAZXR5TZQ08G?view=ead>
This is also the address used by EAD

harvesters, e.g., ArchiveGrid

Reports:

Submitted EADs will prompt two reports: intake and update.

For the intake report, any submission marked as "validated" is successful.

URL Resolution:

URLs within the EAD are tested, resulting in:

a) Broken URLs are reported. (EAD may still pass.)

b) Successfully redirected URLs are replaced in place. (e.g., <http://zzz.com> => <https://zzz.com>)

Note: For the first ingest in the new platform, a given EAD may have numerous replacements.

Sample successful INTAKE items:

Validated

eadid: uw-gb-uwgbseries72

pid: 1711.dl:CVW0C2M7TZSQ58C

fname: uwgbseries72.xml

URLs replaced:

[http://www.uwgb.edu/archives

[http://www.uwgb.edu/archives/

URL errors:

[https://uw-primo.hosted.exlibrisgroup.com/

primo-explore/fulldisplay?docid=

UWI991006850751602123&context=L&vid=GB&

search_scope=default_scope&tab=

default_tab&lang=en_US (0: no or delayed response)

* Note: 403/429 errors sometimes include working URLs.

Note that URL errors do not imply a failed submission. They're only warning of non-working URLs.

Replaced URLs are those which have been resolved, via redirects, to working destination URLs.

The 'http' in brackets is a device to avoid URL re-writing in e-mail reports, preserving readability.

Examples of INTAKE failures:

uwgbmss007.xml

:EAD validation failure

35:0: ERROR: Element 'unitdate', attribute

'normal': [facet 'pattern'] The value '2000/'

is not accepted by the pattern

```
'(\\-?(0|1|2)([0-9])(((01|02|03|04|05|06|07|08|09|10|11|12)((0[1-9])|((1|2)[0-9])|(3[0-1]))))|\\-((01|02|03|04|05|06|07|08|09|10|11|12)(\\-((0[1-9])|((1|2)[0-9])|(3[0-1]))))?)?)?(/\\-?(0|1|2)([0-9])(((01|02|03|04|05|06|07|08|09|10|11|12)((0[1-9])|((1|2)[0-9])|(3[0-1]))))|\\-((01|02|03|04|05|06|07|08|09|10|11|12)(\\-((0[1-9])|((1|2)[0-9])|(3[0-1]))))?)?)?'.
```

35:0: ERROR: Element 'unitdate', attribute 'normal': '2000/' is not a valid value of the local atomic type.

[Above is the XML parser's output of a schema validation error, here the format of a unitdate "normal" attribute.]

mss00003.xml

uw-whs-mss00003

uw-whs-mss00003

Missing 'thead' element for 'tgroup'.

[To support accessibility standards in the rendered EAD, [<thead>](#) is a required child for the [<tgroup>](#) element.]

#####

Sample successful UPDATE items:

Replacement QA EAD

1711.dl:E7VREYUHUZG4W8K

eadid: uw-mil-uwmac0001

fname: uwmac0001.xml

EAD file version: EAD.1

Catalog record:

[https://search-qa.library.wisc.edu/archive/
AE7VREYUHUZG4W8K

EAD XML:

[https://digital.library.wisc.edu/1711.dl/
E7VREYUHUZG4W8K?view=ead

New QA EAD

1711.dl:E7VREYUHUZG4W8K

eadid: uw-mil-uwmac0001

fname: uwmac0001.xml

EAD file version: EAD.1

Catalog record:

[https://search.library.wisc.edu/archive/
AE7VREYUHUZG4W8K

EAD XML:

[https://digital.library.wisc.edu/1711.dl/
E7VREYUHUZG4W8K?view=ead
