CONTROLLED VOCABULARY, STANDARDIZED TERMINOLOGY, OR KEYWORD SEARCHING: ACCESS TO ARCHIVAL AND MANUSCRIPT COLLECTIONS VIA EAD FINDING AIDS ON THE WEB

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The rapid expansion of the World Wide Web allows archives and special collections departments to encode the finding aids to their archival and manuscript collections in Standard Generalized Markup Language (SGML) and mount them on the Web for online access. Some archivists have been reticent to accept or embrace Library of Congress Subject Headings and the Library of Congress Name Authority File for cataloging their collections; manuscript repositories and rare books collections in libraries have had more success with retrospective conversion projects and standardized access points. Finding aids and guides to collections have lacked a standard format and content until as recent as the last ten years as MARC:amc fields influenced the data needed from a finding aid to
create the catalog record. Researchers have had to cope with forty or more years of inconsistent description of collections with nonstandard vocabulary. The move to full text of finding aids online presents the researcher with varied approaches to access: keyword searching throughout the finding aid, non-boolean search engines, search strings, and the opportunity to utilize standardized vocabulary. This paper reports on a project to examine how repositories that are using SGML Encoded Archival Description (EAD) to mount their finding aids on the Web deal with standardized subject headings and name authority.

Methodology

My study sample included forty repositories—thirty-five in the United States, two in Canada, and three in England. Using the EAD Help Pages—EAD Sites Annotated <http://jefferson.village.virginia.edu/ead/sitesann.htm>, I examined the online finding aids of twenty-five current implementers. I also selected additional university libraries, state
archives, and large historical societies—possible implementers—from *Repositories of Primary Resources* compiled by Terry Abraham at the University of Idaho

<http://www.uidaho.edu/special-collections/Other.Repositories.html> and found fifteen who mounted their guides or finding aids on the Web although not necessarily using EAD. [The sites and the finding aids examined are listed in the appendix.]

**Analysis**

As might be supposed, there are a variety of methods of delivering the encoded finding aids to the public. The most common methods include raw SGML via Panorama Viewer (6), and HTML (21) via DynaWeb (7), on the fly, or other conversion programs. Eleven sites offer the researcher the choice of accessing the finding aids in SGML (EAD) or HTML. The sites which display their finding aids in raw SGML with Panorama Viewer allow the page source coding to be seen. DynaWeb does not.
Thirty-three of the sites provide access from an alphabetical list of finding aids, seventeen categorize topically (twelve do both), and one site delivers its finding aids only through an 856 link in the catalog record for the collection. (Although it has detailed topical listings of manuscript collections, currently they link back to the catalog record rather than directly to the finding aid.) And, one repository displays its finding aids in an unordered list and relies on the OPAC to get the researcher to the encoded finding aids.

Locating finding aids in repositories takes four basic approaches: a search engine on the department’s website; a topical organization of finding aids; an alphabetical list of finding aids; or reliance on the library’s OPAC record to either mention in a 555 note that an online finding aid exists, or provide a direct link from the 856 field. Twenty-one sites rely on a search engine—seven as part of DynaWeb.

The subject approach to manuscript finding aids varies widely. In analyzing the inclusion of subject headings—topical, personal, and corporate—I noted that twenty-six repositories
provided no topical subject headings and three provided no personal or corporate headings as <controlaccess> terms in their finding aids. For those that did, I looked at whether they coded (either as source or in a head note) personal and corporate names as LCNAF. If not, I checked to see if they appeared to be LCNAF-compliant or not. Three repositories coded the source of their personal names as LCNAF, thirteen appeared to conform, and eight did not. Three repositories indicated they used LCSH for their subject terms. For uncoded subject headings, I checked LCSH for compliance. Fourteen repositories appear to conform; two did not conform in selected records.

Institutions with multiple departments, libraries, or sister schools lacked consistency in their approach to encoding finding aids. For example, at the University of Arizona the Southwest Jewish Archives contains finding aids with subject headings that appear to be LCSH- and LCNAF-compliant; however, their political manuscripts collection finding aids contain no subject headings. At Yale, the personal names in one finding aid are not
LCNAF-compliant but those in its corresponding catalog record are.

There seems to be a correlation between the instances of online catalog records with name authority-compliant personal and corporate names and subject headings, and the lack thereof in the finding aids. Perhaps this is a result of library catalogers preparing the catalog records and archivists creating the finding aids. Of the twenty-six repositories that do not have subject headings in their finding aids, twenty-two catalog their finding aids in the OPAC with subject headings. Two of the three repositories that do not code personal names in their finding aids provide them in their corresponding catalog records.

**Implications**

We do not yet know how remote users access online finding aids. Do they start hierarchically from the institution’s webpage, to the library, OPAC, catalog record, and then to the finding aid? Have they begun at Yahoo or MetaCrawler with a search for a
name or subject? Is this a sophisticated researcher whose institution subscribes to RLG's Archival Resources and tapped into that database—a small subset of what we are all producing?

However researchers approach the process, it is still incumbent upon us as archivists, manuscript librarians, and catalogers to help them find all collections on their topic or created by or about a person. Catalog records reported to the national bibliographic utilities such as RLIN and OCLC must conform to standards for subject headings and personal and corporate names—the inclusion of at least one Library of Congress Subject Heading term in the record and the application of AACR2 rules for constructing a personal name not in the Library of Congress Name Authority File. Not to mention using the LCNAF version of the name. As we have adopted Archives, Personal Papers, and Manuscripts (APPM) and Rules for Archival Description (RAD), so too must we adopt standards for personal and corporate names and subjects.

As archivists move their finding aids into cyberspace, it is essential that these rules and standards be followed.
No matter how the researchers get in—and this is a whole other user study—how do they find what they need once they’re in the finding aid? When the catalog record contains the LCNAF version of the name but the finding aid does not, how can the researcher have confidence in the accuracy of the information? How will the researcher navigate through a fifty-page finding aid that provides no subject analysis within the series or descriptive folder titles? Finding aids that have not been revised and updated before the archivist encodes them may still contain antiquated terminology and improperly constructed personal and corporate names. The tendency to be all-inclusive with first, middle, and last names for people mentioned in a finding aid, particularly in states such as Virginia, contradicts LCNAF. For example, a finding aid may use the initials “J.E.B.” Stuart or spell his name out fully as James Ewell Brown Stuart when the name authority establishes his name as “Jeb” Stuart. Even if the archivist encodes the “normal” attribute for the <persname> as the LCNAF version when Stuart’s name is spelled out fully, a search for “Jeb Stuart” will not find
James Ewell Brown Stuart. In this case, Stuart’s nickname is the established form of his name. For others, the nickname must be normalized to the authority record version. Even trickier are women’s names. To provide a tracer from maiden to married name, many archivists give a woman’s first, middle, maiden (in parentheses), and married name, regardless of the authority record—if there even is one—or AACR2 rules for constructing personal names. An explanation in a biographical note would provide the researcher the full name and subsequent mentions should conform to LCNAF and AACR2.

The consistency in terminology and subject headings plays a large part in successful retrieval of pertinent information. Local subject headings can contradict LCSH. The lack of subject headings offers the researcher nothing to grab onto. One collection of regimental records I reprocessed at the Library of Virginia was all about the Civil War but never mentioned it in the finding aid. Even without subject cataloging, the finding aid still could have
announced its Civil War connection if only those keywords had been used.

Keyword access—a boon or a bust? So much depends on the choice of keywords and the search engine used. I have used “civil war” as a test to evaluate the degree of relevance retrieved. In addition to the U.S. Civil War, I’ve received results including the Spanish Civil War, civil rights, and War of 1812 because the search engine did not allow for limiting for the proximity of the words. Other search engines retrieve “civil” and “war” as parts of larger words like “civilization” and “warlock.” Beyond initially locating relevant collections with a keyword search, is keyword access a sufficient—and efficient—way to locate pertinent folders within a collection?

As the old saying goes, “garbage in, garbage out.” Or better yet, “skimpy is as skimpy does.” Without contextualization, the researcher can be faced with screen after screen of correspondence files and dates that do not indicate who the correspondents are. Although not one of the forty repositories examined in this study,
the University of Notre Dame Archives provides a perfect example in the William Tecumseh Sherman Papers. Row upon row of correspondence folders by date give no hint to the researcher to whom Sherman wrote or received letters from, let alone on what subjects.

EAD offers a way to provide meaningful access to finding aids. Of the twenty-four repositories that include <controlaccess> terms, they do so in the prescribed location following the <scopecontent> note. This is step one on the way to assisting the researcher. But the list does not help the researcher find where in the document—and therefore in the collection—these people or subjects can be found. Within the <scopecontent> note, the archivist should use the LCNAF version of a person’s name, with the source attributed, and the LCSH subject terms to describe the contents. None of the phrases “War Between the States,” “War of the Rebellion,” or “War of Northern Aggression” will retrieve the U.S. Civil War nor will these euphemisms indicate to the researcher they are one and the same event. At the series level, a
summary or abstract in context within each series description will further guide the researcher to a relevant section of the finding aid.

The University of Michigan, Bentley Library provides a good example of a series <scopecontent> note for the Alpheus Felch Papers that indicates some of the prominent correspondents, although it lacks a substantive subject analysis. The search engine at Michigan does a marvelous job in displaying “hits in context” so the researcher can see exactly where in the finding aid his or her keyword search results appear.

Conclusions

Let’s analyze what we are doing now. For subject headings and name authority we either omit them or rely on the OPAC to provide them; when we include them in the finding aid we do not code the source of the terms; and we use nonstandard terms or use terms inconsistently. When we rely on a hierarchical, linear route to folder level description, we ignore serendipitous remote user access paths. By examining the forty repositories’s subject
headings, search engines, and arrangement/presentation of collections, we can recognize their strengths and weaknesses and suggest recommendations for improvement.

**Recommendations**

For the researchers’ sake, we need to standardize personal and corporate names and subjects used in the finding aids. Use the *Library of Congress Subject Headings, Library of Congress Name Authority File*, and *Anglo-American Cataloging Rules* second edition to formulate names not found in LCNAF. To close the gap between the inconsistencies in subject analysis in catalog records and the lack thereof in finding aids, archivists would serve their clientele better by adopting cataloging principles. We should remember to put the terms in context in the `<controlaccess>` and `<scopecontent>` fields and, most importantly, in the series description. Folder headings should provide substantive information and use standard, descriptive, and consistent terminology. In this nascent field of EAD finding aids we have the
opportunity to do it right the first time. Our researchers will be eternally grateful.
APPENDIX

REPOSITORIES' ONLINE FINDING AIDS EXAMINED

American Institute of Physics, Neils Bohr Library http://www.aip.org/history/
Finding Aid to the Samuel A. Goudsmit Papers, 1921-1979
http://www.aip.org/web_bin/history/eadfiles/testfile/goudsmit.sgm
- Display: SGML (EAD) via Panorama
- Selected search terms: coded as LCNAF, Othersource; LCNAF, Othersource; AAT
- Consistency: John H. Van Vleck used in scope note and folder heading, J.H. (John Hasbrouck) Van Vleck in LCNAF
- Search engine: searches across entire AIP site or selected sites; most useful to use last name only
- Panorama search: retrieves all instances on last name only because of inversion and inconsistent form of name used
http://www.aip.org/history/findaid/aas.htm
- Display: HTML
- Selected search terms: appear to be LCNAF but not coded as such

American Jewish Archives http://www.huc.edu/aja/collect.htm
An Inventory to the Los Angeles, California – Community Relations Council Records, 1938-1941 http://www.huc.edu/aja/La-crc.htm
- Display: HTML
- No selected search terms

Bowdoin College http://www.bowdoin.edu/dept/library/arch/anc.htm
Collection Guide: Joshua Lawrence Chamberlain Collection, 1817- (bulk 1855-
1914) http://www.bowdoin.edu/dept/library/arch/manuscript/jlcc.htm
- Display: HTML
- No selected search terms

Bowling Green State University (Ohio), Center for Archival Collections
http://www.bgsu.edu/colleges/library/cae/collhome.html
Johnson’s Island, Ohio, U.S. Military Prison Collection
http://www.bgsu.edu/colleges/library/cae/ms0022.html
- Display: HTML
- No selected search terms
- Grouped in manuscript bibliographies by subject
- No search engine

Brandeis University Libraries
http://www.library.brandeis.edu/SpecialCollections/finding guides/index.html
Offers nine digital finding aids: five as both SGML and HTML, four as HTML
only; one SGML finding aid has no subject headings
Stephen S. Wise Family Papers
http://www.library.brandeis.edu/SpecialCollections/sgmlpub/swise.sgm
- Display: SGML (EAD) via Panorama; HTML
- Cataloging entries: appear to be LCNAF and LCSH but not coded as such; controlaccess personal names coded as subject rather than persname

John Cheever Literary Manuscripts
http://www.library.brandeis.edu/SpecialCollections/sgmlpub/cheever.sgm
- Display: SGML (EAD) via Panorama; HTML
- Cataloging entries: appear to be LCNAF and LCSH but not coded as such; controlaccess personal names coded as subject rather than persname

Peter Wellington Alexander Papers
http://www.columbia.edu/cu/libraries/indiv/rare/guides/ead/alexan-1.sgm
- Display: SGML (EAD) via Panorama; HTML
- No selected search terms
- Personal name coding includes parenthetical information (e.g., <persname>Alexander, George S. (Alexanders’ son)</persname>)
- No indication of conformity to LCNAF

Cornell University http://rmc.library.cornell.edu/online/online.htm
Louis Agassiz Fuertes papers, 1874-1927
http://cidc.library.cornell.edu/xml/RMM02662/rmm02662-html.htm
- Display: XML (Internet Explorer 5.0 only); HTML
- Subject headings: appear to be LCNAF and LCSH but not coded as such; not coded as controlaccess or persname

Duke University http://odyssey.lib.duke.edu/findaid/
Marshall (Eugene) Papers, 1839-1962
http://scriptorium.lib.duke.edu:80/dynaweb/findaids/marshall/@Generic__BookV iew
- Display: HTML on the fly via DynaWeb
- Local Catalog Headings: controlaccess subject headings (taken from the catalog records)
- Subject headings: appear to be LCNAF and LCSH but cannot view coding

Historic American Sheet Music
http://scriptorium.lib.duke.edu/sheetmusic/subjects.html
- Subject headings: uses AAT, LCSH, LCTGM, and local catalog headings; display indicates source

Florida State University http://www.fsu.edu/~speccoll/director.htm
Love-Scarborough Papers http://www.fsu.edu/~speccoll/love/lovecoll.htm
- Display: HTML
- No subject headings
- Personal names do not conform to LCNAF
  Manuscript Name and Subject Index http://www.fsu.edu/~speccoll/subj/z/subj.htm
- Cross references do not standardize names; uses local subject headings
  (based on a list created ca. 1986 to give some rudimentary subject
  access to manuscript collections and designed to fit existing dBase
  field lengths)

Harvard University/Radcliffe College http://findingaids.harvard.edu/dfap/
- The following tags are optional, but recommended, particularly for use
  within the container listing portion of the finding aid. Attributes, such as
  "source" (for names) and "type" (for dates) may also be used.
    <persname></persname>
    <corpname></corpname>
    <famname></famname>
    <genreform></genreform>
    <unitdate></unitdate>
- <controlaccess> [optional]
  [use for terms that should be indexed, but that do not appear explicitly in
  the finding aid (e.g. LCSH, NAF forms of names). All <controlaccess>
  terms are under authority control. <Controlaccess> can appear at many
  points in a finding aid.]
- <index>
  [<index> is a list of terms, usually at the end of a finding aid. Terms are not
  necessarily under authority control]
  http://findingaids.harvard.edu/dfap/bin/findaid-idx.cgi?type=HTML&byte=3510644&oldtype=boolean&rgn1=Names%20%28people%20and%20organizations%29&rgn2=Anywhere&rgn3=Anywhere&rgn4=Dates&operator1--And&operator2--And&q1=Gilman&q2=&q3=&q4=&rgn1=Names%20(people%20and%20organizations)&rgn2=Anywhere&rgn3=Anywhere&rgn4=Dates&operator1--And&operator2--And
  - Display: HTML
  - Additional Index Terms: appear to be LCSH but not coded as such;
    personal names do not follow LCNAF; not coded as persname
  http://oasis.harvard.edu/sgml/sch00012.sgm
  - Display: SGML (EAD) via Panorama; HTML
  - Additional catalog entries: institutional coding guidelines require
    LCNAF and LCSH; not coded as such

Howard University http://www founders.howard.edu/moorland-spingarn/MSSDIV.HTM
Display: HTML
Subject access: alphabetical list of processed manuscript collections points to
HTML-coded NUCMC record with LCSH list of subjects; no finding aids online
Indiana Historical Society http://www2.indianahistory.org/ihs1830/lib.htm
Civil War Records, 1861-1915
http://www2.indianahistory.org/ihs1830/bv2645.htm
- Display: HTML
- Cataloguing information: main entry, subject entries appear to be LCSH but are not coded as such
- Subject access: OPAC record points to finding aid via “linked resources” button; OPAC title of collection does not match collection guide title

Kent State University http://www.library.kent.edu/speccoll/main.html; collections list
http://www.library.kent.edu/speccoll/collections.html
Charles Wesley Slack, Papers, 1817-1906
http://www.library.kent.edu/speccoll/amerhist/slack.html
- Display: HTML
- Subject headings: none

Library of Congress http://www.loc.gov/rr/ead/
James Wadsworth Family: A Register of Its Papers in the Library of Congress
http://lcweb2.loc.gov/mss/eadmss/ms997014/ms997014.sgm
- Display: SGML (EAD) via Panorama
- Subject headings: In controlaccess head note, Sources: LC Name Authority File, Library of Congress Subject Headings, and Index Terms for Occupations in Archival and Manuscript Collections
- Individual persname, corpname, subject, and geoname not individually coded

Louisiana State University http://indigo.lib.lsu.edu/special/findaid/
Offers 123 finding aids in HTML, 35 also in SGML (EAD) as of 25 January 1999 update (checked 1 May 1999)
Subject guides to manuscript collections in the Louisiana and Lower Mississippi Valley Collections by geography, topics, groups, and languages
Mich[a]el Thomassin Andry and Family Papers
http://indigo.lib.lsu.edu/special/findaid/a1318.sgm
- Display: SGML (EAD) in Panorama and HTML
- Index terms: subject headings appear to be LCSH but are not coded as such; personal names do not follow LCNAF punctuation

Great Southern Lumber Company
http://indigo.lib.lsu.edu/special/findaid/g3225.sgm
- Display: SGML (EAD) in Panorama and HTML
- Index terms: personal names and subject headings not constructed according to LCNAF and LCSH [LCNAF=Long, Huey Pierce, 1893-1935; LSU=Long, Huey P, 1893-1935(?); LSU=Washington Parish—Bogalusa (LA); Bogalusa—Sawmill workers (photographs)]
McMaster University http://www.mcmaster.ca/library/readydocs/readyweb.htm
League for Socialist Action
- Display: HTML
- Subject access: none

Minnesota Historical Society http://www.mnh.org/library/findaids/
Topical arrangement for lists of finding aids
Knox Lumber Company: An Inventory of Its Company Records
http://www.mnh.org/library/findaids/00004.html.gz
- Display: HTML via XSL stylesheet from 856 link in catalog record only
- Index terms: subject and name headings appear to be LCSH and LCNAF but source is not coded
- Directory files contain both HTML and SGML (XML)
http://www.mnh.org/library/findaids/00004.xml.gz
- SGML displays in raw coding; controlaccess terms do not contain source codes (error in coding: <geogname>Platt, Larry, 1923-1996.</geogname>)

New York Public Library http://149.123.1.8/nyplafa.html
Inventory of the William Henry Jackson Papers, 1862-1942
http://digiilb.nypl.org:80/dynaweb/ead/hunan/jacksonw/@Generic__BookView
- Created in SGML but displayed only in HTML
- Display: HTML via DynaWeb; button allows EAD coding to be viewed
- Subject headings: none
- Subject searching: boolean keyword

North Carolina State University
http://www.lib.ncsu.edu/libraries/archives/tech_serv/ead.html
Inventory of the Charlotte Vestal Brown Papers, 1980-1990
http://www.lib.ncsu.edu/libraries/archives/collections/brown.sgml
- Display: SGML (EAD) and HTML; of nine collections listed, four are available in both SGML and HTML
- Index terms: controlaccess terms appear to be LCSH and LCNAF but are not coded as such; local geographic heading used

Inventory of the Llewellyn Hilleth Thomas Papers
http://www.lib.ncsu.edu/libraries/archives/collections/thomas.sgml
- Uses genreform term but no source listed

Online Archive of California: Huntington Library
Inventory of the William G. Ritch Collection, 1539-1901, bulk 1845-1882
- Display: HTML on the fly using DynaWeb
• Significant persons represented in the collection: appears to be LCNAF but coding not viewable; includes the amount of pieces in the collection related to the individual
• General subjects for each box: descriptive sentence of topical contents; no controlaccess subject terms

Inventory of the Sonya Levien Papers, 1908-1960
• Indexing, subjects: persnames not LCNAF-conformable; subject heading appear to be LCSH, coding not viewable
• Name and subject index refers to where in collection they can be found

Princeton University http://www.princeton.edu/~mudd/
George Adams Graham Papers, 1935-1995
• Display: HTML
• Subject headings: “The following added entries have been assigned to this collection to highlight significant sources (other than main entry), subjects, and forms of the collection's materials. Where possible, Library of Congress Subject Headings have been used, and the forms of names reflect international cataloging standards.” Not individually coded. American Indians—Education and many others in this record are not genreform terms despite the upper/lower case display.

Public Records Office (United Kingdom)
SGML versions: http://www.pro.gov.uk/finding/catalogue/coresgml.htm
DynaWeb versions: http://www.pro.gov.uk/finding/catalogue/search.htm
Display: SGML via Panorama and DynaWeb as an on-the-fly HTML conversion
Subject access: “Access terms have been input in the <controlaccess> elements as a basis for future authority controlled indexing but we have not yet developed the functionality to make use of them.”
Records created and inherited by the Foreign Office (FO)
• Index terms: does not appear to be LCNAF; coding not viewable in DynaWeb; SGML version, source not listed
• Some records of constituent parts have their own controalaccess index terms

Rutgers University
http://ceth9.rutgers.edu:6336/dynaweb/ead/@Generic_CollectionView
Manuscripts and Oral History of World War II finding aids do not have subject headings; some University Archives finding aids have subject headings. Rutgers University. Office of Public Information. Vietnam War teach-in records, 1955-1966
View

- Display: HTML via DynaWeb
- Name and subject tracings: not LCNAF-compliant; coding not
  viewable in DynaWeb; catalog record uses LCNAF and LCSH


- Display: SGML (EAD) via Panorama and HTML
- Most finding aids do not have controlaccess terms
- Added entries: persname source not coded; terms are not LCNAF-
  compliant; no subject headings

Syracuse University
http://libwww.syr.edu/information/spcollections/findaids/index.html

Broad topical arrangement of finding aids
Two finding aids encoded:

John Vassos Papers
http://libwww.syr.edu/information/spcollections/findaids/SGML/vassos.sgm

- Display: SGML (EAD) via Panorama
- Subject headings: none
- Personal and corporate names: not coded as persname or corpname
  within narratives

Christopher Palmer Collection of Roy Webb Scores
http://libwww.syr.edu/information/spcollections/findaids/SGML/webb.sgm

- Display: SGML (EAD) via Panorama
- Subject headings: none
- Personal and corporate names: not coded as persname or corpname
  within narratives

University of Arizona http://dizzy.library.arizona.edu/branches/spc/homepage/scmss.html
Four finding aids online
Finding Aid to the David K. Udall Papers at the University of Arizona
Library
http://dizzy.library.arizona.edu/branches/spc/david_k_udall/david_k_udall/dkul1.htm

- Display: HTML
- Subject headings: none; catalog record has LCSH subjects

Leona G. and David A. Bloom Southwest Jewish Archives
http://dizzy.library.arizona.edu/images/swja/findaids/findaids.htm
Nine finding aids online
Papers of George Miller, 1975 – 1997
http://dizzy.library.arizona.edu/images/swja/findaids/sja007.htm

- Display: HTML
- Subject fields: appears to be LCNAF and LCSH
University of California, Berkeley http://www.lib.berkeley.edu/BANC/
Inventory of the Richard Brautigan Papers, 1958-1984
http://sunsite2.berkeley.edu:28008/dynaweb/oac/berkeley/bancroft/brautiga/@Generic___BookView
- Display: HTML via DynaWeb
- Subject headings: none in finding aid; subject headings in OPAC

University of California, San Diego http://orpheus.ucsd.edu/speccoll/testing/mscl-fal.html
Register of the Chapman Family Correspondence and Other Documents, 1791-1898 http://w3.ucsd.edu/ead/sgml/mss0048.sgml
- Display: SGML (EAD), HTML, and catalog record (ASCII). These are parallel versions stored on a single server. MSCL does not create any version of its finding aids on the fly.
- Subject headings: none in finding aid
- Subjects: catalog record contains name and subject headings; appear to be LCNAF and LCSH in MARC display

University of Chicago http://www.lib.uchicago.edu/LibInfo/Libraries/SpCl/mss.html
Display: some in SGML, some in HTML, a few in both
Gitel P. Steed Papers
http://enlib.lib.uchicago.edu/LibInfo/Subjects/SouthAsia/steed.html
- Display: HTML and SGML (EAD)
- Subject headings: listed in finding aid; appear to be LCNAF and LCSH but syntax error in DTD—not viewable on 5/4/99

University of Georgia http://www.libs.uga.edu/russell/coll.html
- Five partial finding aids for papers of individuals (biographical, scope and content, arrangement)
- Display: HTML
- Subject headings: none

University of Iowa http://www.lib.uiowa.edu/iwa/findinga.htm
Site has Search by Subject List
Finding Aid for the Helen Bamford Papers
http://www.uiowa.edu/~iwa/sgml/bamford.sgm
- Display: SGML (EAD) and HTML
- Subject headings: none; persname coding within finding aid does not give source; subject headings in catalog record in OPAC

University of Liverpool Special Collections
http://gondolin.hist.liv.ac.uk/~azaroth/ead2html/ead/index.html
- Display: HTML in frames
- Created in EAD ProCite
- Subject headings: none

University of Maine, Orono [http://libraries.maine.edu/orospeccoll/archives.htm
Francis A. Ireland Civil War Letters, 1862-1865
HTTP://130.111.64.3:82/search/a+Ireland,+Francis+A&Submit=Search/-
6.0,0,.B/1856&afreland+Francis+A+1843&1_1,1,0
- Display: HTML (catalog record); finding aid appears to be ASCII
- Subject headings: catalog record only, appears to be LCSH and
  LCNAF, not coded; none in finding aid

University of Michigan, Bentley Historical Library
[http://dev.hiti.umich.edu/bin/tbin/findaid/findaid-idx?type=browse
- Sophisticated searching strategies: search anywhere, collection level
description, contents list, names, controlled access terms
- Hits in Context view: displays headings of the major sections of the finding
aid and all occurrences of the search term(s) embedded in a line of text to help
the user determine the relevance of the particular occurrence of the search
term
Alpheus Felch Papers [http://dev.hiti.umich.edu/bin/tbin/findaid/findaid-idx?type=HTML&rgn=TOC&id=umich-bhl-851648
- Display: created in SGML but delivered in HTML on the fly
- Controlled access terms: appears to be LCNAF and LCSH but HTML
doesn't display coding (site documentation notes that terms conform to
LCSH, LCNAF, or other thesaurus or authority file)
- Search results: hits in context display will show the list of controlled
access terms rather than specific series or file titles in the contents list
or sections of the narrative description
- Separate list of subjects for visual materials

University of North Carolina [http://www.lib.unc.edu/mss/inv.html
- No indication which collections on list have finding aids online until you
select a collection to view
Cyrus Aydlett Papers Inventory [http://www.lib.unc.edu/mss/inv/ead1/04907.sgm
- Display: SGML (EAD) via Panorama and HTML
- Online catalog terms: persname, geogname, corpname, subject appear
to be LCNAF and LCSH but source not coded; some improper coding
(United States. Coast Guard coded as geogname rather than corpname)
- Subject access: coding not consistent within finding aid outside online
catalog terms (U.S.S. Bayfield not coded as corpname elsewhere;
Cyrus Aydlett not coded as persname elsewhere)

University of Vermont [http://sageunix.uvm.edu/~sc/scinv.html
Bugbee Family Diaries, 1852-1902
http://sageunix.uvm.edu/6336/dynaweb/dwebdoc/@Generic_CollectionView
- Display: HTML via DynaWeb
• Subject headings: none in finding aid; subject headings in UVM Special Collections' Manuscripts, Uncataloged Books, and Ephemera Database

University of Victoria Archives and Special Collections
http://aabc.bc.ca/aabc/uviclist.html
Subject headings: only personal and corporate names, no topical headings
W.H. Auden Collection http://aabc.bc.ca/WWW.uvic.archbc/display.UVIC-219
• Display: HTML
• Subject headings: appears to be LCNAF

University of Virginia http://www.lib.virginia.edu/speccol/cad/
A Guide to the Rives-Troubetskoy Papers
• Display: HTML on the fly, keyword indexed by Open Text
• Subject headings: none

University of Warwick, Modern Records Centre
http://www.csv.warwick.ac.uk/services/library/mrc/wwwwead.html
National Union of Press Telegraphists
http://www.warwick.ac.uk/services/library/mrc/ead/039pt.sgml
• Display: SGML (EAD) via Panorama
• Subject headings: none
• Corpname source not coded

Wright State University Libraries
http://www.library.wright.edu/staff/dunbar/arch/schome.htm
Subject access: topical groupings under Aviation, and Local and Regional History of Dayton-Miami Valley (Ohio)
Oscar D. Ladley Papers
http://www.libraries.wright.edu/staff/dunbar/arch/ms138.htm
• Display: HTML
• Subject headings: none in finding aid; subject headings in OPAC

Yale University http://webtext.library.yale.edu/
Display: SGML (EAD) via Panorama and MultiDoc Pro; HTML; indexed by Open Text/Live Link; parser error in EAD, cannot view SGML finding aids
W.W.H. Davis Papers
http://webtext.library.yale.edu/sgml2html/beinecke.davis.sgml.html
• Subject headings: none
• Personal names not coded as persname; do not appear to be LCNAF
• Link to catalog record which contains subject headings; appear to be LCNAF and LCSH