

Introduction: The Project and ISAAR (CPF)

For this project you are researching an entity (either a person or a corporate body) and writing a highly detailed biography or history of that entity. However, the format of this biography or history is going to look very different from any other history project you've been asked to do. Why? The short answer is we need to convert your work into something computer-readable. Part of the challenge of this project is to understand how it all fits together, and we hope we've made it easy to comprehend.

The format you'll be using is called an [ISAAR \(CPF\)](http://www.icacds.org.uk/eng/ISAAR(CPF)2ed.pdf) record, which stands for International Standard Archival Authority Record for Corporate Bodies, Persons, and Families. You don't need to remember all that, you just need to know that when you see "ISAAR" we are referring to this format, and to the source of that format ([http://www.icacds.org.uk/eng/ISAAR\(CPF\)2ed.pdf](http://www.icacds.org.uk/eng/ISAAR(CPF)2ed.pdf)).

This section is meant to help you better understand the "(CPF)" part, and mainly to tell you about Families. In this document these three things will appear either capitalized or as "CPF" to let you know when they are being referred to.

Corporate Bodies in this context is a very broad term; names like Disney or Microsoft are clearly corporations, but in this case something like The Department of Agriculture is also a Corporate Body. In this context, treat the search for Corporate Bodies as "any organized group of people."

Persons are just individual human beings.

Families implies more than just a network of people related by blood and marriage. You are part of a family, but in this case Families refers more to related groups of people that have produced something in the historical record. For example the Kennedy Family, the Rockefeller Family, and the Gates Family are families about which there are books, articles, and websites. Sometimes Families create large bodies of material, and these become archival collections. Families will probably be a rare thing for this project, but keep this definition in mind as you read forward.


Where to Find Names (CPF)

This project requires you to find the "authorized form of a name" for a lot of the proper names (Corporate Bodies, Persons, and Families) you will be researching and coming across in your research. You will need to find the "authorized form" in one of the resources discussed below, and you'll be required to enter that resource next to the name in the corresponding [spreadsheet](#).

Note: For Corporate Bodies that changed names you will need to find the historic authorized names as well. For example, Philip Morris is a tobacco company that changed its name to Altria to disassociate itself from cigarettes. In that case you would have to find the authorized versions of both names using the methods below.

The Library of Congress Name Authorities (preferred)

So we want you to use the names the Library of Congress uses, but we're not actually having you search that site. It's just a bit too weird. So instead, use the instructions below and just remember that ultimately you *should end up* at the Library of Congress's website.

- 1) Go to <http://viaf.org>
- 2) Select Personal Names or Corporate Names (or All Headings if you're not sure) next to the search bar.
- 3) Search for the name you want and select the entry from the results.
- 4) Look for the American flag  under Preferred Forms and click the link.
- 5) That should bring you to the Library of Congress. You should use the name listed and select LC Subject Headings for this name in your [spreadsheet](#).

If there is no American flag, use the instructions immediately below.

Virtual International Authority File

Main link: <http://viaf.org>

Follow the instructions above, and if there is no American flag, just use the name listed at the top of the VIAF record. Select Virtual International Authority File for this name in your [spreadsheet](#).

If There is No Name

Can't find an authorized form anywhere? No problem.

For Persons, just put as much of the name as you have in reverse order:

Rowling, J.K.
Obama, Barack Hussein
Williams, Robin

For Corporate Bodies, just write out the most formal name you know of:

J.W. Medical Suppliers
The Johnson-Parkville Corporation
Cane Brothers, Incorporated


Where to Find Place Names

What types of places we're looking for are available in the drop-down menus on spreadsheet tab 5.2.3 for both Persons and Corporate Bodies. For Corporate Bodies that were located in more than one place, try and track the location of the headquarters as the Founding location and Subsequent locations; use Additional Location for locations of other subdivisions or warehouses or firms; and Significant associated

locations if the Corporate Body did something very significant somewhere, but wasn't actually physically located there. This should be helpful for the Olmsted Bros. firm.

The Library of Congress Name Authorities (preferred)

So we want you to use the names the Library of Congress uses, but we're not actually having you search that site. It's just a bit too weird. So instead, use the instructions below and just remember that ultimately you *should end up* at the Library of Congress's website.

- 1) Go to <http://viaf.org>
- 2) Select Geographic Names (or All Headings) next to the search bar.
- 3) Search for the name you want and select the entry from the results.
- 4) Look for the American flag  under Preferred Forms and click the link.
- 5) That should bring you back to the Library of Congress. You should use the name listed and select LC Subject Headings for this name in your [spreadsheet](#).

If there is no American flag, use the instructions immediately below.

Geonames

Main link: <http://www.geonames.org/>

If you end up needing to use Geonames, familiarize yourself with the site by first searching for your home town, or perhaps Baltimore. In most cases there are a lot of results for just one place. Pay close attention to the categories. For instance, there is Populated Place (P), School (S), Park (G), etc. Make sure you're selecting the right category and *the right state or county* for what you're looking for.

Enter Geonames for this name in your [spreadsheet](#).

Where to Find Occupations (for Persons)

The Art & Architecture Thesaurus (preferred)

Main link: <http://www.getty.edu/research/tools/vocabularies/aat/>

This thesaurus is useful for when one occupation can be called by many different names. Familiarize yourself with this search when you first use it. Try searching for your parents' occupations, or an occupation that you are attracted to as a career choice.

- 1) Search for a general occupation, eg. architect, landscaper, developer.
- 2) Select an occupation from the result list that most closely matches what you're looking for. You can be very specific, or if you find there are too many choices, select a broader term that is still accurate.

- 3) The bold lowercase occupation (directly under the ID number) is the title to use. Note: these are often plural, but you must use the performed form even though you're talking about a single person. Enter Art & Architecture Thesaurus in your [spreadsheet](#).

If you cannot find an occupation in AAT, use the instruction immediately below.

O*NET

Main link: <http://www.onetonline.org/>

O*Net is a government resource intended for people seeking jobs (it even allows you to select what you're good at or have experience in, and then provides you with career suggestions). There is an occupation search right in the middle of the main page.

Functions (for Corporate Bodies)

It is very common to associate occupations with people, but we don't often associate functions with Corporate Bodies. However, unlike Occupations (above) there is no place to search for functions. We would like you to determine these yourself.

Here are some examples:

Main entry: Prentice-Hall, Inc

Function: Publishing

Description: To produce and disseminate information, music, and other creative works.

Main entry: Roland Park Company

Function: Real estate development

Description: A range of activities having to do with the sale, leasing, re-sale, and development of real estate.

5.3 Relationships

We are asking you not only for information about a specific Person or Corporate Body, but for lists of Corporate Bodies, Persons, and Families who were somehow related to them. Don't go crazy with listing people, since you could uncover literally hundreds of names. For Persons, try and identify only their closest family members, and then focus on other prominent people in their field. For Corporate Bodies, try and identify their founding members, famous people who worked there, or other important companies your Corporate Body was associated with. I would cap the list at 10-15 relationships, but don't worry if you can't find that many. Also try and focus on relationships that are reflected in archival resources.

For advice on where to find these relationships, see the *Where to Find Resources* section below. Finding Resources is relevant to forming Relationships because if you find an archival collection containing

material from your Person or Corporate Body, it should also have material by other CPFs, and thus these are their relationships.

Example:

If you find the Olmsted Papers and there's letters from other prominent people listed in the finding aid, you can list these people as relationships.

For the purposes of this project there are only six types of relationships, some of which are a little complicated. Here are the six types, their definitions, and some examples to help you out. Remember these can be relationships between Persons, between Persons and Families, between Corporate Bodies, or between Persons and Corporate Bodies or Corporate Bodies and Persons.

You will enter these relationships on the 5.3 Relationships tabs on your [spreadsheet](#).

Family

Used only for Persons and Families. There is space on the [spreadsheet](#) for what type of relationship, and you should keep these precise.

Example:

If my main topic is Barack Obama, I list his relationship with Michelle Obama as "family," and the description of that relationship as "wife" or "spouse."

If my main topic is John F. Kennedy, I list his relationship with the Kennedy Family as "family."

Associative

This is the broadest relationship and the one you will use the most. Basically, if the relationship you're describing isn't one of the others in this list, use Associative. The important part is really in the description, which allows you to briefly state how the two entities are related.

Examples:

Mutual relationships If the relationship is mutual, like the ones listed below, the description does not need to imply the "direction" of the relationship.	Directional relationships Here are examples of when the direction of the relationship is described in the description.
Main topic: John Lennon Associative relationship: Paul McCartney Description: Band mates in The Beatles.	Main topic: Steve Jobs Associative relationship: Apple Computer, Inc. Description: Company founded by Steve Jobs.
Main topic: Ben Cohen Associative relationship: Jerry Greenfield Description: Co-founders of Ben & Jerry's Ice Cream.	Main topic: Pew Charitable Trust Associative relationship: National Public Radio Description: Receives financial support through charitable donations.
Main topic: Hatfield family	Main topic: Major League Baseball

Associative relationship: McCoy family Description: Involved in a decades long feud.	Associative relationship: Bud Selig Description: Commissioner of baseball.
Main topic: Associative relationship: Description:	Main topic: Barack Obama Associative relationship: Joe Biden Description: Running mate and Vice President for two terms.

Sometimes an associative relationship can be described in more than one way; if you struggle with whether or not there is a directional relationship, try discussing it with your teacher. If it becomes problematic, *do not worry*. Just write a brief, general description. If you do use a directional description, just make sure it describes the relationship in the correct direction:

CORRECT	INCORRECT
Main topic: Barack Obama Associative relationship: Joe Biden Description: Running mate and Vice President for two terms.	Main topic: Barack Obama Associative relationship: Joe Biden Description: President for Joe Biden's two terms as Vice President.
Because you're describing Joe Biden's relationship TO Barack Obama.	This is incorrectly describing Barack Obama's relationship TO Joe Biden.

Temporal - Earlier and Later

Used only for Corporate Bodies in this project. This provides for relationships between Corporate Bodies that happen through time.

Example: The Central Intelligence Agency (CIA) used to be called the Office of Strategic Services (OSS).

So, if your main topic is the CIA, but you're describing the OSS, the relationship is "temporal-earlier" (because the OSS came earlier).

If your main topic is the OSS, but you're describing the CIA, the relationship is "temporal-later" (because the CIA came later).

Hierarchical - Parent and Child

Used only for Corporate Bodies in this project. This provides for relationships between related Corporate Bodies that have hierarchical relationships.

Example: Apple Records is a record label owned by Capitol Records.

If your main topic is Capitol Records, but you're describing Apple Records, the relationship is hierarchical-child (because Apple is a child of Capitol).

If your main topic is Apple Records, but you're describing Capitol Records, the relationship is hierarchical-parent (because Capitol is the parent of Apple).

6. Relating Corporate Bodies, Persons, and Families to Archival Materials and Other Resources

Here again this project will be slightly different than ones you've done before. You are used to finding sources for writing papers or other projects, and these sources are immediately useful to you and your work. They are websites you find online, books you take out of the library, journal articles you find in databases and each one of them help you with your project.

So here's where it's a little different: If you were doing a research project before this one and you happened to find an archive in California that had a good paper collection about your person, you wouldn't have been able to include that because you wouldn't go to California to read it. Well, we want a list of everything you can find whether you use it or not. And we would really prefer you try and find as many **archival collections** as possible, with books and journal articles being your second priority.

What we need is quite simple: the title, the type of resource, and a permalink. See the sample ISAAR records and the spreadsheet for more details and examples.

Where to Find Resources

Helpful for general research, for finding Relationships reflected in archival materials (ISAAR 5.3), and for finding the sources for ISAAR 6.

Union Catalogs

A Union Catalog is a fancy way of saying that something lets you search across many library and archive catalogs instead of just one at a time. This can save you a lot of time, but don't let them fool you: they may be huge, but they don't have everything. You'll still have to do some searching.

WorldCat

<http://www.worldcat.org/>

Lets you search the library catalogs of 10,000 libraries across the world. Includes books, audio/visual material, and archival material. Also lets you search for materials that are geographically close to you

ArchiveGrid

<http://beta.worldcat.org/archivegrid/>

Lets you search a large network of archives, but it is by no means a comprehensive listing of every collection! Begin here, but do not trust that it is showing you everything that's out there. Also lets you search for materials that are geographically close to you.

Digital Public Library of America

<http://dp.la/>

Digital Libraries

Google Books

<http://books.google.com/>

The Hathi Trust

<http://www.hathitrust.org/>

Permalinks

Sometimes we will be asking you to provide links in the [spreadsheet](#) (especially to resources), but it is important to understand that we don't mean just copy and pasting whatever is in the address bar. Some of the sites we're asking you to use or that you will find as you go have [permalinks](#), also known as PURLs, or permanent URLs or permanent URIs. These are links that are supposed to never change, not even years from now, and if you've ever clicked on a link that said 404 NOT FOUND then you can understand why this is important. We don't want your work to ever be obsolete.

Permalinks they are usually listed somewhere on the site.

Here are samples from websites that offer permalinks. Try looking for them!

Worldcat.org

The Library of Congress

What the address bar says:

[http://viaf.org/viaf/85780236/#Shatner, William](http://viaf.org/viaf/85780236/#Shatner,_William)

What the permalink really is:

<http://viaf.org/viaf/85780236>

Bibliographies

In the course of this project you will amass a long list of resources such as books, articles in journals or newspapers, websites, and archival collections that you use in your research. We require, just like writing a formal paper, that you provide that list as a bibliography. However, we will ask that you provide *two* lists, and the following paragraphs will help explain how to make the distinction.

You are not only researching the life of a Person or the history of a Corporate Body (ISAAR 5), but also identifying resources that are related to those Persons and Corporate Bodies (ISAAR 6). Some of what you will find will be incredible useful to you, and these sources will help you write the biography, provide a list of occupations and places, etc. But some resources may not help you, or may be located on the other side of the country, or could perhaps even be in another language. We still want those, because they fulfill the Related Resources part of the project.

So, we require two bibliographies: the list of everything you found (6), and then a second list (5.4.8) of which of those you used *specifically* for writing the record (i.e. the biography, the list of occupations, places, etc.).

This project is *not* requiring quotes or citations such as footnotes, endnotes, or in-line citations in your narrative biography.

Unique Identifiers

This is something you will see on your [spreadsheet on tab 6](#) and it is important only for when you are providing a related archival resource. Archival collections, like books, have call numbers. They're not always called call numbers, which is why we say "a unique identifier." These look different from institution to institution, but you will always be able to find it somewhere in the finding aid. Here are some call numbers for archival collections, and the permalinks to their finding aids. You see how the call numbers differ, but they're always there.

Call number (unique identifier)	Collection Title	Institution	Permalink or Link
TC093	Circus Posters Collection	Princeton University	http://arks.princeton.edu/ark:/88435/9306t0053
Manuscript Group 362	Barnard-Stockbridge Collection	University of Idaho	http://www.lib.uidaho.edu/special-collections/Manuscripts/mg362.htm
MSS10223	Samuel Adams papers	Library of Congress	http://hdl.loc.gov/loc.mss/eadmss.ms009099
MS 3	The Addison Papers	The Maryland Historical Society	http://www.mdhs.org/findingaid/addison-papers-1663-1906-ms-3

ISAAR 5. ELEMENTS OF AN AUTHORITY RECORD

5.1 Identity

5.1.2 Authorized form of name Use spreadsheet tab 5.1	Authorized form of name	See <i>Where to Find Names (CPF)</i> in your Project Guide. Repeat if your corporation changed names.
	Permalink to source of name	See <i>Permalinks</i> in your Project Guide

5.2 Description Area

5.2.1 Dates of Existence		When the company was founded and dissolved.
5.2.2 History		Write a chronology using spreadsheet tab 5.2.2
		Write a narrative history of the company (800 words or less) and submit it using this link .
5.2.3 Places Use spreadsheet tab 5.2.3		See <i>Where to Find Place Names</i> in your Project Guide
5.2.5 Functions Use spreadsheet tab 5.2.5		See <i>Functions</i> in your Project Guide

5.3 Relationships Area

Use spreadsheet tab 5.3

5.3.1 Names of related corporate bodies, persons or families	Authorized form of name	See <i>Where to Find Names (CPF)</i> in your Project Guide
5.3.2 Category of relationship		See <i>5.3 Relationships</i> in your Project Guide
5.3.3 Description of relationship		See <i>5.3 Relationships</i> in your Project Guide
5.3.4 Dates of the relationship		Optional! Use this only if you can find this information.
5.4.8 Sources		Create a bibliography for only the research sources you used to write everything in ISAAR 5. See <i>Bibliographies</i> in your Student Guide.

ISAAR 6. LINKING ARCHIVAL AUTHORITY RECORDS TO ARCHIVAL MATERIALS AND OTHER RESOURCES

See section 6 in your [Project Guide](#) for more details about what this means and where to look. Try and find more than 5 total.

Use spreadsheet tab 6.

6.1 Title and identifier of related resource	Title	See <i>Where to Find Resources</i> in your Project Guide.
	Permalink to record	See <i>Permalinks</i> in your Project Guide
	Unique Identifier	See <i>Unique Identifiers</i> in your Project Guide.
6.2 Type of related resource		Use spreadsheet tab 6.
6.3 Nature of relationship		Use spreadsheet tab 6.

ISAAR 5. ELEMENTS OF AN AUTHORITY RECORD		
5.1 Identity		
5.1.2 Authorized form of name Use spreadsheet tab 5.1	Authorized form of name	See <i>Where to Find Names (CPF)</i> in your Project Guide.
	Permalink to source of name	See <i>Permalinks</i> in your Project Guide
5.2 Description Area		
5.2.2 History		Write a chronology using spreadsheet tab 5.2.2
		Write a narrative biography (800 words or less) and submit it using this link .
5.2.3 Places Use spreadsheet tab 5.2.3		See <i>Where to Find Place Names</i> in your Project Guide
5.2.5 Occupations Use spreadsheet tab 5.2.5		See <i>Where to Find Occupations</i> in your Project Guide
5.3 Relationships Area Use spreadsheet tab 5.3		
5.3.1 Names of related corporate bodies, persons or families	Authorized form of name	See <i>Where to Find Names (CPF)</i> in your Project Guide
5.3.2 Category of relationship		See <i>5.3 Relationships</i> in your Project Guide
5.3.3 Description of relationship		See <i>5.3 Relationships</i> in your Project Guide
5.3.4 Dates of the relationship		Optional! Use this only if you can find this information.
5.4.8 Sources		Create a bibliography for only the research sources you used to write everything in ISAAR 5. See <i>Bibliographies</i> in your Student Guide.
ISAAR 6. LINKING ARCHIVAL AUTHORITY RECORDS TO ARCHIVAL MATERIALS AND OTHER RESOURCES		
See section 6 in your Project Guide for more details about what this means and where to look. Try and find more than 5 total. Use spreadsheet tab 6.		
6.1 Title and identifier of related resource	Title	See <i>Where to Find Resources</i> in your Project Guide.
	Permalink to record	See <i>Permalinks</i> in your Project Guide
	Unique Identifier	See <i>Unique Identifiers</i> in your Project Guide.
6.2 Type of related resource		Use spreadsheet tab 6.
6.3 Nature of relationship		Use spreadsheet tab 6.

Element/Attribute	Description
<control>	
recordId	EAC-CPF identifier. Contains one or more unique identifiers for the EAC-CPF instance.
otherRecordId	An element that allows the recording of additional identifiers that may be associated with the EAC-CPF instance.
otherRecordId/@localType	
maintenanceStatus	Contains the current drafting status of the EAC-CPF instance. Values include: new, revised, deleted, cancelled, deletedSplit, or deletedReplaced.
publicationStatus	Contains information about the editorial status of the EAC-CPF instance. Optional.
maintenanceAgency	
maintenanceAgency/agencyCode	
maintenanceAgency/agencyName	
languageDeclaration	Contains coded and natural language information about the language of the EAC-CPF instance.
languageDeclaration/language @languageCode	
languageDeclaration/script @scriptCode	
conventionDeclaration	Contains information on the rules used to construct the EAC-CPF instance, in particular the names formed in <identity> and the controlled vocabularies and thesauri used in the EAC-CPF instance.
conventionDeclaration/abbreviation	Record the abbreviation of the rules used, e.g. 'acr2'.
conventionDeclaration/citation	Cite the full name of the rules used, e.g. 'Anglo-American Cataloging Rules, Revised'.
localTypeDeclaration	An element used to declare local conventions used in the @localType attribute.

localControl	An element in which to record any control entries necessary due to local practice that are not represented by the other elements in <control>.
maintenanceHistory	Contains information about the date, type and events within the life cycle of an EAC-CPF instance. Contains one or more <maintenanceEvent> elements that document creating, importing, updating, and deletion of the description. Each maintenance event contains an agent, the type of agent (human or machine), the type of event, a description of the event, and the date of the event.
maintenanceHistory/maintenanceEvent	
maintenanceEvent/eventType	
maintenanceEvent/eventDateTime	
maintenanceEvent/agentType	
maintenanceEvent/agent	
maintenanceEvent/eventDescription	
sources	Contains information about the sources consulted in creating the description of the entity or entities in the EAC-CPF instance. Contains one or more <source> element.
sources/source	
source/sourceEntry	Record a citation for a source used in creating the CPF record.
source/descriptiveNote	
source/objectXMLWrap	
source/objectBinWrap	

<cpfDescription>

	Complex structure containing the name or names used by the entity over the course of the entity's existence. Contains a repeatable <nameEntry> element for different names, and a repeatable <nameEntryParallel> element for more than one <nameEntry> expressed in different languages.
<identity>	
<entityId>	

<u><entityType></u>	
<u><nameEntry></u>	
<u><nameEntry>@scriptCode</u>	
<u><nameEntry>@xml:lang</u>	
<u><nameEntryParallel></u>	
<u><nameEntryParallel>@scriptCode</u>	
<u><nameEntryParallel>@xml:lang</u>	
<u>-<part></u>	
<u>-<useDates></u>	
<u><dateRange> or <dateSet> or <date></u>	
<u><fromDate></u>	

<toDate>	
-<authorizedForm>	Refers to authorization body (LCSH, VIAF)
-<alternativeForm>	
-<descriptiveNote>	

	<p>Contains formal description elements parallel to those in ISAAR (CPF) for the description of the entity. An additional <localDescription> allows for local implementation of additional descriptive information not included in the other <description> elements. Optional. All elements in <description> provide a @localType attribute to provide semantic specificity to the term being used. With the exception of <existDates>, <structureOrGenealogy>, <generalContext>, and <biogHist>, plural form wrapper elements are available to bundle multiple occurrences of these elements. These wrapper elements also include elements <citation>, <list>, <outline>, and <p> to accommodate greater complexity in representing the description being created.</p>
<description>	
<existDates>	Dates of existence of the entity being described. Can include actual or approximate dates, using either <date>, <dateRange>, or <dateSet>
- <date>	
- <dateRange>	
- <dateSet>	Grouping element facilitating complex date expressions
- <fromDate>	
- <toDate>	

<places> or <place>	Includes relevant location information, optionally paired with related date information. Includes elements <placeEntry> and <placeRole> and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
- <placeEntry>	
<placeEntry>@vocabularySource	
- <placeRole>	
<localDescription> or <localDescriptions>	An element intended to extend the descriptive categories available in a local system. Includes a <term> element and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
<legalStatus> or <legalStatuses>	Includes the legal status of a corporate body, typically defined by authorities and granted by either a government or an authorized agency. Includes a <term> element and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
<function> or <functions>	Includes relevant functions, processes, activities, tasks, or transactions performed by the entity being described. Includes a <term> element and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
<languageUsed> <languagesUsed>	In which the entity was creative or productive.
- language	

- script	
<occupation> or <occupations>	Includes relevant occupations held by the entity being described. Includes a <term> element and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
<mandate> or <mandates>	Includes relevant mandates for corporate bodies being described. Includes a <term> element and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
<structureOrGenealogy>	Includes information about the structure of a corporate body or the genealogy of a person or family. Includes elements <outline>, <list>, and <p> to assist in structuring the text
<generalContext>	Includes information about the general social and cultural context of the entity being described. Includes a <term> element and the range of possibilities with date information: <date>, <dateRange>, <dateSet>
<biogHist>	Includes discursive text providing biographical and/or historical information about the entity being described. Includes an <abstract> element for a brief synopsis of the full content; a <chronList> element allows for structured date, event and optional place information. Includes <list>, <outline>, <p> elements to assist in structuring the text.
- <abstract>	Brief summary of info contained within biogHist.
-<chronList >	Within biogHist, each <chronList> contains a series of <chronItem> elements, each associating a <date> or <dateRange> with an <event> and an optional <placeEntry>.
- <list>	
- <p>	
- <outline>	Contains one or more <level> elements, which contain either <item> elements or further <level> elements in a hierarchical fashion.
-<citation >	Cites an external resource.

descriptiveNote	Adds textual information about the element that contains it; use with mandatory p
<cpfDescription>	Contains one or more references to or descriptions of related corporate bodies, persons or families. Optional. There are three elements for describing relations with other descriptive entities that are included in the <relations> element: <cpfRelation>, <functionRelation>, <resourceRelation>. Within each of these relations elements, there are: <relationEntry>, <objectXMLWrap>, <objectBinWrap>, <date>, <dateRange>, <dateSet>, <placeEntry> and <descriptiveNote> elements. Individual relations include optional attributes related to the type of relation that is being described.
<relations>	
<cpfRelation>	May contain date, dateRange, dateSet, descriptiveNote, objectBinWrap, objectXMLWrap, placeEntry, relationEntry
@cpfRelationType	The value designates the type of relation that a corporate body, person, or family has to the entity being described in the EAC-CPF instance. If the nature of the relation is more specific than one of the values given below, the Xlink attributes can be used in addition to @cpfRelationType.
@xlink:arcrole	Describing the nature of the relationship, ex. isParentOf, isSiblingOf, isSpouseOf.
@xlink:role	Describing what the entity you're linked to is, i.e. person, corporate body, family
<objectXMLWrap>	May occur within <cpfRelation>
<objectBinWrap>	May occur within <cpfRelation>
<relationEntry>	A descriptive element for relations that provides discursive text identifying a related entity, which may be either another name (CPF) entity, a resource created by or otherwise related to the named entity (e.g., archival records), or the name of a related function.

<descriptiveNote>	
<date> <dateRange> <dateSet>	
<placeEntry>	

<funtionRelation>	
<resourceRelation>	
<resourceRelation>	
@ xml:id	
@ xml:lang	
@resourceRelationType	
@lastDateTimeVerified	
@xlink:href	
<relationEntry>	
<objectXMLWrap>	
<objectBinWrap>	
<date> <dateRange> <dateSet>	
<placeEntry>	
<descriptiveNote>	

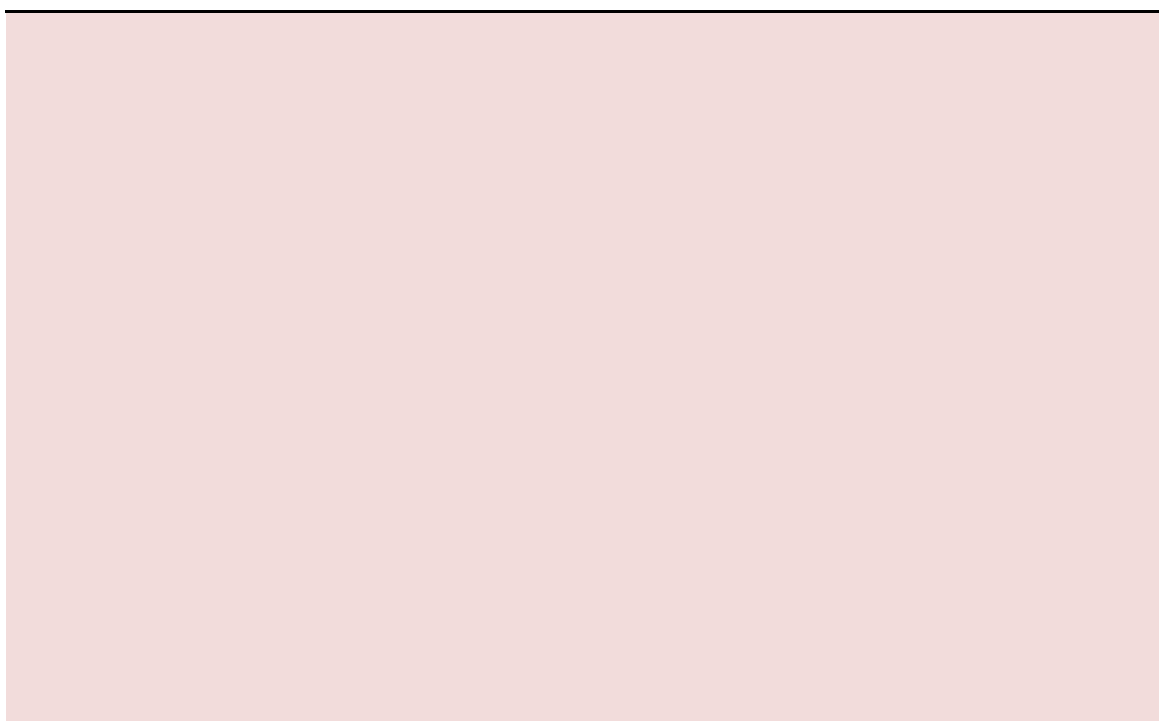
ISAAR (CPF)	Occurrence	Notes	Status
5.4.1	One		Required
	One	Impossible to know at this point	Optional
	One	We aim to use URL	Optional
5.4.4	One	Do update when revising	Required
	Zero or one		Optional
5.4.2	One		Required
	One	MdBJ	Locally Required
	One		Locally Required
5.4.7	One		Required
	One	Value is 'eng'	Required
	One	Value is 'Latn'	
5.4.3	One or more	Declare all controlled vocabularies cited in the @vocabularySource attribute on the term, placeEntry, and placeRole elements	Locally Required
	One	Use MARC convention (lower case) http://www.loc.gov/standards/source/ist/subject.html	Locally Required
	One		Required if using <conventionDeclaration>
	Zero or more	We don't have use for this at this point	Optional

5.4.5	Zero or more	We don't have use for this at this point	Optional
	One		Required
5.4.6	One or more		Required
	One	Controlled	Required
	One	Suggest using @standardDateTime	Required
	One	Human	Required
	One	Name (Valerie Addonizio, Christopher Case)	Required
	Zero or one	When do we provide event description?	Optional
5.4.8	One	Sources plural is a wrapper for other <source>s.	Locally Required
	One or more		Required if using <sources>
	One		Locally Required
	Zero or one		Optional
	Zero or one		Optional
	Zero or one		Optional

	One	Suggest this be location for unique ID provided by NAF or VIAF	Locally Required

5.1.1	One	person,' 'corporateBody,' or 'family'	Required
5.1.2	One or more	Wrap preferred entry in <part>. Create a new entry for direct order names using local type (applies to personal names)	Required
	One or more	ISO 15924 four-letter code "Latn"	Locally Required
	One or more	Three-letter ISO 639-2 language code	Locally Required
5.1.3	One or more		Required if Applicable
	One or more	ISO 15924 four-letter code "Latn"	Locally Required if using <nameEntryParallel>
	One or more	Three-letter ISO 639-2 language code	Locally Required if using <nameEntryParallel>
	One or more	Dump the entire preferred name in one <part>. <nameEntry scriptCode="Latn" xml:lang="eng"><part>Franklin, Benjamin, 1706-1790</part><authorizedForm>lcnaf</authorizedForm></nameEntry>	Locally Required
	One or more	Use for when the version of the name was used. Good for corporate bodies	Locally Required if Applicable
	One or more		Locally Required if using <useDates>
	One or more	Use @standardDate	Required with <dateRange>

	One or more	Use @standardDate	Required with <dateRange >
	One or more	We are not requiring this because if you do find a version of the name that is not coming of the name that is not coming from a standardized resource then we still want to capture it.	Locally Required if Applicable
	Zero or more		Optional
	Zero or more		Optional

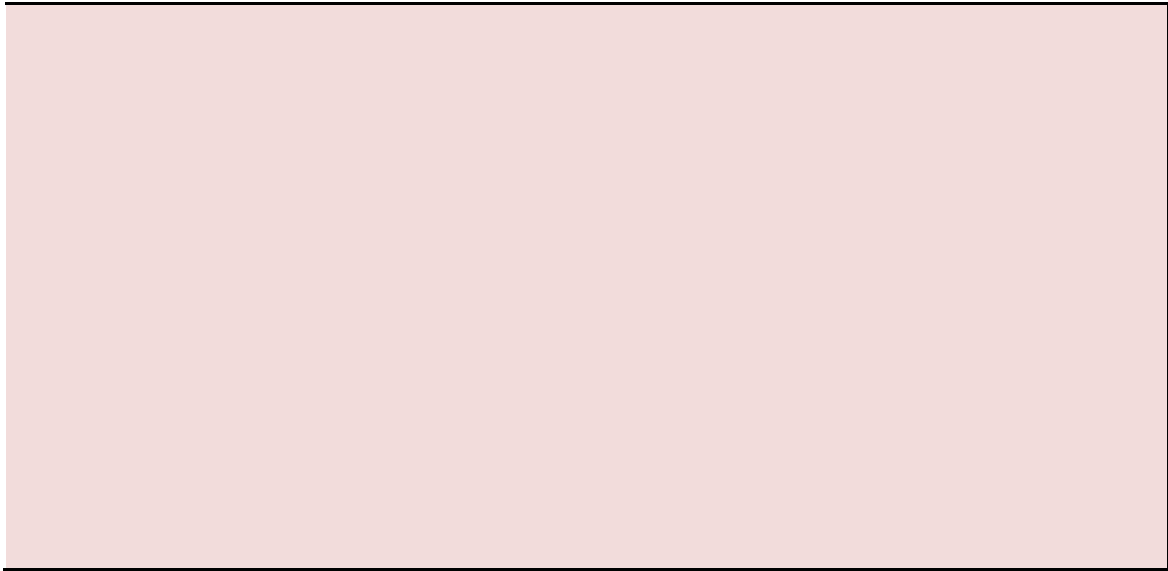


5.2.1	One	Use @standardDate to declare computer readable date	Locally required
	Zero or more	Single date	Optional
	Zero or more	Use with fromDate, toDate	Optional
	Zero or more		Optional
	One or more	Use with toDate. Can use @notBefore and @notAfter for ambiguous dates	Required Child of dateRange
	One or more	Use with fromDate. Can use @notBefore and @notAfter for ambiguous dates	Required Child of dateRange

5.2.3	One or more	Use plural form for multiples	Locally Required if Applicable
	One or more	LCSH is preferred, if not, use GeoNames.	Locally Required if Applicable
	One or more	Allows for a URI. Can be used in conjunction with a descriptive note to declare that GeoNames is the source of the <placeEntry>	Locally Required if Applicable
	One	Contextual role of place for entity: birth, residence, education, marriage, occupation, travel, death, burial.	Locally required with placeEntry
	Zero or more	Use plural form for multiples. What is the added value of this? Nationality? Gender? Sex? Local type =sex Male/Female.	Optional
5.2.4	Zero or more	Use plural form for multiples. For corporate bodies only. We see no use for this project, but should keep for the future.	Optional
5.2.5	Zero or more	Use plural form for multiples. Use AAT for <term> if possible; otherwise LCSH. For corporate bodies only.	Optional
	One or more	Use plural form for multiples. English will be default in template; other languages added as needed. Use descriptive note when multiple languages are tagged.	Locally Required if Applicable
	One	e.g., <language languageCode="fre">French</language >	Locally Required if Using <languageUsed>

	One	<script scriptCode="Latn">Latin</script>	Locally Required if Using <languageU sed>
5.2.5	One or more	Use plural form for multiples. Use AAT if possible, then MARC recommended O- NET Online (www.onetonline.org). If an occupation is referred to in biog-hist then it must be tagged this field.	Locally Required if Applicable
5.2.6	Zero or more	Use plural form for multiples. For corporate bodies only. We see no use for this project, but should keep for the future.	Optional
5.2.7	Zero or more	May be link, list, and/or discursive	Optional
5.2.8	Zero or more		Optional
5.2.2	One or more	If occupations, dates, places, and languages appear in biohist they should also appear in their appropriate area, and vice versa. Else you will reference something and not provide its context.	Locally Required
	One		Locally Required
5.2.2	Zero or more	Use <list>	Optional
	Zero or more		Optional
	Zero or more		Optional
	Zero or more	Useful for genealogy	Optional
	Zero or more		Optional

	One		Optional
--	-----	--	----------



5.3.1	One or more	There may be a case where there is truly no other relation, but we'll let that be the exception and not the rule	Locally Required (at least one)
5.3.2	One	One of these values as established in schema: "identity" or "hierarchical" or "hierarchical-parent" or "hierarchical-child" or "temporal" or "temporal-earlier" or "temporal-later" or "family" or "associative"	Required
	One	Requires a local ontology	Optional
	One	Requires a local ontology	Optional
	Zero or more		Optional
	Zero or more		Optional
5.3.3	One	Name the entity you are linking to. Use authorized form (NAF, VIAF) of the name in one string. Can only contain text.	Locally Required

	Zero or more	To indicate the dates of the relationship with another CPF. Free text describing the relationship; required because at this point we have nothing else short of writing an ontology.	Locally Required
5.3.4	Zero or more	If you don't know then don't say. Dates should be normalized, not after / not before etc.	Optional
	Zero or more	This is an AND relationship with <relationEntry>, not an OR. Use LCSH place names. Can include voculary attribute.	Optional

6	Zero or more	We will require at least one resource for the scope of this project. This will essentially be the students' bibliography.	Locally Required
	Zero or one?	We do not anticipate using this. Only necessary if we are going to linking within the EAC record.	Optional
	Zero or one?	English will be default in template; other languages added as needed.	Optional
6.3	One	One of these values as established in schema: "creatorOf" or "subjectOf" or "other"	Locally Required
6.2	Zero or one		Required if Applicable
6.1	One	Use the title of the resource.	Locally Required
	Zero		Optional
	Zero		Optional
6.4	Zero or one	We do not anticipate using this.	Optional
	Zero or one	We do not anticipate using this. Potentially useful for art or objects associated with a place.	Optional
	Zero or one		Optional