

## Creating an EAD Finding Aid Using NoteTab Pro

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**Rhode Island Archival and Manuscript Collections Online (RIAMCO)**

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## Introduction

This document will guide you through the process of creating an Encoded Archival Description (EAD) finding aid, according to the standards adopted by the Rhode Island Archival and Manuscript Collections Online (RIAMCO) consortium.

A finding aid is a document that places materials in context by providing information about the collection, such as acquisition and processing; administrative history; biographical note; scope of the collection, including size, subjects, media; organization and arrangement; and an inventory of the series and the folders.

EAD is an internationally accepted archival standard that presents information using XML (Extensible Markup Language). The official EAD documentation is available on the Library of Congress website: <http://www.archivists.org/saagroups/ead/>.

RIAMCO utilizes the NoteTab Pro editor to create an XML file for each finding aid. Within NoteTab Pro, RIAMCO has created EAD Clip Libraries to facilitate the creation of an EAD file. The EAD Clip Libraries are comprised of a series of clips which prompt the user to enter descriptive data, from which the appropriate XML code is automatically generated.

### General Tips:

- In NoteTab Pro, the cursor position dictates where the tag will be inserted in the XML document. Before clicking on any of the tags within the EAD Clip Library (in the left-hand column), you must place your cursor where you want the tags to be inserted into the XML file.
- EAD documents require specific formats for individual dates, approximate dates, and date ranges. Examples of these formats are included in Appendix A of this document. Refer to this Appendix to obtain the correct format for each date field.
- EAD uses the concept of 'normalization' for most name fields and date fields. This simply means most name fields and date fields have two formats: one format is displayed to the user (examples: John M. Smith or 2003 Mar 17) and the other format is used internally by the software to sort and search (examples: Smith, John M. or 2003-03-17). The terms 'normal' and 'normalized' always refer to the internal format.
- Periodically use the **Parse and Validate** option, described on page 7. This tool will check for errors and will save your work. Errors in XML code are easier to fix the sooner they are discovered.

As you progress through this document to create your EAD, you may find it helpful to refer to the Library of Congress website for additional information concerning specific tags and fields. The two sections of the Library of Congress website which are most relevant to the process are:

**EAD Tag Library:** <http://www.loc.gov/ead/tglib/index.html>

**EAD Elements by Element Name:** [http://www.loc.gov/ead/tglib/element\\_index.html](http://www.loc.gov/ead/tglib/element_index.html)

## Creating an EAD

Open NoteTab Pro and select EAD Tools I (far left column).

Double click on “New EAD”. Six pop-up windows must be completed in order to create the preliminary EAD:

### 1. EAD: Header fields

**EAD: Header fields**

Please complete the following fields.

Title of collection (ex: Roger Williams papers) (REQ):  
Roger Williams papers

Filing title of EAD (ex: Williams (Roger) papers) (REQ):  
Williams (Roger) papers

EAD identifier (ex: Ms. 16.36) (REQ):  
Ms. 16.36

Unique identifier (ex: ms16.36) (REQ):  
ms16.36

OK Cancel

### 2. EAD: Name fields

**EAD: Name fields**

Please complete the following fields.

Creator of collection (ex. Williams, Roger, 1603-1683) (MA):  
Williams, Roger, 1603-1683

Normalized creator of collection (ex. Williams, Roger, |d1603-1683):  
Williams, Roger, |d1603-1683

Type (MA):  
corpname  
famname  
persname

Source (MA):  
lcnaf  
lcsh  
local

Author of finding aid (ex: Firstname Lastname) (MA):  
Jennifer Betts

Encoder of finding aid (ex: Firstname Lastname) (REQ):  
Ben Arnold

OK Cancel

### 3. EAD: Date fields

**EAD: Date fields**

Please complete the following fields.

Inclusive dates of collection (ex. 1790-1897) (REQ):  
1637-1683

Normalized inclusive dates of collection (ex. 1790/1897) (REQ):  
1637/1683

Bulk dates of collection (ex. 1826-1854):  
1642-1663

Normalized bulk dates of collection (ex. 1826/1854):  
1642/1663

OK Cancel

#### 4. EAD: Extent and Language fields

**EAD: Extent and Language fields**

Please complete the following fields.

Extent of collection (REQ):  
10

Extent unit (REQ):  
linear feet  
linear foot  
box(es)  
oversize box(es)

Language of Materials (REQ):  
English  
French  
German  
Italian

OK Cancel

#### 5. EAD: Abstract Bio/Hist & Scope/Content

**EAD: Abstract, Bio/Hist & Scope/Co...**

Please complete the following fields.

Enter abstract (REQ):  
The Roger Williams papers contain correspondence, manuscripts, and speeches by the English theologian.

Enter biographical/historical note (MA):  
Roger Williams was born into the Church of England family in London, England, around 1603.

Type of note (MA):  
Biographical note  
Historical note

Enter scope/content note (REQ):  
The papers cover Roger Williams earliest years to his death.

OK Cancel

#### 6. EAD: Arrangement, Acqinfo & RIAMCO Browse Terms

**EAD: Arrangement, Acqinfo & RIAMCO Browse Terms**

Please complete the following fields.

Enter arrangement statement (list will follow) (MA):  
The papers are arranged in three series:

Enter acquisition statement (REQ):  
The Roger Williams papers were received from the Mayor's Office, City of Providence, Rhode Island, in 1933.

RIAMCO browse term (REQ):  
Race, Ethnicity and Gender  
Religion  
Rhode Island/Local Interest  
Science and Technology

OK Cancel

Upon completion of the 6 pop-up windows a collection-level EAD finding aid will have been created. The tags that appeared in the pop-up windows were required or mandatory if available. The following tags are

some of the more common tags you may use to complete your EAD finding aid. These tags are available in the left drop-down menu bar. The examples below show the tagging and the descriptive group <descgrp> in which they must be nested.

#### <accruals>

Information about anticipated additions to the collection.

```
<descgrp type="administrative">
<head>Administrative information</head>

<accruals encodinganalog="584"><p>No further materials are expected for this
collection.</p></accruals>

</descgrp>
```

#### <altformavail>

Information about copies of materials (microforms, photocopies, digital reproductions) in the collection.

```
<descgrp type="administrative">
<head>Administrative information</head>

<altformavail encodinganalog="530"><p>This collection has been microfilmed and is available on
three reels MF1993-034:1 to MF1993-034:3.</p></altformavail>

</descgrp>
```

#### <archref>

A reference element that provides the citation and electronic link. This tag can be used to reference <relatedmaterial>. See the EAD Tag Library (2002) for additional formats.

```
<descgrp type="add">
<head>Additional Information</head>
<relatedmaterial>
<p>RESOURCES AT BROWN UNIVERSITY</p>
<p>The Brown University Library is the repository for several collections related to the Brown
family and their businesses that are accessible through Josiah, including:</p>

<p><archref xlink:href="http://pike.services.brown.edu/bamco/bamco.php?eadid=ms2007.010"
linktype="simple">John Nicholas Brown (1861-1900) papers, Ms. 2007.010</archref></p>

</relatedmaterial>
</descgrp>
```

#### <arrangement>

The tags for the first item in the list appear automatically within the <arrangement> tag. Tags for single items and multiple items appear in the Descriptive Group.

```
<descgrp type="descriptive">
<head>Collection information</head>

<arrangement encodinganalog="351">
<p>The papers are arranged in 3 series:
<list>
<item>1. Correspondence</item>
<item>2. Writings</item>
<item>3. Speeches</item>
</list></p>
</arrangement>

</descgrp>
```

**<bibliography><bibref>**

Citations to works that are based on or about the collection. The <bibref> is used for each citation.

```
<descgrp type="add">
<head>Additional Information</head>

<bibliography>
<bibref>Elliott, Maud Howe. </b>This Was My Newport. Massachusetts: The Mythology
Company, 1944.</bibref>
</bibliography>

</descgrp >
```

**<change>**

Select the <change> tag to indicate substantial changes made to the EAD finding aid. The <change> tag occurs within <revisiondesc>. Multiple <change> tags may occur within the <revisiondesc>.

```
<revisiondesc>

<change encodinganalog="583">
<date era="ce" calendar="gregorian" normal="20081015">2008 Oct 15</date>
<item>Revised by William Greene</item>
</change>

</revisiondesc>
```

**<chronlist><chronitem>**

Within the <bioghist> you may include a chronological list. The <chronlist> tag creates the list and the first tag; <chronitem> is used for subsequent items in the list.

```
<bioghist>

<chronlist>
<chronitem>
<date>1603</date>
<event>Born in London, England</event>
</chronitem>

</bioghist>
```

**<custodhist>**

Information about the previous ownership of the collection.

```
<descgrp type="administrative">
<head>Administrative information</head>

<custodhist encodinganalog="561">
<p>The Roger Williams papers were maintained by the staff of the Mayor's Office, City of
Providence, Rhode Island, in the records storage facility at City Hall from the time of Williams'
death in 1683 until they were transferred, at the request of Mary Williams, a Roger Williams
descendant, to the John Hay Library, Brown University, in 1933.</p>
</custodhist>

</descgrp>
```

**<extent>**

Multiple extent statements may occur within <physdesc>.

```
<physdesc>

<extent encodinganalog="300$a">10 linear feet</extent>
<extent encodinganalog="300$a">10 box(es)</extent>

<physdesc>
```

**<extref>**

A linking element that can include text and subelements as part of its reference to an electronic object that is external to the EAD document. This tag can be used in <bioghist> or <relatedmaterial>. See the EAD Tag Library (2002) for additional formats.

```
<bioghist encodinganalog="545">
<head>Historical note</head>
<p>Vice Presidents have been part of the administration since 1925 when that title was given to
Albert Davis Mead after several months during which he assumed some of the duties of President
Faunce...

...Vice President for Development, the Vice President for Government and Community Affairs,
the Vice President and General Counsel, and the Vice President for Administration.</p>
<p>Source: <extref
xlink:href="http://www.brown.edu/Administration/News_Bureau/Databases/Encyclopedia/search.p
hp?serial=V0060">Vice Presidents, Brunonian</extref></p>
</bioghist>
```

**<langmaterial><language>**

If more than one language is represented in the collection multiple <language> tags may be entered within <langmaterial>.

```
<archdesc level="collection" type="inventory" relatedencoding="MARC21">
<did>

<langmaterial>
<language langcode="eng" encodinganalog="546">English</language>
<language langcode="ger" encodinganalog="546">German</language>
</langmaterial>

</did>
</archdesc>
```

**<otherfindaid>**

Information about additional or alternate guides to the finding aid, such as a card catalog.

```
<descgrp type="additional">
<head>Additional Information</head>

<otherfindaid encodinganalog="555"><p>The card catalog at the John Hay Library provides an
alternative method of accessing papers in this collection.</p></otherfindaid>
</descgrp>
```

<p/>

This is a placeholder used in some tags. If you are entering information in a tag with <p/> you may remove the <p/>.

```
<descgrp type="cataloging">
  <controlaccess>
  <head>Occupations</head>
  <p/>
</controlaccess>
```

### <physloc>

Information about the location of a collection or parts of a collection can be entered in the <physloc> tag. It is critical that the TYPE attribute associated with <physloc> be used to indicate if the physical location is external (will appear publicly on the RIAMCO website) or internal (will not appear publicly on the RIAMCO website) information.

```
<archdesc level="collection" type="inventory" relatedencoding="MARC21">
  <did>

  <physloc audience="external" encodinganalog="852">Portions of the collection are stored at Iron
  Mountain.</physloc>

  </did>
</archdesc>
```

### <relatedmaterial>

Material that is related to the collection and may be of use to researchers should be indicated under <relatedmaterial>. The <archref> may be used to provide an electronic link to <relatedmaterial>.

```
<descgrp type="additional">
  <head>Additional Information</head>

  <relatedmaterial encodinganalog="5441_">
  <p>Related papers are located at the Rhode Island Historical Society.</p>
  </relatedmaterial>

</descgrp>
```

### <revisiondesc>

When substantial changes are made to an EAD finding aid a <revisiondesc> entry should be made. The <revisiondesc> should be placed below the </profiledesc>. Subsequent changes should be indicated using the <change> tag within <revision desc>; <revisiondesc> should only occur once.

```
<eadheader audience="external" countryencoding="iso3166-1" dateencoding="iso8601"
scriptencoding="iso15924" relatedencoding="MARC21" repositoryencoding="iso15511"
langencoding="iso639-2b">...
</profiledesc>

<revisiondesc>
  <change encodinganalog="583">
  <date era="ce" calendar="gregorian" normal="20081015">2008 Oct 15</date>
  <item>Revised by William Greene</item>
  </change>
</revisiondesc>

</eadheader>
```

### <separatedmaterial>

Material that has been separated from the original collection. The <archref> may be used to provide an electronic link to the current location of <separatedmaterial>.

```
<descgrp type="additional">
```

```
<head>Additional Information</head>
```

```
<separatedmaterial encodinganalog="5440_">
```

```
<p>Papers written by Anne Hutchinson have been removed from the collection and are now  
located in the Anne Hutchinson papers.</p>
```

```
</separatedmaterial>
```

```
</descgrp>
```

## Cataloging

The following are examples of 7 key access points in the finding aid. The normalized field is optional.

**creator/contributor <persname>**

Please complete the following fields.

Role:  
 annotator  
 collector  
 contributor  
 creator

Name (ex: Williams, Roger, 1603-1683):  
 Williams, Roger, 1603-1683

Name (Normalized) (ex: Williams, Roger,Id1603-1683):  
 Williams, Roger,Id1603-1683

Source:  
 lcnaf  
 lcsb  
 local

OK Cancel

**<function>**

Please complete the following fields.

Source:  
 lcsb  
 aat

Function (ex: Law enforcement):  
 Law enforcement

Normal (ex: Law enforcement):  
 Law enforcement

OK Cancel

**materials <genreform>**

Please complete the following fields.

Source:  
 aat  
 rbgenr

Genre (ex: Letters (correspondence)):  
 Letters (correspondence)

Normal (ex: letters (correspondence)):  
 letters (correspondence)

OK Cancel

**occupation <occupation>**

Please complete the following field.

Source:  
 lcsb  
 aat

Occupation (ex: College teachers):  
 College teachers

OK Cancel

**subject <subject>**

Please complete the following fields.

Subject (ex: Political science-Philosophy):  
 Political science-Philosophy

Subject (Normalized) (ex: Political science\Philosophy):  
 Political science\Philosophy

Source:  
 lcnaf  
 lcsb  
 local

OK Cancel

**RIAMCO <subject>**

Please complete the following fields.

RIAMCO browse terms:  
 Agriculture  
 Architecture  
 Art  
 Business

OK Cancel

**title <title>**

Please complete the following fields.

Title (ex: The bloody tenent of persecution):  
 The bloody tenent of persecution

Author (Normalized) (ex: Williams, Roger,Id1603-1683):  
 Williams, Roger,Id1603-1683

OK Cancel

## Inventory

After entering the collection-level information for the EAD finding aid you may begin entering the inventory. The inventory occurs within the <desc> tag. Frequently save your EAD (c:\xmlfiles\documents\ead\[name of EAD]) is the default path. Set the component ids (EAD Tools II, Component <did>) and Parse and Validate (EAD Tools II, Files and Procedures) often. Save your EAD before setting the component ids and parsing and validating.

### Series-level component

The 'Simple Components' dialog box is shown with the 'Level' dropdown set to 'series'. The fields are filled with the following information:

- Level: series
- Series number (SERIES LEVEL; ex: 1): 1
- Title: Correspondence
- Date (ex: 1954 May 8): 1642-1652
- Normalized date (ex: 19540508): 1642/1652
- Extent (SERIES LEVEL; ex: 3 boxes): 2 boxes
- Box: (empty)
- Folder: (empty)
- Scope and content: The correspondence is related to business and family matters.

### Subseries-level component

The 'Simple Components' dialog box is shown with the 'Level' dropdown set to 'subseries'. The fields are filled with the following information:

- Level: subseries
- Series number (SERIES LEVEL; ex: 1): (empty)
- Title: Correspondence from Roger Williams
- Date (ex: 1954 May 8): 1642-1652
- Normalized date (ex: 19540508): 1642/1652
- Extent (SERIES LEVEL; ex: 3 boxes): (empty)
- Box: (empty)
- Folder: (empty)
- Scope and content: (empty)

### File-level component

The 'Simple Components' dialog box is shown with the 'Level' dropdown set to 'file'. The fields are filled with the following information:

- Level: file
- Series number (SERIES LEVEL; ex: 1): (empty)
- Title: Williams, Roger to Elfrieda Williams
- Date (ex: 1954 May 8): 1642-1652
- Normalized date (ex: 19540508): 1642/1652
- Extent (SERIES LEVEL; ex: 3 boxes): (empty)
- Box: 1
- Folder: 1
- Scope and content: (empty)

### Item-level component

The 'Simple Components' dialog box is shown with the 'Level' dropdown set to 'item'. The fields are filled with the following information:

- Level: item
- Series number (SERIES LEVEL; ex: 1): (empty)
- Title: Williams, Roger to Elfrieda Williams
- Date (ex: 1954 May 8): 1642 Jan 1
- Normalized date (ex: 19540508): 16420101
- Extent (SERIES LEVEL; ex: 3 boxes): (empty)
- Box: 1
- Folder: 1|
- Scope and content: (empty)

## Date Formats

Follow this chart for entering dates.

Definition	Date from source	Normalization	EAD input
probable date	[1892?]	1892	1892?
approximate date	[ca. 1892]	1887/1897	ca. 1892
span of dates – year, month	Jan. 1956-July 1956	1956-01/1956-07	1956 Jan-1956 Jul
span of dates – year, month, day	1 Feb 1867-31 July 1867	1867-02-01/1867-07-31	1867 Feb 1-1867 Jul 31
one year or the other	1814 or 1815	1814/1815	1814 or 1815
decade certain	[189-]	1890/1899	189-
decade uncertain	[189-?]	1890/1899	189-?
century certain	[18--]	1800/1899	18--
century uncertain	[18--?]	1800/1899	18--?
date certain	July 3, 1956	19560703	1956 Jul 3
span of dates	1893-1950	1893/1950	1893-1950
broken span of dates	1935, 1937-1945	1935/1945	1935, 1937-1945
open date	1999-	1999/9999	1999-
century	19th cent.	1801/1900	19th century
no date	n.d.		undated

### Examples:

<unitdate normal="1892">1892?</unitdate>

<unitdate normal="1887/1897">ca. 1892</unitdate>

<unitdate normal="1956-01/1956-07">1956 Jan-1956 Jul</unitdate>

<unitdate normal="1867-02-01/1867-07-31"> 1867 Feb 1-1867 Jul 31</unitdate>

<unitdate normal="1814/1815">1814 or 1815</unitdate>

<unitdate normal="1890/1899">189-</unitdate>

<unitdate normal="1890/1899">189-?</unitdate>

<unitdate normal="1800/1899">18--</unitdate>

<unitdate normal="1800/1899">18--?</unitdate>

<unitdate normal="19560703">1956 Jul 3</unitdate>

<unitdate normal="1893/1950">1893-1950</unitdate>

<unitdate normal="1935">1935</unitdate>

<unitdate normal="1937/1945">1937-1945</unitdate>

<unitdate normal="1999/9999">1999-[ongoing]</unitdate>

<unitdate normal="1801/1900">19th century</unitdate>

<unitdate>undated</unitdate>

## Inventory example

The following are examples of encoding in the inventory. Series 1 is what most of your finding aids will look like. Series 2 uses a few more tags that some of you may be using. Series 3 uses all of the available tags so that you know where to place some of the less commonly used tags. Series 4 utilizes the correspondence, manuscripts, and published templates. While these templates are available they require detailed descriptions at the item-level, something few repositories are able to provide.

```
<dsc type="combined">

<c id="c1" level="series">
<did>
<unitid type="series">Series 1</unitid>
<unittitle>Correspondence</unittitle><unitdate normal="1642/1652">1642-1652</unitdate>
<physdesc>
<extent>2 boxes </extent>
</physdesc>
</did>
<scopecontent><p>The correspondence is related to business and family matters.</p></scopecontent>

    <c id="c2" level="subseries">
    <did>
    <unittitle>Correspondence from Roger Williams</unittitle><unitdate normal="1642/1652">1642-
    1652</unitdate>
    </did>

        <c id="c3" level="file">
        <did>
        <container type="box" label="Box">1</container>
        <container type="folder" label="Folder">1</container>
        <unittitle>Williams, Roger to Elfrieda Williams</unittitle><unitdate
        normal="1642/1652">1642-1652</unitdate>
        </did>

            <c id="c4" level="item">
            <did>
            <container type="box" label="Box">1</container>
            <container type="folder" label="Folder">1</container>
            <unittitle>Williams, Roger to Elfrieda Williams</unittitle><unitdate
            normal="1642-01-01">1642 Jan 1</unitdate>
            </did>
            </c>

        </c>
    </c>
</c>

<c id="c5" level="series">
<did>
<unitid type="series">Series 2</unitid>
<unittitle>Writings</unittitle><unitdate normal="1652/1662">1652-1662</unitdate>
<physdesc>
<extent>2 boxes</extent>
</physdesc>
</did>
<scopecontent><p>Writings contains early drafts of Roger Williams' book <title type="novel">How to Win
Friends and Influence People.</title></p></scopecontent>
<controlaccess>
<subject>Political science</subject>
<subject>Law</subject>
<subject>Self-help techniques</subject>
</controlaccess>
```

```

<c id="c6" level="subseries">
  <did>
    <unittitle>How to Win Friends and Influence People</unittitle><unitdate
    normal="1652">1652</unitdate>
  </did>

  <c id="c7" level="file">
    <did>
      <unitid type="reference">RW1222</unitid>
      <container type="box" label="Box">2</container>
      <container type="folder" label="Folder">1</container>
      <physloc audience="internal">24C:1</physloc>
      <unittitle>How to Win Friends and Influence People draft</unittitle><unitdate
      normal="1652">1652</unitdate>
    </did>
  </c>

  <c id="c8" level="item">
    <did>
      <physloc audience="internal">24C:1</physloc>
      <container type="reel" label="Reel">M23</container>
      <unittitle>How to Win Friends microfilm</unittitle><unitdate
      normal="1652">1652</unitdate>
    </did>
  </c>
</c>
</c>

<c id="c9" level="series">
  <did>
    <unitid type="series">Series 3</unitid>
    <container type="box" label="Boxes">5-6</container>
    <langmaterial>
      <language langcode="ger">German</language>
    </langmaterial>
    <physloc audience="external">Basement of Library Annex</physloc>
    <unittitle>Speeches</unittitle><unitdate normal="1650/1660">1650-1660</unitdate>
    <physdesc>
      <extent>2 boxes</extent>
    </physdesc>
    <origination><persname role="creator">Williams, Maybelle</persname></origination>
  </did>
  <scopecontent><p>The speeches were given and annotate by Roger Williams but written by his cousin
  Maybelle Williams.</p></scopecontent>
  <bioghist><p>Maybelle Williams also wrote speeches for Rhode Island Governor John
  Sanford.</p></note>
  <acqinfo><p><num type="Accession">1222</num></p></acqinfo>
  <accessrestrict><p>These boxes are restricted.</p></accessrestrict>
  <userrestrict><p>May only be used on the third Thursday of the month.</p></userrestrict>
  <arrangement><p>Materials in this series have been arranged chronologically.</p></arrangement>
  <controlaccess>
    <persname role="creator">Williams, Maybelle</persname>
    <subject>Boats</subject>
    <subject>Politics</subject>
    <genreform>Speeches</genreform>
  </controlaccess>

```

```

<c id="c10" level="subseries">
<did>
<unitid type="code">LW1222</unitid>
<container type="box" label="Boxes">5-6</container>
<langmaterial>
<language langcode="fre">French</language>
</langmaterial>
<physloc audience="external">Basement of Library Annex</physloc>
<unittitle>Speeches given in Rhode Island</unittitle><unitdate normal="1642/1652">1642-1652</unitdate>
<physdesc>
<extent>2 boxes</extent>
</physdesc>
<origination><persname role="creator">Williams, Maybelle</persname></origination>
</did>
<scopecontent><p>The speeches were given and annotate by Roger Williams but written by his cousin Maybelle Williams.</p></scopecontent>
<bioghist><p>The Williams family were important people in England.</p></bioghist>
<note><p>Miscellaneous note.</p></note>
<acqinfo><p><num type="Accession">13333</num></p></acqinfo>
<accessrestrict><p>These boxes are restricted.</p></accessrestrict>
<userrestrict><p>May only be used on the third Thursday of the month.</p></userrestrict>
<arrangement><p>Materials in this subseries have been arranged chronologically.</p></arrangement>
<arrangement><p>Materials in this subseries have been arranged chronologically.</p></arrangement>
<controlaccess>
<persname role="creator">Williams, Maybelle</persname>
<subject>Fish</subject>
<subject>Law</subject>
<genreform>Speeches</genreform>
</controlaccess>

```

```

<c id="c11" level="file">
<did>
<unitid type="code">LW1222</unitid>
<container type="box" label="Box">5</container>
<container type="folder" label="Folder">1</container>
<langmaterial>
<language langcode="fre">French</language>
</langmaterial>
<physloc audience="external">Basement of Library Annex</physloc>
<unittitle>Williams, Roger to Elfrieda Williams</unittitle><unitdate normal="1642/1652">1642-1652</unitdate>
<physdesc>
<extent>1 folder</extent>
</physdesc>
<origination><persname role="creator">Williams, Maybelle</persname></origination>
</did>
<scopecontent><p>These speeches addressed the legality of fishing off the coast of Rhode Island.</p></scopecontent>
<bioghist><p>The Williams family were important people in England.</p></bioghist>
<note><p>Miscellaneous note.</p></note>
<acqinfo><p><num type="Accession">13333</num></p></acqinfo>
<accessrestrict><p>This folder is restricted.</p></accessrestrict>
<userrestrict><p>May only be used on the third Thursday of the month.</p></userrestrict>
<arrangement><p>Materials in this file have been arranged chronologically.</p></arrangement>
<arrangement><p>Materials in this file have been arranged chronologically.</p></arrangement>

```

```

<controlaccess>
<persname role="creator">Williams, Maybelle</persname>
<subject>Fish</subject>
<subject>Law</subject>
<genreform>Speeches</genreform>
</controlaccess>

```

```

<c id="c12" level="item">
<did>
<container type="box" label="Box">5</container>
<container type="folder" label="Folder">1</container>
<physdesc>
<genreform normal="speeches">speech</genreform>
<extent>2 pages</extent>
</physdesc>
<unittitle>In search of Moby</unittitle>
<unitdate normal="1652-01-01">1652 Jan 1</unitdate>
</did>
<acqinfo><p><num type="Accession">A2355454</num></p></acqinfo>
<controlaccess>
<persname role="creator">Williams, Maybelle</persname>
</controlaccess>
<scopecontent><p>Speeches details Roger Williams search for
Moby.</p></scopecontent>
</c>

```

```

</c>

```

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</c>

```

```

</c>

```

```

<c id="c13" level="series">
<did>
<unitid type="series">Series 4</unitid>
<unittitle>Miscellaneous</unittitle><unitdate normal="1650/1655">1650-1655</unitdate>
<physdesc>
<extent>1 box</extent>
</physdesc>
</did>

```

```

<c id="c14" level="item">
<did>
<container type="box" label="Box">1</container>
<container type="folder" label="Folder">3</container>
<physdesc>
<genreform normal="letters (correspondence)">letter</genreform>
<extent>2 pages</extent>
</physdesc>
<unittitle>Williams, Roger to Williams, Robin
<geogname>California</geogname>
</unittitle>
<unitdate normal="1652-01-01">1652 Jan 1</unitdate>
</did>
<acqinfo><p><num type="Accession">A2355454</num></p></acqinfo>
<controlaccess>
<persname role="creator">Williams, Roger</persname>
<persname role="recipient">Williams, Robin</persname>
</controlaccess>
<scopecontent><p>Letter contains criticisms of Robin Williams most recent
book.</p></scopecontent>
</c>

```

```

<c id="c15" level="item">
<did>
<container type="box" label="Box">2</container>
<container type="folder" label="Folder">4</container>
<physdesc>
<genreform normal="manuscripts">draft manuscript</genreform>
<extent>4 pages</extent>
</physdesc>
<unittitle>The Bloody tenent draft 2
<geogname>Rhode Island</geogname>
</unittitle>
<unitdate normal="1650">1650</unitdate>
</did>
<controlaccess>
<persname role="creator">Williams, Roger</persname>
</controlaccess>
</c>

<c id="c16" level="item">
<did>
<container type="box" label="Box">4</container>
<container type="folder" label="Folder">4</container>
<unittitle>
<title>The bloody tenent</title>
<imprint><geogname>Boston, Mass.</geogname>
<publisher>Hawthorne Press</publisher>
<date type="publication" normal="1655">1655</date></imprint></unittitle>
</did>
<controlaccess><persname role="creator">Williams, Roger</persname></controlaccess>
</c>
</c>
</dsc>
</archdesc>
</lead>

```

## Advanced information

The default for the following fields may be changed using clips within EAD Tools I:

- <archdesc> (archival description) level
  - collection (default)
  - fonds
  - class
  - recordgrp
  - series
  - subfonds
  - subgrp
  - subseries
  - file
  - item
  - otherlev (if using this term the OTHERLEVEL attribute must be used)
- <archdesc> (archival description) type
  - inventory (default)
  - guide
  - register
  - accession
- <unitid> (ID of the unit) type
  - collection (default)
  - recordgrp
- <dsc> (description of subordinate components) type
  - combined (default)
  - analyticover
  - in-depth

## Required tags in EAD finding aid

```

<eadheader>
  <eadid>
  <filedesc>
    <titlestmt>[title]</titlestmt>
    <titleproper>
    <date>
    <publicationstmt>
    <publisher>
    <date>
    <address>
      <addressline>
  <profiledesc>
    <creation>
      <date>
    <language>
      <language>
    <descrules>
<archdesc>
  <did>
    <repository>
      <corpname>
    <unitid>
    <unittitle>
    <unitdate>
    <unittitle> [filing title]
    <physdesc>
      <extent>
    <abstract>
    <langmaterial>
      <language>
  </did>
  <scopecontent>
  <accessrestrict>
  <prefercite>
  <acqinfo>
  <controlaccess>
    <subject> [at least one RIAMCO browsing term is required]

```

### Example of an entire EAD finding aid

```

<?xml version="1.0" encoding="UTF-8"?>
<ead xmlns="urn:isbn:1-931666-22-9" xmlns:ead="urn:isbn:1-931666-22-9"
  xmlns:xlink="http://www.w3.org/1999/xlink"
  xmlns:xsi="http://www.w3.org/2001/XMLSchema-instance"
  xsi:schemaLocation="urn:isbn:1-931666-22-9 http://www.loc.gov/ead/ead.xsd"
  audience="external"
  relatedencoding="MARC21">
  <eadheader audience="external" countryencoding="iso3166-1" dateencoding="iso8601"
    scriptencoding="iso15924" relatedencoding="MARC21" repositoryencoding="iso15511"
    langencoding="iso639-2b">
    <eadid countrycode="US" mainagencycode="US-RPB" identifier="ms16.36.xml"
      >US-RPBms16.36</eadid>

    <filedesc>
      <titlestmt>
        <titleproper>Guide to the Roger Williams papers <date type="inclusive" era="ce"
          calendar="gregorian" normal="1637/1683" encodinganalog="$245f"
          >1637-1683</date>
          <date type="bulk" era="ce" calendar="gregorian" normal="1642/1663">(bulk
            1642-1663)</date>
        </titleproper>
        <author>Finding aid prepared by Ben Arnold.</author>
      </titlestmt>
      <publicationstmt>
        <publisher>Brown University Library</publisher>
        <date era="ce" calendar="gregorian" normal="2008-10-14" encodinganalog="260$c"
          type="publication">2008 October 14</date>
        <address><addressline>Box A</addressline>
        <addressline>Brown University</addressline>
        <addressline>Providence, RI 02912</addressline>
        <addressline>Tel: 401-863-2162</addressline>
        <addressline>Fax: 401-863-1272</addressline>
        <addressline><extptr xlink:actuate="onLoad" xlink:href="mailto:rock@brown.edu"/>email:
        rock@brown.edu</addressline></address>
      </publicationstmt>

      <seriesstmt>
        <p>Special collections of the Brown University Library.</p>
      </seriesstmt>
      <notestmt>
        <note>
          <p>This is a general miscellaneous note about the collection.</p>
        </note>
      </notestmt>
    </filedesc>
    <profiledesc>
      <creation>Finding aid encoded by Nicholas Cooke <date era="ce" calendar="gregorian"
        normal="2008-10-14" encodinganalog="260$c" type="publication">2008 October
        14</date>

```

```

</creation>
<language>
  <language langcode="eng" scriptcode="Latn">English</language>
</language>
<descrules>Finding aid based on Describing Archives: A Content Standard
(DACS).</descrules>
</profiledesc>

<revisiondesc>
  <change encodinganalog="583">
    <date era="ce" calendar="gregorian" normal="2008-10-15">2008 Oct 15</date>
    <item>Revised by William Greene</item>
  </change>
  <change encodinganalog="583">
    <date era="ce" calendar="gregorian" normal="2008-10-20">2008 Oct 20</date>
    <item>Revised by John Smith</item>
  </change>
</revisiondesc>
</eadheader>
<archdesc level="collection" type="inventory" relatedencoding="MARC21">
  <did>
    <langmaterial>
      <language langcode="eng" encodinganalog="546">English</language>
      <language langcode="ger" encodinganalog="546">German</language>
    </langmaterial>
    <repository encodinganalog="852">
      <corpname>John Hay Library</corpname>
      <address><addressline>Box A</addressline>
<addressline>Brown University</addressline>
<addressline>Providence, RI 02912</addressline>
<addressline>Tel: 401-863-2146</addressline>
<addressline>Fax: 401-863-2093</addressline>
<addressline><extptr xlink:actuate="onLoad" xlink:href="mailto:hay@brown.edu"/>email:
hay@brown.edu</addressline></address>
    </repository>
    <origination>
      <persname source="lcnaf" encodinganalog="100" role="creator" normal="Williams,
      Roger,|d1603- 1683">Williams, Roger, 1603-1683</persname>
    </origination>
    <unittitle type="primary" encodinganalog="245$a">Roger Williams papers</unittitle>
    <unitdate type="inclusive" era="ce" calendar="gregorian" encodinganalog="245$f"
    normal="1637/1683">1637-1683</unitdate>
    <unitdate type="bulk" era="ce" calendar="gregorian" encodinganalog="245$g"
    normal="1642/1663">(bulk 1642-1663)</unitdate>
    <unittitle type="filing" encodinganalog="246$a">Williams (Roger) papers</unittitle>
    <physdesc>
      <extent encodinganalog="300$a">10 linear feet</extent>
      <extent encodinganalog="300$a">10 box(es)</extent>
      <physfacet>hand colored</physfacet>
      <dimensions>approximately 230 mm x 163</dimensions>
    </physdesc>
  </did>

```

```

<materialspec>1:10000</materialspec>
<physloc audience="external" encodinganalog="852">Portions of the collection are
stored at Iron Mountain.</physloc>
<abstract encodinganalog="520$a">The Roger Williams papers contain correspondence,
manuscripts, and speeches by the English theologian.</abstract>

<unitid encodinganalog="099" countrycode="US" repositorycode="US-RPB"
type="collection"
  >Ms. 16.36</unitid>
</did>
<bioghist encodinganalog="545">
  <head>Biographical note</head>

  <p>Roger Williams was born in London, England.</p>
  <p>He moved to the United States.</p>
  <p>Williams was especially well-known for his essay <title type="essay">Deep thoughts
from a religious man</title>. He followed that essay with his best-selling book
  <title type="novel">The Bloody Tenent</title>. During his studies at Pembroke
College Williams starred in the play <title type="play">The Importance of Being
Earnest</title>. A gifted orator, Williams was revered for his recitation of
  <title type="poem">Beowulf</title>. Not one to rest on his laurels, Williams was
a master of the ukulele and frequently performed <title type="song">Yellow
Submarine</title> to crowds of his followers.</p>
<chronlist>
  <chronitem>
    <date>1603</date>
    <event>Born in London, England</event>
  </chronitem>
  <chronitem>
    <date>1614</date>
    <event>Became a Puritan</event>
  </chronitem>
  <chronitem>
    <date>1627</date>
    <event>B.A., University of Cambridge, Pembroke College</event>
  </chronitem>
</chronlist>
</bioghist>
<descgrp type="descriptive">
  <head>Collection information</head>
  <accessrestrict encodinganalog="506">
    <p>There are no restrictions on access, except that the collection can only be seen
    by prior appointment. Some materials may be stored off-site and cannot be
    produced on the same day on which they are requested.</p>
    <legalstatus>Public record.</legalstatus>
  </accessrestrict>
  <userrestrict encodinganalog="540">
    <p>Researchers are advised that express written permission to reproduce, quote, or
    otherwise publish any portion or extract from this collection must be obtained
    from the Brown University Library. Although Brown University has physical
    ownership of the collection and the 23 materials contained therein, it does not

```

claim literary rights. It is up to the researcher to determine the owners of the literary rights and to obtain any necessary permissions from them.</p>

```
</userrestrict>
<prefercite encodinganalog="524">
  <p>Roger Williams papers, Ms. 16.36, Brown University Library.</p>
</prefercite>
<scopecontent encodinganalog="520">
  <p>The papers cover Roger Williams earliest years to his death.</p>
</scopecontent>
<arrangement encodinganalog="351">
  <p>The papers are arranged in 3 series: <list>
    <item>1. Correspondence</item>
    <item>2. Writings</item>
    <item>3. Speeches</item>
  </list></p>
</arrangement>
<fileplan>
  <p>The classification system assigned alpha-numeric codes to primary subjects and to secondary and tertiary subdivisions thereunder.</p>
</fileplan>
<phystech>
  <p>48K RAM; Apple Disk II with controller; color monitor</p>
</phystech>
</descgrp>
<descgrp type="administrative">
  <head>Administrative information</head>
  <acqinfo encodinganalog="541">
    <p>The Roger Williams papers were received from the Mayor's Office, City of Providence, Rhode Island, in 1933.</p>
  </acqinfo>
  <custodhist encodinganalog="561">
    <p>The Roger Williams papers were maintained by the staff of the Mayor's Office, City of Providence, Rhode Island, in the records storage facility at City Hall from the time of Williams' death in 1683 until they were transferred, at the request of Mary Williams, a Roger Williams descendant, to the John Hay Library, Brown University, in 1933.</p>
  </custodhist>
  <processinfo encodinganalog="583">
    <p>These papers were organized and cataloged in 1977 by Lydia Lucas.</p>
  </processinfo>
  <altformavail encodinganalog="530">
    <p>This collection has been microfilmed and is available on three reels MF1993-034:1 to MF1993-034:3.</p>
  </altformavail>
  <accruals encodinganalog="584">
    <p>No further materials are expected for this collection.</p>
  </accruals>
  <appraisal encodinganalog="583">
    <p>The Roger Williams papers arrived at the John Hay Library in two accessions, 1933 and 1935. During processing the collection was reduced from fifteen linear feet to ten linear feet by discarding duplicate materials, financial records, and
```

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    publications not authored by Roger Williams.</p>
  </appraisal>
</descgrp>

<descgrp type="cataloging">
  <controlaccess>
    <head>Names</head>
    <persname encodinganalog="100" role="creator" normal="Williams, Roger|d1603-1683" source="lcnaf">Williams, Roger, 1603-1683</persname>
    <corpname encodinganalog="710" role="contributor" normal="Roger Williams Corporation" source="lcnaf">Roger Williams Corporation</corpname>
    <famname encodinganalog="700" role="contributor" normal="Williams family" source="local">Williams family</famname>
  </controlaccess>
  <controlaccess>
    <head>Subjects</head>
    <persname encodinganalog="600" normal="Williams, Mary" source="lcnaf">Williams, Mary</persname>
    <geogname encodinganalog="651" normal="Rhode Island" source="lcsht">Rhode Island</geogname>
    <subject encodinganalog="650" normal="Boats" source="lcsht">Boats</subject>
  </controlaccess>
  <controlaccess>
    <head>RIAMCO Browsing Terms</head>
    <subject altrender="nodisplay" source="riamco" encodinganalog="690">Politics</subject>
  </controlaccess>
  <controlaccess>
    <head>Titles</head>
    <title encodinganalog="130" source="lcnaf" normal="author=Williams, Roger|d1603-1683&title=The bloody tenent of persecution">The bloody tenent of persecution</title>
  </controlaccess>
  <controlaccess>
    <head>Types of materials</head>
    <genreform encodinganalog="655" source="aat" normal="letters (correspondence)">Letters (correspondence)</genreform>
  </controlaccess>
  <controlaccess>
    <head>Occupations</head>
    <occupation encodinganalog="656" normal="Theologian" source="lcsht">Theologian</occupation>
  </controlaccess>

  <controlaccess>
    <head>Functions</head>
    <function encodinganalog="657" source="lcsht" normal="Law enforcing">Law enforcing</function>
  </controlaccess>
</descgrp>

```

```

<descgrp type="additional">
  <head>Additional Information</head>
  <relatedmaterial encodinganalog="5441_">
    <p>Related papers are located at the Rhode Island Historical Society.</p>
  </relatedmaterial>
  <separatedmaterial encodinganalog="5440_">
    <p>Papers written by Anne Hutchinson have been removed from the collection and are
      now located in the Anne Hutchinson papers.</p>
  </separatedmaterial>
  <originalsloc encodinganalog="5351_">
    <p>File contains photocopies of original still held by the donor.</p>
  </originalsloc>
  <otherfindaid encodinganalog="555">
    <p>The card catalog at the John Hay Library provides an alternative method of
      accessing papers in this collection.</p>
  </otherfindaid>
  <bibliography>
    <bibref>Upham, William P.</b>An account of the dwelling-houses of Francis
      Higginson, Samuel Skelton, Roger Williams and Hugh Peters (Salem, Mass.,
      1866)</bibref>
    <bibref>Dexter, Henry Martyn</b>As to Roger Williams, and his 'banishment' from
      the Massachusetts Plantation (Boston, Congregational Publishing Society,
      1876)</bibref>
  </bibliography>
  <odd encodinganalog="500">
    <p>The following is a brief essay on the history of the publishing industry.</p>
  </odd>
  <odd encodinganalog="500" type="josiah">
    <p>Brown University Library catalog record for this collection: <archref
      xlink:href="http://library.brown.edu/record=b1997908">Roger Williams
      papers</archref></p>
  </odd>
</descgrp>
<dsc type="combined">
  <c id="c1" level="series">
    <did>
      <unitid type="series">Series 1</unitid>
      <container type="box" label="Box">1-2</container>
      <langmaterial>
        <language langcode="ger">German</language>
      </langmaterial>
      <physloc audience="external">Basement of annex</physloc>
      <unittitle>Correspondence</unittitle>
      <unitdate normal="1642/1652">1642-1652</unitdate>
      <physdesc>
        <extent>2 box(es)</extent>
      </physdesc>
      <origination>
        <persname role="creator">Williams, Maybelle</persname>
      </origination>
    </did>
  </c>
</dsc>

```

```

</did>
<scopecontent>
  <p>The correspondence is related to business and family matters.</p>
</scopecontent>
<bioghist>
  <p>The Williams family were very important people in England.</p>
</bioghist>
<note>
  <p>Miscellaneous note.</p>
</note>
<acqinfo>
  <p>
    <num type="Accession">1222</num>
  </p>
</acqinfo>
<accessrestrict>
  <p>These boxes are restricted.</p>
</accessrestrict>
<userrestrict>
  <p>May only be used on the third Thursday of the month.</p>
</userrestrict>
<controlaccess>
  <persname role="creator">Williams, Maybelle II</persname>
  <subject>Boats</subject>
  <subject>Politics</subject>
  <genreform>Letters (correspondence)</genreform>
</controlaccess>
<c id="c2" level="subseries">
  <did>
    <unitid type="code">LW1222</unitid>
    <container type="box" label="Box">1-2</container>
    <langmaterial>
      <language langcode="fre">French</language>
    </langmaterial>
    <physloc audience="external">Roof of Hay</physloc>
    <unittitle>Correspondence from Roger Williams</unittitle>
    <unitdate normal="1642/1652">1642- 1652</unitdate>
    <physdesc>
      <extent>1 box(es)</extent>
    </physdesc>
    <origination>
      <persname role="creator">Williams, Maybelle</persname>
    </origination>
  </did>
</c>
<scopecontent>
  <p>The correspondence was written mainly by Roger Williams but Maybelle Williams was an important contributor.</p>
</scopecontent>
<bioghist>
  <p>The Williams family were very important people in England.</p>
</bioghist>

```

```

<note>
  <p>Miscellaneous note.</p>
</note>
<acqinfo>
  <p>
    <num type="Accession">13333</num>
  </p>
</acqinfo>
<accessrestrict>
  <p>These boxes are restricted.</p>
</accessrestrict>
<userrestrict>
  <p>May only be used on the third Thursday of the month.</p>
</userrestrict>
<controlaccess>
  <persname role="creator">Williams, Maybelle II</persname>
  <subject>Fish</subject>
  <subject>Law</subject>
  <genreform>Letters (correspondence)</genreform>
</controlaccess>
<c id="c3" level="file">
  <did>
    <unitid type="code">LW1222</unitid>
    <container type="box" label="Box">1</container>
    <container type="folder" label="Folder">1</container>
    <langmaterial>
      <language langcode="fre">French</language>
    </langmaterial>
    <physloc audience="external">Roof of Hay</physloc>
    <unittitle>Williams, Roger to Elfrieda Williams</unittitle>
    <unitdate normal="1642/1652">1642- 1652</unitdate>
    <physdesc>
      <extent>1 folder</extent>
    </physdesc>
    <origination>
      <persname role="creator">Williams, Maybelle</persname>
    </origination>
  </did>

  <scopecontent>
    <p>The correspondence was written mainly by Roger Williams but Maybelle Williams was an important contributor.</p>
  </scopecontent>
  <bioghist>
    <p>The Williams family were very important people in England.</p>
  </bioghist>
  <note>
    <p>Miscellaneous note.</p>
  </note>
</acqinfo>
  <p>

```

```

    <num type="Accession">13333</num>
  </p>
</acqinfo>
<accessrestrict>
  <p>These boxes are restricted.</p>
</accessrestrict>
<userrestrict>
  <p>May only be used on the third Thursday of the month.</p>
</userrestrict>
<controlaccess>
  <persname role="creator">Williams, Roger</persname>
  <persname role="recipient">Williams, Elfrieda</persname>
  <subject>Fish</subject>
  <subject>Law</subject>
  <genreform>Letters (correspondence)</genreform>
</controlaccess>
<c id="c4" level="item">
  <did>
    <unitid type="code">LW1222</unitid>
    <container type="box" label="Box">1</container>
    <container type="folder" label="Folder">1</container>
    <langmaterial>
      <language langcode="fre">French</language>
    </langmaterial>
    <physloc audience="external">Roof of Hay</physloc>
    <unittitle>Williams, Roger to Elfrieda Williams</unittitle>
    <unitdate normal="1642-01-01">1642 Jan 1</unitdate>
    <physdesc>
      <extent>1 folder</extent>
    </physdesc>
    <origination>
      <persname role="creator">Williams, Maybelle</persname>
    </origination>
  </did>
  <scopecontent>
    <p>The correspondence was written mainly by Roger Williams but
      Maybelle Williams was an important contributor.</p>
  </scopecontent>
  <bioghist>
    <p>The Williams family were very important people in England.</p>
  </bioghist>
  <note>
    <p>Miscellaneous note.</p>
  </note>
</acqinfo>
  <p>
    <num type="Accession">13333</num>
  </p>
</acqinfo>
<accessrestrict>
  <p>This letter is restricted.</p>

```

```

</accessrestrict>
<userrestrict>
  <p>May only be used on the third Thursday of the month.</p>
</userrestrict>
<controlaccess>
  <persname role="creator">Williams, Roger</persname>
  <persname role="recipient">Williams, Elfrieda</persname>
  <subject>Fish</subject>
  <subject>Law</subject>
  <genreform>Letters (correspondence)</genreform>
</controlaccess>
</c>
</c>
</c>
</c>
<c id="c5" level="series">
  <did>
    <unitid type="series">Series 2</unitid>
    <unittitle>Writings</unittitle>
    <unitdate normal="1652/1662">1652-1662</unitdate>
    <physdesc>
      <extent>2 boxes</extent>
    </physdesc>
  </did>
  <scopecontent>
    <p>These writings were kept in William's personal safe.</p>
  </scopecontent>
</c id="c6" level="subseries">
  <did>
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    <unitdate normal="1650/1660">1650-1660</unitdate>
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      <extent>2 pages</extent>
    </physdesc>
    <unittitle>Williams, Roger to Williams, Robin
      <geogname>California</geogname>
    </unittitle>
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  </did>
  <acqinfo>
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    <persname role="recipient">Williams, Robin</persname>
  </controlaccess>
  <scopecontent>
    <p>Letter contains criticisms of Robin Williams most recent book.</p>
  </scopecontent>
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