



## **Africa Programme**

Programme pour l'Afrique

### **Digital Records Curation Programme (DRCP) - English Version**

#### **Week 9 – Class: Providing Access – Description and Indexing**

##### **Learning Outcomes**

At the end of this class, students should be able to:

- understand what archival description is for
- understand how descriptive standards have evolved and how they can be used
- apply ISAD(G) and EAD at a basic level

##### **Lesson Plan**

###### **1. Introduction**

Ask students to summarise their learning from the previous class.

Provide feedback on the online exhibitions task (see Course Handbook, Week 8 task).

###### **2. Lecture – What is Description For? (10 minutes)**

Use the DRCP slides for this class to provide a short lecture explaining the purpose of description.

###### **3. Lecture – Descriptive Standards (20 minutes)**

Use the DRCP slides for this class to provide a short lecture explaining the evolution and application of descriptive standards.

###### **4. Individual Work – ISAD(G) Description (20 minutes)**

Prepare an ISAD(G) template and a sample record, and ask the students to use the template to describe the record. This exercise is included in case description has not been covered elsewhere in your curriculum. It is highly recommended that additional classes are provided to allow students to practice description.

## **5. Lecture – EAD (10 - 20 minutes)**

Use the DRCP slides for this class to provide a short lecture explaining Encoded Archival Description.

## **6. Group work – EAD (20 – 30 minutes)**

Following an explanation of the EAD tags, ask the students to work in groups to describe two records using EAD. Students could use Notepad or, if computers are not available, paper.

If using Notepad, provide the students with an XML header for their descriptions. Students can then use an open source XML editor to load the documents and identify errors.

If the exercise is done in hardcopy, you will have to mark the students' work against a key you have developed in advance of the class, providing feedback out of class time.

## **7. Conclusion**

Summarise what you have covered in class in relation to learning outcomes for this class.